

SELECTMEN'S MEETING AGENDA*

*Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Monday, November 29, 2021*

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC COMMENTS/ANNOUNCEMENTS**

IV. **PUBLIC HEARING**

- A. Classification Hearing – Vote to approve classification recommendations from the Board of Assessors
- B. Public Hearing – Discussion and possible vote to approve the proposed Fee Amendments to Harbor Management Plan Appendix B – Marine Fee Schedule and Appendix F Shellfish Fee Schedule

V. **CONSENT AGENDA**

- A. Vote to approve Board of Selectmen Minutes – 02.24.2020

VI. **NEW BUSINESS**

- A. Annual Committee Meetings:
 - 1. Conservation Commission
 - 2. Brooks Academy Museum Commission
 - 3. ByLaw/Charter Review Committee
 - 4. Board of Water/Wastewater Commissioners

VII. **OLD BUSINESS**

- A. Discussion and possible vote to convey some portion of deeded land to the Harwich Affordable Housing Trust
 - 1. Map 61, Parcel B1-A – 0 Oak Street
 - 2. Map 61, Parcel B1-B – 0 Oak Street
 - 3. Map 56, Parcel P12 – 0 Depot Street
 - 4. Map 63, Parcel J1 – 0 Depot Street
 - 5. Map 63, Parcel J2 – 0 Orleans Road
 - 6. Map 63, Parcel J3 – 0 Depot Road
 - 6. Map 40, Parcel Z5 – 265 Sisson Road
- B. Discussion and possible vote to establish a 2022 Annual Town Meeting Warrant Article for taking by eminent domain – 276 Queen Anne Road
- C. Discussion and possible vote to establish a 2022 Annual Town Meeting Warrant Article for taking by eminent domain – 70 Willow Street

VIII. **CONTRACTS**

- A. Discussion and possible vote to authorize the chair to sign the Robert B. Our Change Order #7 - Phase 2, Contract 1 which includes Continental Drive and Whidah Drive as well as a few other clean up items - \$12,154,499.48
- B. Discussion and possible vote to approve Chapter 90 funds for drainage installation on Whidah Drive and Continental Drive - \$484,000
- C. Discussion and possible vote to approve Barnstable County Regional Government of Cape Cod Intermunicipal Agreement for information technology services between Barnstable County and the Town of Harwich - \$8,075.00 per month

IX. **TOWN ADMINISTRATOR'S REPORT**

X. **SELECTMEN'S REPORT**

XI. **CORRESPONDENCE**

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:

Ellen Powell, Executive Assistant

Posted by: _____

Town Clerk

Date: _____

November 23, 2021

PUBLIC HEARING

Board of Selectmen FY'22 CLASSIFICATION HEARING



November 29, 2021

At their meeting November 15, 2021, the Board of Assessors voted unanimously to make the following recommendations to the Board of Selectmen for their Fiscal Year 2022 Classification Hearing to be held November 29, 2021 at 6:30 p.m.:

On the matter of classifying the tax rate:

- ✧ To **vote a residential factor of "1"** so that each class maintains 100% of its full value tax share and not shift the tax burden from the residential and open space property classes to the commercial, industrial and personal property classes.

On the matter of an open space discount:

- ✧ **Not to grant an open space discount** which would shift the tax burden from the open space property class to the residential property class.

On the matter of a residential exemption:

- ✧ **Not to grant a residential exemption** which would shift the tax burden within the residential class from residents to part-time residents.

On the matter of a small commercial exemption:

- ✧ **Not to grant a small business exemption** which would shift the tax burden within the commercial, industrial and personal property classes from certain small commercial properties to other commercial and industrial properties.

Voting in accordance with these recommendations would retain the historical pattern of taxation in Harwich. The following is an explanation of the various options and the reasons for the Assessors' recommendations:

Classification:

Classifying the tax rate means applying different tax rates to different classes of property (residential, open space, commercial, industrial, personal property) according to procedures and formulas set forth by state statutes. Voting a **residential factor of "1,"** establishes that the same tax rate is applied to all classes of properties and taxed at a **single rate** per thousand dollars of property value.

The fiscal year 2022 single tax rate is estimated to be \$8.12. The FY22 rate represents a decrease of 5.6% below the FY21 rate of \$8.60. There was a 2.6% increase in total town valuation which contributed to the decrease in the tax rate.

Classification allows the selectmen to allocate a higher percentage of the tax burden to the commercial, industrial, and personal property classes by adopting a residential factor of less than "1." Such an action would result in a tax rate lower than \$8.12 for the residential and open space classes, and higher than \$8.12 for the commercial, industrial, and personal property classes.

Open Space Discount:

The open space classification is reserved for properties that could otherwise be held for the production of income but are instead preserved in an open and natural condition for the benefit and enjoyment of the public, which does not necessarily imply public access to the property. Harwich currently has no properties classified as open space, so it would have no effect if the Board of Selectmen should vote an open space discount. The assessors are of the belief that the open space issues are best addressed through the exercise of conservation restrictions or chapter land elections, both of which demonstrate a firmer commitment to open space preservation on the part of the property owner and which also provide for some recapture of forgiven tax dollars.

Residential Exemption:

The residential exemption grants an exemption of up to 20% of the average residential property value for all resident property owners. Through the selective application of the exemption to year-round residents and the calculation of a new residential tax rate to recapture lost levy, the exemption results in reduced taxes being paid by resident property owners, while shifting the tax burden to part-time resident property owners.

The assessors do not recommend granting a residential exemption as the exercise of this option results in the shifting of the tax levy share not between classes, but within the residential class itself. As the part-time resident taxpayers already pay a personal property tax on the contents of their Harwich home which resident property owners do not pay, and customarily place fewer demands on municipal services, the assessors feel it would be inequitable to create separate strata within the residential property class.

Small Commercial Exemption:

The small commercial exemption is another option for consideration by the selectmen. The result of legislation passed in 1994, this exemption allows the Selectmen to exempt up to 10% of the assessed value of commercial properties that are assessed for less than \$1,000,000 and are occupied by businesses with fewer than ten employees.

If adopted, it has the effect of reducing the property taxes on some commercial properties and shifting those taxes onto all other commercial/industrial properties. As with the residential exemption, the loss in levy resulting from the decrease in the total valuation of the commercial class is recaptured within the commercial/industrial classes by recalculating a new tax rate for those classes. Unlike the residential exemption, however, wherein a fixed dollar exemption is applied to all qualifying parcels, the small commercial exemption is based on a percentage of each eligible parcel's valuation.

The assessors do not recommend granting the small commercial exemption for several reasons. Although this legislation is no longer new, there remain many unanswered questions about the effects of the exemption. To date, only a small number of Massachusetts communities grant this exemption. The assessors suggest that this is possibly due to the following reasons:

- The law does not address the Chapter 61, 61A, and 61B properties (forest, agricultural/horticultural, and recreational property), which are taxed at the commercial rate. The recalculation of the commercial/industrial tax rate would result in higher tax bills for those properties, as they are not eligible for the exemption.

- There are no appeal provisions contained in the law for those properties that may be eligible for the exemption, but are inadvertently omitted in its administration. The Department of Employment and Training supplies the data regarding the requirement that a property, in order to qualify for the exemption, must be occupied by a business or businesses employing fewer than ten people. This information is unreliable, however, since the DET provides a list of the qualifying businesses, but only those with mailing addresses in Harwich. A business could conceivably be located in Harwich with a mailing address in Orleans, and not be on the list provided to Harwich by the DET. There would be no statutory appeal for the property owner. The potential for omission is enormous and could cause substantial administrative and public relations problems for the Town.
- The exemption, while well intentioned, does not really serve those for whom the legislation was intended. Unless the small commercial property is entirely owner-occupied, it is very unlikely that the small business owner who is leasing the property will benefit from the exemption. There is no requirement that the reduction in the property tax be passed from landlord to tenant.

The Department of Revenue has certified the FY22 Interim Year Update values. Attached is State Tax Form LA-4 which indicates the total value by class of all parcels in Harwich, the Recap sheet, and the LA-5. Your signatures will be required on the LA-5 form at the conclusion of the classification hearing.

Signing the LA-5 confirms the votes taken by the Selectmen at the hearing and indicates the Selectmen have been informed of the amount of the excess levy capacity. The Board of Assessors and I will be available for questions at the Tax Rate Classification Hearing on Monday, November 29, 2021 at 6:30 PM.

If you have any additional questions regarding this matter, please do not hesitate to ask.

Thank you.

Carol Coppola, CPA, CFE
Finance Director/Town Accountant

Attachments

cc: Board of Assessors
Town Administrator – Joseph Powers

Harwich FY22 Tax Classification Analysis

Table 1. Total Taxable Valuation by Class and Yearly Comparison

Class	Fy22 Value	% Total Value	Fy21 Value	% Total Value	% Change
Residential & Open Space	\$50,694,790	92.68%	\$49,229,101	92.36%	3.0%
Commercial	\$2,553,773	4.67%	\$2,575,262	4.83%	-0.8%
Industrial	\$255,857	0.47%	\$269,181	0.51%	-4.9%
Personal	\$1,196,048	2.19%	\$1,226,185	2.30%	-2.5%
Total	\$54,700,467	100.00%	\$53,299,729	100.00%	2.6%
				\$ Change	
Tax Levy	\$54,700,467.45		\$53,299,729.46	\$1,400,737.99	2.6%
New Growth	\$472,395		\$496,942	(\$24,547.00)	-4.9%
RES Tax Rate @ Res Factor 1	\$8.12		\$8.60	(\$0.48)	-5.6%
Average Single Family Value	\$636,549		\$584,732	\$51,817	8.9%
Average Single Family Tax Bill	\$5,169		\$5,029	\$140	2.8%
CIP Tax Rate@ Res Factor 1	\$8.12		\$8.60	(\$0.48)	-5.6%
Average Commercial-Industrial Value	\$666,693		\$628,801	\$37,892	6.0%
Average Commercial-Industrial Tax Bill	\$5,414		\$5,408	\$6	0.1%

Table 2. Rate Shift

Alternative Residential (Res) Rates by shifting the burden to the Commercial, Industrial, and Personal (CIP)

Percent Shift	Rate		CIP Rate	Rate Difference
	Res Rate	Difference		
100%	8.12		\$8.12	
105%	8.09	-\$0.03	\$8.53	\$0.41
110%	8.06	-\$0.06	\$8.93	\$0.81
115%	8.02	-\$0.10	\$9.34	\$1.22
120%	7.99	-\$0.13	\$9.74	\$1.62
125%	7.96	-\$0.16	\$10.15	\$2.03
130%	7.93	-\$0.19	\$10.56	\$2.44
135%	7.90	-\$0.22	\$10.96	\$2.84
140%	7.86	-\$0.26	\$11.37	\$3.25
145%	7.83	-\$0.29	\$11.77	\$3.65
150%	7.80	-\$0.32	\$12.18	\$4.06

The total value of the residential class parcels is slightly less than 93% of the total town value. The total value of the Commercial and Industrial parcels and Personal Property is slightly more than 7%.

A 5% shift of the residential portion of the tax levy to the commercial/industrial/personal property portion of the levy would result in a \$.03 decrease in the residential tax rate and a \$.41 increase in the C/I/P rate.

RESIDENTIAL EXEMPTION
MGL Chapter 59, Section 5c

How is the Residential Exemption adopted? The Board of Selectmen vote each year whether or not to adopt the exemption. The amount of the exemption must also be voted by the Board of Selectmen and may be no more than 20% of the average residential value.

Who may qualify? Homeowners may qualify for the exemption on their principal residence. For the purpose of this exemption, taxpayer shall be interpreted as the "owner of record" as recorded in the Registry of Deeds and principal residence is the address of the taxpayer as used by the taxpayer for income tax purposes.

What is the qualification date? The real estate must be owned and occupied as the taxpayer's principal residence as of January 1 of the year preceding the fiscal year. ie: for the Fiscal Year 2022, July 1, 2021 through June 30, 2022, the taxpayer must have owned and occupied the real estate as of January 1, 2021.

How does a taxpayer apply for the Residential Exemption? The taxpayer has three months from the date of mailing of the tax bills to apply, on a form approved by the Commissioner, to the Board of Assessors. Once the Exemption is approved it remains in effect until any change in ownership or title occurs.

How is the Residential Exemption determined? Once the Board of Selectmen has adopted the exemption and voted the percentage, the Assessor determines the amount of value to be exempted from those qualifying parcels by calculating the following:

1. The total assessed value for all Class 1 properties, including vacant parcels.

2. The total number of parcels within the Class 1 properties.

3. Divide the Total Class 1 valuation by the total number of Class 1 parcels. This is the average assessed value of all class one residential parcels.

4. Multiply the exemption percentage, as voted by the Board of Selectmen, by the average value. This is the amount to be exempted for each qualifying parcel.

5. Multiply the number of exemptions granted by the exemption amount.

6. Subtract the aggregate exemption amount from the total Class 1 value. The residential tax rate for all Class 1 properties will be calculated from this adjusted value.

RESIDENTIAL EXEMPTION: FY2022 PROPERTY TAX IMPACT ANALYSIS

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	RESIDENTIAL EXEMPTION WORKSHEET FISCAL YEAR 2022 INFORMATION		
ASSESSED VALUE	ACTUAL TAX RATE	ACTUAL TAXES	10% Exemption	NEW A / V	NEW TAX RATE	NEW TAXES	\$ Change (g-c)	% Change (h/c)			
Without Residential Exemption					With Residential Exemption						
\$400,000	\$8.12	\$3,248.00	\$48,809	\$351,191	\$8.57	\$3,010.23	-\$237.77	-7.32%	TOTAL RESIDENTIAL VALUE	\$6,243,200,766	
\$500,000	\$8.12	\$4,060.00	\$48,809	\$451,191	\$8.57	\$3,867.38	-\$192.62	-4.74%	TOTAL # RESID. PARCELS	10,958	
\$525,000	\$8.12	\$4,263.00	\$48,809	\$476,191	\$8.57	\$4,081.67	-\$181.33	-4.25%	AVG. RESIDENTIAL PARCEL EXEMPTION @ 10%	\$569,739.07 10%	
\$550,000	\$8.12	\$4,466.00	\$48,809	\$501,191	\$8.57	\$4,295.96	-\$170.04	-3.81%	EXEMPTION \$ AMOUNT	\$56,974	
\$580,100	\$8.12	\$4,710.41	\$48,809	\$531,291	\$8.57	\$4,553.96	-\$156.45	-3.32%	ESTIMATED # EXEMPTIONS	5,772	
\$600,000	\$8.12	\$4,872.00	\$48,809	\$551,191	\$8.57	\$4,724.53	-\$147.47	-3.03%	TOTAL RESID. EXEMPT VALUE	\$328,853,393.15	
\$625,000	\$8.12	\$5,075.00	\$48,809	\$576,191	\$8.57	\$4,938.82	-\$136.18	-2.68%	PRELIMINARY RESID. RATE (FY2022)	\$8.12	
\$650,000	\$8.12	\$5,278.00	\$48,809	\$601,191	\$8.57	\$5,153.10	-\$124.90	-2.37%	TOTAL RESID. REVENUE	\$50,694,790	
\$650,665	\$8.12	\$5,283.40	\$48,809	\$601,856	\$8.57	\$5,158.80	-\$124.59	-2.36%	NEW RESID. ASSESSED VALUE	\$5,914,347,373	
\$660,000	\$8.12	\$5,359.20	\$48,809	\$611,191	\$8.57	\$5,238.82	-\$120.38	-2.25%	NEW RESID. RATE	\$8.57	
\$675,000	\$8.12	\$5,481.00	\$48,809	\$626,191	\$8.57	\$5,367.39	-\$113.61	-2.07%			
\$700,000	\$8.12	\$5,684.00	\$48,809	\$651,191	\$8.57	\$5,581.68	-\$102.32	-1.80%			
\$725,000	\$8.12	\$5,887.00	\$48,809	\$676,191	\$8.57	\$5,795.97	-\$91.03	-1.55%			
\$750,000	\$8.12	\$6,090.00	\$48,809	\$701,191	\$8.57	\$6,010.25	-\$79.75	-1.31%			
\$775,000	\$8.12	\$6,293.00	\$48,809	\$726,191	\$8.57	\$6,224.54	-\$68.46	-1.09%			
\$800,000	\$8.12	\$6,496.00	\$48,809	\$751,191	\$8.57	\$6,438.83	-\$57.17	-0.88%			
\$825,000	\$8.12	\$6,699.00	\$48,809	\$776,191	\$8.57	\$6,653.12	-\$45.88	-0.68%			
\$850,000	\$8.12	\$6,902.00	\$48,809	\$801,191	\$8.57	\$6,867.40	-\$34.60	-0.50%			
\$875,000	\$8.12	\$7,105.00	\$48,809	\$826,191	\$8.57	\$7,081.69	-\$23.31	-0.33%			
\$900,000	\$8.12	\$7,308.00	\$48,809	\$851,191	\$8.57	\$7,295.98	-\$12.02	-0.16%			
\$925,000	\$8.12	\$7,511.00	\$48,809	\$876,191	\$8.57	\$7,510.27	-\$0.73	-0.01%			
\$950,000	\$8.12	\$7,714.00	\$48,809	\$901,191	\$8.57	\$7,724.55	\$10.55	0.14%	*ESTIMATED BREAK EVEN ASSESSED VALUE Start paying more taxes due to higher tax rate		
\$975,000	\$8.12	\$7,917.00	\$48,809	\$926,191	\$8.57	\$7,938.84	\$21.84	0.28%			
\$991,738	\$8.12	\$8,052.91	\$48,809	\$942,929	\$8.57	\$8,082.31	\$29.40	0.37%			
\$1,000,000	\$8.12	\$8,120.00	\$48,809	\$951,191	\$8.57	\$8,153.13	\$33.13	0.41%			
\$1,025,000	\$8.12	\$8,323.00	\$48,809	\$976,191	\$8.57	\$8,367.41	\$44.41	0.53%			
\$1,050,000	\$8.12	\$8,526.00	\$48,809	\$1,001,191	\$8.57	\$8,581.70	\$55.70	0.65%			
\$1,100,000	\$8.12	\$8,932.00	\$48,809	\$1,051,191	\$8.57	\$9,010.28	\$78.28	0.88%			
\$1,200,000	\$8.12	\$9,744.00	\$48,809	\$1,151,191	\$8.57	\$9,867.43	\$123.43	1.27%			
\$1,225,000	\$8.12	\$9,947.00	\$48,809	\$1,176,191	\$8.57	\$10,081.71	\$134.71	1.35%			
\$1,250,000	\$8.12	\$10,150.00	\$48,809	\$1,201,191	\$8.57	\$10,296.00	\$146.00	1.44%			
\$1,275,000	\$8.12	\$10,353.00	\$48,809	\$1,226,191	\$8.57	\$10,510.29	\$157.29	1.52%			
\$1,300,000	\$8.12	\$10,556.00	\$48,809	\$1,251,191	\$8.57	\$10,724.58	\$168.58	1.60%			

ASSESSMENT/CLASSIFICATION REPORT as of January 1, 2021
Fiscal Year 2022

Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	8,612	5,481,957,000				
102	848	294,830,200				
MISC 103,109	160	182,496,900				
104	177	103,653,500				
105	4	3,301,600				
111-125	6	10,276,800				
130-32,106	1,047	137,056,400				
200-231	0		0			
300-393	354			279,446,200		
400-442	48				23,277,800	
450-452	1				8,231,700	
CH 61 LAND	0	0	0	0		
CH 61A LAND	7	8	0	144,750		
CH 61B LAND	3	4	0	1,330,210		
012-043	104	29,628,366	0	33,582,844	0	
501	4,690					43,205,800
502	107					4,797,120
503	0					0
504	4					94,087,930
505	3					3,836,400
506	0					0
508	4					1,369,250
550-552	0					0
TOTALS	16,191	6,243,200,766	0	314,504,004	31,509,500	147,296,500
Real and Personal Property Total Value						6,736,510,770
Exempt Parcel Count & Value					774	483,026,000

For CH 61, 61A and 61B Land: enter the mixed use parcel count in the left-hand box, and enter the 100% Chapter land parcel count in the right-hand box.

Signatures
Board of Assessors Richard Waystack, Assessor , Harwich , dmolino@town.harwich.ma.us 508-430-7503 10/15/2021 2:33 PM Jay Kavanaugh, Assessor , Harwich , dmolino@town.harwich.ma.us 508-430-7503 10/15/2021 3:21 PM Bruce Nightingale, Assessor , Harwich , dmolino@town.harwich.ma.us 508-430-7503 10/15/2021 3:03 PM

Comments
No comments to display.

Documents
Documents have been uploaded.

NOTE : The information was Approved on 10/18/2021

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 86,050,637.99
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	31,350,170.54
lc. Tax Levy (Ia minus Ib)	\$ 54,700,467.45
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	92.6771	50,694,806.92	6,243,200,766.00	8.12	50,694,790.22
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.6687	2,553,800.72	314,504,004.00	8.12	2,553,772.51
Net of Exempt					
Industrial	0.4677	255,834.09	31,509,500.00	8.12	255,857.14
SUBTOTAL	97.8135		6,589,214,270.00		53,504,419.87
Personal	2.1865	1,196,025.72	147,296,500.00	8.12	1,196,047.58
TOTAL	100.0000		6,736,510,770.00		54,700,467.45

MUST EQUAL 1C

Signatures

No signatures to display.

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Katie Scopelleti
Date:
Approved:
Director of Accounts:

NOTE : The information is preliminary and is subject to change.

CLASSIFICATION TAX ALLOCATION
Fiscal Year 2022

1. The selected Residential Factor is 1.000000

If you desire each class to maintain 100% of its full values tax share, indicate a residential factor of "1" and go to question 3.

2. In computing your residential factor, was a discount granted to Open Space?

Yes No

If Yes, what is the percentage discount? 0

3. Was a residential exemption adopted?

Yes No

If Yes, please complete the following:

<u>Class 1 Total Assessed Value</u>	=	<u>6,243,200,766</u>	X	<u>0</u>	=	<u>0</u>
Class 1 Total Parcel Count *		0		Selected Res. Exemption %		Residential Exemption

* Include all parcels with a Mixed-Use Residential designation

Applicable number of parcels to receive exemption 0

Was a Senior Means Tested exemption adopted?

Yes No

If Yes, please complete the following:

Total Eligible Parcels	0	Total Value Exempted nbsp;	0
Combined Exemptions			
Total Value Exempted, Residential + Senior Manes Tested	0		
Total Residential Value after exemption(s)	6,243,200,766		

4. Was a small commercial exemption adopted?

Yes No

% Selected 0

If Yes, please complete the following:

No. of parcels eligible	<u>0</u>
Total value of parcels	<u>0</u>
Total value to be exempted	<u>0</u>

5. The following information was derived from the LA-7. Please indicate in column D percentages (accurate to 4 digits to the right of the decimal point) which result from your selected residential factor. (If a residential factor of "1" has been selected, you may leave Column D blank.)

A Class	B Certified Full and Fair Cash Value Assessments	C Percentage Full Value Shares of Total Tax Levy	D New Percentage Shares of Total Tax Levy
Residential	6,243,200,766.00	92.6771%	92.6771%
Open Space	0.00	0.0000%	0.0000%
Commercial	314,504,004.00	4.6687%	4.6687%
Industrial	31,509,500.00	0.4677%	0.4677%
Personal Property	147,296,500.00	2.1865%	2.1865%
TOTALS	6,736,510,770.00	100.0000%	100.0000%

CLASSIFICATION TAX ALLOCATION
Fiscal Year 2022

NOTE : The information is preliminary and is subject to change.

CLASSIFICATION TAX ALLOCATION

Fiscal Year 2022

7. We hereby attest that on 5/8/2021 (date), 10:00 a.m. (time), at 75 Oak St (place) in a public hearing on the issue of adopting the percentages for fiscal year 2022, that the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives, and that the percentages set forth above were duly adopted in public session on (date).

