

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, September 14, 2020

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

1. First, send an email to comment@town.harwich.ma.us (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter “request to speak, your name”
 - b. In the body of the email please indicate which specific agenda item you wish to speak on.
No further detail is necessary.
 2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
 3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.
Use *6 to mute and unmute your phone
- When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

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

<https://global.gotomeeting.com/join/571344357>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 571-344-357

I. **CALL TO ORDER**

II. **EXECUTIVE SESSION**

- A. Pursuant to M.G.L., c.30A section 21 (a) paragraph 2 to conduct strategy sessions for contract negotiations for nonunion personnel – Finance Director and Chief of Police
- B. Pursuant to M.G.L., c.30A section 21 (a) paragraph 3 to conduct strategy sessions in executive session for the purpose of discussing strategy concerning a potential agreement with non-union personnel

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

- A. COVID-19 Updates
- B. Update on ongoing efforts by the Town in support of the business community

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Announcement of the Assistance to Firefighters Grant Program Award

VI. **PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:30 P.M.)**

- A. Discussion for Town of Harwich to participate in the Massachusetts Commercial Property assessed Clean Energy Program - PACE Massachusetts

VII. **CONSENT AGENDA**

- A. Vote to approve the Celeb Chase Fund request in the amount of \$1,000
- B. Vote to accept a gift in the amount of \$10,750 from Ora Gaylord Arooth Trust to the Community Center
- C. Vote to approve the Interim Town Administrator's recommendation to grant permission request of NSTAR/Eversource for the purpose of the installing approximately 66' +/- of conduit under a town road to provide electrical service to customer at 39 Neel Road
- D. Vote to approve the Interim Town Administrator's recommendation to grant permission request of NSTAR/Eversource for the purpose of the installing approximately 40' +/- of conduit under a town road to provide electrical service to customer at 2 Mockingbird Lane
- E. Vote to accept the donation of a memorial bench that will be placed at Merkel Beach

IX. **NEW BUSINESS**

- B. Minutes for Approve
 1. June 22, 2020
 2. June 29, 2020
- C. Discussion and possible vote for storm water permit application and fee structure
- D. Vote to approve Common Victuallers license – Cape Roots Market & Café – 557 Route 28, Harwich Port
- E. Review the logistics plan for Annual Town Meeting
- F. Discussion and possible vote on Monomoy Regional High School rooftop solar agreement
- G. Discussion and possible vote on proposed estoppel certificate – Round 1 refinancing
- H. Discussion and possible vote to approve the CARES Act Form

X. **TOWN ADMINISTRATOR'S REPORT**

- A. Departmental Reports

XII. **SELECTMEN'S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Danielle Delaney

Posted by: _____
Town Clerk

Date: _____
September 10, 2020

WEEKLY BRIEFING



Town of Harwich Board of Health

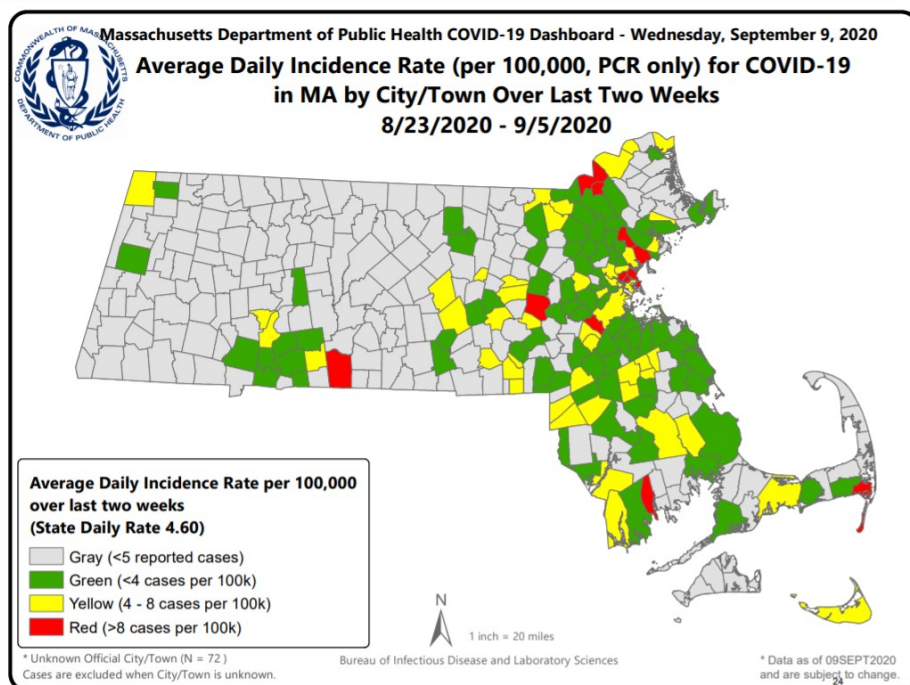
732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

September 10, 2020

Weekly COVID-19 Update

Harwich has seen an increase of 5 new cases over the last 7 days. We have a total of 146 confirmed cases to date. There are currently 4 active cases living in Harwich at this time, all linked to a cluster of workers from the Chatham Squire. Isolation period for these positive cases is scheduled to end early next week.

To date 3949 people in Harwich have been tested for COVID-19 and our positivity rate has increased to 1.33%. Harwich has moved from gray to green according to the DPH:



This designation impacts decisions for school reopening and I have been in contact with both the VNA as well as the MRSD regarding this. We are aware of the concerns and have established methods to notify the school systems if a student or staff member is identified as a case or a close contact in the future. Because of privacy laws, names of will not be released to the public, however please feel confident that we will notify anyone who needs to be informed of this information.

Meggan Eldredge
Health Director

Brooks Free Library Update
for the Board of Selectmen
Sept. 10, 2020

Curbside Pickup Service

- Brooks Free Library began offering no-contact Curbside Pickup service on June 1st
- This was a challenge as it is more labor intensive and required reinventing our operation.
- We started small so we could gain experience and ensure it was successful.
- Early on we had a hard time meeting demand. The phone was ringing off the hook and appointments were being booked a week out.
- We streamlined procedures and then began gradually expanding service, removing limits on how many items a patron could be pickup at one time and adding appointment days and times.
- By early July we were providing curbside service every weekday from mid-morning to early evening and could usually schedule appointments the same day.
- We checked out an average of 2700 items per week in July and August, which was half the normal volume but one of the highest in the CLAMS consortium this summer.
- I am extremely proud of the hard work and dedication of our staff members, who worked together, rose to the challenge and created an efficient and organized "fulfillment center."

Preparations to Allow Inside Access

- One barrier to re-opening not obvious from the outside is that staff members had to spread out into public areas of the building this spring to meet occupancy and distancing requirements.
- Circulation operations are taking place where patrons would normally be perusing the shelves choosing materials and moving from one area to another. Both can't happen in the same space.
- The Facilities staff of the Dept. of Public Works is currently utilizing CARES Act funds to retrofit the building so that inside access can resume.
- Several alcoves are being enclosed to create new office space. Some staff will change locations, allowing others to move back into the normal Circulation area.
- Plexi-glass shields will be installed at all the public service desks and wall-mounted hand sanitizing stations will be added.
- The retro-fitting of the building should be complete in the next few weeks, and that will allow us to move forward with the next phase in the resumption of services.

"Grab and Go" Inside Access

- On Sept. 29th we will begin allowing patrons inside with some restrictions.
- It's called "Grab and Go" since patrons will be expected to browse and then checkout their selections.
- The initial hours will be Tuesdays 10 am - 2 pm and Thursdays 3 pm - 7 pm.
- We expect to expand Grab and Go hours on those two days and then add some Saturday hours in the near future.
- Curbside Pickup will continue for those who prefer no-contact pickup.

- Adjustments may occur in response to operational issues and conditions in the community but our plan for the coming fall and winter months is to offer Grab and Go on Tuesdays, Thursdays and Saturdays and Curbside Pickup on Mondays, Wednesdays and Fridays.
- This schedule should strike a nice balance for those desiring inside access while continuing curbside pickup for those who need to be more cautious during the pandemic.
- Patrons will be required to wear a mask or other face covering when inside the Library.
- Those unable to wear a mask will be served through Curbside Pickup or the Friends of Brooks Free Library's Books on Wheels homebound delivery service.
- Occupancy during Grab and Go will be 30 patrons at one time and patrons will be asked to limit their visit to 30 minutes.
- Access will be limited to the first floor, excluding the Children's Room.
- Patrons will have access to the fiction, large print, feature films, children's and young adult collections. We'll also provide a good selection of picture books from the Children's Room, and audiobooks and non-fiction from the second floor.
- Magazines and newspapers will not be available and there will be no seating.
- One computer will be available on the first floor, by appointment.
- Copier, scanning and fax service will not be available.
- Items will continue to be quarantined before they're checked in and returned to the shelf or shared with the next patron and fines are automatically waived.
- Our "Grab and Go" Inside Access Plan is attached. It was reviewed by the Board of Trustees at their Sept. 2nd meeting and is also posted on the Reference tab - COVID19 page of our website, www.brooksfreeibrary.org.