8. The LA-5 excess capacity for the current fiscal year is calculated as 48,966.55

The LA-5 excess capacity for the prior fiscal year is calculated as 57,792.54

For cities : City Councilors, Aldermen, Mayor

For towns : Board of Selectmen

For districts : Prudential Committee or Commissioners

Signatures

No signatures to display.

Documents

No documents have been uploaded.

Suggested Motions

- I move to vote a residential factor of "1".
- I move to not grant an open space exemption.
- I move to not grant a residential exemption.
- I move to not grant a small commercial exemption.

**Levy Limit
 Fiscal Year 2022**

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2021 LEVY LIMIT

A. FY 2020 Levy Limit	45,589,303	
A1. Amended FY 2020 Growth	0	
B. ADD (IA + IA1)*2.5%	1,139,733	
C. ADD FY 2021 New Growth	496,942	
C1. ADD FY 2021 New Growth Adjustment	0	
D. ADD FY 2021 Override	0	
E. FY 2021 Subtotal	47,225,978	
F. FY 2021 Levy Ceiling	154,941,074	I. 47,225,978
		FY 2021 Levy Limit

II. TO CALCULATE THE FY 2022 LEVY LIMIT

A. FY 2021 Levy Limit from I	47,225,978	
A1. Amended FY 2021 Growth	3,444	
B. ADD (IIA + IIA1)*2.5%	1,180,736	
C. ADD FY 2022 New Growth	472,395	
C1. ADD FY 2022 New Growth Adjustment	0	
D. ADD FY 2022 Override	0	
E. ADD FY 2022 Subtotal	48,882,553	
F. FY 2022 Levy Ceiling	168,412,769	II. 48,882,553
		FY 2022 Levy Limit

III. TO CALCULATE THE FY 2022 MAXIMUM ALLOWABLE LEVY

A. FY 2022 Levy Limit from II.	48,882,553
B. FY 2022 Debt Exclusion(s)	5,613,161
C. FY 2022 Capital Expenditure Exclusion(s)	0
D. FY 2022 Stabilization Fund Override	0
E. FY 2022 Other Adjustment : Cape Cod Commission	253,720
F. FY 2022 Water/Sewer	0
G. FY 2022 Maximum Allowable Levy	54,749,434

Signatures

No signatures to display.


Documents

No documents have been uploaded.

NOTE : The information is preliminary and is subject to change.

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Chairman, Board of Selectmen
Via: Joseph F. Powers, Town Administrator
From: John C. Rendon, Harbormaster 
Date: November 18, 2021
Subject: Marine Fees

Request approval of the proposed marine fee increases outlined in the attached Appendix B of the Harbor Management Plan (enclosure 1). A survey of marine fees among other Cape towns was conducted specific to Recreational Slip rates, Mooring rates and Transient Dockage rates. Results of the survey, as outlined in the attached graphs, certainly serve to justify a rate increase, however, there are many differing variables from town to town on how fees are assessed that make a direct comparison not completely accurate. With the exception of the transient dockage rates, an 8 percent increase (2% per year) is being proposed for seasonal slip and mooring rates, offloading permits, as well as various other rates listed in Appendix B. The survey relating to Transient Dockage supports the need for a greater increase, and therefore a 16 percent increase is being recommended for all transient rates listed in Appendix B.

The last fee increase of marine rates was in 2018; an increase of 10 percent for all marine fees was assessed.

Encl (1) Appendix B, Proposed Marine Fee Schedule
(2) Survey Graph, Recreational Slip Rates
(3) Survey Graph, Mooring Rates
(4) Survey Graph, Transient Dockage Rates

Copy (1) Chairman, Waterways Committee

APPENDIX B
2018 2022 Town of Harwich
Marine Fee Schedule

A. Town-Owned Slip Rates

Type	Fee	Notes
Recreational Boats * (5/1 to 11/15)	20' - \$85 \$92/ft. 30' - \$105 \$113/ft. 40' - \$130 \$140/ft. 50' - \$160 \$173/ft.	All recreational vessels
Commercial Fishing Boats * (1/01-12/31)	30' - \$94 \$102/ft. 40' - \$124 \$134/ft.	Vessels with A Permits
Charter Boats * (1/01 - 12/31)	20' - \$85 \$92/ft. 30' - \$105 \$113/ft. 40' - \$130 \$140/ft. 50' - \$160 \$173/ft.	Vessels with C Permits
Passenger Boats * (1/01 - 12/31)	30'/40' - \$200 \$216/ft Ferry - \$280 \$302/ft	Vessels with D Permits & F Permits
Fall transient rate up to 35' LOA** (9/15 - 10/15)	\$1.40 \$1.60/ft/night	Power Extra***
Fall transient rate 36' LOA and over** (9/15 - 10/15)	\$1.65 \$1.90/ft/night	
Off-Season transient rate** (5/1 - 6/15 6/1; 10/15 - 11/15)	\$10.50 \$12.00/ft/month \$3.50 \$4.00/ft./week \$.70 \$.80/ft./night	Power Extra***
Summer transient rate 36' LOA and over** (6/15 6/1 - 9/15)	\$2.75 \$3.20/ft./night	Power Extra***
Summer transient rate up to 35' LOA** (6/15 6/1 - 9/15)	\$2.00 \$2.30/ft. /night No minimum	
Winter transient short-term rates** (11/15 - 5/1)	\$8.00 \$9.00/ft./month \$.50 \$.60/ft./night	For commercial fishing vessels only must have a Town Offload Permit
Winter transient long-term** (11/15 - 5/1)	\$24.00 \$26.00/ft.	Recreational & active commercial fishing boats only, must have a Town Offload Permit

* Seasonal and year round dockage fees are determined by measuring from top of transom to the foremost extension (includes pulpits or sprits) or slip minimum, whichever is greater.

** Transient rate based on manufactured length of vessel. *** Power charge is at nightly rate.

B. Mooring Rates - All Harbors and Ponds (All mooring fees are non-refundable)

Class	Boat Length	Fee
Class 1	Over 35' feet	\$305.00 \$330.00
Class 2	25' feet to 35' feet	\$240.00 \$260.00
Class 3	24' or less **	\$135.00 \$146.00
Private Fresh Water	All*	\$55.00 \$60.00

*All Boats with the exception of Board Boats as defined in Section 2.0: Definitions

** 21' maximum Manufactured Length and additional \$100.00 Fresh Water Mooring Service Fee assessed for Long Pond Public Mooring Fields (See Definitions).

ENC (1)

**APPENDIX B
Marine Fee Schedule (Cont.)**

C. Town-Owned Short-Term Tie Up Rates

Boat Length	Fee
Up to 35'	\$20.00**
36' and over	\$30.00**

** Short-term tie up fees are for a two hour period. After two hours, boats will be charged the transient rate per Section A of Appendix B.

D. Trailer Rates

One day trailer permit (Recreational)	Saturday of Memorial Day Weekend to Monday of Labor Day Weekend	\$10.00/day
Seasonal trailer permit *	Saturday of Memorial Day Weekend to Monday of Labor Day Weekend	\$100.00/season
Boat Transportation Agent annual permit fee **	May 1 st to November 15 th of each year	\$200.00/season (\$125.00 ea. Additional)

* For use at Saquatucket Harbor, Allen Harbor and First Landing at Long Pond.

All trailers, boats and R/V's must vacate the town-owned parking area between the hours of 12:00 a.m. and 4:00 a.m.

** A season Pass is required for all Commercial Boat Transportation Agents using any ramp within the Town of Harwich.

E. Offloading Permit Rates

Permit Class	Type	Fee
Class 'A'	Unrestricted (Renew 1/1)	\$55.00 \$60.00
Class 'B'	10/15 – 6/1 (Renew 10/15)	\$13.50 \$14.50/ft
Class 'C' (Attached & Unattached)	Unrestricted (Renew 1/1)	\$24.00 \$26.00/ft
Class 'D'	Passenger carrying boats for 6 or more (Renew 1/1)	\$2,000.00 \$2,160.00/Facility Fee & -\$3.50 \$3.80/passenger
Class 'E'	Unrestricted fueling – vessels with alternative Harwich dockage (Renew 1/1)	\$16.50 \$17.80/ft
Class 'F'	Passenger Ferry up to 80 passengers (Renew 1/1)	\$2,000.00 \$2,160.00/Facility Fee & \$3.50 \$3.80/passenger
Class 'R'	Trailered Day Boat Charters (Renew 1/1)	\$440.00 \$475.00/rig (boat w/ trailer) (ramp fee extra)
Class 'T'	Tuna landing permit (Renew 1/1)	\$110.00 \$120.00/vessel

F. Buyer Permit Rates

Number of Vehicles	Fee
Tuna buyer – per vehicle	\$30.00 \$35.00

G. Town-Owned Slip and Mooring Waiting List Rates

Slip waiting list	\$20/Year
Mooring waiting list	\$10/Year

**APPENDIX B
Marine Fee Schedule (Cont.)**

H. Power Charge Rates

Seasonal plug-in (30 amp)	\$8.00/ft per outlet*
Seasonal plug-in (50 amp)	\$16.00/ft per outlet*
Nightly plug-in	50 amp = \$11.00/night per outlet 30 amp= \$8.00/night per outlet

*Seasonal per foot plug-in rate is based upon the manufactured length of the permitted vessel.

The marina, Town of Harwich or Harbormaster shall not be liable for damages or losses incurred by interruption of electrical power to any vessel

I. Other Town Fees

Charter Fishing Boat Special Permit	\$50.00/Day
Mooring inspection fee	\$40.00 \$20.00
Mooring servicing agent annual permit fee	\$200.00 \$220.00
Harbor boat tender service annual permit fee	\$50.00
Fuel vendor tank truck annual permit fee	\$55.00 \$60.00
Vessel fueling from tank truck fee per gallon	\$0.05/gallon
Fish Weir Operator annual permit fee	\$30.00 \$35.00 per year
Waterways User Fee (Salt Water)*	\$135.00 per year \$55.00 per year (mooring permit holders)
Waterways User Fee (Fresh Water)*	\$55.00 per year (docked)
Replacement Permit Sticker / Pass	\$5.00

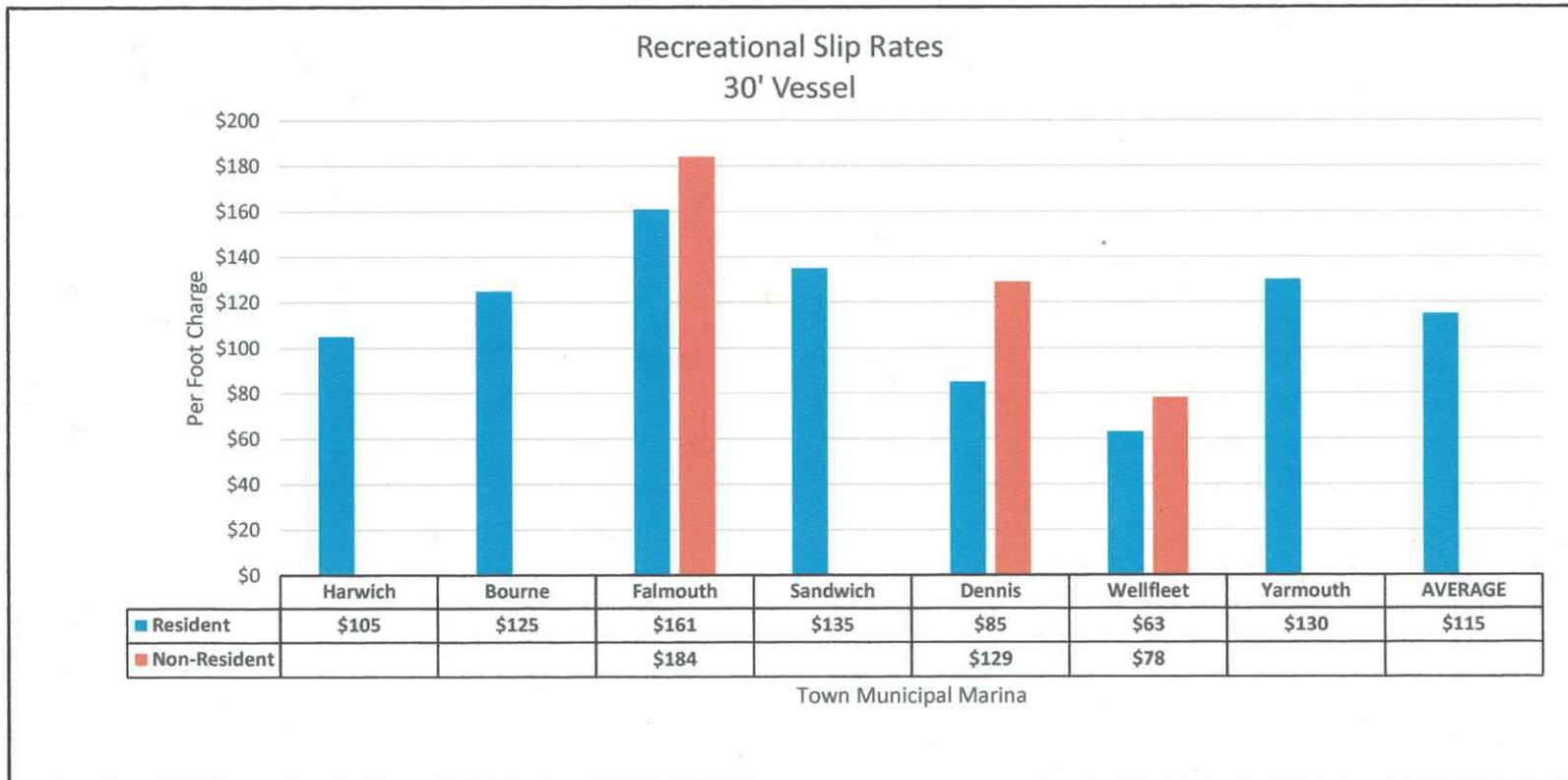
* "Waterways User Fee" is for any vessel moored or docked in Harwich salt/fresh waters for more than two weeks (cumulative) during the calendar year. This User Fee applies to all vessels with the exception of "Board Boats" as defined in Section 2 and fresh water moored boats.

J. Late Fees

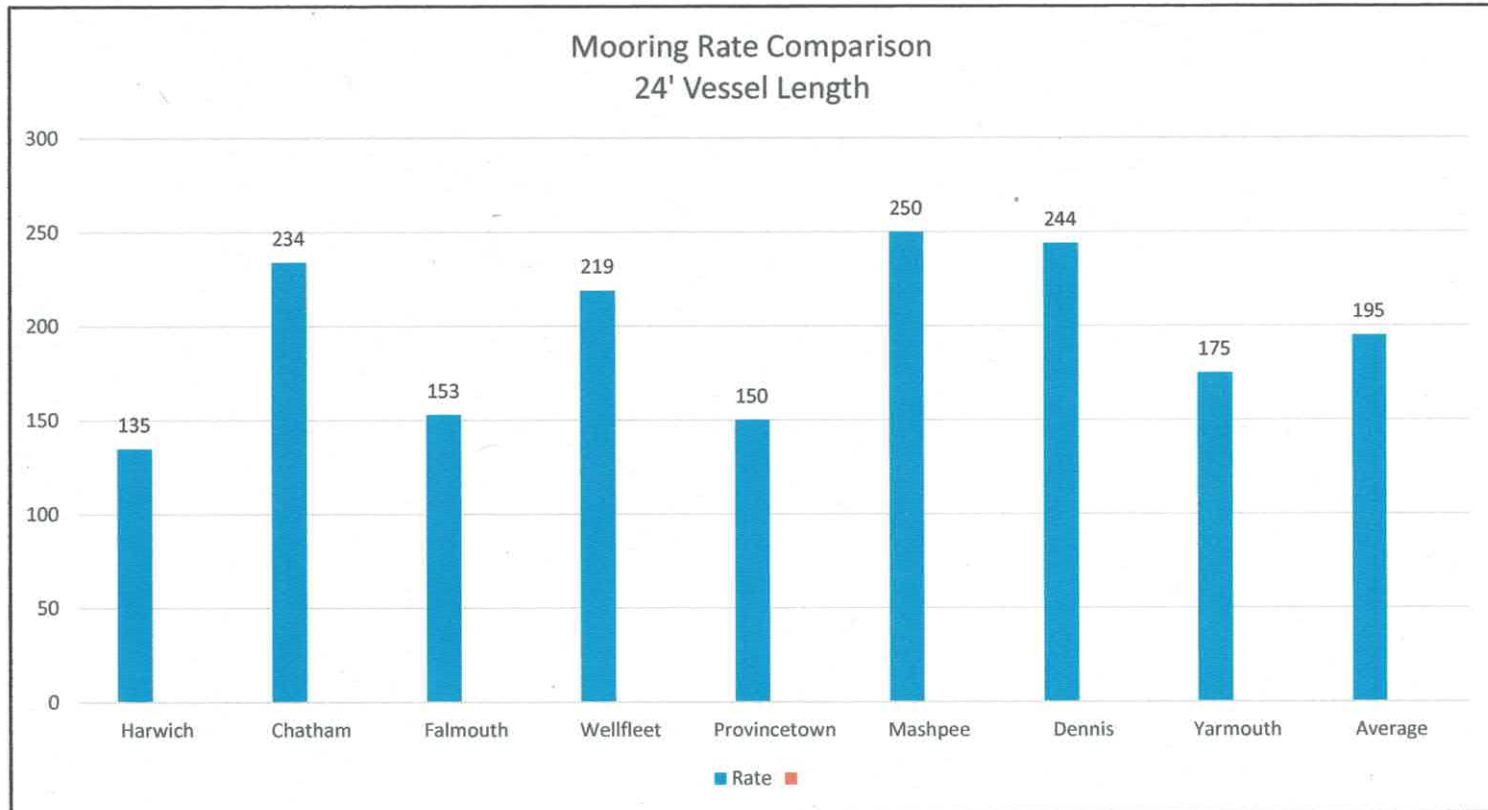
Type	Fee	Notes
Slip Permit Deposit	\$100.00	Applied after Dec. 1 deadline*
Slip Permit Final Payment	\$100.00	Applied after Mar. 1 deadline*
Mooring Permit	\$50.00	Applied after Mar. 15 deadline*

* Failure to pay the required Slip/Mooring Permit Fee and late fee by defined dates in Sections 3.1, 3.2 and 3.3 will result in immediate forfeiture of the Slip/Mooring.

Harwich	\$105	
Bourne	\$125	
Falmouth	\$161	\$184
Sandwich	\$135	
Dennis	\$85	\$129
Wellfleet	\$63	\$78
Yarmouth	\$130	
AVERAGE	\$115	



Town	Rate
Harwich	135
Chatham	234
Falmouth	153
Wellfleet	219
Provincetown	150
Mashpee	250
Dennis	244
Yarmouth	175
Average	195



Harwich	\$60	\$2.00
Bourne	\$75	\$2.50
Falmouth	\$90	\$3.00
Sandwich	\$90	\$3.00
Dennis	\$120	\$4.00
Wellfleet	\$117	\$2 + \$57
Yarmouth	\$50	\$50 / night
Barnstable	\$90	\$3.00
AVERAGE	\$87	



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



Date: October 6, 2021
From: Heinz Proft, Harwich Natural Resources Director
To: Harwich Waterways Committee & Harwich Board of Selectman
Subject: Recommendation and proposed Shellfish Permit Rates for 2022

Harwich shellfish permit regulations and cost structure are an appendix to the Harwich Harbor Management Plan (HMP) and updating them at the time the HMP is updated is optimal.

The last time shellfish permit rates were addressed and increased was in January 2018. I would like recommend an increase in our shellfish permit rates as we head into January 2022. Shellfish permits are purchased and expire at the end of the calendar year.

Recent Harwich Shellfish Permit Sales:

	2018	2019	2020	2021 (ytd)
RESIDENT	177	158	194	188
NON RESIDENT	31	24	31	48
COMMERCIAL	3	7	3	4
RESIDENT SENIOR (65+)	160	157	157	175
ONE DAY Non Resident	65	27	52	37
TOTAL	436	373	437	452

	Current Rate	Proposed Rate
RESIDENT	\$25/year	\$30/year
NON RESIDENT	\$65/year	\$70/year
COMMERCIAL	\$55/year	\$60/year
RESIDENT SENIOR (65+)	\$10/year	\$15/year
ONE DAY Non Resident	\$25/ one day	\$30/ one day

*Replacement fee for lost permit \$2.00 \$5.00

The rates will remain in effect for at least 3 years. It is difficult to make fair comparisons with neighboring towns due to the fact regulations vary by town. Open shellfishing areas, days of the week, areas open to shellfishing, harvest limits, and shellfish available for harvest are very different. I recommend the above rate changes for calendar year 2022.

Sincerely,

Heinz Proft

Heinz Proft
Natural Resources Director

HARWICH PLANNING BOARD PUBLIC HEARING NOTICE

The Harwich Planning Board will hold public hearings beginning no earlier than 6:30 PM, Tuesday, November 30, 2021 in the Griffin Room, Town Hall, 732 Main Street, Harwich, MA 02645 to consider the following matters. Anyone is invited to attend the hearings and provide comments on the matters to the Board. Written comments may also be submitted to the Board prior to the hearings by emailing them to Planning Department, Town Hall, 732 Main Street, Harwich, MA 02645 or by emailing them to the Planning Assistant, Elaine Banta, at ebanta@town.harwich.ma.us.

Case No. PB2021-21 Abigail Hess Roos, TR, Richard G. Hess Trust, c/o Atty. William Crowell, representative, requests approval of a 2-lot Definitive Subdivision Plan, which includes a so-called 'panhandle' lot and a corresponding request for certain waivers from the Town's rules and regulations governing the subdivision of land. The request is pursuant to the Code of the Town of Harwich Chapter 400, Article II and Chapter 325 Section 18L; and MGL c.41, §§81K-GG. The subject property is 15 Bells Neck Road, West Harwich, Assessors Parcel ID 10-E2, located in the R-M Zoning District.

Case No. PB2021-22 Christopher Pepe, dba Blackbeard's Bait and Tackle, lessee/ applicant, c/o William D. Crowell, Esq., representative, requests modification to certain terms and conditions contained in the Use Special Permit/ Waiver of Site Plan Review Decision issued for Case No. PB2021-02. The request is pursuant to the Code of Town of Harwich, Chapter 325 Sections 51, 55 and 149 through 159, and Chapter 400, Article III. The subject property is 11 Route 28, West Harwich, Assessors Parcel ID 10-N3, located in the West Harwich Special (Zoning) District.

Case No. PB2021-23 Grid Projects Co., Michael Marcotte, CEO, lessee/ applicant, c/o William D. Crowell, Esq., representative, requests modification to a Site Plan Special Permit Approval Decision in Case No. PB2001-18 to allow for the installation of a 5,500+/- SF solar canopy/ carport and associated site changes. The request is pursuant to the Code of Town of Harwich, Chapter 325 Sections 55 and Chapter 400, Article III. The subject property is 254 Queen Anne Road, Assessors ID 58-K7, located in the I-L zoning district.

Documents related to the above matters are available to review on the Planning Board's webpage www.harwich-ma.gov or may be viewed, by appointment, at the Town Clerk's or the Planning Department offices Town Hall, 732 Main Street, Harwich, MA 02645.

Duncan Berry,
Chair

The Cape Cod Chronicle
Nov. 11 and 18, 2021

TOWN OF HARWICH BOARD OF SELECTMEN NOTICE OF PUBLIC HEARING PROPOSED FEE AMENDMENTS

The Harwich Board of Selectmen will hold a Public Hearing on November 29, 2021, no earlier than 6:30 P.M. in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing proposed fee amendments to the Harbor Management Plan, Appendix B Marine Fee Schedule, and Appendix F Shellfish Fee Schedule.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this issue.

Michael D. MacAskill,
Chairman
Julie E. Kavanagh
Larry G. Ballantine
Mary E. Anderson
Donald F. Howell
Harwich Board of Selectmen

The Cape Cod Chronicle
Nov. 11 and 18, 2021

TOWN OF HARWICH NOTICE OF PUBLIC HEARING NOVEMBER 29, 2021

Pursuant to M.G.L. Ch. 166, § 22, a Public Hearing will be held at 10:00 AM on Monday, November 29, 2021 at the Harwich Town Hall in the Griffin Room, 732 Main Street, Harwich, MA in reference to the following matter:

A petition by VERIZON NEW ENGLAND INC. and 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:

Caldwell Lane, off of Church Street, Harwich

PROPOSED: To relocate one (1) owned pole, 4'167, 20' southeast on Church Street. Necessity - To facilitate construction of a new subdivision road

All abutters and other interested persons are invited to attend. For further information, please call the Town Administrator's Office at (508) 430-7513 or stop by Town Hall, 732 Main Street, Harwich where the information is on file.

Meggan Eldredge
Assistant Town Administrator

The Cape Cod Chronicle
Nov. 11, 2021

HARWICH BOARD OF HEALTH NOTICE OF PUBLIC HEARING

The Harwich Board of Health will conduct a public hearing to solicit public comment on the proposed creation of fees for piggy applications. The meeting will be held on Wednesday, December 1, 2021 and will begin at 10:00 a.m. and will be held at Harwich Town Hall located at 732 Main Street, Harwich, in the Donn B. Griffin Room. Please contact the Harwich Health Department at health@town.harwich.ma.us or 508-430-7509 if you have any questions or comments.

HARWICH BOARD OF HEALTH
Pamela Howell, R.N., Chair
Sharon Pfeiffer, Vice Chair
Ron Dowgiallo, DMD
Matthew Antoine
Kevin DuPont, R.N.

In accordance with state law, this legal notice will also be available electronically at www.masspublicnotices.org. The city/town is not responsible for any errors in the electronic posting of this legal notice."

The Cape Cod Chronicle
Nov. 11 and 18, 2021

LEGAL NOTICE TOWN OF HARWICH NOTICE OF PUBLIC HEARING NOVEMBER 29, 2021

The Harwich Board of Selectmen will hold a Public Hearing on Monday, November 29, 2021 no earlier than 6:30 P.M. at the Harwich Town Hall located at 732 Main Street, Harwich, MA during a regularly scheduled meeting. The hearing will be an in-person meeting. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter. The hearing is for the purpose of deciding whether all property shall be taxed at the same rate for Fiscal Year 2022 as set forth in Chapter 40, Section 56 of the Massachusetts General Laws.

Michael D. MacAskill, Chair
Julie E. Kavanagh, Vice Chair
Mary E. Anderson, Clerk
Larry C. Ballantine
Donald F. Howell

The Cape Cod Chronicle
Nov. 11, 2021

CONSENT AGENDA

MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, February 24, 2020
6:30 P.M.

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

ALSO PARTICIPATING: Acting Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen. He explained he first called the meeting to order at 6:15 pm for an Executive Session, in which they discussed and voted to extend Chief Norm Clarke's contract until July 18, 2020, that's an 18 day extension. He said that it does not sound like a big deal, but it acknowledges that Chief Clarke has been working for the Town for 43 years. Mr. Ballantine said that they also discussed contract strategy in preparation for negotiations of non-union personnel and these included discussions were regarding the Police Chief and Finance Director. He said that they asked for some additional information and those discussions will continue

WEEKLY BRIEFING

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

Mr. Powers said that this is for Phase 2, Contract 1, which is the work being done by Robert B. Our. The one week look ahead for this week, February 24th, Mainline Sewer Crew # 1, will be commencing a gravity sewer installation on Alexander Chase; as well as doing work around the area of Route 137 and Route 39. Mainline Sewer Crew # 2 will continue to work on Route 137. Next week, Mainline Sewer Crew # 1 will continue on Alexander Chase, then Halls Path, and then going again to Route 137 and Route 39. Mainline Sewer Crew # 2 will be moving on to Route 137 and the week of March 7th, they are expected to be working through the intersection of Route 137 and Route 39, and again all the work around Route 137, will necessitate detours. The three week look ahead for, week of March 9th, Mainline Sewer Crew # 1, will

continue on Hall's Path then move to Chris Jobeth and continue working with the subcontractors around 137 and 39 and Mainline Sewer Crew # 2 will continue installation on Route 137, again detours still in place.

B. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule

Mr. Powers provided the update for Phase 2, Contract 2, which is being performed by RJV Construction Corp. For this week they are focused on Sou'West Drive, and the work will necessitate road closures between 137 and Church Street. He said that the work on Sou'West Drive will continue through the week of March 2nd. The week of March 9th, they will finish up on Sou'West Drive, and then they will progress to Nor'East Drive, and their second crew will be put into operation and will be working on Church Street. There will be detours between Route 137 and Church Street, and then the second crew will impact Bay Road near Queen Anne.

PUBLIC COMMENTS/ANNOUNCEMENTS

None

PUBLIC HEARINGS/PRESENTATIONS

A. Vote to Modify Beachlight LLC DBA The Seal Pub and Café Entertainment License; From: 6:00 AM - 1:00 AM To: 6:00 AM to 12:00 AM

Mr. Power said that this is under a Public Hearing, to modify the entertainment license for The Seal Pub and Café. He said that the Board had approved an entertainment license, back in January, for Beachlight LLC, DBA The Seal Pub and Café, which is the establishment formerly known as Reds. He said that the application was for recorded, or live music with use of amplification; but they had requested for weekdays between 6:00 a.m. and 1:00 a.m., specifically for recorded music, acoustic live music, and karaoke. Mr. Powers said that the Board had raised some questions about that, and the Board's vote was to grant the license consistent with the recommendation of the Police Chief. He said that they have a memorandum from the Chief, dated February 5th, where the Police Department is asking that the license go until midnight, with an overall stop time for 1:00 a.m. He said that he had spoken earlier with the Police Chief, Deputy Police Chief and the Manager of Record for the Seal

Pub, Mr. Bob Young. He said that because this was done at a hearing, any correction to the license, needs to be done through a public hearing, with action from the Board.

Mr. Ballantine asked if there were any comments?

Mr. MacAskill moved that they close the public hearing. Seconded by Mr. McManus. All in favor.

Mr. MacAskill moved that they modify the Beachlight LLC DBA The Seal Pub and Café Entertainment License; From: 6:00 AM - 1:00 AM To: 6:00 AM to 12:00 AM. Seconded by Mr. McManus for discussion.

Mr. Ballantine explained that previously they had some concern about moving this to 1 a.m. and it not being consistent throughout the town.

Mr. Powers said that Mr. Young had asked to confirm what Red's was held to, and Mr. Powers said that they had been held to midnight, which has been consistent for that property.

Mr. McManus asked to confirm where the music was going to be, which was confirmed to be all inside. He understood the stopping of live music, or karaoke, but he was not sure about not allowing any type of recorded music until closing.

Mr. MacAskill said that the Police Chief was there, and perhaps they could hear from him. He said that this was a topic that they had discussed a couple of years ago, and then again last year. He said the Police Chief felt strongly, for his officers, that it was better if they stopped at midnight, to start to clear the place out, rather than 1:00 a.m.

Mr. David Guillemette, Chief of Police, said that it was in 2016 when they were talking about the regulations and the entertainment license regulations. He said that he had been asked for his opinion and he explained that they had an incident where they had a place that was pretty much out of control right at 1:00 a.m., with live entertainment still going on. He said that he had asked for a one-hour cooling down period, so that is where that came from, and that was his opinion. Chief Guillemette said that they had a good meeting with Mr. Young, and he understands his approach. He said that there is a difference between live entertainment and recorded music, however, if you get a DJ

going, that could be almost the same or worse than a live band or karaoke. Chief Guillemette said that was his opinion and he would stick with that and believes that a one-hour cooling down period is appropriate in order to maintain control of the establishments, and maintain uniformity. He added that if the Board wanted to consider mentioning in the regulation background music, he would not have a problem with that.

Mr. McManus said that he would consider a DJ to be live music, and said that other establishments, with exterior venues, are supposed to shut down at 10:00 pm.

Mr. Ballantine said that he would like to stick with this, and Mr. Ford agreed, because they need to have consistency between the establishments.

All in favor, motion carried by unanimous vote.

NEW BUSINESS

A. Confirmation of vote to amend Fire Chiefs contract

Mr. Ballantine confirmed that this was a vote to amend the Fire Chief's contract and was voted on during Executive Session.

B. Annual Meeting with the Board

1. Noise Containment Committee (Ad Hoc)

Ms. Angela McNamara, Chair, Harwich Ad Hoc Noise Containment Committee, said that she is joined by Mr. Bob Cohn, Vice Chair, Mr. Walter Mason, Ms. Fran Rich, and Ms. Cindi Williams, Harwich Chamber of Commerce. She said that she wanted to start by thanking the Chief, Deputy Chief and Mr. MacAskill, for always being there for them. She said that they have responded quickly to any questions they have had and they really appreciate that. Ms. McNamara said that they also have members of the committee not present, Jake Domos, who represents Ember and The Port, and Heather Murphy of Murphy's General Store.

Ms. McNamara said that attendance by committee members has been excellent, there are currently no openings on the committee, and

agendas are or will be posted. They have had a total of 10 meetings, five of which had public participation. She said that they met with local business owners, and concerned residents, who have participated in their discussions and understandings of the issues. She said that there have been many issues brought forward to the committee and after several months of lengthy discussions, they have narrowed the concerns down to the following: 1. volume of the music, 2. violation timeline, 3. what is plainly audible, 4. reduction in residents involvement in enforcement, and 5. improving communication between affected residents and business owners. Ms. McNamara said that then they discussed the possible solutions, which included: 1. defining what is plainly audible, 2. possibility of requiring decimal units for outdoor entertainment, 3. noise mitigation techniques, for example, speaker placement and sound barriers, 4. a review of penalties for a business, when they could immediately accept and serve their sanction or opt for an informal hearing, 5. the improvement of self-policing by business owners, and 6. looking into ways to improve communication between business owners and residents.

She said that they have had spirited debates on the topic and have not come to any definitive or satisfactory conclusions for business owners and residents. However, they have made progress and identified what might be workable solutions and found commonality in several areas. She said that their major sticking point has been defining what is plainly audible, and if they should keep the definition as it is in the bylaws, or redefine it. Ms. McNamara said that they will continue to work on that and other areas of contention, and would like to thank the Board of Selectmen. She also wanted to mention that the owners of Ember, The Port and Perks have been very forthcoming and shown a desire to be part of the conversation and solution. The residents that have taken the time to be involved in the process have been wonderful to work with.

Mr. Ballantine thanked her and said that ten meetings is a lot and they have done a great job.

Mr. MacAskill said that he just wanted to thank all of the members of the committee, past and present. He said that they have done a great job, and he agrees that the residents have been very involved in the process. He said that there has been some contention on some of the issues, and the Board really needs to start diving into the definition of

plainly audible. He also agrees that the punishments took a long time and that was a great source of frustration for the public, and there are working on that. He said that this is one of their tougher committees but he does think that they have a good, fair and balanced group.

Mr. Ballantine asked Ms. McNamara about increasing the interaction between businesses in the neighborhood; and if they had given any thought about having monthly meetings or something more formal?

Ms. McNamara said not really. She said that it is summer time and what they are really looking for is having the residents feel like they can have a contact person at the business that they can reach if the music or noise is too loud. She said someone that would listen to their complaint, and act on it, instead of calling directly to the Police Department, and keep it more informal. They have been looking at several different ways of doing that, but have not come to a consensus yet.

Mr. Ford asked if she had a sense of when they might have recommendations?

Ms. McNamara said by March 31st.

Mr. Bob Nickerson said that he has a memorandum that he will read through and he is happy to share it with anyone afterwards. He said that first he would like to extend his appreciation to the Noise Committee, for their effort and recommendations to the Board of Selectmen, to improve the current situation related to outside music. He said that over the past six months there has been a great deal of discussion about possible solutions that might result in meeting entertainment license and noise requirements. Mr. Nickerson said to recap the liquor license regulation, Section 109e, Outside Entertainment: the noise from entertainment must be reasonable, at reasonable sound levels, which are not plainly audible at a distance of 150 feet from boundary line or source of sound amplification system, whichever is further.

Mr. Nickerson said that since it was unclear on what the group would present, he felt that he needed to present some points that he felt the Board of Selectmen should be aware of. He said that the Board of

Selectmen has the final decision on any changes to the liquor license. He applauds the Noise Committee on identifying possible solutions, which venues might employ to meet the plainly audible noise requirement. He said that he suggests that the committee summarize this information into a document with references, if available, to be shared with any venue interested. The document would not be all-inclusive, but provide possible solutions the venues may want to employ. He said that he would not suggest that the Town should dictate solutions, but that the onus should be on the venue to meet the noise limits.

Mr. Nickerson said the key issues, from his point of view, are consistency by the officers in determining violation, elapsed time and effort in final determination of the violation, and consistency on how violations will be treated. He said with great respect to the Chief, he knows it is a struggle to get consistency in defining plainly audible noise, but he disagrees with the standard of being able to hear the words to a song. He would suggest that a more consistent method to monitor volume limits needs to be in place. He said one example that has been discussed is the detection of rhythmic bass component of the music, and is sufficient to verify plainly audible sound. He said this is one definition that could be used, but they need something that the Chief can hang his hat on. He said it is a challenge, but is a key issue to the solution.

Mr. Nickerson said that next is monitoring consistently the audible noise. As noted on the entertainment license, plainly audible at distance 150 feet, from the source or boundary. However if the owner has property both inside and outside, a violation can occur on said property, and this is a very important clarification, it's a number of residential properties within the perimeter. So, the officer must consider if the entire property is within the 150 foot audible noise. He said that this is really important to people close to venues downtown. This is because they are in their backyard, and if they are more than 150 feet, sometimes the officer determines they are not included, because the 150 feet is at the edge of the property. Mr. Nickerson explained the current path for issuing a violation, as he understands it, being; a verbal notification by the officer when the violation occurred, written report to the case file, a letter from Lieutenant John Sullivan informing the owner of the violation, all the documentation sent to the Board of Selectmen for a

decision on who the hearing officer will be, scheduling the hearing with the Town's legal counsel and the venue, and the memo determining the decision of the hearing with the penalty defined. He said this elapsed time has been four to six months.

Mr. Nickerson said he had proposed an alternate procedure that provides benefits to the police, the venues, and residents. He said that the concept is a fast-track violation process, which clearly defines penalties and it is envisioned to become part of the liquor license. He said that the draft procedure for a violation that occurs offers certain options. The officer will write up the case report and sends a letter, by email or mail, to the venue informing them of the violation within two days. The venue then has the option of a hearing, which is the same process as now, or accept the violation within three days. The key to this process is less stringent violations, fast-tracking the process, would add some relief to the Police and Town Administrator, and significantly reduce paperwork and man hours. The elapsed time could be done in one week. He continued to explain that once an establishment would get to a certain number of violations, the fast-track would no longer be an option and require a hearing. The benefit to this approach provides a timely response to the violation, all parties can read and know exactly what the violations are before accepted.

Mr. Ballantine asked about receiving copies of the memo, and said that he likes where the discussion is going. He said they are looking at a first line of action with more of an informal discussion. He said that he likes that because they are all one town, and they should be working together. He said that there is more work to do, but it is a great discussion and he thought the template works well.

Mr. Nickerson said that he didn't bring this up to override what they're trying to do, but it's difficult to have a communication with the Noise Containment Committee because of the short time frame a public comment.

Mr. Ballantine said that he thought it all rolled together, in his mind. He asked if there were any other comments, hearing none he thanked them and said that he looks forward to further discussion on these issues.

- C. Vote to approve transfer of Seasonal All Alcohol Liquor License from 10 Yen LLC DBA Ten Yen, Manager Michael Jacek to 554 Street Bar LLC LBD Three Monkeys, Manager Michael Jacek

Mr. MacAskill moved to approve the transfer of the Seasonal All Alcohol Liquor License from 10 Yen LLC DBA Ten Yen, Manager Michael Jacek to 554 Street Bar LLC LBD Three Monkeys, Manager Michael Jacek. Seconded by Mr. McManus.

Mr. Michael Jacek, Manager, Ten Yen, said that he was there to answer any questions, and happy to talk as much, as or as little, as they would like.

Mr. Powers said for clarification, that the first item is to actually transfer those seasonal license from one establishment to the next, and then based on that, allow them to alter the premises under the new company name.

Mr. McManus asked how much seating is there?

Mr. Jacek said that they have 71 seats in total, after the transformation. He said that before they had 40, but are taking over the Bucky's space, which is much bigger than Ten Yen, so per square footage, the seating is actually less. He further explained that previously they were just at Ten Yen, and then they added the outside of Bucky's and the front space at Cranberry Jewelers. Therefore, they will have the whole front brick area and goes from 20 to 34 in total outside.

All in favor, motion carried by unanimous vote.

- D. Vote to approve the application for alteration of Premises to 554 Street Bar LLC DBA Three Monkeys, Manager Michael Jacek

Mr. MacAskill moved to approve the application for alteration of the premises to 554 Street Bar LLC DBA Three Monkeys, Manager Michael Jacek. Seconded by Mr. Howell.

Mr. McManus asked what the configuration is for the restrooms on the floor plan?

Mr. Jacek said that there are communal restrooms behind the restaurant, which is for use of the building. He said that they pay to keep them maintained, and per Board of Health, they are more than enough to satisfy the seating.

Mr. McManus said that they can approve it tonight, but he would like Mr. Jacek to submit an updated floor plan showing where the restrooms are, and the access.

Mr. MacAskill said that they would have had to submit this to the Board of Health, so they should be able to get that from staff.

Mr. Jacek confirmed, and said that they had not included the restroom, but can certainly do that.

Mr. Powers said that Mr. Jacek and his partners, had come before the Community Development team, several months ago. He said that they have been working through the regulatory bodies for all their approvals, and he wanted to point out that it is particularly helpful to the Town, the manner in which they've done the outside seating. He said that it is a very well defined licensed establishment, from the exterior which is going to be helpful for police, and anyone else, for enforcement, if that is ever needed.

Mr. McManus asked what was happening with Cranberry Jewelers?

Mr. Jacek said that they are changing locations to a smaller space. Mr. Jacek said that they are leasing that space starting March 1st, and really just got that space for the patio and would likely be utilizing the interior for storage.

Mr. Powers asked if there was any intention to store alcohol in that area?

Mr. Jacek said no.

All in favor, motion carried by unanimous vote.

- E. Vote to Approve Seasonal Lodging House License 2020; DZ Hospitality, LLC DBA Handkerchief Shoals Inn, 888 Route 28, South Harwich

Mr. MacAskill moved that they approve the Seasonal Lodging House License 2020; DZ Hospitality, LLC DBA Handkerchief Shoals Inn, 888 Route 28, South Harwich. Seconded by Mr. McManus

All in favor, motion carried by unanimous vote.

F. Discussion and possible vote to recommend Article XX regarding an amendment to the Agreement Between the Towns of Chatham and Harwich with respect to the formation of a Regional School District

Mr. Powers said that he wanted to make one note, and said that it is meant to be “xx”, not roman numerals. He said that in this case, they have not numbered them yet. He said that he made the same mistake with staff.

Mr. Howell said that he had a couple of comments. He said the first one is a housekeeping one in section III.D., under the highlighted changes there is a sentence fragment.

Ms. Katie Isernio, Business Manager, Monomoy Regional School District, asked if he was on the red line version and said that the final draft is what they had voted on. She said that the final draft was in their packet.

Mr. Howell said that if he was going to look at a final, he would like to see what changes were made. He continued to review the changes and explained that the value of the red line, is that you can see what is going out and what is coming in. He asked if they could do a red line, that is actually a final?

Ms. Isernio said that they could do that.

Mr. Howell said that he is wondering why they would not be making a change to be consistent with Section VI, because they could conceivably change the configuration of the Elementary School, to radically alter the grade structure.

Ms. Isernio said that is from the original Regional Agreement.

Dr. Scott Carpenter, Superintendent, Monomoy Regional School District, said that this is one of the things he would like to emphasize, that the Regional Agreement is very clear, that the district will maintain an elementary school in each town. He said that the agreement allows for flexibility to where the grade configurations can be, and that is what the part of the agreement is trying to say.

Mr. Howell said that he did not understand that, but figured if they were going through the trouble of amending the agreement, that this could be an opportunity to fix it. He said that it seems they are empowering themselves in one spot to do something, and another place in the agreement requires Town Meeting to do it.

Ms. Isernio said that it is not an intention of trying to empower them to do anything without Town Meeting vote. She said that when this was originally crafted, as Dr. Carpenter was mentioning, when the region was put together there was the conversation of the eighth grade going at the high school, versus at the middle school. She said that was one of the first decisions that the interim school committee made, was to have the eighth grade go to the high school, in order to create the population. Ms. Isernio explained to Mr. Howell, that secondary is the high school and would be considered anything that is not elementary school.

Mr. Howell said that he was suggesting to keep it consistent with Section 16, and that they could agree there are certain things that cannot be done without a Town Meeting vote.

Dr. Carpenter agreed, and Ms. Isernio said that section 4D, may be where part of the confusion and under 4C, it says that the elementary will serve those grades K - 4, and 4D, it says the middle and high schools, i.e. secondary, which serves students grades 5 through 12. She said that 4F, says that at the discretion of the committee, they can change that grade configuration, without the need for an amendment. Ms. Isernio said that there are no plans or conversations for this.

Mr. Ballantine said that it looks like sections 4C and 4D, what they are referring to is very specific and questioned them arguing that they are trying to make it somewhat not specific, to give some range of latitude.

Ms. Isernio said that it made perfect sense to her, because it is what they do all the time and that it was the language that was in the original regional agreement. She said that they thought it was okay because, it is something that they do with calling it a secondary school.

Mr. Howell said that it appeared to have been flagged, because in the border it has a slash mark, which would indicate it was amended and what drew his attention to it.

Dr. Carpenter said that he thought they need to keep it in mind the history, and that this is the initial regional agreement and was put out there for two communities to understand. He said that one of the things that they are trying to do in this revision is to remove a lot of the regionalization, the stuff that is now obsolete.

Mr. Howell said that the sales point for both towns, was that they would have their own elementary school.

Ms. Isernio said that line is in there.

Mr. Howell said that he gets that, but it also allows them to change the configuration of it.

Mr. Ballantine said that they have probably carried this as far as they can tonight, and asked if they want to take another stab at it to make the clarifications?

Ms. Isernio said that at this point it has been voted on by their committee, and the Chatham Board of Selectmen, as is. She said that she does not know what the process would be for them to be able to do it again, prior to being finalized for any warrants.

Mr. Howell said that he has one substantive question beyond what they have been talking about, under section 9, Capital Loss. He said that he can understand if they had this discussion earlier, when they are building a building, they would wrap into the SBA loan and open up a brand new place, but subsequent to that, this thing is actually holding out the thought that all the furnishings to be capital costs.

Dr. Carpenter said that the way they do their budget presentations, is anything that involves their facilities, and their budget presentation, comes under capital. He said that an example of this, which is specific to Harwich Elementary School, is that they put new flooring system in the school and did a major renovation in the cafeteria. He said that was in their budget presentation as capital, and was assessed based on the foundation enrollment of the school district.

Mr. Howell said that is commonly held as capital, but he is just saying that to outfit two classrooms, that would be forty desks, which is capital.

Dr. Carpenter said that the way the MSBA construction projects go, the FF&E, Furniture, Fixtures and Equipment, would show up as part of those big projects. However, he clarified that forty desks would be built into annual budgets, within the building as principles.

Mr. Howell said that this is this is their language, and it's not saying that. He said that it says, including without limitation the cost of "original", so it is not for something new or expanded, including, without limitation, the cost of equipment and furnishings for such school buildings, or plans for additions. It seems to indicate that the furnishings is for capital outlay, that's the new language.

Dr. Carpenter said that he would stress again that there are no plans to build a new school. However, when you build a new school the FF&E, which are those fixtures and equipment which is part of that capital outlay.