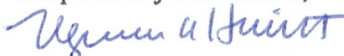
Programs

- Our book groups, Knit-Lit and children's story-time have been meeting virtually since the spring and are going well. New participants are welcome to join any of the groups.
- Special one-time online programs are also offered periodically.
- We have no plans to resume in-person programs in the next few months.

eBooks and Electronic Resources

- Use of eBooks, downloadable audiobooks, online magazines, streaming movies and other online resources continue to be very popular during the pandemic, with increases of 25% to 30% in use in recent months.
- Use of the image edition of the Cape Cod Times, which allows patrons with our library card to read the newspaper online for free, just as it appears in print, skyrocketed this past year, increasing 491%. The number of views is now averaging 5500 per month.

Respectfully submitted,



Virginia A. Hewitt
Library Director

BROOKS FREE LIBRARY
COVID19 PHASED RESUMPTION OF SERVICES

LIMITED INSIDE ACCESS
"GRAB AND GO" SERVICE
8.27.20

The Dept. of Public Works is in the process of retro-fitting the building to comply with COVID19 occupancy and distancing requirements. Three alcoves are being enclosed to create additional office space and acrylic panels will be installed at the public service desks. Patrons will not be allowed inside access to the Library until the project is complete.

This plan is a working document, providing a framework for Library operations and services for this phase and moving forward during the COVID19 pandemic. It will be updated as needed in response to operational considerations, directives from public health authorities and guidance from the Mass. Board of Library Commissioners.

Our target date for allowing limited inside access for patrons to browse and check-out materials is the week of Sept. 28th. This will be a "Grab and Go" service where patrons are expected to come in for quick visits to select books, audiobooks and/or movies, and then leave.

- Inside access will begin with access to the first floor, excluding the Doane Room (children's picture book room).
- A smaller collection of picture books and audiobooks will be provided on the main floor of the Library.
- Inside access will initially be two days per week, so that we can continue providing the very popular curbside service the remaining days of the week.
- Patrons will not be allowed on the Mezzanine, second floor or basement at the start of this phase.
- Staff members will retrieve materials for patrons from the children's and parenting collections in the Doane Room and the second floor Non-Fiction collection.
- Newspapers and magazines will not be available during this phase.
- The inside access days will include a mix of morning/afternoon and afternoon/early evening hours.
- Curbside pickup will not be available during inside browsing hours.
- Patrons are asked to not come in to the Library if they are not feeling well.
- Per the Governor's order, use of the elevator is limited to one person/group of household members at one time.
- Patrons are asked to stay to the right on the stairs and to refrain from lingering in the entry lobbies so they do not become congested.

- Patrons are asked to avail themselves of hand sanitizing stations located near the Circulation Desk and around the building.

MASKS/FACE COVERINGS AND SOCIAL DISTANCING

- Masks or appropriate face covering must be worn and cover the nose and mouth while inside the Library.
- Adults who cannot wear a mask or face covering for medical reasons or other exemptions provided in the Governor's order will be served through curbside pickup or the Books on Wheels homebound delivery service provided by the Friends of Brooks Free Library.
- Children older than age 7 will need to wear a mask or face covering in the Library.
- Staff members will provide a gentle reminder to patrons whose mask or face covering is not in place.
- Patrons who refuse to comply with mask/face covering, social distancing and occupancy and time limits and other requirements will be asked to leave.

STANDARDS OF CONDUCT

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

CIRCULATION ("CHECK-OUT" and "CHECK-IN") PROCEDURES

- There will be no "self pick-up of holds." Staff members at the Circulation Desk will retrieve items on hold and check them out to the patron.
- At least one Self Check station will be available so patrons have a choice of checking out with a staff member or through Self Check
- Patrons will continue to deposit returned items in the exterior book drop before entering the building. No return bins/slots will be available at the Circulation Desk.
- All returned material and items arriving in delivery will continue to be quarantined before being checked in and made available to the next patron or returned to the shelf.

OTHER RESTRICTIONS

- All seating will be removed in the public areas.
- A wheelchair is available for those who need it. If used it will be disinfected when returned by the patron.
- No food or drink may be brought into the Library
- A public restroom for adults and another for children and families will be available on the first floor. Patrons should be aware that the Town is complying with state COVID19 requirements that restrooms be cleaned once per day. Additional cleaning and disinfection will not be available. Should conditions in the restroom render them unusable, that restroom will be closed until the next daily cleaning and disinfection.

OCCUPANCY AND TIME LIMITS

- The number of patrons allowed inside at one time will be limited to 30, which allows occupancy to remain at or under the 39 allowed by 8 per 1000 SF standard when staff members are included in that count.

(Note: The Governor's current 40% occupancy standard for libraries would allow 68 people in the first floor excluding the Doane Room, but this is deemed too high a concentration in one space for patrons to feel safe and comfortable coming in, especially as people will not be distributed evenly throughout the space.)

- With 30 patrons allowed inside at one time we do not expect a line will form outside or that a staff member will need to be stationed at the door to count people. Should this turn out to not be the case, we will revise procedures to manage access and those waiting to come in.
- Patrons will be asked to keep their visit to 30 minutes or less.
- Without seating and other activities for patrons to do we do not expect to have a problem with needing to enforce occupancy or time limits.
- A staff member will be assigned to serve as a greeter during the initial weeks, explaining the time and occupancy limits to patrons and what services are and are not available.

ACCESS TO OTHER AREAS OF THE BUILDING

- Access will be expanded to other areas of the building in later phases.

PROGRAMS

- Book groups, Knit-Lit and other programs will continue to take place remotely.
- To the extent that VITAL instruction and other technology assistance is able to take place it will be conducted remotely.

FINES AND PAYMENTS

- Fines will continue to be waived. (Note: Patrons should be aware that fines may show on their account due to the way the automated system works. Fines are automatically waived when the materials are checked in by staff members after the quarantine period.)
- Patrons paying for lost or damaged materials are asked to do so by check or with exact change.

ACCESS TO TECHNOLOGY

- One computer will be available on the first floor, by appointment.
- Chromebooks will be available for check-out and will be disinfected (through time or other disinfection method.)
- The Library's wifi service will continue to be available outside the building.
- The fax service, photocopier and scanning station will not be available.

PUBLIC
COMMENTS
&
ANNOUNCEMENTS



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

David J. LeBlanc, **Chief of Department**

Craig W. Thornton, **Deputy Fire Chief**

Harwich Fire Department - Press Release

For Immediate Release

September 4, 2020

Contact Information: pio@harwichfire.com

Summary: The Harwich Fire Department is the latest Department on Cape Cod to receive notification of an award by the Assistance to Firefighters (AFG) grant program. This highly competitive program provides valuable funding for much needed equipment and programs for Fire Departments across the United States. The Grant, totaling 409,296.36 was announced this week. The grant will provide the department with replacement Self Contained Breathing Apparatus and compressors.

Details: For the third year in a row, the Harwich Fire Department has been named the recipient of Assistance to Firefighters grant. The Department submitted a request for funding to replace all the Department's Self Contained Breathing Apparatus (SCBA), Compressors used to Refill the SCBA, and Rapid Intervention (RIT) packs.

The FEMA website describes the program as follows, "The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards."

Failure to secure this grant would have required the Town to fund the replacement through the Capital budget over the next two years. "While every grant award is beneficial to the Department and Town, this award is particularly timely considering the current budget concerns." Said Fire Chief David LeBlanc. "Removing almost \$600,000 from the next two years of the Capital Plan provides some much needed relief to the Town of Harwich."

The Department was faced with replacing 42 SCBA and spare cylinders within the next three years, before they became obsolete. The cylinders are in their final years of the life cycle, and the SCBA no longer meet the National Fire Protection Association

Standard. This grant will provide firefighters with SCBA that are better designed to reduce injuries, and maintain their working time while operating at incidents and increase their overall safety.

“The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award.”

As part of the program, FEMA provides training and guidance through the Regional Grant Offices. Each year the Department works closely with David L. Parr, our Regional Fire Program Specialist for the Assistance to Firefighters Grant Program - DHS / FEMA - Region 1 to ensure we meet the requirements of the program. Mr. Parr’s assistance is invaluable in both the application process and subsequent award.