Mr. Ford said that Dr. Carpenter is correct, that it references either a major reconstruction or a new construction that that would be included. So, if there was a situation of just looking for 40 desks, he would think it would be considered separate from what this is stating. He said that if they look at the beginning of that paragraph, it defines that it's the cost of constructing reconstructing or adding to a school building or buildings the cost of remodeling or making extraordinary repairs, and then it adds to that, potentially the furnishings, if it's part of that.

Dr. Carpenter said that he would also point out that they would buy the desks out of the operational budget. He said that the operational part of their budget is assessed the exact same way, as capital is defined here.

Mr. Howell asked if there was anything else that got changed, and Ms. Isernio said that they went over it line by line to have them match up as best as possible.

Mr. McManus moved that they recommend the draft document as presented to be presented to Town Meeting for approval. Seconded by Mr. Ford.

Motion carried 3-0-1, with Mr. Howell abstaining.

G. Discussion and vote to submit FY2021 budget from Board of Selectmen to Finance Committee

Mr. Powers said that in accordance with the requirements of the Harwich Charter, Chapter 9 - 3 - 2, the Board must vote, on or before, the fourth Tuesday of February to submit a final budget to the Finance Committee. Therefore, he said it is a perfunctory motion by the Board to do exactly that.

Mr. McManus moved that they submit the current FY2021 budget to Finance Committee for their review. Seconded by Mr. Howell.

Mr. MacAskill said that Mr. Powers just used the word “final”. He said that they have only had one shot at this budget.

Mr. Ballantine asked if this should be a draft?

Mr. Powers said that the Charter says, submit a final budget to the Finance Committee. However it is also understood that they will have a series of opportunities, not the least of which is the March 7th event, where the Board will be actively involved with the Finance Committee. He said that the actual final budget occurs at the end of March. Mr. Powers said that this is consistent with language in the Charter, so he did not want to change it.

Mr. McManus said that his motion said “current”, not final.

All in favor, motion carried by unanimous vote.

TOWN ADMINISTRATOR’S REPORTS

A. Budget/Warrant Timeline FY 2021

Mr. Powers said, as he had just mentioned, they should have received from staff next year’s meeting agenda, the present agenda for the Board of Selectmen and the Finance Committee Joint Budget Presentation Hearings, which is scheduled for Saturday March 7, 2020, in the Griffin Room, 8:00 am - 3:00 pm. He said that this is the roster, as the Finance Director, himself, and staff, have it presently. Mr. Powers said that he also want to remind the Board, as he had mentioned during the delivery of the budget message, that

departments that may not have otherwise presented at this event, have been given time, if they were impacted by budget cuts directed by the Town.

Mr. Ballantine asked to confirm that this was being posted for both the Board of Selectmen, and the Finance Committee?

Mr. Powers said that is correct.

Mr. Powers continued his report and said that on Monday, March 9th, they have a joint budget and article hearing, based on the FY21 budget warrant timeline. He said that this will be the first of several between the Board of Selectmen and the Finance Committee. He said that the goal is for Monday, March 23rd, to be the final actions and signatures by the Board, to close out the warrants.

Mr. Powers said he had one final thing, which is to alert the Town, through the Board of Selectmen, that they were advised last week by the Alcoholic Beverage Control Commission, that the seasonal liquor licenses have been sent to the Town. He said that they will begin the renewal process starting next week and the packets will be sent out to all of the licensees tomorrow.

Mr. Howell said that Mr. Powers last topic flows perfectly to what he wanted to say. He said that everyone has been talking about nips and one of the solutions was a 5% deposit, although he is not convinced that will change the trash trail, because they are just so easy to toss. He said that he would like to broach this, because it has not been brought up publicly. He asked if they could get an opinion from their legal counsel about whether they could condition a package store's license, on the exclusion of nips, and what that language might look like. He said if it is legally possible to do it, because now would be the time. Mr. Howell said that everyone was concerned that the deposit would have to go to the legislature and then you would have to hope that if they agreed, that the five cents be enough of a deterrent to stop people from tossing them out their window. He said that they are not trying to prevent people from carrying it with them, and before these small plastic bottles there were flasks and other mechanisms.

Mr. Ballantine noted that Mr. Powers was taking notes, and would likely follow up.

Mr. McManus said that he understood there was a proposal for a nonbinding question, ballot measure, submitted regarding the nuclear power plant?

Ballantine said that he heard that, but he had no knowledge of it himself.

Mr. Powers said that staff did receive a petition, but it is not a petitioned article, so it's handled differently. He said it would be a non-binding referendum type question to appear on the town ballot. It will come before the Board, and it's not required to be placed on the ballot by the Board, unlike a warrant article where the board has no discretion. He said that it will be incorporated in some of the discussions, and they will have a greater latitude on the inclusion of that questions and perhaps some degree the language of the question itself. Therefore, even though it was petitioned to the Board, it is not a requirement of the Board, unlike the warrant articles.

Mr. McManus said that he would like to be sure that they have that discussion, he said that he thinks it is important.

Mr. MacAskill said that he is not sure what Mr. Howell asked, but maybe somebody could just send that out tomorrow? He asked what they are looking to ask Legislature, or the ABCC, about the exclusion of nips?

Mr. Howell said that he wanted to see if the license could exclude the sale of nips, within the issuance of the license.

Mr. MacAskill asked if this is something that Mr. Howell was thinking that they could do this year, without public outcry?

Mr. Howell said possibly, and said that they would start with, if it is even possible.

Mr. MacAskill said second, and more important, is the budget. He said that they have their first crack at this on March 7th, which is a rush, and there is a not a lot of time to dive into a lot of questions because one comes right after the other. He said that they will have another meeting on March 9th, and then the final has to be sent in by March 23rd.

Mr. Powers said that there is a little cushion, and the deadline absolutely is March 30th, to get it sealed and to the printer. He said that is the latest and that is a little bit concerning.

Mr. MacAskill said that what is concerning to him is the lack of looking at the school, and asked if the school will be back before them? He said that they do not need to debate this now, but if he read it correctly the school came in at 2.66%, and the rest of their departments has lost budget, or came in at two or under two. He said that they need to have another crack at the school to talk about their budget, which on the Harwich side is \$25 million, and 2.66%, while the rest of the department heads are bleeding. He said that it seems that they need to have a more serious conversation. Mr. MacAskill said that the original budget proposal showed a 6% increase in health care, however, they had not increase in health care, nor did the school. He said that they took that 6%, after the budget presentation and put it into curriculum, and didn't give it back.

Mr. Powers said if he remembers correctly, the school department had budgeted for a 5% increase. He said that the conversation he had with the Superintendent, two weeks ago, was that there was a remaining 1%, so 4% did go to offset their budget increase, and the remaining 1% was reallocated to curriculum. He said that they did have a frank conversation about their operating budget, and the impacts on staff and departments. He said it is his understanding that the final presentation by the school committee was the following week, and they opted to retain that for curriculum. So, they did do some of the expected increase that did not occur they did put that back to the budget but not the full amount and not what was requested by staff.

Mr. MacAskill said that maybe they should have a conversation, and see where the whole Board is at, and give them some time to adjust it before they put it on the agenda. He said right now he would be a no vote.

Mr. Powers said that they do have the obligation through their agreement, to submit their line-item budget, by Friday.

Mr. Howell said that he agrees with Mr. MacAskill, mainly so that the public can be reminded that there is no correlation to the enrollment in this budget. He said that the enrollment actually went down, so this budget is hard to get your hands around. He said that the percentage cost between the towns, is always fluctuating, but there needs to be a discussion about it. Mr. Howell said that he was kind of stunned, because he didn't realize that there was never going to be an opportunity, ever, for money to be turned back at the end of the year.

Mr. Ballantine said that he understood that they have a final budget on Friday, and asked Mr. Powers if he could invite them to just give us a brief update?

Mr. Powers said that there are required items that need to take place on March 9th there are no required items for the March 16th, meaning they might have more flexibility on that day.

Mr. Ballantine said that he would say to plan for March 16th then.

Mr. Ford asked if they are still able to make adjustments in their budget, at this point, or did they vote on their final budget themselves? He asked if there was something that could actually happen as a result of a discussion? He said, as Mr. MacAskill had pointed out, they did have some questions when they were here that have not been answered. He said at the very least, they need to have those answered.

Mr. Ford said that he also wanted to comment to Mr. McManus, on the petition for the nuclear power plant. He said that he is aware of it, and as he understands it, it mainly relates to showing the Governor that they want safety procedures to be the greatest possible safety procedures that can be put in place at Pilgrim, which relates to how they contain the waste at the site. He said that they ought to take it seriously and let the voters of the Town have a chance to look at it as well.

Mr. Jack Brown, Finance Committee, said that he is looking at this timeline and wondering when the Finance Committee can get started. He said that they were supposed to have articles submitted to them, according to this schedule tonight, and they were supposed to have the final budget figures from the Selectmen to the Finance Committee.

Mr. Howell and Mr. Powers explained that the budget was voted on last week, and presented to the Finance Committee.

Mr. MacAskill said that it was voted on at the meeting last week, which Mr. Brown had attended. He said to his recollection, of the past few years, is that the Board has had suggestions on the budget right up until Town Meeting. He said the Finance Committee certainly isn't being held up by the Board.

Mr. Brown said that he does not feel like they have received any information or data yet.

Mr. Ballantine asked Mr. Powers to double check and make sure that it got transmitted, and maybe it just has not gotten to the right place.

Mr. MacAskill confirmed that Ms. Coppola, Finance Director sent out an email with ever member of the Finance Committee on it. He said that he was confused and asked if Mr. Brown is saying that he has not received the budget at all?

Mr. Brown said that he did have the nice booklet that Ms. Coppola had put together, but did not know if it was right up to the moment.

Mr. MacAskill and Mr. Ford said that the booklet is the budget, and it is right up to the moment.

Mr. McManus said that several years ago they changed the Charter, and moved back the dates, because they felt they were rushing everything by having the budget come in in January, and the articles come in at the beginning of January. He said that they have moved them back, and all they have really done is to compress the time they have to review it. He said he thought they were probably better off having the requirement that the stuff came in earlier.

Mr. Powers asked for clarification, if the Board was looking for a joint meeting between the School Committee and the Board?

Mr. Ballantine confirmed.

SELECTMEN'S REPORT

Mr. Ballantine said that this Thursday, at 6:00 pm, at the Station Avenue Elementary School, they will be having a three town meeting considering the Dennis, Harwich, Yarmouth Wastewater discussion. He said that it is specifically for an update of where they are in the agreement and some ideas of what actions they need to continue the discussion.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:46 pm. Seconded by Mr. McManus.
All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Board Secretary

NEW BUSINESS

ANNUAL
COMMITTEE
PRESENTATIONS



TOWN OF

HARWICH

732 Main Street
Harwich, MA 02645

CONSERVATION COMMISSION

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

November 2, 2021

To: The Harwich Board of Selectmen

From: The Harwich Conservation Commission

2021 Annual Report

The charge of the Harwich Conservation Commission is to uphold the Massachusetts Wetlands Protection Act and Harwich Wetlands Protection Bylaw and Regulations. The Commission is also charged with managing all town lands that have been put into the care and custody of the Conservation Commission.

The Commission is at full membership with 7 full time members. All members and staff are up-to-date on their ethics trainings.

The Conservation Commission meets twice per month on the first and third Wednesday evenings. Thus far in 2021 the Conservation Department staff and the Conservation Commission have issued 99 Administrative Review Permits for minor work in the outer buffer zones on properties, 26 Determinations of Applicability, 48 Orders of Conditions, 12 Extension Permits, and 37 Certificates of Compliance. 2 Denial Order of Conditions were issues for projects that could not be designed to meet the state Wetlands Protection Act or the Town of Harwich Wetlands Bylaw. The number of applications and permits in many of these categories has already surpassed the number for the entirety of 2020, which had been our highest year on record.

This year has brought many applications with a higher level of complexity than in previous years, which has made it clear to the Commission that changes to the Harwich Wetlands Protection Bylaw and Regulations are needed to better protect our sensitive wetland resource areas, which we all reap the benefits from. The Conservation Commission had numerous public meetings and prepared proposed revisions to the Town of Harwich Wetlands Protection Bylaw and Water Dependent Structures Bylaw. The Commission will have additional public meetings for comment on these proposed changes prior to May 2022 Town Meeting.

Violations of the Wetlands Protection Act and Harwich Wetlands Bylaw continue to occur despite efforts to educate the public. Thus far in 2021 we have had 13 separate instances across Town. These activities degrade our wetland resource areas and their buffer zones. The commission issues fines when necessary, requires removal of offending structures, and full mitigation for violations. With each violation we take the opportunity to try and educate the offenders why their actions were in violation, and what impact these actions have on the wetlands.

The Conservation Commission has care and custody of just under 1000 acres of conservation land. Along with the care and custody of so much land comes a lot of responsibility to manage it effectively. Encroachment from abutting properties, use of unauthorized vehicles on trails, vandalism, and other acts have had a negative impact on our Town Conservation Lands. Funding was received last past year from Community Preservation funds to purchase fencing, signage, and other items which will help us to manage our properties more effectively. Thus far some split rail fence has been purchased and installed, and new trail signs letting the public know the regulations. In addition to the new fencing and signage, we have started doing more invasive plant management and habitat restoration in the Bells Neck Conservation Area and Thompson's Field Conservation Area. The Conservation Department and Commission have made great progress in better managing our Conservation Lands this past year. We work collaboratively with the DPW, the Harwich Conservation Trust, and AmeriCorps Cape Cod. Most recently, the October Nor'Easter has caused extensive damage to our Conservation Areas, and we are working together with these groups to clean up and make trails safe again.

The Conservation Commission would like to welcome new Commissioners James Atkinson and Alan Hall, and thank departing members Carolyn O'Leary and James Donovan for their years of service to the Town.

Respectfully Submitted,

Ernest Crabtree, Conservation Commission Chairman

BROOKS ACADEMY MUSEUM COMMISSION
2021 ANNUAL REPORT

At annual Town Meeting in May 2021, a Community Preservation Committee (CPC) article was approved in the amount of \$1,150,000 to make structural improvements to Brooks Academy. The project was started in August 2021 with the selection of Spencer Preservation Group to prepare construction documents and provide bid administration. Project principals Lynne Spencer, Preservationist and Doug Manley, Architect each have previous Harwich experience with Brooks Academy and Brooks Free Library. John Wathne, Principal Engineer for Structures North, will continue his previous evaluation of conditions at Brooks Academy by serving as the project structural engineer.

The consultants held a preliminary on-site meeting with Town of Harwich and Brooks Museum representatives in early September and have conducted several field evaluations since then. The project is currently on schedule to advertise construction bids in early 2022.

While this important project proceeds, the Brooks Academy Museum Commission (BAMC) will continue to monitor other building needs including maintenance and improvements to exterior siding, roof, historic columns, accessibility, climate-controlled storage, and windows. Applications for federal/state grants and additional CPC funds are likely in future years.

In spring 2021, Paul Doane presented a plan to BAMC for landscaping improvements at the Crowell Barn. The site was denuded of trees by the cyclone of 2019. The Commission approved plans for planting of three mature shade trees, a row of smaller shrubs along Parallel Street and a regraded and loamed lawn with irrigation. With financial contributions from Mr. Doane and from the Harwich Historical Society, all of these improvements were done in fall 2021. We also hope to complete an accessible brick walkway to the barn prior to the celebration of Elmer Crowell's 160th birthday in summer 2022.

Requested committee details:

- Members/officers - David Spitz, Chair; Sandra Hall, Clerk; Debora Miller, Janet Cassidy, Lynne Zalesak. A Vice Chair will be elected at our upcoming reorganization meeting to replace Peggy Rose.
- Our newest member, Lynne Zalesak, was just appointed and is now taking care of all requirements for her appointment. All other members have been sworn in and have completed State Ethics testing.
- We held eight meetings last year. One meeting was rescheduled due to lack of a quorum. All other meetings had a quorum and were well attended.
- All agendas have been posted. Minutes have been posted through spring 2021.

ByLaw/Charter Review Committee

2021 Annual Report to the Board of Selectmen

The newly reconstituted Harwich ByLaw/Charter review committee held its organizational meeting on August 16, 2021, with returning members Carol Thayer, Anita Doucette, Deb Sementa, Sandra Hall and first-time member Raymond Gottwald. First order of business was election of Sandra Hall, Chair; Carol Thayer, Vice Chair; and Deb Sementa, Clerk. To date, the Committee has held three meetings and all members have attended all meetings. In addition, all members have been sworn in and have completed their ethics requirements. Agendas and approved minutes have been posted as required.

Members of the committee are currently engaged in reviewing the Charter, ByLaws and Committee Handbook to identify any potential conflicts and/or grey areas among those documents. A very productive meeting was held on October 5th with Town Administrator Joseph Powers to discuss questions raised so far and to address areas of his own concern. The Committee will continue to focus on those issues and will look forward at some point to meeting with the Board of Selectmen to discuss our findings and recommendations. In the meantime, we would ask the Board through its liaison, Selectman Don Howell, to keep the Committee apprised of potential charter or by-law changes being contemplated.

Respectfully submitted,

Sandra Hall, Chairman

Harwich By-Law/Charter Review Committee

2021 Board of Selectmen Report
Harwich Board of Water & Wastewater Commissioners

The Board of Water & Wastewater Commissioners respectfully submits the following Annual Report to the Board of Selectmen for 2021.

The Board of Water & Wastewater Commissioners

- The Board of Water & Wastewater Commissioners is comprised of a 5-member elected board responsible to the Town of Harwich for the administration, maintenance, and operation of the water and sewer system.
- The Board of Water & Wastewater Commissioners is responsible for the fiscal management of all department facilities, assets, capital projects, and land acquisitions.
- In-person meetings have resumed at the water department conference room located at 196 Chatham Road and generally held bi-weekly on Wednesday mornings at 11:00am. With the support of Channel 18, the water department conference room was equipped with recording equipment and videos of the Water & Wastewater Commissioners meetings are now available on YouTube.
- The Board consists of Chairman Gary Carreiro, Vice-Chairman Allin Thompson, Clerk Noreen Donahue, and Commissioners Judith Underwood and John Gough. All Board members have been sworn in and completed the required Massachusetts State Ethics Training and there are no attendance issues to report.

Accomplishments/Projects

- **Rules, Regulations and Rates**— This past year the Board worked diligently to update the departments rules, regulations, and rates. The Board conducted several public hearings and was able to successfully update the Water Rules & Regulations, adopt new Sewer Use Regulations, and establish new water & sewer rates.
- **Pleasant Lake Storage Tank Upgrade** — Upgrades to the Pleasant Lake storage tank which included increasing the diameter of the tank fill pipe were completed in the late spring of this past year. In addition to the interior tank work completed by the contractor, water department staff also worked to upgrade the exterior yard piping saving the department around \$200,000.
- **Phase 2 Wastewater Collections System** — Construction of the Phase 2 collections system is now complete and recently authorized by MassDEP to accept flow. This reflects a major accomplishment in our efforts to restore the embayments and estuaries in Harwich.
- **Water System Improvement Projects** - The department is currently in the early stages of 2 water system improvement projects, design of the Route 28 watermain replacement and new source well exploration in North Harwich.
- **2021 Public Water Suppliers Award**- The Harwich Water Department was the recipient of the 2021 MassDEP Public Water System Awards.

2021 Board of Selectmen Report
Harwich Board of Water & Wastewater Commissioners

Message to Resident Water Customers

Pumpage and Consumption –So far in 2021 the department has pumped just over **720** million gallons of water. This is approximately **172** million gallons less than this time last year. Due to considerable drought conditions and low groundwater levels the Board implemented odd/even watering restrictions at their last meeting in April. The drought declaration for Cape Cod was recently lifted, however groundwater levels remain 1’ lower than last year. We ask you conserve water whenever possible and help protect the health of our water supply. Our website, Harwichwater.com contains many resources on water protection, conservation, and most up to date information on water restrictions.

Service Tight Protection Plan – The Department offers a water service plan, which provides coverage for the repair and/or replacement of your old water service connection from the property line to your shut off valve in the basement.

Seasonal Properties – The Department provides seasonal turn on and turn off services. The Board highly encourages seasonal winterization measures to ensure the safety of their water lines and water meter.

Irrigation Use – The Board can’t express enough to our customers that conservation be considered when using irrigation. Customers should be familiar with the meter location and know how to read the meter. This is an important measure to monitor water consumption, which also provides an opportunity to catch a water leak and make repairs to avoid a high water bill.

Conclusion

The Board of Water Commissioners would like to thank the Water Department staff for their teamwork and dedication to the Department and the Boards, Committees, Town Administration and Town Departments for their continued support and service to the Water Department.

Board of Water & Wastewater Commissioners

Gary Carreiro, Chairman

Allin Thompson, Vice Chairman

Noreen Donahue, Clerk

Judith Underwood, Commissioner

John Gough, Commissioner

OLD BUSINESS

LOCUS: Oak Street (2), Depot Road (2), Orleans Road, Sisson Road, Harwich,
Massachusetts

DEED

TOWN OF HARWICH, acting by and through its Board of Selectmen, of 732 Main Street, Harwich, Massachusetts 02645, for consideration paid of less than One Hundred Dollars, grants to **JUDITH UNDERWOOD, DONALD F. HOWELL, LARRY BROPHY, BRENDAN LOWNEY AND JOSEPH F. POWERS, TRUSTEES OF THE HARWICH AFFORDABLE HOUSING TRUST**, having a mailing address of 732 Main Street, Harwich, Massachusetts 02645, with QUITCLAIM COVENANTS, the following parcels of land, with any improvements located thereon, in Harwich, Barnstable County, Massachusetts, bounded and described as follows:

Parcels 1 and 2 (Oak Street)

Those two certain parcels of land located on Oak Street, in Harwich, described as follows:

Lots A and B on a plan of land entitled "Plan of Division of Land in Harwich, Mass. as surveyed and prepared for Charles J. Monterio," dated June 28, 1979, prepared by Schofield Brothers, Inc., recorded with the Barnstable County Registry of Deeds in Book 337, Page 62.

Being the same premises conveyed to the Town of Harwich by deed of Commonwealth Electric Company, dated December 11, 1987, recorded with the Barnstable County Registry of Deeds in Book 6233, Page 206.

Parcels 4 (Depot Road), 5 (Orleans Road) and 6 (Depot Road)

Three (3) parcels of land, in Harwich, described as follows:

Parcel J1 on Assessor's Map 63, on Depot Road, containing 1.41 acres, more or less, as shown on a plan entitled "Plan of Proposed Land Acquisition Between Depot Rd. & Route 39 E. Harwich, MA," dated July 27, 1992, prepared by Harwich Engineering Department, recorded with the Barnstable County Registry of Deeds in Plan Book 491, Page 4. Being those premises described in an Order of Taking dated September 29, 1992, recorded with the Barnstable County Registry of Deeds in Book 8241, Page 226.

Parcel J2 on Assessor's Map 63, on Orleans Road, containing 4.59 acres, more or less, as shown on a plan entitled "Plan of Proposed Land Acquisition Between Depot Rd. & Route 39 E. Harwich, MA," dated July 27, 1992, prepared by Harwich Engineering Department, recorded with the Barnstable County Registry of Deeds in Plan Book 491, Page 4. Being those premises described

in an Order of Taking dated September 29, 1992, recorded with the Barnstable County Registry of Deeds in Book 8241, Page 230.

Parcel J3 on Assessor's Map 63, on Depot Road, containing 17.35 acres, more or less, as shown on a plan entitled "Plan of Proposed Land Acquisition Between Depot Rd. & Route 39 E. Harwich, MA," dated July 27, 1992, prepared by Harwich Engineering Department, recorded with the Barnstable County Registry of Deeds in Plan Book 491, Page 4. Being those premises described in an Order of Taking dated September 29, 1992, recorded with the Barnstable County Registry of Deeds in Book 8241, Page 234.

Parcel J3 on Assessor's Map 63 is subject to a restriction prohibiting development of Parcel J3 extending from 100 feet north of the northern-most state-classified vernal pool and isolated wetland, extending through the property to Map 63, Parcel J6, as approximately shown on the sketch attached as Exhibit A, provided, nothing shall prohibit the restricted area from being utilized for mitigation to support development on the remainder of Parcels J1, J2 or J3.

Parcel 7 (265 Sisson Road)

A certain parcel of land located at 265 Sisson Road, in Harwich, described as follows:

The land and buildings in that part of Harwich known as Harwich Center, bounded and described as follows:

- | | |
|-------------------|---|
| On the Northwest: | By Sisson Road, a fifty (50) foot wide county road; |
| On the East: | By land now or formerly of Martha M. Constan et al. as shown On Land Court Plan 39437A (Sheet 2); |
| On the South: | By land as shown on Land Court Plan 39437A (Sheet 1), and by Land now or formerly of Betsy A. Bailey and Robert Bailey As described in a deed recorded at the Barnstable County Registry of Deeds in Book 8236, Page 174; |
| On the West: | By the intersection of Forrest Street and Sisson Road. |

Said parcel is also shown as Parcel Z-5 on Assessor's Map 40, containing 1.11 acres, more or less.

No deed stamps are due pursuant to G.L. c. 64D, §1.

The aforesaid premises are conveyed pursuant to Article 61 of the 2019 Harwich Annual Town Meeting, a certified copy of which is attached hereto.

[Signature Page Follows]

WITNESS our hands and seals this 29th day of November, 2021.

TOWN OF HARWICH,
By Its Board of Selectmen

Michael D. MacAskill, Chairman

Julie E. Kavanagh, Vice-Chair

Mary E. Anderson, Clerk

Larry G. Ballantine, Member

Donald F. Howell, Member

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 29th day of November, 2021, before me, the undersigned notary public, personally appeared the duly elected members of the Harwich Board of Selectmen, proved to me through satisfactory evidence of identification, which was that they are personally known to me, to be the persons whose name are signed on the preceding document; and acknowledged to me that they signed it voluntarily for its stated purpose on behalf of the Town of Harwich.

Joseph F. Powers, Notary Public
My Commission Expires:
September 28, 2023

ACCEPTANCE

The Trustees of the Harwich Affordable Housing Trust hereby accept the foregoing deed from the Town of Harwich in accordance with the powers conferred pursuant to G.L. c. 44, §55C, this _____ day of _____, 2021.

HARWICH AFFORDABLE
HOUSING TRUST

Larry Brophy

Donald F. Howell

Brendan Lowney

Judith Underwood

Joseph F. Powers

COMMONWEALTH OF MASSACHUSETTS

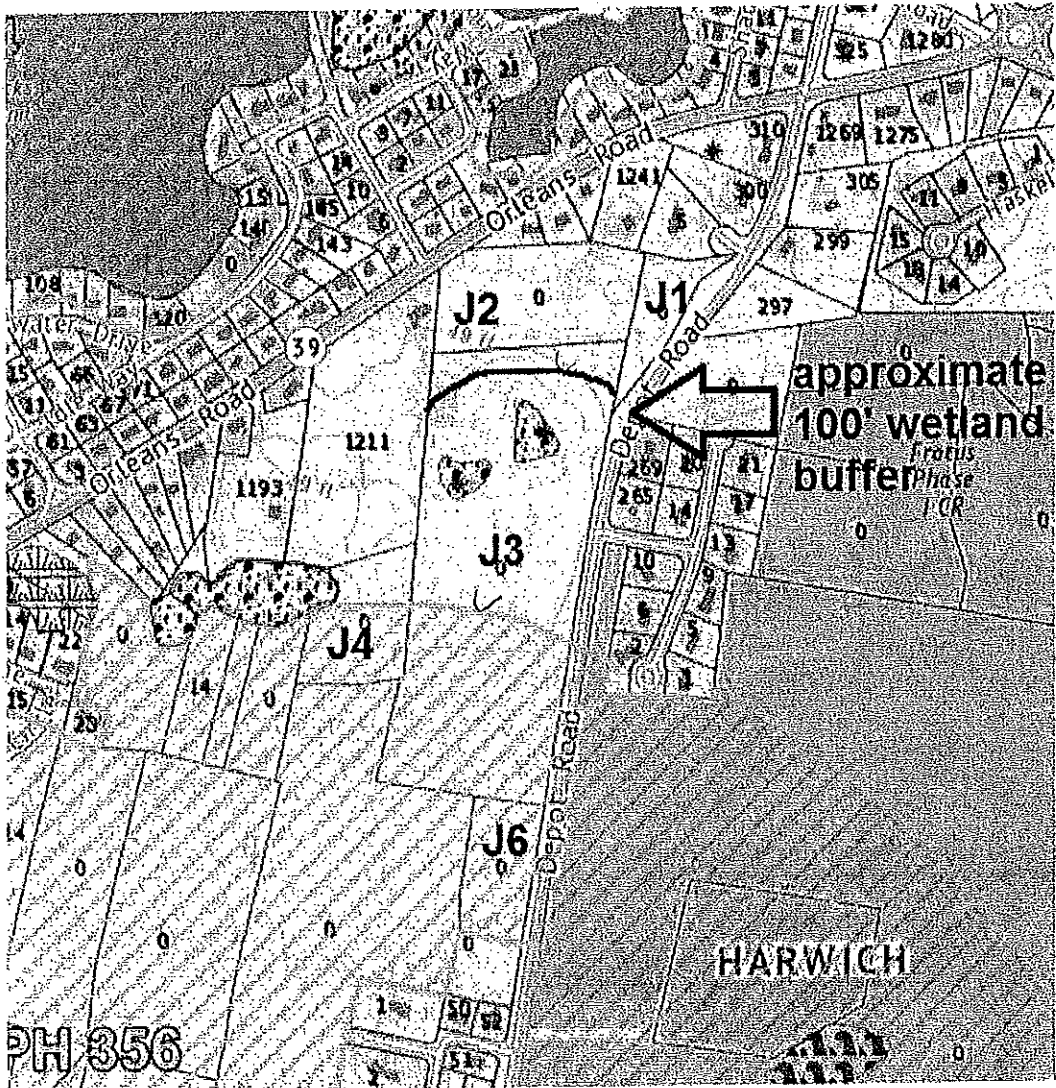
Barnstable, ss.

On this ____ day of _____, 2021, before me, the undersigned notary public, personally appeared _____, Trustee of the Harwich Affordable Housing Trust, proved to me through satisfactory evidence of identification, which was [] a driver's license and/or [] _____, to be the person whose name is signed on the preceding or attached document; and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Harwich Affordable Housing Trust.

Notary Public
My Commission Expires:

Exhibit A

Sketch Plan of Parcel J3



Additional Materials for Old Business Item A

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

**HARWICH AFFORDABLE HOUSING TRUST – LIST OF TOWN PROPERTIES TO
DESIGNATE AS AFFORDABLE**

ARTICLE 61: To see if the Town will vote to transfer the care, custody and control of the parcels of land described below from the tax custodian, the Board of Selectmen or other board or officer having custody thereof for tax title, affordable housing or other purposes for which such parcels are currently held to the Harwich Affordable Housing Trust for affordable housing purposes including the purpose of conveyance, and to authorize the execution of any deeds and other documents as may be necessary or appropriate to accomplish the foregoing, which parcels of land are described more particularly as follows:

- (a) Two parcels of land located on Oak Street, one identified on Assessors May 61 as Parcel B1-A (containing 1.58 acres, more or less) and the other on Assessors Map 61 as Parcel B1-B (containing 1.32 acres, more or less), shown on a plan recorded with the Barnstable Registry of Deeds in Plan Book 337, Page 62, and being the premises described in a deed recorded in Book 6233, Page 206;
- (b) The parcel of land located on Depot Street, identified on Assessor's Map 56 as Parcel P12 (containing one acre, more or less), and being a portion of the premises described in Book 652, Page 71 and being the premises described in Foreclosure in Tax Lien Case in Book 21728, Page 319;
- (c) The following parcels of land located on or near: 0 Depot Road, identified on Assessors Map 63 as Parcel J1 (containing 1.41 acres, more or less); and being the premises described in a deed in Book 8241, Page 226; 0 Orleans Road, identified on Assessors Map 63 as Parcel J2 (containing 4.59 acres, more or less) and being the premises described in Book 8241, Page 230; 0 Depot Road, shown on Assessors Map 63 as Parcel J3 (containing 17.35 acres, more or less) and being the premises described in Book 8241, Page 234;
- (d) A parcel of land located at 728 Main Street, identified on Assessor's Map 41 as Parcel B8 (containing 1.38 acres, more or less), and being the premises described in Book 1368, Page 738 and Book 9770, Page 17; and
- (e) A parcel of land located at 265 Sisson Road, identified on Assessor's Map 40 as Parcel Z5 (containing 1.11 acres, more or less), and being the premises described in Book 9770, Page 13.

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

Explanation: The newly founded Affordable Housing Trust will use these properties to create housing for qualified persons. The Trust will explore the ability to develop each for affordable housing over the next few years. The Board of Selectmen does have the ability to transfer some such as Willow Street under previous Town Meeting Action.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO MAKE LAND AVAILABLE FOR FUTURE PROPOSALS FOR POSSIBLE AFFORDABLE HOUSING UNITS. VOTE: YES-6, NO-1

MOTION: (Dana DeCosta, Finance Committee) I move that this article be accepted and adopted with the following changes: in item (C) the Town impose a limitation on development on the southern portion of parcel J3 in the area identified as falling under the Massachusetts endangered species jurisdiction and the isolated wetlands (potentially vernal pools) as shown on the map available at this Town Meeting, and excluding (D) 728 Main Street.

Duly seconded


AMEND THE MAIN MOTION: (James Donovan) Amend Article #61 – section (C) regarding parcel J3 – that the Town excludes development of Map 63-Parcel J3 extending from 100 feet north of the northern-most state-classified vernal pool and isolated wetland, extending south through the property to Map 63 – Parcel J6 (as shown on the attached map or viewed on the screen), However, nothing in this restriction shall prohibit the restricted area from being utilized for mitigation to support development on the remainder of Parcel J3, J2 or J1

Duly seconded

ACTION ON THE AMENDMENT: Amendment carried

ACTION ON THE MAIN MOTION AS AMENDED: Motion carried.

A true copy

Attest: 
Anita N. Doucette, MMC/CMMC
Town Clerk

Key: 9523

Town of HARWICH - Fiscal Year 2021

12/9/2020

3:48 pm

SEQ #: 8.167

LEGAL

LAND

DETACHED

BUILDING

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION		BN ID	BN	CARD
HARWICH TOWN OF - SELECTMEN		61-B1-A-0	0 OAK ST		9300	100	VAC.SELECT/CITY CNCL				1 of 1
732 MAIN ST		TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)				
HARWICH, MA 02645		HARWICH TOWN OF - SELECTM		04/28/1988	E		1 6233-206				

CD	T	AC/SF/UN	Ngh	Inf1	Inf2	ADJ BASE	SAF	Topo	Lpj	VC	CREDIT AMT	ADJ VALUE			
100	S	43,560	4	1.00	1	1.00	100	1.00	192,900	1.00	100	1.00	2	1.00	192,900
300	A	0,560	4	1.00	1	1.00	100	1.00	15,000	1.00	100	1.00	2	1.00	8,700

TOTAL	1.580 Acres	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Ngh	NGH 4	NOTE			LAND	201,600	197,400
Inf1	NONE		BUILDING	0	0		
Inf2	FACTOR 100		DETACHED	0	0		
			OTHER	0	0		
			TOTAL		201,600	197,400	

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				LIST
STYLE				REVIEW
QUALITY				
FRAME				

YEAR BLT	NET AREA	\$NLA(RCN)	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	CONDITION ELEM	CD

EFF. YR/AGE	
COND	
FUNC	
ECON	
DEPR	% GD
RCNLD	

Key: 9524

Town of HARWICH - Fiscal Year 2021

12/9/2020 3:48 pm SEQ#: 8,168

LAND

LAND

DETACHED

BUILDING

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD
HARWICH TOWN OF - SELECTMEN 732 MAIN ST HARWICH, MA 02645		61-B1-B-0	0 OAK ST		9300	100	VAC.SELECT/CITY CNCL			1 of 1
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)					
HARWICH TOWN OF - SELECTM		04/28/1988	E		1 6233-206					
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%		

CD	T	AC/SF/UN	Ngh	Inf1	Inf2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE
100	S	43,560	4	1.00	1.00	192,900	1.00	100	1.00	2	1.00	192,900
300	A	0,320	4	1.00	1.00	15,000	1.00	100	1.00	2	1.00	4,800

TOTAL	1.320 Acres	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Ngh	NGH 4	NOTE	LAND	197,700	193,600		
Inf1	NONE		BUILDING	0	0		
Inf2	FACTOR 100		DETACHED	0	0		
			OTHER	0	0		
		TOTAL		197,700	193,600		

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				LIST
STYLE				REVIEW
QUALITY				
FRAME				

YEAR BLT	NET AREA	SNLA(RCN)	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	CONDITION ELEM	CD

EFF.YR/AGE	
COND	
FUNC	
ECON	
DEPR	% GD
RCNLD	

Key: 16028

Town of HARWICH - Fiscal Year 2021

12/9/2020

3:48 pm

SEQ #: 10,589

LEGAL

LAND

DETACHED

BUILDING

CURRENT OWNER				PARCEL ID				LOCATION				CLASS	CLASS%	DESCRIPTION		BN ID	BN	CARD
HARWICH TOWN OF - SELECTMEN 732 MAIN ST HARWICH, MA 02645				56-P12-0				0 DEPOT ST				9300	100	VAC.SELECT/CITY CNCL				1 of 1
TRANSFER HISTORY				DOS	T	SALE PRICE	BK-PG (Csr#)											
				01/28/2007	E		1 21728-319											
				11/27/1948	XX		770-182											

CD	T	AC/SF/UN	NgH	Inf1	Inf2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE					
100	S	43,560	3	1.00	VB	1.00	100	1.00	144,675	1.00	100	1.00	1	0.75			144,680

TOTAL	43,560 SF	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
NgH	NGH 3	NOTE	LAND	144,700	146,000		
Inf1	VACANT		BUILDING	0	0		
Inf2	FACTOR 100		DETACHED	0	0		
			OTHER	0	0		
			TOTAL	144,700	146,000		

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				
STYLE				
QUALITY				
FRAME				

YEAR BLT	NET AREA	SNLA(RCN)	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	CONDITION ELEM	CD

EFF.YR/AGE	
COND	
FUNC	
ECON	
DEPR	% GD
RCNLD	

Key: 17978

Town of HARWICH - Fiscal Year 2021

12/9/2020 3:48 pm SEQ #: 11.270

LEGAL

LAND

DETACHED

BUILDING

CURRENT OWNER				PARCEL ID				LOCATION				CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD
HARWICH TOWN OF - SELECTMEN 732 MAIN ST HARWICH, MA 02645				63-J1-0				0 DEPOT RD				9300	100	VAG.SELECT/CITY CNCL					1 of 1
TRANSFER HISTORY				DOS	T	SALE PRICE	BK-PG (Cert)												
HARWICH TOWN OF - SELECTM OWNERS UNKNOWN				10/07/1992	E QS		1 8241-226												
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%											

CD	T	AC/SF/UN	NgH	Inf1	Inf2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE		
100	S	43,560	6	1.00	1.00	100	1.00	192,900	1.00	100	1.00	2	1.00	192,900
300	A	0.410	6	1.00	1.00	100	1.00	15,000	1.00	100	1.00	2	1.00	6,150

TOTAL	1,410 Acres	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
NgH	NGH 6	NOTE	LAND	199,100	194,900		
Inf1	NONE		BUILDING	0	0		
Inf2	FACTOR 100		DETACHED	0	0		
			OTHER	0	0		
			TOTAL	199,100	194,900		

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				LIST
STYLE				REVIEW
QUALITY				
FRAME				

YEAR BLT	NET AREA	SNLA(RCN)	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	CONDITION ELEM	CD

EFF.YR/AGE	
COND	
FUNC	
ECON	
DEPR	% GD
RCNLD	

Key: 17973

Town of HARWICH - Fiscal Year 2021

12/9/2020

3:48 pm

SEQ #: 11,265

LEG
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LAND

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BUILD
ING

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD
HARWICH TOWN OF - SELECTMEN 732 MAIN ST HARWICH, MA 02645		63-J2-0	0 ORLEANS RD		9300	100	VAC.SELECT/CITY CNCL			1 of 1
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)					
HARWICH TOWN OF - SELECTM OWNERS UNKNOWN		10/07/1992	E QS		1 8241-230 -					

CD	T	AC/SF/UN	NgH	Inf1	Inf2	ADJ BASE	SAF	Topo	Lp	VC	CREDIT AMT	ADJ VALUE				
100	S	43,560	6	1.00	1	1.00	100	1.00	192,900	1.00	100	1.00	2	1.00		192,900
300	A	3,590	6	1.00	1	1.00	100	1.00	15,000	1.00	100	1.00	2	1.00		53,850

TOTAL	4.590 Acres	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
NgH	NGH 6	NOTE	LAND	246,800	241,800		
Inf1	NONE		BUILDING	0	0		
Inf2	FACTOR 100		DETACHED	0	0		
			OTHER	0	0		
			TOTAL	246,800	241,800		

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				
STYLE				
QUALITY				
FRAME				

YEAR BLT	NET AREA	SNLA(RCN)	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	CONDITION ELEM	CD

EFF.YRAGE
COND FUNC ECON DEPR
% GD
RCNLD

Key: 17977

Town of HARWICH - Fiscal Year 2021

12/9/2020 3:48 pm SEQ #: 11,269

LEGAL

CURRENT OWNER				PARCEL ID				LOCATION				
HARWICH TOWN OF - SELECTMEN				63-J3-0				0 DEPOT RD				
732 MAIN ST				TRANSFER HISTORY				DOS		T	SALE PRICE	
HARWICH, MA 02645				HARWICH TOWN OF - SELECTM				10/07/1992		E	1 8241-234	
				OWNERS UNKNOWN						QS		

CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD	
9300	100	VAC.SELECT/CITY CNCL					1 of 1	
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%

LAND

CD	T	AC/SF/UN	NgH	Infl1	Infl2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE				
100	S	40,000	6	1.00	1	1.00	100	1.00	192,900	1.00	100	1.00	2	1.00		177,130
200	A	5,508	6	1.00	1	1.00	100	1.00	106,100	1.00	100	1.00	2	1.00		584,400
300	A	10,924	6	1.00	1	1.00	100	1.00	15,000	1.00	100	1.00	2	1.00		183,860

TOTAL	17.350 Acres	ZONING		FRNT	0	ASSESSED	CURRENT	PREVIOUS
NgH	NGH 6	NOTE		LAND		925,400	854,300	
Infl1	NONE		BUILDING		0	0		
Infl2	FACTOR 100		DETACHED		0	0		
			OTHER		0	0		
				TOTAL		925,400	854,300	

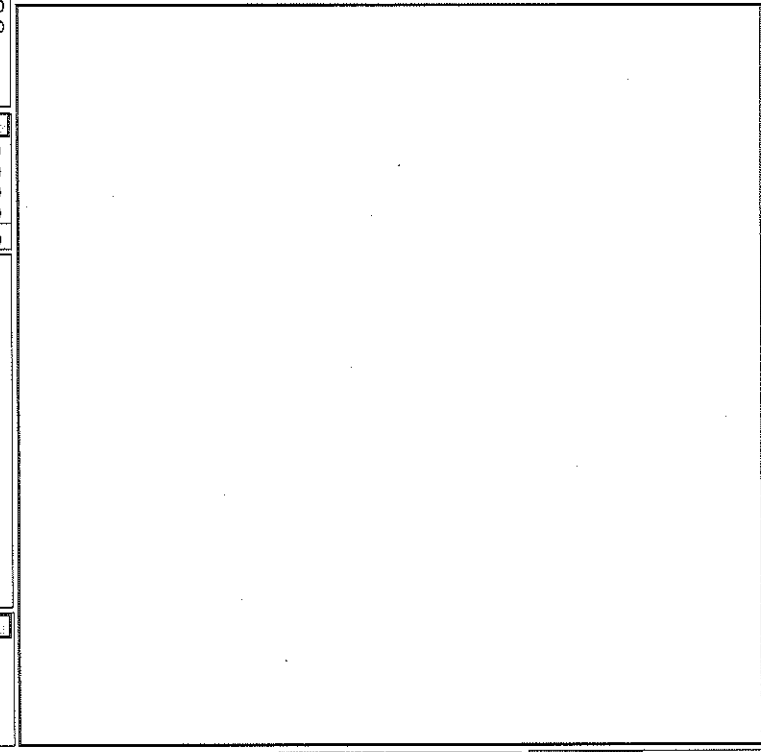
DETACHED

TY	QUAL	COND	DIMNOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO

BUILDING

BUILDING	CD	ADJ	DESC	MEASURE
MODEL				LIST
STYLE				REVIEW
QUALITY				
FRAME				

YEAR BLT	NET AREA	SIZE ADJ	DETAIL ADJ	OVERALL	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN



TOTAL RCN	
CONDITION ELEM	CD
EFF. YR/AGE	
COND	
FUNC	
ECON	
DEPR	% GD
RCNLD	

Key: 12755

Town of HARWICH - Fiscal Year 2021

12/9/2020 3:48 pm SEQ #: 10,582

CURRENT OWNER		PARCEL ID		LOCATION	
HARWICH TOWN OF - RECREATION 732 MAIN ST HARWICH, MA 02645		40-Z5-0		265 SISSON RD	
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)
HARWICH TOWN OF - RECREAT		07/26/1995	E	1	9770-13

CD	T	AC/SF/UN	Ngh	Infl1	Infl2	ADJ BASE	SAF	Topo	Lpi	VC	CREDIT AMT	ADJ VALUE				
100	S	43,560	3	1.00	1	1.00	100	1.00	173,610	1.00	100	1.00	4	0.90		173,610
300	A	0.110	3	1.00	1	1.00	100	1.00	13,500	1.00	100	1.00	4	0.90		1,490

TOTAL	1.110 Acres	ZONING	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Ngh	NGH 3	NOTE	LAND	175,100	173,200		
Infl1	NONE		BUILDING	185,200	185,600		
Infl2	FACTOR 100		DETACHED	1,000	1,000		
			OTHER	0	0		
			TOTAL	361,300	359,800		

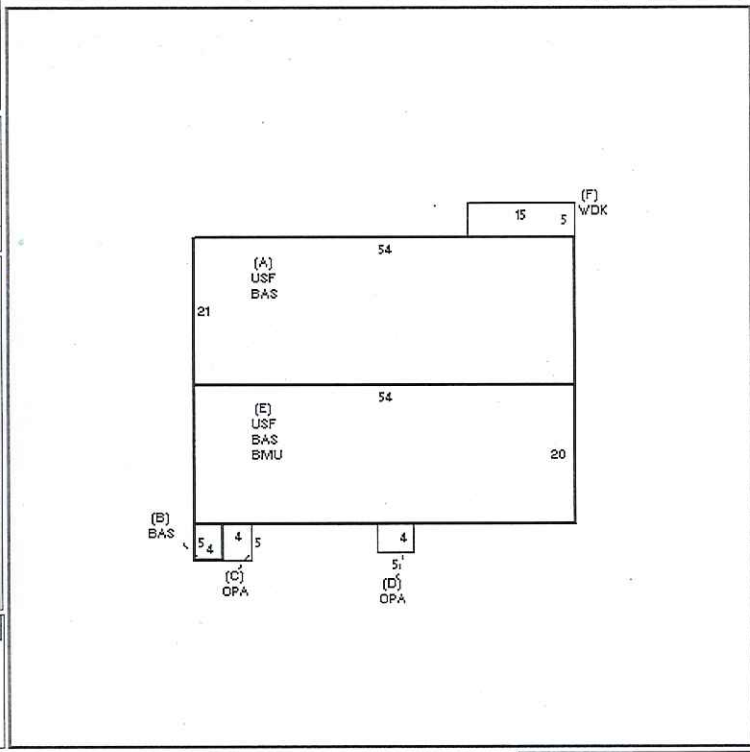
TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO
SHF	A	1.00	A 0.75 8X10		80	17.32	1,000	07/03/2013