Additional Information:

For questions, interview opportunities contact:

Dave LeBlanc, Chief of Department – d.leblanc@harwichfire.com 508-364-4432

PUBLIC HEARINGS

PRESENTATIONS



PACE Massachusetts Program Information

July 2020

MassDevelopment

- Works with **businesses, nonprofits, financial institutions, and communities** to stimulate economic growth throughout Massachusetts
- Promotes capital investment and economic development by providing **financing and development solutions**
- FY19 Results
 - **316 projects** financed or managed
 - More than **\$2 billion invested** in the Massachusetts economy
 - Projected to create or support close to **10,000 jobs**
 - Estimated to build or preserve approx. **2,000 housing units**

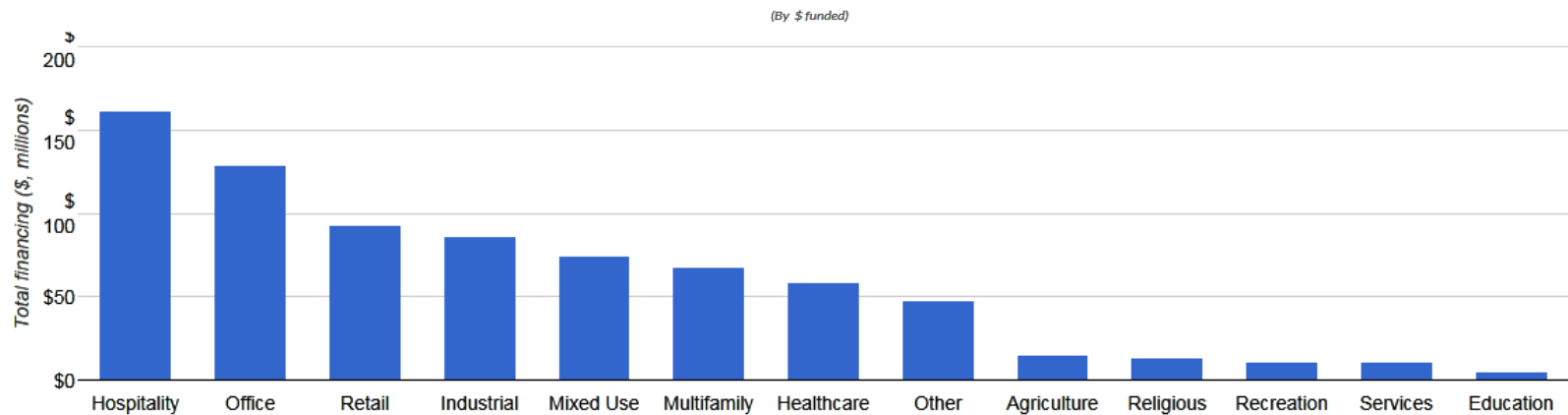
What is PACE?

- Property Assessed Clean Energy (PACE) is a tax-based financing mechanism that enables low-cost, long-term funding for energy improvements
- PACE financing is repaid via a betterment assessment on a property's tax bill
- PACE betterment assessments work similar to improvements for public infrastructure that benefit specific properties (i.e., sidewalk or sewer)

National Commercial PACE Market

- 22 States (plus DC) have active commercial PACE programs
- 37 states (plus DC) have PACE enabling legislation
- \$1.5 billion financed for 2,400 projects (as of 6/2020)

C-PACE dollars funded by building type

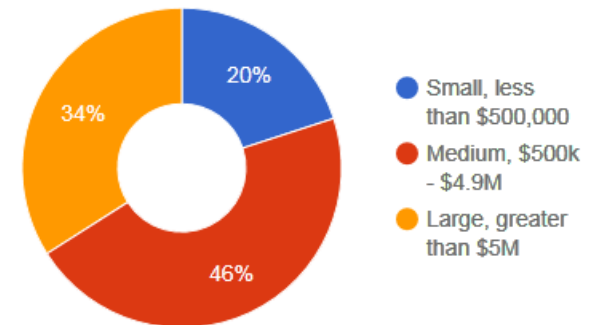


New England Commercial PACE Programs

- Connecticut passed PACE enabling legislation in 2011; C-PACE is operated by the Connecticut Green Bank
- Rhode Island passed PACE enabling legislation in 2016; RI C-PACE is operated by the RI Infrastructure Bank
- New Hampshire passed PACE enabling legislation in 2016

C-PACE projects by amount financed

(By \$ funded)



PACE in Massachusetts

- Commercial Property Assessed Clean Energy (PACE) was passed in H4568 and signed by Governor Baker in August 2016
 - Amendment for PACE technical correction signed August 2019
 - PACE Massachusetts will become available in Summer 2020
- MassDevelopment will act as Lead Program Administrator
- MassDevelopment will administer the PACE Massachusetts program in consultation with the Massachusetts Department of Energy Resources

Eligible Properties: Existing Buildings



Property Type

- Commercial/Industrial
- Not for profit
- Multifamily (5 units or more)

Examples

- Office buildings
- Malls
- Hotels
- Restaurants
- Manufacturers
- YMCAs
- Schools
- Health Care
- Apartment complexes

Eligible Measures

Measure Type

- Energy efficiency

- Renewable energy

- Gas line extensions

Potential Examples

- Energy management systems
- Insulation and air sealing
- HVAC systems
- Boilers and furnaces
- Lighting
- Energy Recovery and redistribution systems

- Solar panels
- Solar hot water
- Geothermal



Key Elements of PACE Massachusetts

- Municipal opt-in (one time) required
- Maximum financing term allowed by statute is 20 years (dependent on useful life of project measures)
- Energy cost savings must exceed cost of improvements (including any financing costs and associated fees)
- Third party direct private financing (no public funds used)
- Existing mortgage holders must provide written consent to a PACE financing and lien

Key Elements of PACE Massachusetts (continued)



- Municipal liens are senior to PACE liens; unpaid PACE assessments are senior to all other private mortgage liens in a foreclosure
- PACE assessments cannot be accelerated (only unpaid amount can be collected)
- If property is sold, the remaining PACE assessment and PACE lien stays with the property and transfers to new owner
- No limit or maximum financing cost*
 - * project must still meet energy cost savings requirement

Project and Financing Steps



- Property Owner selects Capital Provider (before or after project application submission)
- Project Application submitted to MassDevelopment
- Review conducted by MassDevelopment and the DOER
- The DOER performs technical review of project energy measures and proposed energy savings

Project and Financing Steps



- MassDevelopment
 - Verifies that municipality where project is located has authorized PACE
 - Reviews to ensure required property and financial information has been submitted by applicant
 - Verifies Mortgage holder consent was obtained (if applicable)
- If application approved, owner proceeds with Capital Provider and finalizes project details and financing terms
- Financing documents are drafted and prepared for closing

Project and Financing Steps

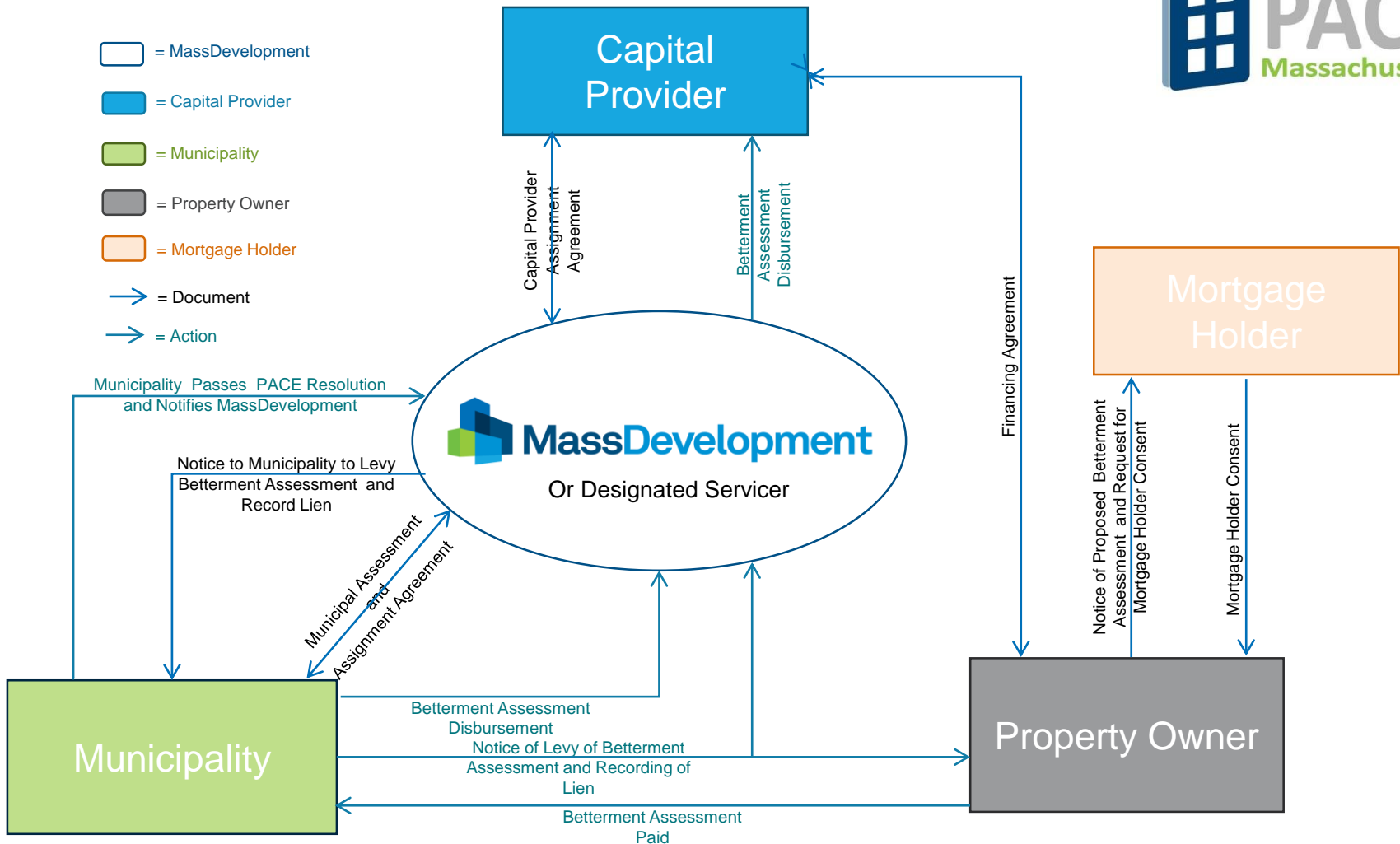


- When financing closes:
 - MassDevelopment instructs Municipality to levy PACE betterment assessment and record PACE lien
 - Municipality assigns lien to MassDevelopment
 - MassDevelopment assigns lien to Capital Provider
- Municipality responsible for billing and collecting PACE assessments via municipal property tax bill and disbursing amounts collected to MassDevelopment's Paying Agent
- Once received, the Paying Agent will disburse assessment funds to each appropriate Capital Provider

PACE Authorized Municipalities

- Acton
- Agawam
- Amesbury
- Barnstable
- Devens
- Erving
- Fall River
- Fitchburg
- Greenfield
- Gardner
- Lexington
- New Bedford
- North Adams
- Northampton
- Orange
- Pittsfield
- Randolph
- Rockland
- Wendell
- West Springfield
- Yarmouth

Commercial PACE Structure





Wendy Lee O'Malley

MassDevelopment

Vice President, PACE Program Manager

99 High Street

Boston, MA 02110

phone: 617-330-2000 fax: 617-330-2001

direct: 617-330-2019

womalley@massdevelopment.com

CONSENT AGENDA

September 1, 2020

Joe Power, Town Administrator
Town Hall
Harwich Ma 02645

Dear Joe,

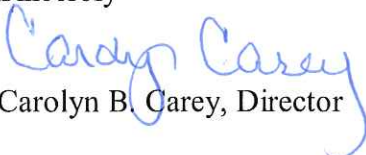
I feel very fortunate to ask you, through the selectmen to accept the attached gift of \$10,750.00 from the Ora Gaylord Arooth Trust.

This gracious gift in the past has provided the Community Center with needed equipment for the building and helped to pay for some training for staff along with paying for countless other things that I hope have enhanced the experience of all those that utilize the building.

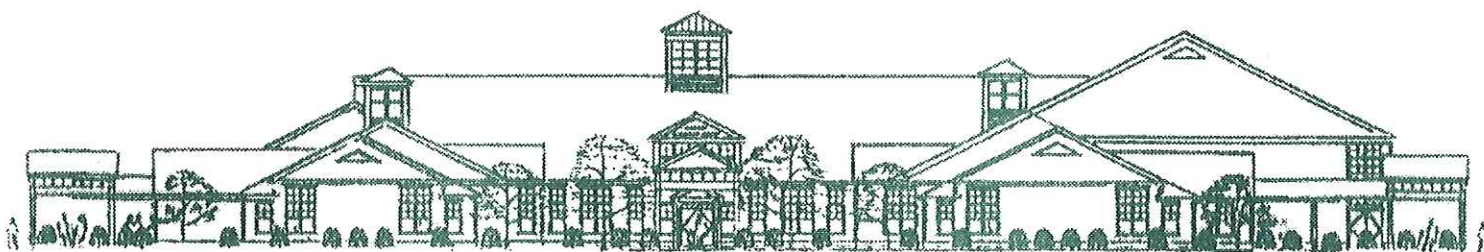
The letter from Trustee, Carol Ann Rowley asks that the Town sign that we are in receipt of the check. I am sending the entire package to your attention for a signature.

I thank you again for your support to the Community Center and all those we serve.

Sincerely


Carolyn B. Carey, Director

Enclosures



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039


Joseph F. Powers, Interim *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers,  Interim Town Administrator

RE: Utility Hearing September 3, 2020
NSTAR Electric dba Eversource Electric
39 Neel Road

DATE: September 4, 2020

A Utility Hearing was held on Thursday, September 3, 2020 at 9:30 am via teleconference, at the request of NSTAR/Eversource for the purpose of the installing approximately a 66 feet of conduit under a town road to provide service to customer at 39 Neel Road, Harwich.

Legal ads were published and notifications were given. Jessica Elder, Right-of-Way Agent for Eversource was on the teleconference. There was one abutter on the call. There were no objections to installing approximately 66 feet of conduit under a town road to provide service to customer at 39 Neel Road, Harwich

There were no other questions, concerns or objections and the Hearing was adjourned at 9:33 AM. After careful review, I recommend that the Board approve Eversource Plan No. 2401202 Dated July 8, 2020 – WO#2401202



Phone (508) 430-7513

Fax (508) 432-5039

TOWN OF HARWICH

732 MAIN STREET, HARWICH, MA 02645

MINUTES

Utility Hearing – 39 Neel Road Thursday, September 3, 2020

THOSE IN ATTENDANCE: Joseph F. Powers, Interim Town Administrator, Danielle Delaney, Administrative Secretary, Jessica Elder, Eversource and John Quirk, Resident were in attendance.

The Interim Town Administrator called the hearing to order at 9:30 A.M. and read the Utility Hearing Notice which proposed the installation of approximately 66' (feet) conduit under a town road to provide service to a customer at 39 Neel Road.

Ms. Elder gives a brief description of work to be completed.

Mr. Quirk had no comments.

The hearing was adjourned at 9:33 A.M.

Submitted by:
Danielle Delaney
Administrative Secretary

Attachments

TOWN OF HARWICH
NOTICE OF PUBLIC HEARING
September 3, 2020

Pursuant to M.G.L. Ch. 166, § 22, the Interim Town Administrator will hold a Public Hearing at **9:30 AM on Thursday, September 3, 2020 via Teleconference** in reference to the following matter:

A petition by NSTAR ELECTRIC dba EVERSOURCE ELECTRIC COMPANY requesting permission to install and maintain underground cables, conduits and manholes, together with sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways

39 NEEL ROAD, HARWICH

PROPOSED: To install approximately 66' (sixty-six feet) conduit under town road to provide service to customer at 39 Neel Road

All abutters and other interested persons are invited to dial in

TELECONFERENCE ACCESS INSTRUCTIONS

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

<https://global.gotomeeting.com/join/163065005>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

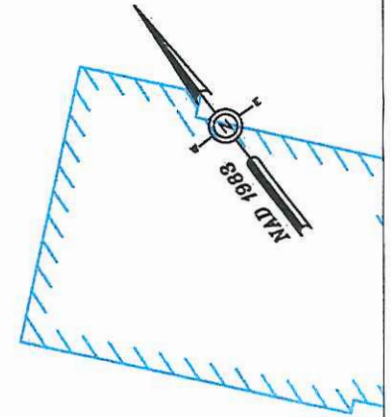
Access Code: 163-065-005

For further information, please call the Town Administrator's Office at (508) 430-7513 x 3312

Joseph F. Powers
Interim Town Administrator

Cape Cod Chronicle
August 20, 2020

Plan to accompany petition of EVERSOURCE ENERGY to install handholes 65/H15A & 65/H15B and approximately 66'± of conduit under town road to provide electric service for customer at #39 Neel Rd.

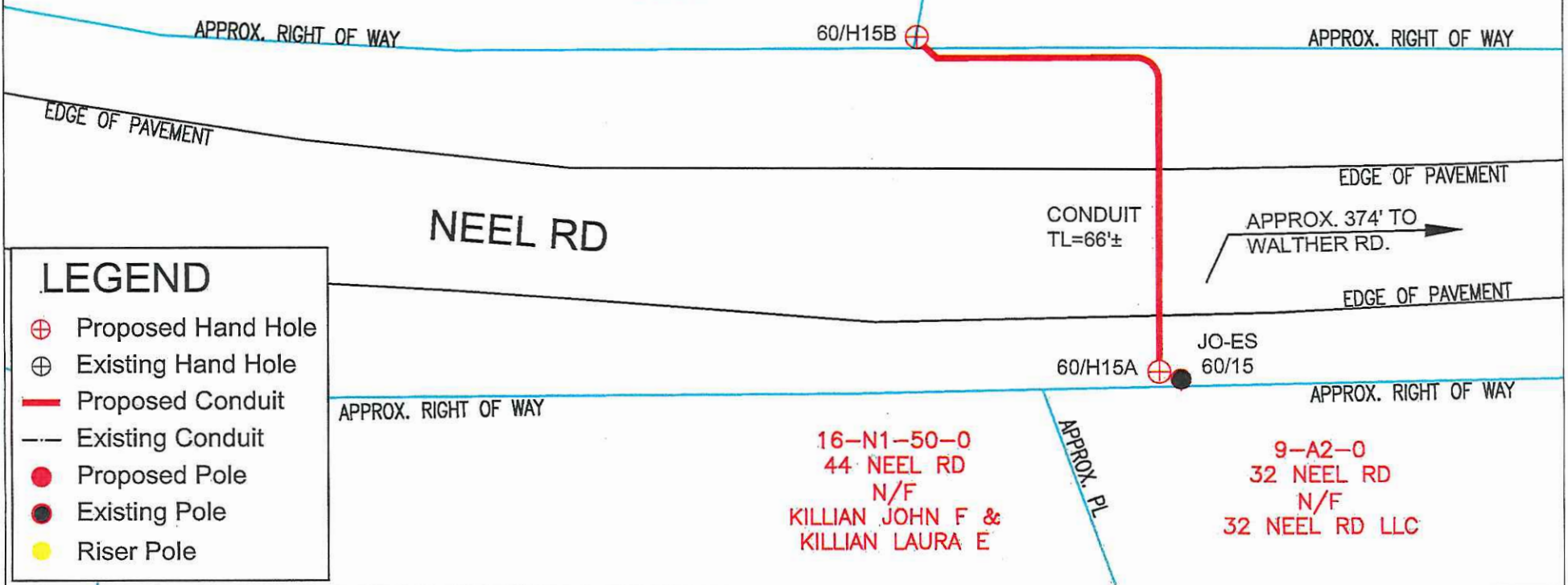


16-N1-41-0
45 NEEL RD
N/F
CORDO DAVID N &
CORDO ELLEN M

16-N1-40-0
39 NEEL RD
N/F
39 NEEL ROAD LLC

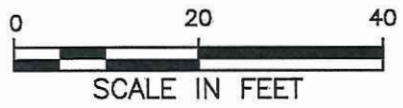
16-N1-50-0
44 NEEL RD
N/F
KILLIAN JOHN F &
KILLIAN LAURA E