BUILDING	CD	ADJ	DESC	MEASURE	7/3/2013	DS
MODEL	5		CIM	LIST		
STYLE	20	1.36	OFFICE BUILDING [100%]	REVIEW	7/5/2013	DS
QUALITY	A	1.00	AVERAGE [100%]			
FRAME	1	0.99	WOOD FRAME [100%]			

ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
FOUNDATION	5	OTHER	1.00	+	BAS	L	BASE AREA	2,214	1890	82.92	183,588
EXTERIOR WALL	1	WOOD SHINGLES	1.00	+	USF	L	UP-STRY FIN	2,214	1890	82.92	183,588
ROOF STRUCTURE	1	GABLE	1.00	B	BAS	L	BASE AREA	20	1890	82.90	1,658
ROOF COVER	1	ASPH/COMP SHIN	1.00	+	OPA	N	OPEN PORCH	40		22.95	918
FLOORING	2	SOFTWOOD	0.95	E	BMU	N	BSMT UNF	1,080		28.94	31,259
INT FINISH	2	DRYWALL	1.02	F	WDK	N	WOOD DECK	75		21.61	1,621
H.V.A.C.	1	FORCED AIR	1.00								
FUEL SOURCE	2	GAS	1.00								

CLASS	CLASS%	DESCRIPTION		BN ID	BN	CARD		
9310	100	IMP.SELECT/CITY CNCL			1	1 of 1		
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%
506	12/08/2014	53	ALTER.-NO GR	9,405	01/13/2015		100	100
803	04/30/2013	53	ALTER.-NO GR	34,000	07/03/2013	DS	100	100
190	04/15/2010	53	ALTER.-NO GR	500	07/13/2010	MO	100	100
644	12/09/2009	53	ALTER.-NO GR	24,000	04/06/2010	MO	100	100
371	08/11/2009	52	ADDITIONS-NO	24,000	04/06/2010	MO	100	100



YEAR BLT	1890	SIZE ADJ	0.970
NET AREA	4,448	DETAIL ADJ	1.259
\$NLA(RCN)	\$91	OVERALL	1.000
CAPACITY	UNITS	ADJ	
STORIES	2	1.00	
% HEATED	100	1.00	
% A/C	0	1.00	
% SPRINKLERS	0	1.00	

ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
FOUNDATION	5	OTHER	1.00	+	BAS	L	BASE AREA	2,214	1890	82.92	183,588
EXTERIOR WALL	1	WOOD SHINGLES	1.00	+	USF	L	UP-STRY FIN	2,214	1890	82.92	183,588
ROOF STRUCTURE	1	GABLE	1.00	B	BAS	L	BASE AREA	20	1890	82.90	1,658
ROOF COVER	1	ASPH/COMP SHIN	1.00	+	OPA	N	OPEN PORCH	40		22.95	918
FLOORING	2	SOFTWOOD	0.95	E	BMU	N	BSMT UNF	1,080		28.94	31,259
INT FINISH	2	DRYWALL	1.02	F	WDK	N	WOOD DECK	75		21.61	1,621
H.V.A.C.	1	FORCED AIR	1.00								
FUEL SOURCE	2	GAS	1.00								

TOTAL RCN	402,632
CONDITION ELEM	CD
EXTERIOR	
INTERIOR	
EFF.YR/AGE	1985 / 34
COND	54 54 %
FUNC	0
ECON	0
DEPR	54 % GD 46
RCNLD	\$185,200

LEGAL LAND

DETACHED

BUILDING



LEASE

This Lease is made and executed on July 13, 2009, by and between the Town of Harwich, a municipal corporation in the Commonwealth of Massachusetts, acting by and through its Board of Selectmen, having an address of 732 Main Street, Harwich, Massachusetts, 02645, referred to as "Town," and the Harwich Junior Theatre, Inc., a tax exempt 501 (c)(3), organized and existing under the laws of the Commonwealth of Massachusetts, having an address of 105 Division Street, West Harwich, Massachusetts, referred to as "Lessee."

WHEREAS, Town is the owner of a parcel of land, containing the former Harwich Recreation Building and an accessory shed (singly, "the Recreation Building," collectively, the "Buildings") thereon, (collectively known as the "Premises") shown on the plan, entitled "Lease Area," prepared by Harwich Engineering Department, Project No. 1452-00, drawn November 10, 2008, approved November 12, 2008, containing 6,841 square feet of land area, more or less, a copy of which is attached hereto and incorporated herein as Exhibit A;

WHEREAS, the Town has determined that the use of the Premises is to accommodate arts, cultural and educational uses, as set forth in the vote under Article 59 of the Annual Town Meeting of May 1, 2006, as amended by the vote under Article 13 of the Special Town Meeting of February 11, 2008, and as further amended by the vote under Article 11 of the Special Town Meeting of May 6, 2008 (collectively, the "Votes");

WHEREAS, the Town authorized the Board of Selectmen, under the Votes, to lease the Premises, on such terms and conditions as it shall deem appropriate;

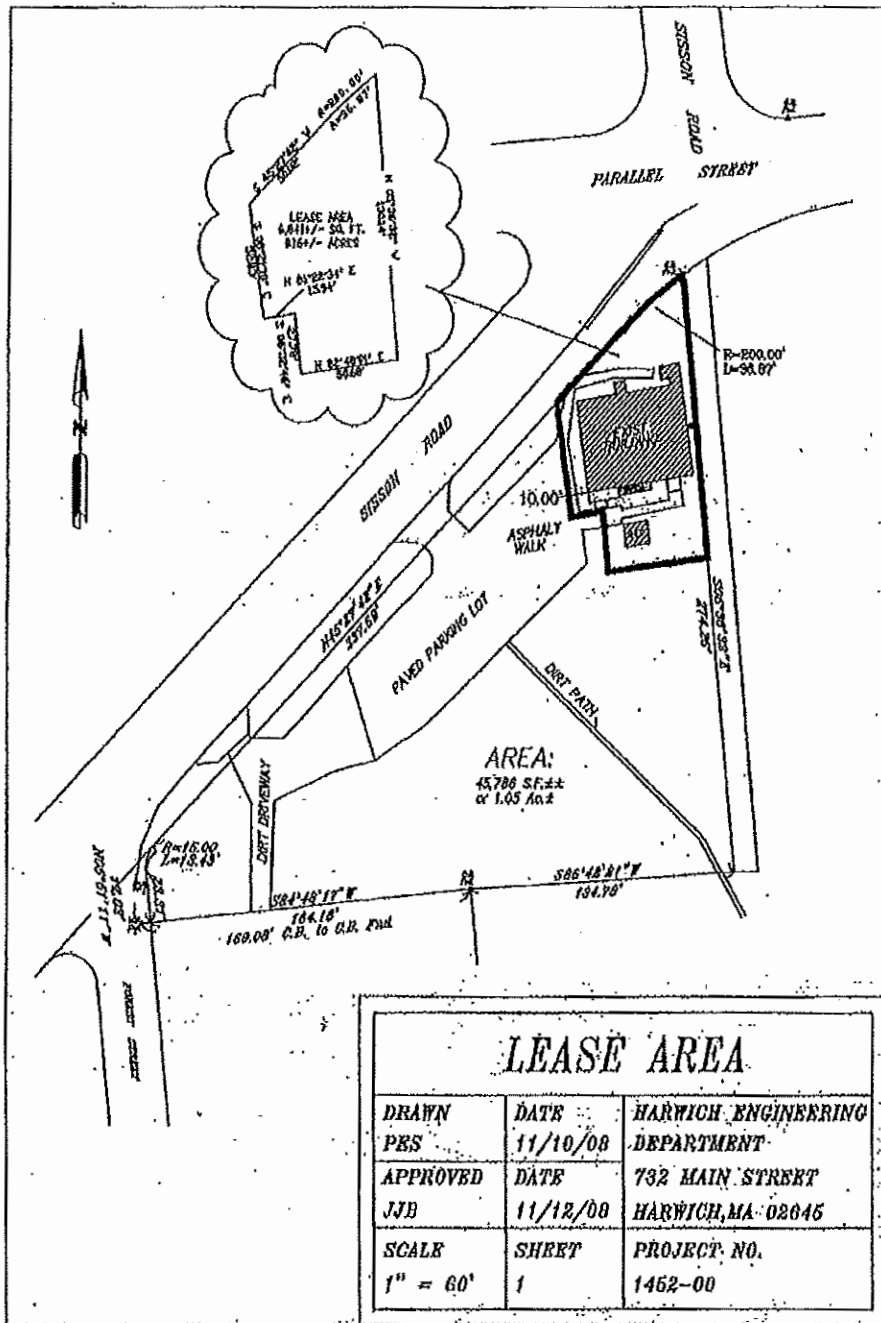
WHEREAS, on November 25, 2008, the Town issued a Request for Proposals (the "RFP") soliciting proposals to lease the Premises for the creation of arts, cultural and educational uses;

WHEREAS, the Lessee submitted a proposal in response to the RFP (the "Proposal") agreeing to develop the Premises for arts, cultural and educational uses; and

WHEREAS, Lessee proposes to obtain sufficient funding to construct certain improvements, as defined hereafter, at the Premises;

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, and other good and valuable consideration each to the other paid, receipt of which is hereby acknowledged, the parties hereby agree as follows:

EXHIBIT A
PLAN OF LAND



LEASE AREA		
DRAWN PES	DATE 11/10/08	HARWICH ENGINEERING DEPARTMENT
APPROVED JJB	DATE 11/12/08	732 MAIN STREET HARWICH, MA 02645
SCALE 1" = 60'	SHEET 1	PROJECT NO. 1452-00

CONTRACTS

CHANGE ORDER

SRF Number CWSRF-4424/1
Public Entity Town of Harwich MA
Contract Number Contract No. 1
Change Order Number 7

Contract Amount (As Bid) \$11,368,663.48
Net Change in Contract Price (This change order) \$1,509,245.00
Net Change in Contract Price (Previous change orders) \$-723,409.00
Total Adjusted Contract Price (including this and all other change orders) \$12,154,499.48

This change order extends the time to complete the work by 220 calendar days.

The extended completion date is July 8, 2022

This change order checked by *Ken G. Ford* 11/19/21
(Chief) Resident Engineer Date

This change order is requested by: Robert B. Our Co.

This change order is recommended by: CDM Smith Inc.

Michelle Smith #38074 11-22-21
Consultant Engineer P.E. Number Date

The undersigned agree to the terms of the change order.

[Signature] 11-15-21
Contractor Date

Owner Date

Certification of Appropriation under M.G.L. c.44, §31C: Adequate funding in an amount sufficient to cover the total cost of this change order is available.

By: *Carl Couch* 11/22/2021
Certification Officer (Auditor, accountant, treasurer) Date

Do not write below: this space reserved for STATE AGENCY APPROVAL

DEP/DMS

Public Entity Town of Harwich, Massachusetts

SRF No: CWSRF-4424/1 Contract No. Contract No. 1 Change Order No. 7

Contract Title: Sewerage Works Improvements Phase 2 Contract No. 1

Owner's Name: Town of Harwich, Massachusetts

Owner's Address: 732 Main Street Harwich MA 02645

Contractor's Name: Robert B. Our Co.

Contractor's Address: 24 Great Western Road Harwich, MA 02645

Descriptions and Reasons for Change

Item No. 1

RFC 022 is due to grade changes during road reconstruction at Sherwood Road. The driveway at #15 was negatively impacted by this work and resulted in puddling and potential freezing during winter months. This change corrects the problem eliminating the puddling and potential freezing.

The net increase to the Contract Price for this change is \$ 4,944.75

Item No. 2

RFC 023 is for furnishing and delivering an electric hoist that will be utilized at each of the davit cranes installed at the pumping stations. As presently installed the davit cranes are labor intensive with a manual hand crank hoist operation. The electric operation will allow for an expedited removal of the wastewater pumps, possibly during critical time frames.

The net increase to the Contract Price for this change is \$ 4,034.66

Item No. 3

RFC 024 is for furnishing and installing gravity sewers including manholes, sewer service connections, appurtenances, paving, restoration and all miscellaneous work and cleanup as specified and shown on Continental Drive and Whidah Drive Drawings C-17, C-18, C-19, C-20, C-21, and C-22 (included with the change order). The estimated quantities are also included in this change order as Exhibit A.

The net increase to the Contract Price for this change is \$ 1,500,265.50

Item No. 4

This change extends the Substantial Completion date forty-eight (48) calendar days from July 15, 2021 to September 1, 2021. The extension was discussed and agreed to by the parties to allow for the coordination and scheduling of onsite vendor training/startup and videography between the two Phase 2 Sewerage Works Improvement Contracts.

There is no net increase to the Contract Price for this change.

Item No. 5

This change extends the Final Completion date by two hundred twenty (220) days to July 8, 2022. The extension is related to the gravity sewer work described in Item 3 of this change order. Robert B. Our Company estimates an approximate three (3) month lead time on the delivery of the construction materials for Item 3, followed by an approximate four (4) month construction duration to complete the work.

There is no net increase to the Contract Price for this change.

Town of Harwich, Massachusetts
Sewerage Works Improvements Phase 2 Contract No. 1
SRF No: CWSRF-4424/1

Change Order No. 7 Summary

<u>Item No.</u>	<u>RFC No.</u>	<u>Item Description</u>	<u>Amount</u>
1	RFC 022	Road Grade Corrections at 15 Sherwood Road	\$4,034.66
2	RFC 023	Electric Hoist for Pumping Station Davit Cranes	\$4,944.75
3	RFC 024	Additional Sewers and Apputenances at Continental and Whidah Drives	\$1,500,265.50
4	N/A	Extend Substantial Completion Date to September 1, 2021	\$0.00
5	N/A	Extend Final Completion Date to July 8, 2022	\$0.00
Total Change Order No. 7			\$1,509,245.00

Harwich Sewerage Works Improvements Phase 2 - Contract No.1

Item 1

Robert B Our Co.

24 Great Western Rd, Harwich, MA

Project: Harwich Sewerage Works Improvements Phase 2 - Contract 1
 Engineer: CDM Smith

1-Oct-21

RFC 0022

15 Sherwood Ave - Adjuste Driveway

RBO	Rate	Hours	QTY	Extended Total
Laborer	\$ 58.43	0	0	0.00
Operator	\$ 78.03	0	0	0.00
Truck Driver	\$ 61.35	0	0	0.00
Forman	\$ 85.00	0	0	0.00

Direct labor Costs :

Labor	\$ -	45.65%	0.00
Operator	\$ -	43.57%	0.00
Truck Driver	\$ -	45.32%	0.00

Subtotal Labor \$ -

RBO Equipment	Rate	Quantity	Extended Total
Excavator	\$ 166.73	0	\$ -
Loader	\$ 69.50	0	\$ -
Truck (10/W)	\$ 66.75	0	\$ -
Utility Truck	\$ 15.31	0	\$ -
Subtotal Equipment			\$ -

GC Materials	Rate	Quantity	Extended Total
Asphalt Patch			\$ 600.00
Subtotal Material			\$ 600.00

Sub Contractors	Rate	Quantity	Extended Total
Chase Landscape	\$ 3,994.00	1	\$ 3,994.00

Misc.	Rate	Quantity	Extended total
			\$ -
Subtotal Misc.			\$ -
Total Subs			\$ -

subtotal Labor, equipment & materials	\$ 600.00
Subtotal Subs	\$ 3,994.00
RBO direct Markup 15%	\$ 90.00
RBO Markup on Subs 5 %	\$ 199.70
RBO suplimental markup (bond) 1.25%	\$ 61.05
	\$ 4,944.75

Total	\$ 4,944.75
--------------	--------------------



LANDSCAPE CONSTRUCTION

Chase Landscape, Inc.
7 New Venture Dr
South Dennis, MA 02660 US
508-776-2710
www.chaselandscape.com

Invoice

BILL TO
Robert B Our
24 Great Western Rd
Harwich, Massachusetts 02645
United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1078	10/01/2021	\$3,994.00	10/31/2021	Net 30	

PROJECT

sherwood ave

DESCRIPTION	QTY	RATE	AMOUNT
time and materials labor and materials 3 man crew resetting apron	1	2,315.00	2,315.00
time and materials labor and materials 2 man crew finish apron, loam and seed, clean out stone swale, fix and topdress driveway	1	1,595.00	1,595.00
aggregate stone shell mix for driveway	2	42.00	84.00

Thank you for the work!

BALANCE DUE

\$3,994.00

Harwich Sewerage Works Improvements
Phase 2 - Contract No.1

Item 2

Robert B Our Co.

24 Great Western Rd, Harwich, MA

Project: Harwich Sewerage Works Improvements Phase 2 - Contract 1
 Engineer: CDM Smith

1-Oct-21

RFC 0023

Supply (1)
 Electric Hoist for P.S Davit Crane

RBO	Rate	Hours	QTY	Extended Total
Laborer	\$ 61.15	2	1	122.30
Operator	\$ 81.43	0	0	0.00
Truck Driver	\$ 65.44	0	0	0.00
Forman	\$ 90.00	0	0	0.00

Direct labor Costs :

Labor	\$ 122.30	45.65%	55.83
Operator	\$ -	43.57%	0.00
Truck Driver	\$ -	45.32%	0.00

Subtotal Labor \$ 178.13

RBO Equipment	Rate	Quantity	Extended Total
Excavator	\$ 166.73	0	\$ -
Loader	\$ 69.50	0	\$ -
Truck (10/W)	\$ 66.75	0	\$ -
Utility Truck	\$ 15.31	0	\$ -

Subtotal Equipment \$ -

GC Materials	Rate	Quantity	Extended Total
--------------	------	----------	----------------

Subtotal Material \$ -

Sub Contractors	Rate	Quantity	Extended Total
United Concrete	\$ 3,600.00	1	\$ 3,600.00

Misc.	Rate	Quantity	Extended total
-------	------	----------	----------------

\$ -

Subtotal Misc. \$ -

Total Subs \$ -

subtotal Labor, equipment & materials	\$ 178.13
Subtotal Subs	\$ 3,600.00
RBO direct Markup 15%	\$ 26.72
RBO Markup on Subs 5 %	\$ 180.00
RBO suplimental markup (bond) 1.25%	\$ 49.81

\$ 4,034.66

Total \$ 4,034.66

Not Hard Wired - Powered by Plug.



CHANGE ORDER
NO. 4

To:

Abby Rose
Robert B Our
24 Great Western Road
Harwich, MA

Date: **1/0/1900**

Project Name: **Harwich Phase 2 Contract 1**

Project Number: **26966**

United Concrete Products, Inc. - Building Group agrees to perform and the Owner agrees to pay for the following changes to this contract:

1	Cost to Add (1) one 4WP2-K Electric winch	\$	3,600.00
2		\$	-
3		\$	-
4		\$	-
5		\$	-
6		\$	-
		Requested Amount of Change:	\$ 3,600.00

Note:

It is understood that no additional change order work will proceed without written approval from the Owner. This change order becomes part of an in conformance with the existing contract and will be performed under the same terms and conditions unless otherwise stipulated above.

The original Contract Sum was.....	\$	-
Net change by previous Change Orders.....	\$	-
The Contract Sum prior to this Change Order.....	\$	-
The Contract Sum will be changed by this Change Order.....	\$	3,600.00
The new Contract Sum including this Change Order will be.....	\$	3,600.00
The Contract Time will be changed by.....		

Authorized Signature of Owner:

United Concrete Products, Inc.:

Name: _____

Name: _____

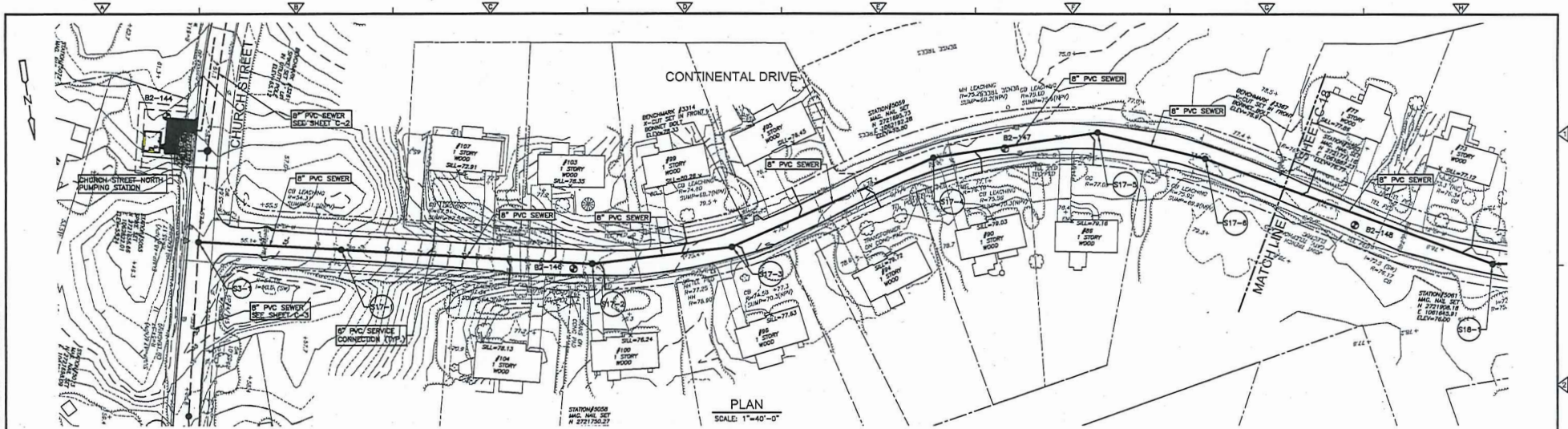
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Date: _____

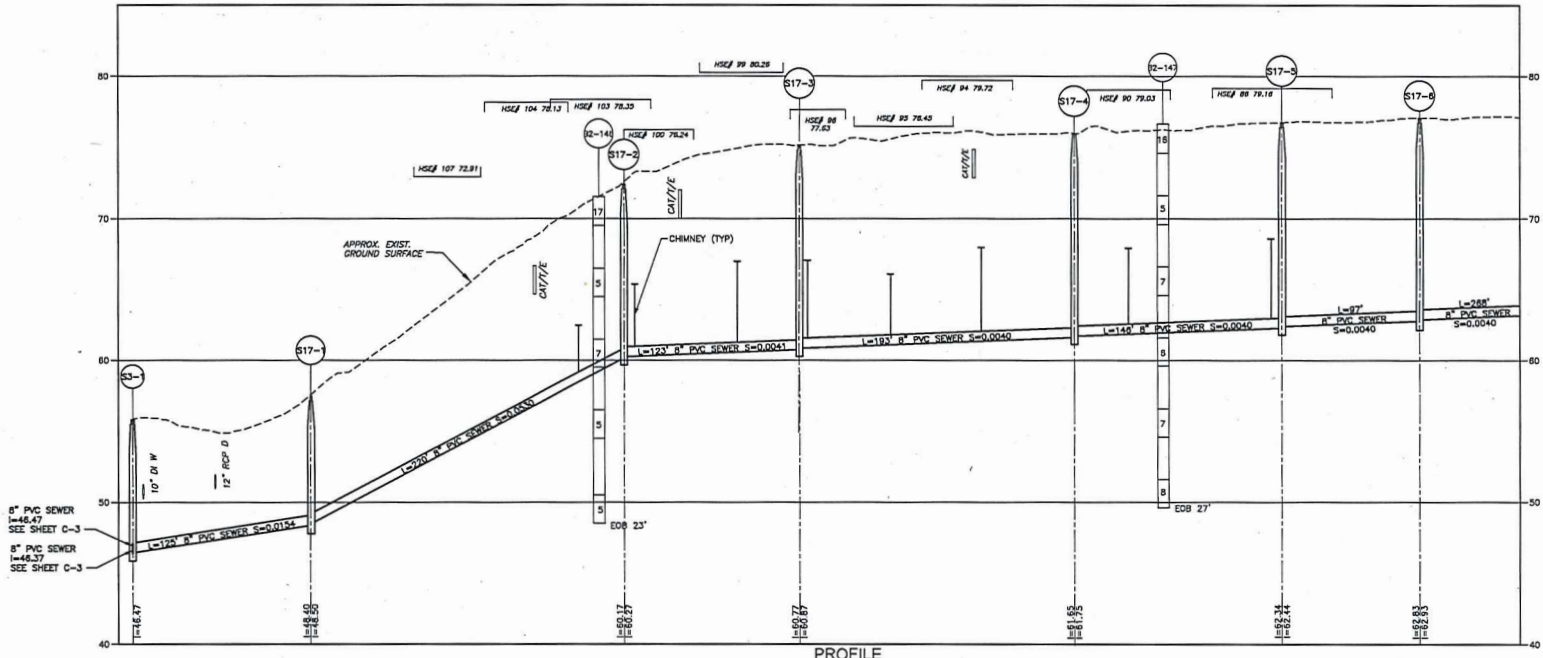
Harwich Sewerage Works Improvements
Phase 2 - Contract No.1