9-A2-0
32 NEEL RD
N/F
32 NEEL RD LLC



LEGEND

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



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MASS. LAW

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

Plan #	2401202
Ward #	-
Work Order #	2401202
Surveyed by:	-
Research by:	JC
Plotted by:	GR
Proposed Structures:	JF
Approved:	A DEBENEDICTIS
P#	

NSTAR EVERSOURCE
ELECTRIC
d/b/a
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of NEEL RD., HARWICHPORT

Showing PROPOSED HANDHOLE AND CONDUIT LOCATION

Scale 1"=20' Date JULY 8, 2020

SHEET 1 of 1

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO#2401202**

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

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED: that the **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 29th day of July 2020.

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

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 2401202 Dated July 8, 2020 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

Neel Road, Harwich
Installing approximately 66'(sixty-six feet) conduit under town road
To provide service to customer at 39 Neel Rd

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

Clerk of Selectmen.

_____, Massachusetts _____ 2020.

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

Attest:

Town Clerk

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

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

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

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

CERTIFICATE

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

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

Attest:

Town Clerk

Merkel Beach – Proposed location for memorial bench

The Merkel Beach property is under the care and custody of the Conservation Commission. Patti Smith represents a few people who would like to install a memorial bench there. I asked her to show on an aerial or map where they would like to put it. Their choices are below. My suggestion, if you are to allow one, is Choice 3, as it is right at the start of the path and is less likely to be vandalized. This is all Coastal Dune.



Choice 1 – where person is standing:



Choice 2 – Where person is standing:



Choice 3 – where person is standing:



RULES AND REGULATIONS
OF HAVENWICH CONSERVATION LANDS
OPEN TO THE PUBLIC DAWN TO DUSK

PLEASE

- AUTHORIZED MOTORIZED VEHICLES ONLY
- NO ALCOHOLIC BEVERAGES
- NO FIREWORKS OR FIREARMS
- NO FEEDING OR FEEDING BY HAND AND NO FEED REGULATIONS
- NO BURNING OR DUMPING
- NO CATCHING OR REMOVAL OF EGGS AND STRUCTURES
- NO DAMAGE TO THE NATURAL ENVIRONMENT
- NO FEEDING OR FEEDING BY HAND
- NO FEED REGULATIONS
- NO FEEDING OR FEEDING BY HAND
- NO FEED REGULATIONS

REGULATIONS BY ORDER OF THE TOWN OF HAVENWICH
NO FEEDING OR FEEDING BY HAND AND NO FEED REGULATIONS
NO FEEDING OR FEEDING BY HAND AND NO FEED REGULATIONS
NO FEEDING OR FEEDING BY HAND AND NO FEED REGULATIONS

NOTICE
WATER QUALITY
ACCEPTABLE

COVID-19 BEACH SAFETY RULES

Stay home if you have symptoms.

Wash your hands often with soap and water for at least 20 seconds.

Wear a face mask in public places.

Avoid crowds and large gatherings.

Avoid close contact with others.

Stay home if you are sick.

Stay home if you have been in close contact with someone who has COVID-19.

Stay home if you have been in a high-risk area.

Stay home if you have been in a high-risk area.

Stay home if you have been in a high-risk area.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, Interim *Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, Interim Town Administrator

RE: Utility Hearing September 3, 2020
NSTAR Electric dba Eversource Electric
2 Mockingbird Lane, Harwich

DATE: September 4, 2020

A Utility Hearing was held on Thursday, September 3, 2020 at 10:00 am via teleconference, at the request of NSTAR/Eversource for the purpose of the installing approximately a 40 feet of conduit under a town road to provide service to customer at 2 Mockingbird Lane, Harwich.

Legal ads were published and notifications were given. Jessica Elder, Right-of-Way Agent for Eversource was on the teleconference. There was one abutter on the call. There were no objections to installing approximately 40 feet of conduit under a town road to provide service to customer at 2 Mockingbird Lane, Harwich.

There were no other questions, concerns or objections and the Hearing was adjourned at 10:05 AM. After careful review, I recommend that the Board approve Eversource Plan No. 2401406 Dated July 8, 2020 – WO#2401406



TOWN OF HARWICH

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645

MINUTES Utility Hearing – 2 Mockingbird Lane Thursday, September 3, 2020

THOSE IN ATTENDANCE: Joseph F. Powers, Interim Town Administrator, Danielle Delaney, Administrative Secretary, Jessica Elder, Eversource and Marilyn Raatz, 6 Mockingbird Lane Resident who initiated this service.

The Interim Town Administrator called the hearing to order at 10:03 A.M. and read the Utility Hearing Notice which proposed the installation of approximately 40 feet conduit under town road at 2 Mockingbird Lane.

Ms. Elder gave a brief description of work to be completed.

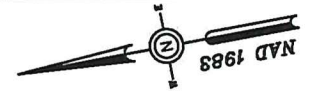
Ms. Raatz gave of an overview of why she requested this work to be completed.

The hearing was adjourned at 10:05 A.M.

Submitted by:
Danielle Delaney
Administrative Secretary

Attachments

Plan to accompany petition of EVERSOURCE ENERGY to install handhole 296/H2A @ P296/2 and approximately 20'± of 1-4" conduit south of P296/2 and 20'± of 1-3" conduit under public road to handhole 296/2B for electric service relocation for customer at #2 Mockingbird Ln.



APPROX. PL

73-B234-0
9 MOCKINGBIRD LN
N/F
BRESLIN DECLAN

73-B233-0
3 MOCKINGBIRD LN
N/F
KAVANAUGH JAMES J &
GARRAHAN MARGARET E

73-BA-1-0
0 MOCKINGBIRD LN
N/F
GREAT SAND LAKES
ASSOC INC

APPROX. RIGHT OF WAY

APPROX. PL

296/H2A

JO-ES
296/2

TREES

EDGE OF PAVEMENT

← APPROX. 221' TO
QUEEN-ANNE RD.

EDGE OF PAVEMENT

TREES

CONDUIT
TL=40'±

MOCKINGBIRD LN

APPROX. RIGHT OF WAY

296/H2B

APPROX. PL

73-B237-0
6 MOCKINGBIRD LN
N/F
RAATZ MARILYN F
C/O LOGSDON

73-B238-0
2 MOCKINGBIRD LN
N/F
SUTHERLAND JEFFREY V &
SUTHERLAND ARLINE C

LEGEND

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



SCALE IN FEET

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MASS. LAW

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

Plan # 2401406

Ward #

Work Order # 2401406

Surveyed by: N/A

Research by: SC

Plotted by: JC

Proposed Structures: JF

Approved: A DEBENEDICTIS

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of MOCKINGBIRD LN, HARWICH

Showing PROPOSED CONDUIT AND HANDHOLE LOCATION

Scale 1"=20'

Date JULY 23, 2020

SHEET 1 of 1

**PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS**

WO#2401406

Barnstable, Massachusetts

August 11, 2020

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

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

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

Mockingbird Lane, Harwich

To install approximately 40' of conduit and cable under town road.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 2401406 Dated July 23, 2020.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

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

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO#2401406**

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

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED: that the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY
be and it is hereby granted a location for and permission to install and maintain underground
cables, conduits and manholes, together with such sustaining and protecting fixtures as said
Company may deem necessary, in, under, along and across the public way or ways
hereinafter referred to, as requested in petition of said Company dated the 11th day of August
2020.

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

Cables, conduits, and manholes shall be installed substantially at the point indicated
upon the plan marked Plan No. 2401406 Dated July 23, 2020 filed with said petition. The
following are the public ways or parts of ways under, along and across which the cables
above referred to may be installed under this order.

Mockingbird Lane, Harwich
Installing approximately 40'(forty feet) conduit under town road
To provide service to customer at 2 Mockingbird Lane

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

Clerk of Selectmen.

_____, Massachusetts _____ 2020.

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

Attest:

Town Clerk

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

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

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

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

CERTIFICATE

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

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

Attest:

Town Clerk.

NEW BUSINESS

MINUTES
SELECTMEN'S MEETING
REMOTE PARTICIPATION/GRIFFIN MEETING ROOM
Monday, June 22, 2020
6:30 P.M.

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

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers and Health Director Meggan Eldredge and Lieutenant Scott Tyldesly.

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 6:00 pm for an Executive Session.

In Executive Session, they discussed three items. The first was with respect to the collective bargaining for Harwich Employees Association and the Highways and Maintenance Employees Association, and if an open meeting would have a detrimental effect on the town's bargaining position. The second was with respect to collective bargaining for all town unions and if an open session would have a detrimental effect on the town's bargaining position. The third item was to conduct a strategy sessions for contract negotiations for nonunion personnel, namely the Finance Director, the Fire Chief-elect and the Police Chief. These topics will be continued for the next several meetings.

WEEKLY BRIEFING

A. Covid-19 Updates

Mr. Powers began that there was quite a bit of activity to update them on, especially with the pop-up testing that happened last week and the Governor's announcement that they are now in Phase II, Step 2. This allows for indoor food service at restaurants.

1. Restroom Cleaning Contract

Mr. Powers said that he had late breaking news, and explained that as they may recall, he had asked the Board to consider giving him the authority to sign emergency contracts. For cases if it occurred before a Board meeting, or if was not able to come before the Board. He is bringing this up now, because he asked Mr. Lincoln Hooper, DPW Director, to be on the call and he is limited on time.

As they know, the Town went out through the State Government to try and locate janitorial/custodial services, specifically for the purpose of disinfection of the beach bathrooms. They have all heard complaints that the bathrooms are not open, and that is because they have not had the staff or vendor in place. Mr. Powers said that there are two things, first he believes they could open the restrooms as early as tomorrow, June 23rd, and that is with regular cleaning. Also, they are in a position to have disinfection cleaning as early as Saturday, June 27th, if the Board has a consensus on the contract.

This morning Mr. Robert Lawton, Interim Assistant Town Administrator and Griffin Ryder, Town Engineer, went through the bids that were received for the Comfort Station Janitorial Services. There was one bid received, but the Town requested more than 10 solicitations. So, given the dollar amounts in question, they have met the requirements for procurement; meaning, they sought three quotes and received at least one. It is a two-fold bid, meaning the Town asked them to provide a quote based on disinfection cleaning twice daily, versus disinfection cleaning three times a day. The gold standard, as Ms. Eldredge will explain, is the three times a day. If they are willing to accept their bid, they can decide on \$88,574 for two cleanings per day, or \$118,246 for three cleanings per day. The timeframe for this is June 27th through the Columbus Day weekend.

So, they are looking to execute a contract with this vendor. It is nothing that would have come before the Board, for the board to vet, given the dollar amount. He does have materials available and staff present to answer questions.

Mr. Powers also said that Mr. Hooper had devised a plan and was able to identify staff that could do a once-a-day cleaning, for this week. Also, if the Board simply wanted to do once a day, which is not his recommendation. They do have staff that could do it, with minimal

overtime. There is a range of options that he could go through. The lowest being \$40,000, if the town does it, and then all the way up to the \$118,246, for the vendor to do it three times a day. The latter being the gold standard, and meeting the CDC requirements for cleaning and disinfecting areas, to diminish the risk of COVID-19.

Mr. Howell asked for a clarification, though he thinks he knows the answer. If they do the three times a day, is that CARES Act eligible for reimbursement? Mr. Powers responded that they know a portion of it is CARES Act eligible, though they did not ever conceive or anticipate disinfecting. They would certainly put in the argument for CARES Act funding, for disinfecting. They likely stand a better chance at reimbursement going through a vendor, then staff, but certainly either is a possibility.

Mr. MacAskill also asked for clarification of going from one time a day to three times a day, and asked where the staff that cleaned the restrooms last year, would be reallocated to? Mr. Powers said he would try to respond, but Mr. Hooper is on the call. He stated that the staff that could do it this year, are not the same staff as last year. One individual is returning, the other is not comfortable doing this level of cleaning. Mr. Hooper added that he has made some provisions to shuffle people around. They had one employee that was not interested due to the COVID-19 threats, but they made some other provisions. He probably can get to the same level, that they did last year, but certainly not to the level of three times a day for disinfecting that is recommended by the State.

Mr. MacAskill again asked for clarification as to what his staff would be doing, if they awarded the contract to the vendor. He was also looking for what the difference would be with the \$40,000 versus \$118,246 costs?

Mr. Hooper responded that he is not sure that it is a comparison. What he said that the staff could do, is a one time a day disinfectant, and what is at the lower end of the contract, would be the vendor cleaning two times a day, with the disinfecting. The \$118,246, is a three times a day. So, what he could get together is simply one cleaning per day, at the same level they offered last year.

Mr. Ballantine said that there are a lot of bathrooms, from the beaches, Harbormaster, and Wychmere Harbor, and he asked if they are all treated the same. Mr. Hooper responded that the contract includes nine comfort stations, and only one public restroom was not included.

Mr. Powers said that Mr. Ryder was on the phone, as well, to help answer questions on the specifics they used for the bid. Mr. McManus asked which restroom was not included. Mr. Ryder responded it was the Brooks Park restroom that is not open yet. They are still waiting on the variance from the State for that one.

Mr. Ballantine asked what the risk factor is with the two times per day. Ms. Eldredge said she wanted to take a step back. She added that the difference from past years, is that the once a day cleaning did not include the disinfection step; which is COVID compliant. They need to protect their residents, and guests, by disinfecting at least daily. This is what the CDC says. She explained that she had spoken with Mr. Hooper, Mr. Libby and Mr. Beebe, about the bathroom usage. It was clear that there are four to five bathrooms that get to the point of needing the cleaning three times a day, in order to stay sanitary. There are a few bathrooms that are less used, that could get away with once a day. Though, the ones that are used so frequently, she doesn't think twice a day would be able to satisfy the safety that they need to provide. If they do need to go with the twice a day, rather than three times, she would still recommend the Town sends someone over, just to get trash in those restrooms that get such high use.

Mr. McManus asked Ms. Eldredge if she could explain the differences between what they call a cleaning and disinfecting. What is it that they do? Ms. Eldredge responded that the cleaning is done using household cleaners and soap and water to remove the dirt. The disinfection step will kill all of the germs, bacteria and viruses. In their previous cleaning, even though they would use a disinfectant, sometimes it wasn't left on long enough and it was not too done to the CDC in EPA standards. It takes more time. It is understandable that the staff could do a cleaning job, to get to all of the bathrooms. However, the disinfection step takes an extra 10 to 20 minutes per bathroom. It does just take more time and it is an additional chemical that disinfects to take away the bacteria and viruses.

Mr. McManus asked about the disinfectant and if they are talking about special equipment, special licensing, or certification, or is it just a heightened level of training with a different mop bucket of cleaning solutions. Ms. Eldridge responded exactly, it is a heightened level of training and different chemical use.

Mr. Ford asked if there has been any thought about the adjusting the bid to designate different amounts of cleanings for those that are used much more, and those that are used less. Mr. Powers asked Mr. Ryder to answer this question, to the level of specifications of the bid. Mr. Ryder responded that the 10 bathrooms were grouped together as one contract, for either the two cleanings per day, or three cleanings per day. Though, obviously it is a contract and they could negotiate with the bidder, to change those levels. However working with Mr. Hooper and Ms. Eldredge that is the way that they did it.

Mr. Ballantine asked they go back, and pick up the four that Ms. Eldredge mentioned, and fine-tune the bid? Mr. Ford added that if Ms. Eldredge is comfortable with some bathrooms receiving fewer cleanings, it could save a lot of money.

Mr. Howell said that he agrees with Mr. Ford, however he would like to know how long would it take to go back and renegotiate? People are using the “informal bathroom” behind the bathroom, according to things he has heard. Which is not a good idea.

Mr. Howell said that the timing would depend on the willingness of the Board. Again, the overall concept is the contract that they are desiring to have executed, ahead of opening of the beaches for the season. This is what staff vetted today, and they came up with four options.

1. The Town only, priced at about \$40,000. This is two staff members; one that does it during the week, and one on the weekend, with the town providing the supplies. That is about \$20,000 and a 1/3 of Mr. Hooper’s overall supply budget.
2. The twice a day by the vendor, which would be \$88,500. That would be twice a day, every day, for all locations through October 12th.
3. The vendor option of \$88,500, plus staff, which is the least desirable option, but they vetted it.
4. Then of course the gold standard, with the vendor doing all three.

If the board will allow him to have a discussion with the vendor, to get to a contract by Saturday, they can probably come up with a number that's lower than \$88,500, but not down to \$40,000.

Mr. Ballantine said that he is comfortable with that, and added that he does not see a need to treat all bathrooms the same across town.

Mr. MacAskill agreed with Mr. Ballantine that he would be willing to approve a contract tonight subject to renegotiation. He said that based on what they heard, they do not have to treat all bathrooms the same. Now that they have an interested vendor, the Town Administrator should be able to go back to them and say these four bathrooms three times a day, and other ones maybe once a day or twice a day.

Mr. MacAskill said that this also goes back to his question that he asked Mr. Hooper. Since Mr. Hooper had scrambled to find someone for the cleaning, perhaps they could use that person to do the difference in the other bathrooms. So, if Mr. Powers hears what they are saying, he can go back to negotiate a better contract, concentrating on the ones that matter. He would be comfortable with that.