Item 3

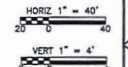
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PLAN
 SCALE: 1"=40'-0"



PROFILE
 SCALE: HORIZ. 1"=40'-0"
 VERT. 1"=4'-0"



REV.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: K. JOHNSON
 DRAWN BY: M. TOUL
 SHEET CHK'D BY: M. CHURCH
 CROSS CHK'D BY: R. MORTON
 APPROVED BY: M. CHURCH
 DATE: JUNE 2018

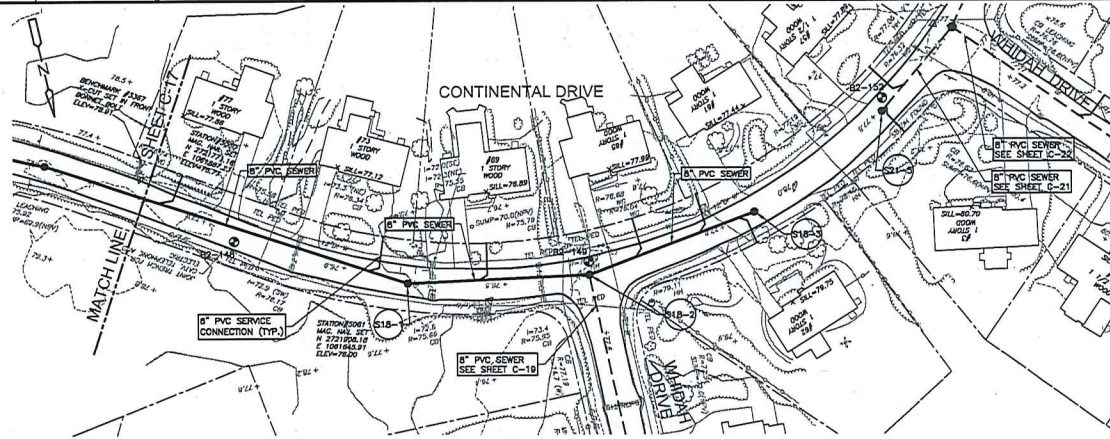


TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

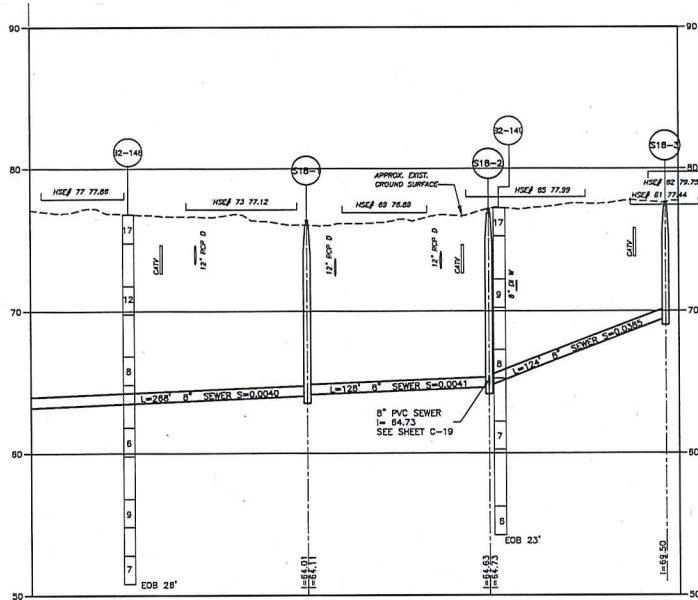
CONTINENTAL DRIVE

PROJECT NO. 0324-220930
 FILE NAME: C017PLPR
 SHEET NO.
 C-17

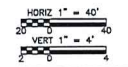
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PLAN
 SCALE: 1"=40'-0"



PROFILE
 SCALE: HORIZ. 1"=40'-0"
 VERT. 1"=4'-0"



REV. NO.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: M. BOGOSHI
 DRAWN BY: M. TOLU
 SHEET CHECKED BY: M. GUIDICE
 CROSS CHECKED BY: R. NORTON
 APPROVED BY: M. GUIDICE
 DATE: JUNE 2012

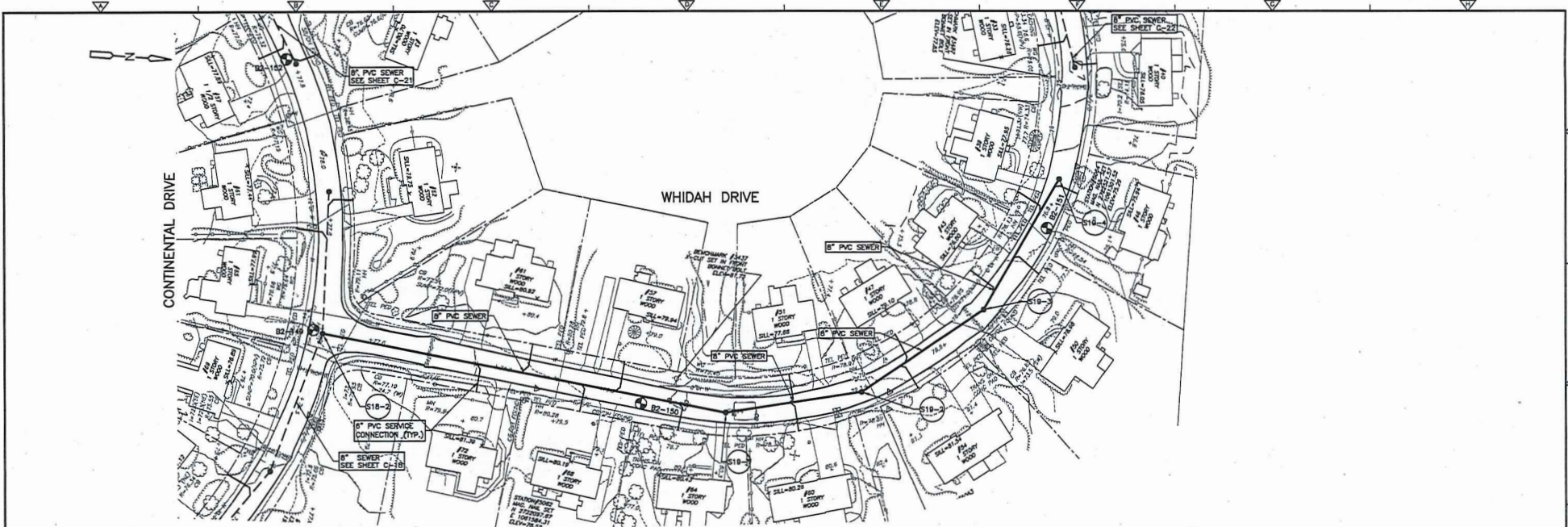
CDM Smith
 260 West Exchange Street, Suite 300
 Providence, RI 02903
 TEL: (401) 781-5300

TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

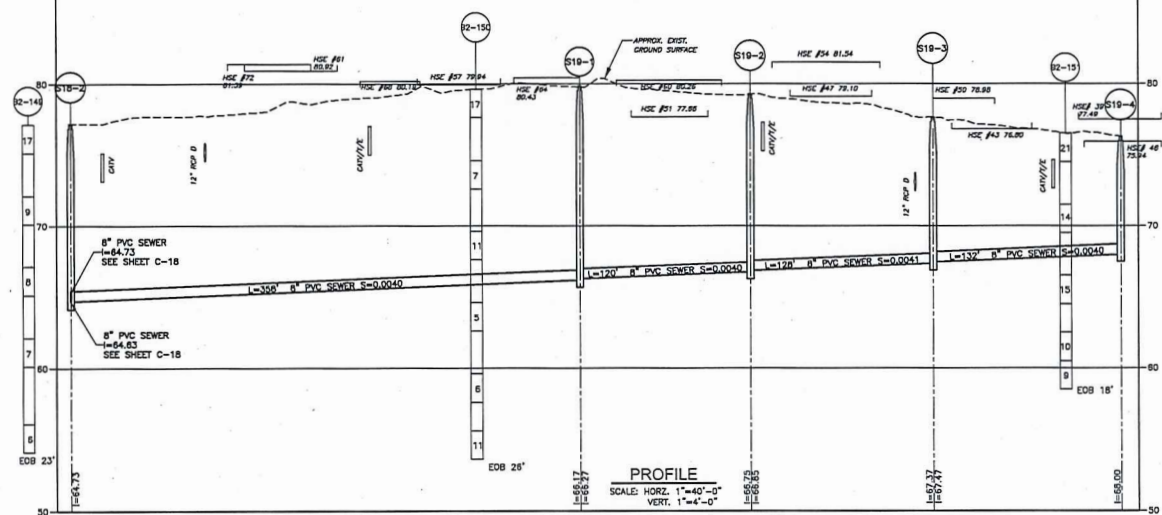
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 FILE NAME: C018PLPR
 SHEET NO.
 C-18

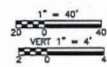
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PLAN
 SCALE: 1"=40'-0"



PROFILE
 SCALE: HORIZ. 1"=40'-0"
 VERT. 1"=4'-0"



REV. NO.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: K. JOHNSON
 DRAWN BY: M. TRUANT
 SHEET CHECKED BY: M. CURRICK
 CROSS CHECKED BY: D. HEDSTON
 APPROVED BY: M. CURRICK
 DATE: JUNE 2018

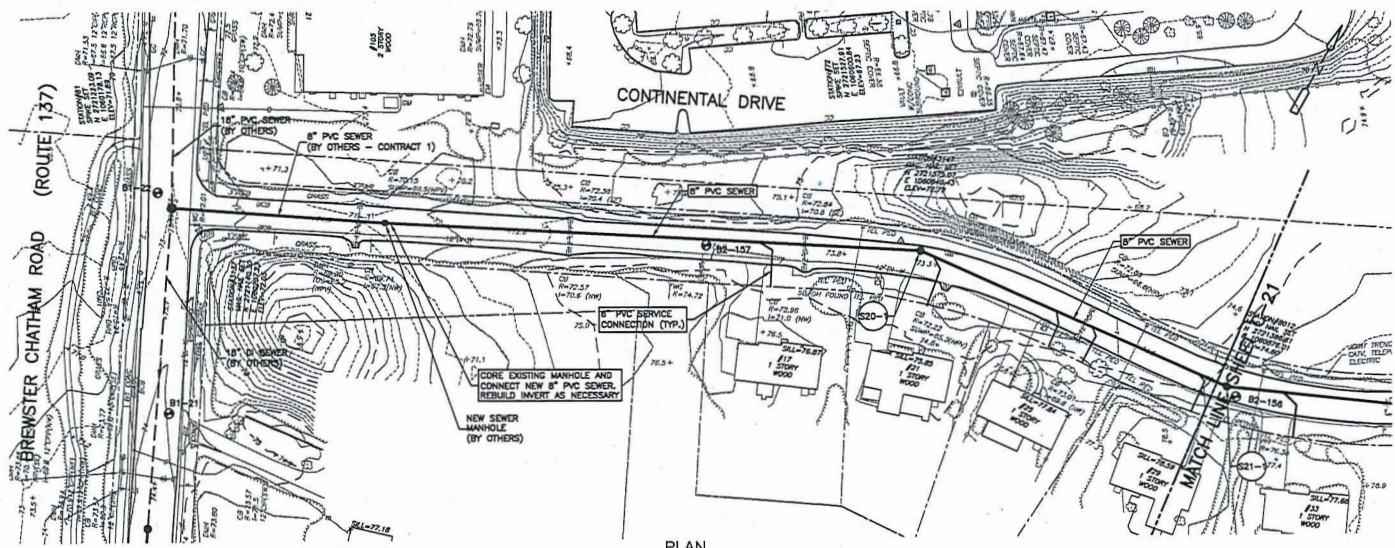


TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

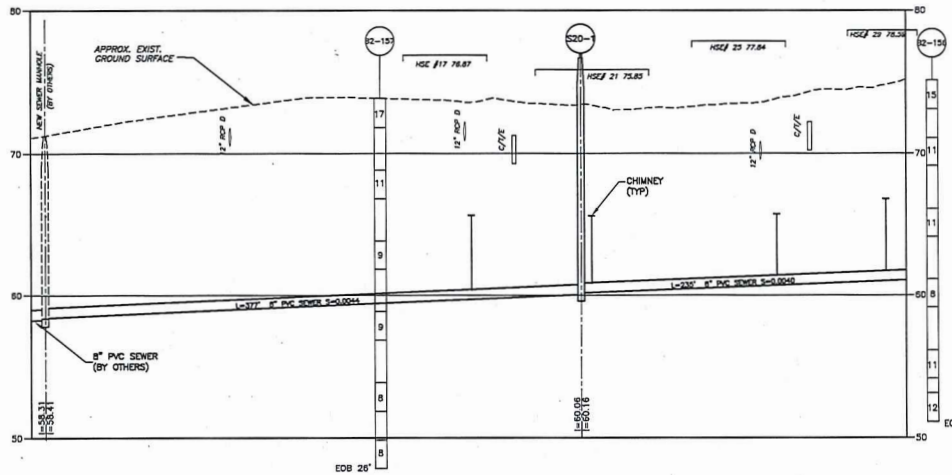
WHIDAH DRIVE

PROJECT NO. 0324-220530
 FILE NAME: CD18/PLPR
 SHEET NO.
C-19

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PLAN
 SCALE: 1"=40'-0"



PROFILE
 SCALE: HORIZ. 1"=40'-0"
 VERT. 1"=4'-0"

1" = 40'
 20 0 40
 VERT. 1" = 4'
 2 0 4

REV. NO.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: M. ROOSESHI
 DRAWN BY: J. CARREIRA
 SHEET CHK'D BY: M. GUIDICE
 CROSS CHK'D BY: B. JACKSON
 APPROVED BY: M. GUIDICE
 DATE: JUNE 2018

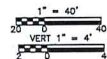
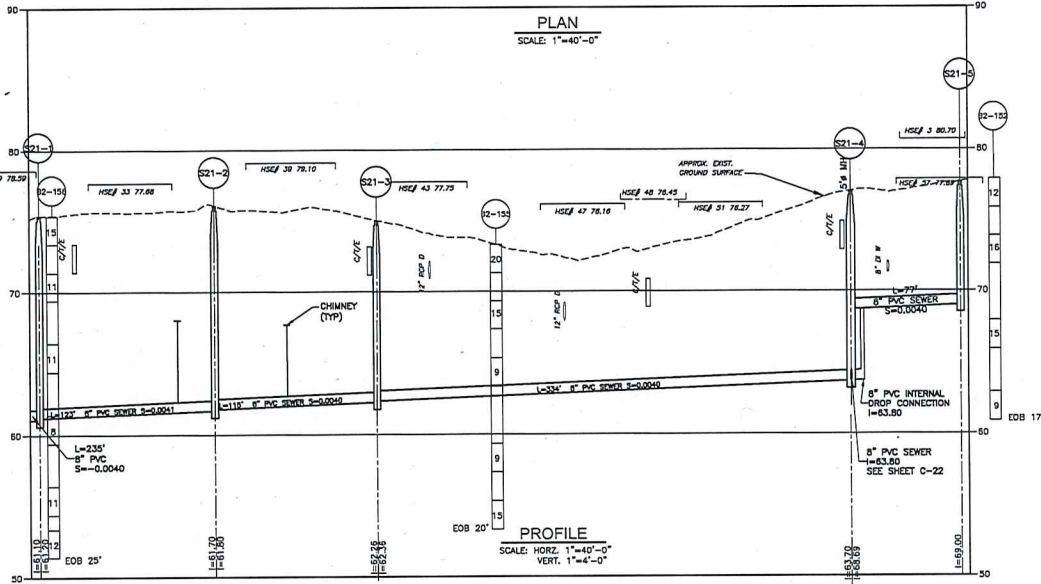
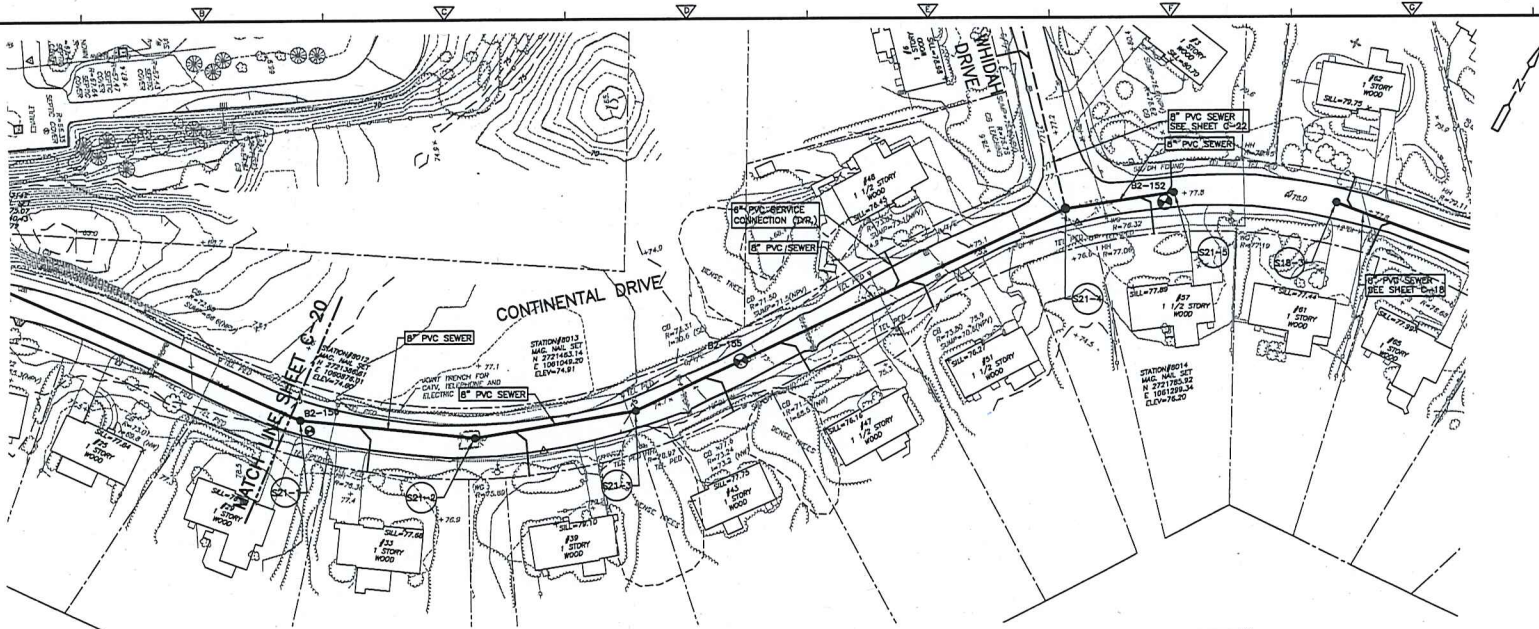


TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

CONTINENTAL DRIVE

PROJECT NO. 0324-220930
 FILE NAME: C220PLR6
 SHEET NO.
C-20

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REV. NO.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: K. JOHNSON
 DRAWN BY: J. CARRERA
 SHEET CHECKED BY: M. GUERICH
 CROSS CHECKED BY: R. MORTON
 APPROVED BY: M. CHIRISE
 DATE: JUNE 2018

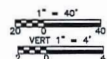
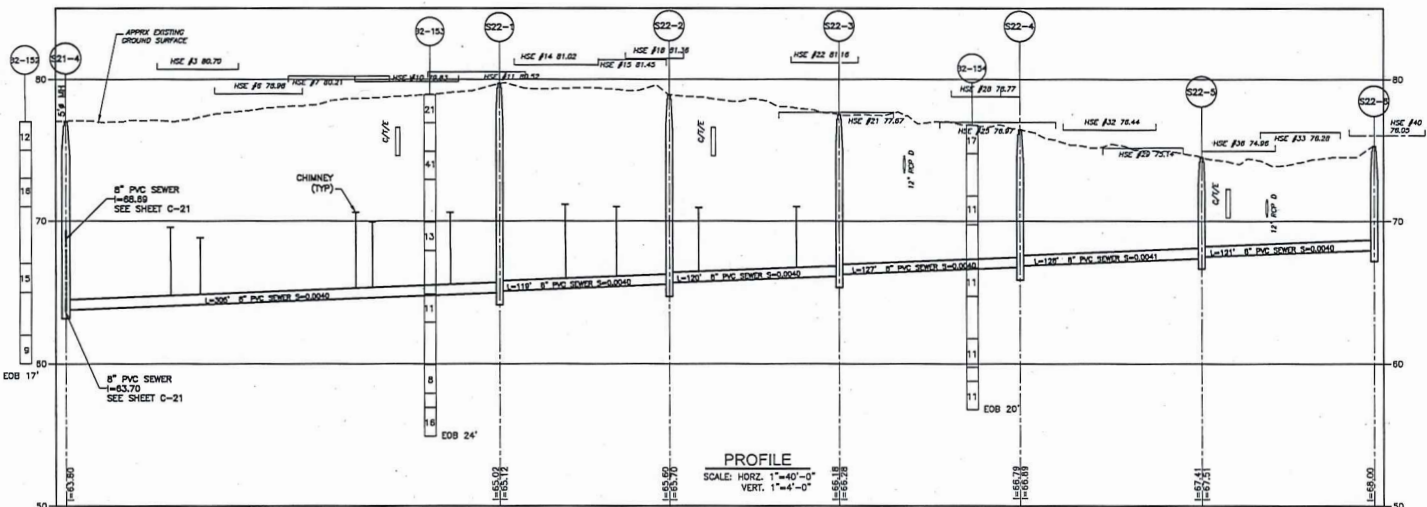
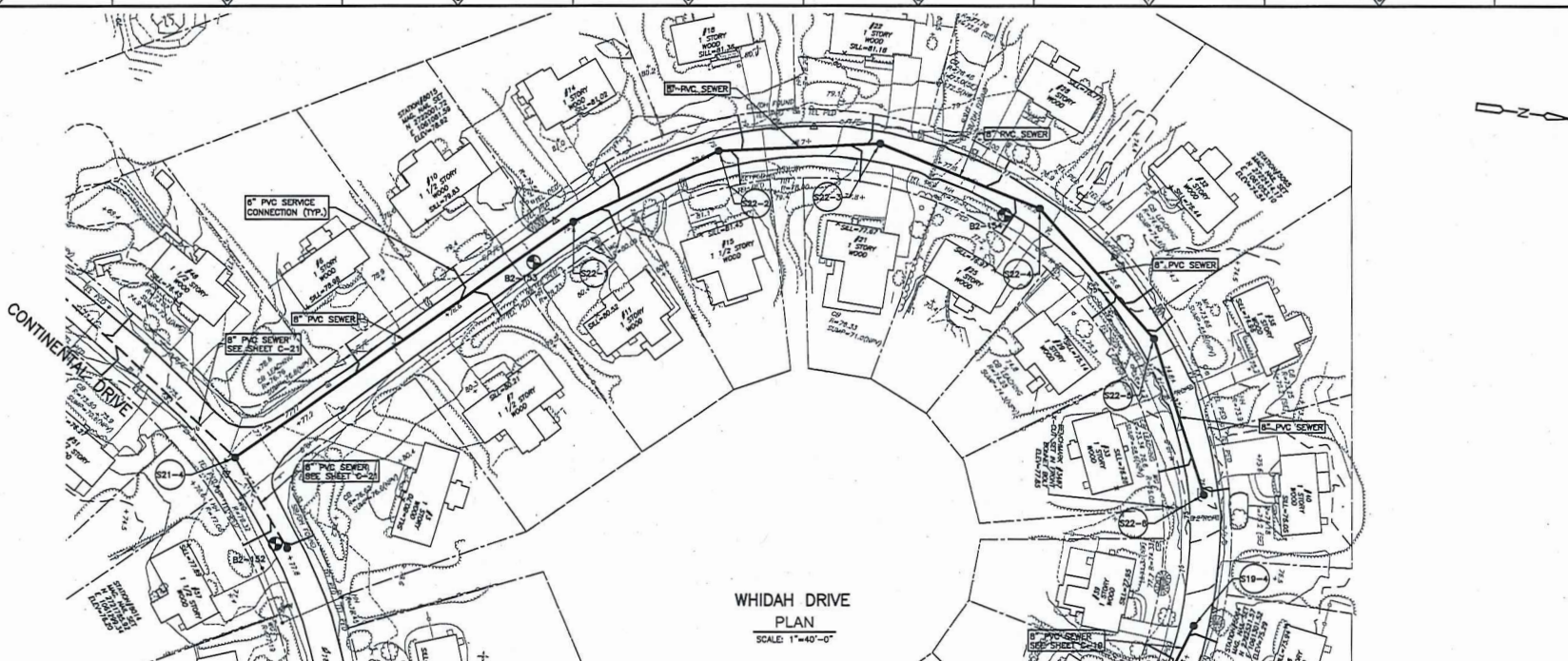
CDM Smith
 300 West Exchange Street, Suite 300
 Providence, RI 02903
 Tel: (401) 751-5300

TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

CONTINENTAL DRIVE

PROJECT NO. 0324-220820
 FILE NAME: C21P.LPR
 SHEET NO.
 C-21

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REV.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: K. JOHNSON
 DRAWN BY: J. CARBERA
 SHEET CHK'D BY: M. GUIDICE
 CROSS CHK'D BY: M. GUIDICE
 APPROVED BY: M. GUIDICE
 DATE: JUNE 2012

CDM Smith
 200 West Exchange Street, Suite 200
 Providence, RI 02903
 Tel: (401) 751-5300

TOWN OF HARWICH, MASSACHUSETTS
 SEWERAGE WORKS IMPROVEMENTS
 PHASE 2 - CONTRACT NO. 2
 PROJECT NO. CWSRF 4424/2

WHIDAH DRIVE

PROJECT NO. 0324-220630
 FILE NAME: C022PLPR
 SHEET NO. C-22

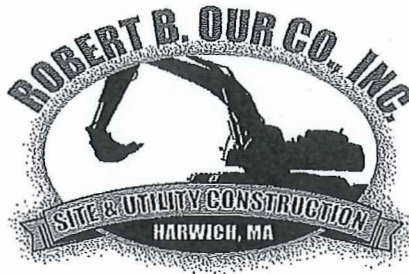
EXHIBIT A Harwich C1 Change Order 7

	Item	QTY	Unit Price	Extended Total
1A	8" PVC (0-12')	1500 LF	\$ 113.00	\$ 169,500.00
1B	8" PVC Sewer (12-16')	2900 LF	\$ 155.00	\$ 449,500.00
1C	8" PVC Sewer over 16'	0 LF	\$ 450.00	\$ -
1D	8" DI Sewer	0 LF	\$ -	\$ -
1E	4" Force Main	0 LF	\$ 87.00	\$ -
1F	6" PVC & DI Sewer Service Pipe	1500 LF	\$ 80.00	\$ 120,000.00
1G	6" PVC Wye or 6" DI Tee	57 EA	\$ 475.00	\$ 27,075.00
1H	PVC Drop	6 VF	\$ 200.00	\$ 1,200.00
1I	6" DI Chimney	140 VF	\$ 160.00	\$ 22,400.00
2A	4' DIA Precast Manhole	310 VF	\$ 615.00	\$ 190,650.00
2B	5' Dia Precast Manhole	15 VF	\$ 850.00	\$ 12,750.00
3	Misc. Drain Pipe	0 LF	\$ 10.00	\$ -
4A	Precast Drain Manhole	0 VF	\$ 0.01	\$ -
4B	Precast Catch Basin	0 VF	\$ 0.01	\$ -
5A	Misc. Water Main Replacement	0 LF	\$ 50.00	\$ -
5B	Add. Payment for Water Main	0 LF	\$ 25.00	\$ -
5C	DI Fittings	0 LBS	\$ 6.00	\$ -
5D	2" and 4" temp water pipe	0 LF	\$ 27.00	\$ -
5E	10" and 16" gate valves	0 EA	\$ 0.01	\$ -
5F	6" and 8" gate valves	0 EA	\$ 0.01	\$ -
5G	Hydrants	0 EA	\$ 3,000.00	\$ -
5H	Corps and curb stops / boxes	0 EA	\$ 1,360.00	\$ -
5I	Polyethelene water service tubing	0 LF	\$ 9.00	\$ -
7	test pits	0 CY	\$ 0.01	\$ -
8A	rock & boulder excavation	0 CY	\$ 65.00	\$ -
8B	Add payment for rock	0 CY	\$ 0.01	\$ -
9A	Bank Run Gravel	1500 CY	\$ 42.00	\$ 63,000.00
9B	Screened Gravel for Utility Crossings	0 CY	\$ 0.01	\$ -
9C	Common Fill	0 CY	\$ 0.01	\$ -
9D	Dense Graded Crushed Stone	0 CY	\$ 47.00	\$ -
10	Earth Excavation Below Grade	0 CY	\$ 0.01	\$ -
11A	F&I Initial Trench Binder (4")	0 SY	\$ 44.20	\$ -
11B	F&I Intermediate Patch / Mill and 1.5" Overlay	0 SY	\$ 15.50	\$ -
11C	Full Width Mill & Overlay 2" thick	0 SY	\$ 18.50	\$ -
11D	Leveling Course Outside Trench Limits	50 TN	\$ 161.80	\$ 8,090.00
11E	Pulverize and Reclaim Existing Pave 2." Binder & 2" Top	0 SY	\$ 35.50	\$ -
11E (1) *	Pulverize and Reclaim Existing Pave 2.5" Binder	12250 SY	\$ 27.60	\$ 338,100.00
12	Traffic Management	1 LS	\$ 5,000.00	\$ 5,000.00
13	Sedimentation & Erosion Control	1 LS	\$ 5,000.00	\$ 5,000.00
14	Connection to Existing Sewers	2 EA	\$ 6,000.00	\$ 12,000.00
15	Dewatering & Drainage	1 LS	\$ 5,000.00	\$ 5,000.00
16	Misc. Concrete	50 CY	\$ 0.01	\$ 0.50
17A	Street Sweeper	8 Hours	\$ 125.00	\$ 1,000.00
17B	Furnish & Maintain 2 Message Boards	0 Months	\$ 2,500.00	\$ -
18	Engineers Field Office	0 Months	\$ 6,500.00	\$ -
19	Misc. Work & Cleanup	1 LS	\$ 20,000.00	\$ 20,000.00
20	Mobilization	1 LS	\$ 50,000.00	\$ 50,000.00
	Subtotal		\$	\$ 1,500,265.50

* Slightly modified paving item.

Harwich Sewerage Works Improvements
Phase 2 - Contract No.1

Item 4



July 6, 2021

Mr. Jim Maher
CDM Smith
260 West Exchange Street
Suite 300
Providence, RI 02903

RE: Harwich Sewerage Works Improvements Phase 2
Time Extension

Dear Jim,

In an effort to coordinate startup and training with all participants, Robert B. Our Company respectfully requests a time extension until August 6, 2021. We will continue to work as diligently and look forward to a successful completion of the project. Please let me know if you have any comments.

Best Regards,


Abigail Our Rose
Project Manager



August 5, 2021

Mr. Jim Maher

Project Manager

CDM Smith Inc.

260 West Exchange Street

Providence RI 02903

RE: Harwich Sewerage Works Improvements Phase 2

Time Extension

Dear Mr. Maher,

In an effort to coordinate startup, training and final paperwork with all participants, Robert B. Our Company respectfully requests a time extension until September 10th 2021. We will continue to work diligently and look forward to a successful completion of the project. Please let me know if you have any comments or questions.

Sincerely,

Abigail O. Rose

Abigail Rose

Project Manager



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: November 17, 2021

RE: Chapter 90 Project Request – Drainage Installation on Continental Drive and Whidah Drive

Attached for your review and signatures is a Chapter 90 Project Request for installation of new drainage systems on Continental Drive and Whidah Drive in the amount of \$484,000. Currently, we have \$1,528,671 available in uncommitted Chapter 90 funds, which includes our FY 22 apportionment of \$676,736. The work will take place under Robert B. Our drainage contract that was extended on October 12, 2021.

This work is replacing antiquated, 30 to 40 year old, non-MS4 compliant drainage systems in advance of sewer installation on those two roads. The impetus for this is to avoid paving over older drainage systems that will eventually fail and cause the cutting of newly paved roads.

Please note that MassDOT has transitioned their Chapter 90 requests from a paper based model to an online aid portal on MaPIT, a GIS platform. Due to this the change the request package and signature approval page appear very different, but essentially capture the same information.

Please sign the Certification page of the attached Chapter 90 Project Request package and return to me so that I may submit them for State approval.

Thank you for your consideration.

Attachments: Chapter 90 Project Request – Drainage Installation on Continental Drive and Whidah Drive

CERTIFICATION

Signed:

[Signature]
DPW Director
Highway Official's Title

11/18/21

Date

[Signature]
Finance Director
Accounting Official's Title

11/18/21

Date

Date

Duly Authorized Municipal Officials

Date

Municipal (Others)

Date

Municipal (Others)

Reviewed By:

Signed:

State Aid Engineer

Date

Road Classification
Verified:

Approved for: \$

@100%

District Highway Director

Date

CHAPTER 90 Details

Contract No.

Bridge No.

Length 0

Width 0

Typical section details

Surface

Base course

Foundation

Shoulders/Sidewalk

Work to be done Force Account
 Advertised Contract
 Other

- It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form. Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.
- The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We hereby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Confirm you have read and agree to the terms above

State Aid Program - Project Request

Project Name: Chapter 90-Harwich-Various
Location Drainage

Application Date: 7/28/2021

Applicant Information

Municipality HARWICH

District District 5

Municipal Contact

Name Donald Nickerson

Title Road Manager

Email cnickhighway@comcast.net

Phone (508)430-7555

Address 273 Queen Anne Road Harwich MA

Zip Code 02645

Grant Type

Grant Type Chapter 90

Project Type Construction

Nature of Request

Scope of Work to upgrade all drainage systems on roads in advance of sewer main installation

Desired Start of Construction Date 11/01/2021

Preliminary Estimate

Project proponent must attach a detailed project estimate to support the project cost. Do not exceed MassDOT Allowances for Contingency, Construction Eng. Oversight, Mobilization, Police.

For construction projects, the MassDOT Construction Project Estimator (CPE) can be used for this purpose.

Total Estimated Cost \$484,000.00

Attach Preliminary Estimate:

[SKM_C36821072910050.pdf](#)

Construction Details MassDOT

Construction Details:

Project Location: various roads

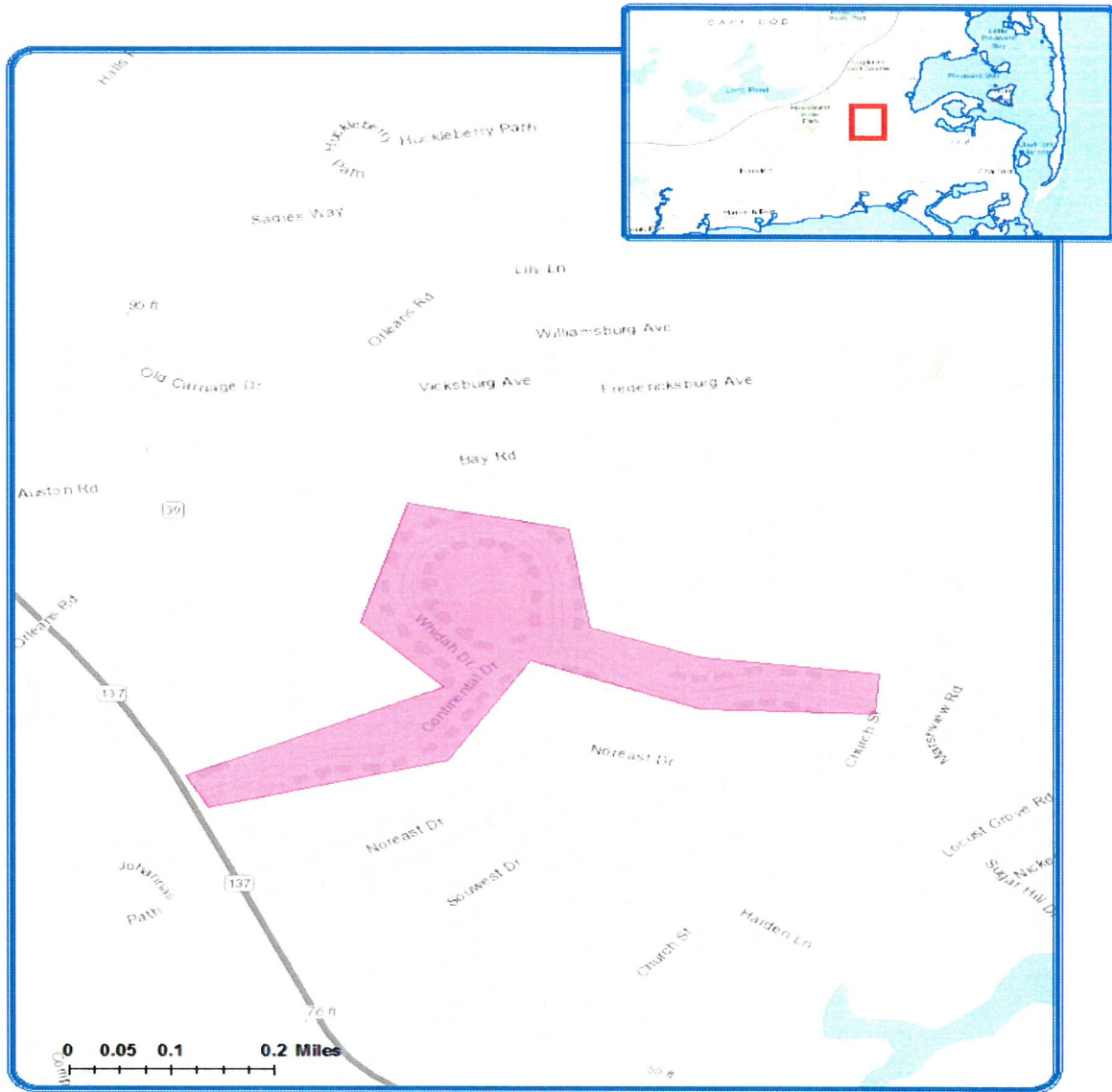
Primary Roadway(s) or Facility:

Route/Street ID	Route/Street Name	Begin	End	Mileage	Jurisdiction	Primary
L220616 EB	CONTINENTAL DRIVE	0.0103	0.5571	0.5468	City or Town accepted road	●
L220617 EB	WHIDAH DRIVE	0	0.3325	0.3325	City or Town accepted road	⚙

Environmental Screening

	YES	NO
Will the pavement width increase 4 ft. or more for an aggregate length of 1000ft. or more?	<input type="radio"/>	<input checked="" type="radio"/>
Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement?	<input type="radio"/>	<input checked="" type="radio"/>
Will the removal of 5 or more trees with diameters of 14 inches or more be required?	<input type="radio"/>	<input checked="" type="radio"/>
Will more than 300 ft. of stone wall be removed or altered?	<input type="radio"/>	<input checked="" type="radio"/>
Will the project involve construction of a parking lot with capacity of 50 cars or more?	<input type="radio"/>	<input checked="" type="radio"/>
Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)? If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).	<input type="radio"/>	<input checked="" type="radio"/>
Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls.	<input type="radio"/>	<input checked="" type="radio"/>
Have all necessary takings, easements, rights of entry, etc. been completed? If a county Hearing is required, it must be held prior to starting work.	<input checked="" type="radio"/>	<input type="radio"/>
Are archaeological, anthropological, historical, etc. problems / impacts anticipated?	<input type="radio"/>	<input checked="" type="radio"/>
Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? * If your answer is YES, you must file the project with your local Conservation Commission prior to starting work.	<input type="radio"/>	<input checked="" type="radio"/>
If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc... Verify with agencies.	<input type="radio"/>	<input checked="" type="radio"/>

GIS MAP



Legend

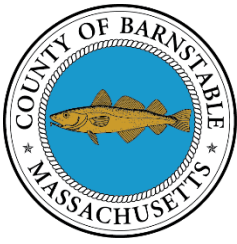
-  Sketching tool
-  Districts

IMAGERY MAP



Legend

- Sketching tool
- Road Inventory
- Wetlands



Barnstable County

Regional Government of Cape Cod

William Traverse
Director of Information Technology
wtraverse@barnstablecounty.org
508-744-1244



Information Technology Department

Exhibit B
BCIT Statement of Work “Operational IT Support”
INTERMUNICIPAL AGREEMENT
FOR INFORMATION TECHNOLOGY SERVICES BETWEEN BARNSTABLE COUNTY
AND THE TOWN OF HARWICH

BCIT Operational IT Support:

Harwich seeks to engage Barnstable County IT Department referred to herein as “BCIT” to provide IT related services as further defined in this agreement. The outline of these services and the selection of those chosen by Harwich constitute the entire agreement and financial obligations between both parties. The IT Related Services being offered by BCIT to Harwich include but are not limited to:

- On-Site IT Support Services
- Remote IT Support Services
- IT staff augmentation
- Custom-tailored support staff assignments
- Break Fix – IT Support 7X24 Incident Response

BCIT SLA – Service Level Agreement:

Barnstable County IT Department commits to meeting specific standards when providing IT support. These standards include but are not limited to:

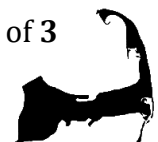
- 15-minute confirmation response for service & support incidents
- Provide estimated time to resolution from trouble & support tickets to critical outages
- On-hand spares for select critical equipment to assure optimum uptime & business continuity
- 4 hour on-site emergency dispatch

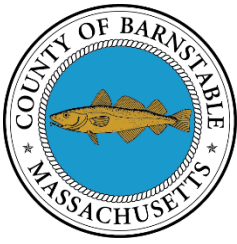
BCIT Operational IT Support Prerequisites:

In order for BCIT to properly assume the role of IT Support and meet our Service Level Agreement obligation to Harwich, detailed information must be collected regarding the IT services and operations we are chartered to support through this engagement. If an insufficient level of existing information is currently possessed by BCIT, or has been provided by Harwich personnel, an additional discovery work may be necessary through a strategic assessment process as determined in this document under “IT Support Engagement Requirements”

BCIT Service & Support Offering

BCIT Support is tracked and monitored through our automated support ticketing system, Harwich will be provided with access to our ticketing system that will allow them 24-hour access to our support desk. Support requests may be initiated by phone, email, or on web portal. Inquiries regarding existing or previous requests may be submitted through the same means. Emergency or off-hours support request must be submitted via phone call and must be clearly confirmed to be an emergency verbally at that time. All support requests are logged, and escalations are based on the critical nature of the service requests as defined below.





Barnstable County

Regional Government of Cape Cod

William Traverse
 Director of Information Technology
 wtraverse@barnstablecounty.org
 508-744-1244



Information Technology Department

All support and service requests initiated by Harwich must follow established procedures as communicated by BCIT to appropriate personnel within the Town of Harwich to ensure proper handling and assignment. Harwich will be given the opportunity to include the contact names and titles of personnel within their entity that can initiate service request or support tickets. BCIT shall not be bound to SLA or event escalations for service or support requests that have not been properly entered into the support ticketing system by Harwich personnel, or for requests that necessitate the use of an outside vendor by choice of the Town.

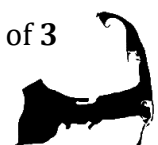
Ticket and corresponding support requests are date and time stamped and will be properly assigned and tracked through resolution and closure. Email notifications will be sent automatically with details when tickets are updated. Harwich Administration may be provided a detailed report of all IT support tickets and time entries by request. Billing for IT support will take place monthly unless otherwise arranged. BCIT will notify the Town and plan accordingly should the allowance of support hours near exhaustion within a given month. If allowed beyond that limit, additional hours will be provided at the regular rate. If necessary BCIT will initiate a change order process with Harwich to accommodate regular over-utilization or other desired service changes. Other specific or specialized services may require a separate scope of work under a separate engagement, as noted in this document under “Specialized Services and Major Projects”.

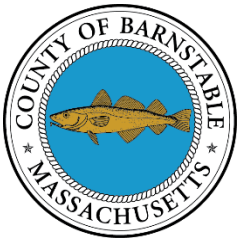
BCIT Resolution Path for Maintenance and Support Issues

Severity	Initial Response Goal	Activity	Resolution Method
Critical (24/7 Support)	15 Minutes	Continuous effort	patch/workaround
High	1 hours	Continuous during business hours	patch/workaround
Medium	4 business hours	Business hours	patch or fix
Low	48 business hours	As remaining time allows	As required

Service Level Error/Trouble Classification

Critical	High	Medium	Low
A catastrophic error within the entities environment under areas covered in SLA which causes a complete (100%) loss of a major service. Example: Production Systems are inaccessible.	A non-catastrophic Error within the entities environment under areas covered in SLA that causes significant degradation of business functionality or customer access (50%+ loss of aggregate functionality).	A non-catastrophic Error within the entities environment under areas covered in SLA that: (i) has an impact on operations but not considered to significantly impact overall delivery of services or performance, and (ii) causes less than 50% percent degradation of performance. Example: Multiple users encountering problems.	Means an Error within the entities environment under areas covered in SLA that: (i) has minimal current impact on the user; and (ii) causes a malfunction of a non-essential product feature.





Barnstable County

Regional Government of Cape Cod

William Traversé
Director of Information Technology
wtraverse@barnstablecounty.org
508-744-1244



Information Technology Department

Specialized Services and Major Projects:

Occasionally the Town may require dedicated or specialized services outside of regular support options within this engagement. In such cases, these needs can be itemized under a scope-of-work using "Exhibit C: Specialized IT Projects" within the contract framework and agreed upon separately.

IT Support Engagement Requirements:

Sufficient information collected or provided in support of the SLA being requested through IT discovery or assessment process: Y/N

Additional information required prior to engagement: Y/N If selected Yes, a scope of work and resulting deliverable through (Exhibit A) Strategic IT Assessment will be required and attached.

IT Support Costs:

Harwich requested IT on-site support estimated hours per month (minimum) at a billable rate of \$95.00 per normal business hour. Additional hours may be delivered at the same rate as permitted.

Total monthly estimate IT On-Site Support Hours Total (monthly)

IN WITNESS WHEREOF, the parties have caused this instrument to be signed by their individual representatives, whose signatures are hereto affixed.

BARNSTABLE COUNTY
Barnstable County Commissioners:

Date: _____

Barnstable County Administrator:

Date: _____

HARWICH
Harwich Selectboard

Date: _____

Town Administrator:

Date: _____