Mr. Powers stated that because this is not a topic that the Chair was reasonably able to anticipate, they can act on it tonight, but it will be recapped next week, as per the requirements of the open meeting law. Mr. Ballantine reiterated that this is an action, but they will confirm it next week. This will not hold anything up.

Mr. Howell seconded the motion.

Mr. McManus asked for clarification of the \$40,000 cost for the town staff to do it. He asked if that is what it would normally cost, in any given year. Is that what was spent last year?

Mr. Hooper responded no, that they are only counting about half. It is about \$20,000 on supplies, and \$20,000 on labor. This is not full time labor, there are no benefits. This is only June 26th to Columbus Day. Normally, they open the restrooms in April, so that would have two months added on to it. Mr. McManus asked again, based on the

timeframe, would it be about the same cost. Mr. Hooper said yes, that is a reasonable assumption.

Mr. McManus asked, setting up the case they do not get reimbursed and they are able to negotiate a contract at around \$70,000 to \$75,000, the marginal cost to the Town would only be about \$30,000, because they would be essentially already in for \$40,000.

Mr. MacAskill asked if the Town Administrator could provide them with an update on where they are at with beach sticker sales.

Mr. Ballantine said that his comment would be that he would like to throw this back to the discretion of Mr. Powers to work out the contract. Also, for him, to be mindful of where they are to have their best chance to get a reimbursement. He said that they have a motion and a second.

All in favor, motion carried by unanimous vote.

Mr. Powers wrapped up the topic to let the public know that the restrooms will be open by Tuesday June 23rd, and the level of care will get ramped up with service by Saturday, June 27th.

2. Pop-Up Testing

Mr. Powers reported on the pop-up testing that happened at Outer Cape Health Services. They were one of the 50 state wide pop-up testing sites. Ms. Patricia Nadle, Chief Executive Officer, Outer Cape Health Services, updated him by email and by all accounts, and all involved, it was a tremendous success.

They had been looking at 1,500 tests across the Outer Cape Health Services locations, and they ended up doing 1,255 tests in the Town of Harwich alone. He also wanted to draw their attention to the staff members that are listed in the email, especially Deputy Chief Kevin Considine, from the Police Department, who served as incident commander for both days. He was the one that drew up the operational plan and partnered with Outer Cape Health. Also, you can see our Health Director, Police Chief, Fire Chief, Deputy Police Chief, Deputy Fire Chief, Town Engineer, Harbormaster, DPW Director, and Health department staff. Everyone pulled together and it was a great job. It

will be interesting to see what sort of results those test yield, but every assurance was made that those 1,255 people, that participated, did not amount to a mass gathering. It was an excellent job by all.

3. Opening Town Hall

As a quick update, they have been striving to get the building open. They have the hand sanitizers in place, the plexiglass is in place and now all of the signage is in place. This will allow for him to be able to certify to the State that they are able to reopen.

They are looking to open Town Hall and other Town buildings by next Monday, June 27. They are just trying to finalize all of that this week and hoping to release, what will hopefully be the last COVID guidance document that he has to release, about buildings coming back online! Which is a great thing.

4. Governor's Announcements

The Governor came out on Friday with a couple of announcements. Such as, Phase II, Step 2, for restaurants, which also had identified changes in the occupancy. They are no longer at 25%, but are now at 50%. That means that they can now have 16 people from the general public in the building. They have also accounted for all of the offices in which they have occupancy issues. They will hopefully be rolling that out to the Board and then everyone else, later this week.

Mr. Ford asked about an announcement for restaurants to be able to open for indoor dining? Mr. Powers explained that is the Phase II, Step 2. Mr. Ford continued, so all of our restaurants will be able to open for indoor dining? Mr. Powers said, theoretically, they are able to open today, and in the packet you can see the guidance they are required to meet. It is similar information that was sent to restaurants previously. As they can see under, *Mandator Safety Standards*, the first line states, "When indoor table service is permitted". He said that Ms. Eldredge will be able to speak to this better than he can, as to what was sent out to the establishments. They also had an update from ABCC on that. With that he turned it over to Ms. Eldredge.

Ms. Eldredge said that the indoor dining is open today. It is pretty much the same as outdoor dining, as far as 6 feet apart for tables, and no more than six people per table. If they can put a plastic barrier between tables, then it can be closer than 6 feet, in between parties. They did not put an occupancy limit on the indoor dining and left it up to the establishment to see what they could fit, as far as placing people six feet apart, and a maximum of six people per table. The same rules apply for bars. There has been some confusion about bars, which has mostly been on the part of the public seeing people at bars, and thinking they are open. In most cases, establishments have been able to utilize an outdoor bar as a table. So, there is not a bartender or anybody serving drinks. Though they have been able to seat people at the bar, for table service.

Ms. Eldredge said that they have continued to get social distancing and mask complaints, about many establishments, and they are following up with them, as best they can.

They send an email with the complaint to the establishment with when it was and what the complaint entails. They usually get a response back from the establishment with an explanation. They are trying to educate as they go, and trying to get compliance with education rather than fines.

As Mr. Powers said, office spaces can now be at 50%, and some other parts of retail have been able to open as part of Phase II, Step 2. The Governor said that Phase III will be announced no earlier than July 6th. So, if they are getting questions on when that will happen there is not a hard answer, it is based on the data and it will be no earlier than July 6th. Phase III will allow for a lot more entertainment type activities. Though she wants to remind everyone, live entertainment is not allowed, indoors or outdoors, at this time.

Mr. Howell asked about the Governors guidance and if it separates with respect to a DJ, as opposed to live music.

Ms. Eldredge responded that they do not distinguish between recorded music and live music. They just say “Live Performances”, so in her opinion, backgrounds music is one thing, but a DJ playing, or dance type of music, that is more like entertainment. Dancing is not allowed

right now. It is not a loudness level, it is an entertainment factor. Mr. Howell said that he is happy to get that out there. Ms. Eldredge said that anything that encourages people to congregate or gather is frowned upon anyway.

5. COVID Numbers update

Ms. Eldredge reported that Massachusetts is up at 107,210 cases and 7,874 deaths from COVID-19. Barnstable County is at 1,517 cases and 138 deaths. In Harwich, they did go up to 123, so, that is two new cases in the last seven days. Many of them have recovered. She received an update that all residents and staff at Wingate have recovered. So, they have 96 that have recovered since the beginning of COVID-19 in March, 24 deaths, and that leaves 3 active cases.

They are doing well and keeping their numbers down. She would just remind everyone that masks are required in public and when they cannot social distance. So if people are walking on the sidewalk and walked by someone, they should put on their mask. They do get a lot of complaints about that. They are looking to have electronic signs placed on either end of Route 28, in the next week. They are just waiting on proper placement. This will just remind people that face coverings are the requirements of the State. Also, when they can't social distance they should have a face mask on.

She also wanted to mention, that at the pop-up testing which happened last week, she was very happy to put the Cape Cod Medical Reserve Corps in collaboration with Outer Cape Health. They provided 3 to 5 volunteers per day, and they really helped make that clinic go smoothly. It was a very good opportunity for everyone to collaborate. Mr. Powers added that he would also like recognize the CERT Team (Community Emergency Response Team) that had a number of volunteers as well and he wanted to make sure that those folks were recognized for their efforts.

One last update for the Board. They had asked about the Outreach Coordinator with the Council of Aging, a few weeks ago. She had been able to get Ms. Emily Mitchell, Council of Aging Director, in contact with the Academic Public Health Volunteer Corps. Over the last few months they have been gaining volunteers. People want to help

out throughout this pandemic. A lot of graduate students that are mastering in Public Health volunteer for this program. They are hooked up now through the Counsel of Aging to do senior wellness calls. It is a hole that was made due to a vacancy in the department, and the situation they are in now and not being up to fill that. They are able to have the volunteer group take over the wellness calls. They are able to do a variety of other things as well. They can help out at social worker type capacity.

Mr. Ballantine asked for clarification if this is broader then COVID-19, if this is for senior wellness in general?

Ms. Eldredge said that they found out that a lot of towns had a need that were not being met, in regards to making sure seniors knew what COVID was. So, they are using this platform to give services to towns that need any type of service. It is not just COVID related, but they are able to provide COVID resources. So if they just make senior outreach calls, with no need to be on a COVID type of list. They just make calls, and make sure everyone knows about the Governor's orders, and the conversation turns to if they need anything, need any groceries, or need anything from the pharmacy. It works well together.

Mr. Ballantine says that it is great and it is a critical need.

Mr. MacAskill thanked Ms. Eldredge for bringing it up. He also said it would be good for the Board if they could have Ms. Mitchell attend a meeting to say some words on this. He also asked about who coordinates the volunteers and if that is an additional duty for the Council on Aging Director?

The second question he had is if the need for the Town of Harwich was being met? He said that when they first talked about it, it was mentioned that it was not an essential position and he is concerned about that. He thinks it would be good to have the Director for the Council on Aging there to give them her thoughts. Mr. Powers will follow up on that.

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

Mr. Powers said that they had Ms. Cyndi Williams, Executive Director of the Chamber of Commerce, on the call, and he was not sure if she had a chance to talk to anybody today about the Phase II, Step 2.

Ms. Williams said that she was out and about with the restaurants, and throughout the weekend, they had been preparing and getting ready for today. They are thrilled at the prospect of having the inside, as well as, continuing their outside. Also, those that were not doing outside dining, were very excited today, because they were able to have more than just takeout. The Governor did not put a cap on the number of occupancy, which was great, so they could really maximize, as best they could, with the six foot distance between the tables.

The next thing, was the ability to add dressing rooms, by appointment only for retailers. So any of the shops that have people needing to try on things, that is a service available. This weekend she went out and visited with a lot of retailers and did some social live videos with them. RPM is doing appointment only for their stores still, then there are stores like Harwich Paint and Decorating that has an ambassador at the door, making sure that the amount of people in is the correct amount. The businesses are adjusting to all the guidelines and the protocols. She is very proud of all of them for making it through this. It was a busy weekend this weekend. The parking lot by her building was full both days, so that was the nice thing to see. Many people did have masks, there were some that did not. So just educating them on that again.

It is interesting how many calls she gets from people within Massachusetts, that call to see what things are needed here, even though they are in the same state. It is the same thing down here. They need to educate people on that.

The big questions over the weekend was on the beach stickers.

She wanted to reiterate that beach stickers for residents and taxpayers are online at the town website, and they can download the form and mail it in. Visitor stickers are at the Community Center, Monday through Friday 9:00 am to 2:00 pm. They are also at the Chamber, 7 days a week, Monday through Friday 9:00 am to 4:00 pm, Saturday 9:00 am to 2:00 pm and Sunday 10:00 am to 2:00 pm.

She is not allowed to have people inside, so they are doing it through a takeout window, so they're all safe and compliant. Finally the other thing the Chamber is doing is that they are giving welcome bags, since they can't have visitors or residence inside. They have a table out front, with all of the information about walking trails, bike trails, the magazine and all kinds of swag. They are welcoming people into Harwich the right way.

Mr. Ballantine just added for beach stickers that there is a Drop box at Town Hall, that they can leave the form in as well.

Mr. MacAskill asked if Mr. Powers had any updates for the Cultural Center, for the tenants, and being able to collect that rent again. Also, as a second question about the ball fields, he was contacted by Little League, and they wanted to start some of their summer camps and wanted to know when they may be on the use the Baldwin field or some of the fields in town?

Mr. Powers responded that the Cultural Center, and actually for both, he will turn it over to Ms. Eldredge. He knows for the building, that before it can open they need to make sure they have signage, as well as cleaning services.

Ms. Eldredge said that the Cultural Center is just waiting for signs. They just got their signs up today in Town Hall and tomorrow she is going to the Community Center. Also, she is doing a training online, so they can push it out to all employees that is part of the July 1st requirement. The Cultural Center, she would say, as soon as the signs are up and Mr. Hooper can commit a daily custodian to the building, that's the only thing holding it up. She would anticipate by Monday, or Wednesday the latest. The ball fields are open now, and they were open as part of Phase II. Though, for team sports, there are a lot of restrictions on tournament play. They can get together and practice; but they are not allowed to have games or scrimmages right now. That will be part of Phase III. So by July 6th, they could see tournaments start to get scheduled.

Mr. McManus asked about the Art Shacks. Ms. Eldredge said to treat those as retail, they take care of their own space. If there are tenants there, they would just need to follow the retail rules. Those are so small, so likely they could only have one person at a time.

Mr. McManus added that they have one tenant due to start up on July 1st, and they called him wanting to know if it was a go, are not. Mr. Powers added

that will also be a part of the big announcements that they are hoping to get out this week.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone had called in for public comments. Lieutenant Tyldesly responded that there were no calls.

CONSENT AGENDA

A. Minutes for Approval: a. October 15, 2019 b. October 7, 2019

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

Mr. Ford said that the minutes for the October 15th meeting will be removed for corrections to be made.

Mr. Ford moved to approve the October 7, 2019 minutes and vote to approve the Interim Town Administrator's recommendation to grant permission of NSTAR/Eversource for the purpose of the installing approximately 25' of conduit and cable and 1 handhold #53/23 A in town road to provide electrical service to customer at 94 Forest Street subject to conditions from staff.

Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

NEW BUSINESS

A. Discussion and possible vote - Fiscal Year 2020 Budget Transfers & July 2020 Monthly Spending Plan

Mr. Powers said that they have their Finance Director and Chairman of the Finance Committee on the call.

Ms. Coppola said that the budget transfers that are before them this evening, were reviewed by the Finance Committee, at their June 11th meeting. They were approved by the Finance Committee, and she has six budget transfers for

their review and consideration this evening. She asked if they would like to go through each one individually.

Mr. Ballantine asked for some background information on what drives this need to move from a capital item to reserve? Why are they doing?

Ms. Coppola said that is a very good question. The Massachusetts Uniform Accounting System, that is directed by the Department of Revenue, requires them to categorize expenses in particular areas. So if it is a capital purchase, the guidance that they are provided, tells them but they cannot take it out of a repair and maintenance line item it properly categorized as a capital outlay. So that is one example. When the insurance premiums increased unexpectedly, they cannot take that expense, for example, as a salary line item for a position that wasn't filled. They need to properly categorize these expenses in the categories in which they should be expended from. So that is the purpose of these transfers.

Mr. Ballantine said, so in laymen terms, it is really to put them in different categories just for transferring money from one place to another, more of a categorizing to define what they are used for. Ms. Coppola said, that is correct. It is important to have them correctly categorized to project for the future and to be able to categorize items for let's say assets are going to capitalize over a number of years.

Mr. Ballantine asked if anyone wanted to go over each of these, or he would entertain a motion.

Mr. MacAskill said that he had a question on the Finance Committee vote of six to one. He asked if someone could tell him who the six other people to vote on the budget transfers were. Mr. Dana DeCosta said that he voted, Mr. Chorey voted, Mr. LaMantia voted, Mr. Ameres voted, Mr. Sherry voted, Mr. Tworek voted, Mr. Weiner voted and Mr. Kennedy was not there.

Mr. MacAskill said he just had a follow up on this, and apologized to call it out, but he asked Mr. DeCosta why he voted on the budget transfers when one of them was directly related to the DPW. Mr. Powers added that he saw that as well, and asked Mr. DeCosta for an explanation, which he did respond by email. He had not had the opportunity to present it to the Board, but figured with Mr. DeCosta on the call he would speak to it directly. He reiterated that he wanted to let the board know he picked up on it and asked the very same

questions. Mr. MacAskill said that he is asking because there was a person at a meeting a month or so ago, that was questioning the very same thing. So please explain.

Mr. DeCosta said that it was explained to them, that the six requests which were the reimbursements for the tornado funds, was going back into an administrative account. He said that he had asked specifically if it was going back to the individual budget listed, and was told no, that it was not going back, it was going back to administration. So, in that case he did not have a conflict.

He continued that in order to make sure the best interest of the Town is served, he has since put that question to the Ethics Commission directly, just to make sure he is on good grounds here, or not. He had one phone conversation with an attorney there, and has not received a final ruling from them. But again, in the best interest of the Town, they have a meeting scheduled for July 9th and will have the Committee do a revote, without him being involved. Again, he has not heard back directly from the Ethics Commission yet, as to whether or not there is a conflict. The money did not go back to DPW, at least as it was explained to him. Any work that he did as an employee, he has been paid for. He does not gain anything, one way or another, by this vote. So he thought he was okay. He is double checking with the source, and they are the ones to decide if there is a violation are not. But he does plan to have the Committee revote that, if it's necessary. If he does not hear from them, or there is some kind of change that they have to make.

Mr. MacAskill said he was not calling it out, because he thinks that Mr. DeCosta has anything to gain from this, he knows he does not. He knows that this was looked at by several people that disagreed of him going back onto the Finance Committee, because of where he works. So he thinks it is important to be as transparent as they possibly can with this. Thank you for the answer.

Mr. MacAskill said his next question is to Ms. Coppola, as to why they funded the purchase of a used 2002 Mack truck from capital outlay, rather than maintenance and repair. He asked if they are spending the tornado fund now on things. If she could explain to them why they are doing this out of capital outlay and is the money part of tornado funds.

Ms. Coppola explained that early in the Fiscal Year, the 1998 vehicle, equipment, needed to be replaced. It had nothing to do with the Tornado funds

and it was certainly after the tornado had hit. Her request to the DPW Director and the then Town Administrator, was to properly categorize this. It has nothing to do with tornado funds. All of the tornado expenses that the town incurred had been categorized under administration. They were not categorized anywhere in DPW. These are two different issues altogether. Ms. Coppola continued to explain that they needed to replace the piece of equipment because it was causing excessive and costly repairs. The \$844,000 was all related to the expenses of cleaning up the tornado, which was not just DPW, it was police and fire, and many other departments that were involved with those expenses. That is why they were categorized under administration to be able to capture all the costs.

Mr. MacAskill asked just to follow-up, if he may. He asked how much the 2002 Mack truck cost? It was obviously after Town Meeting vote, so where did the money come from? He repeated his question of wanting to know how much it cost and where did the money come from?

Ms. Coppola said that it cost \$23,400. The department had money budgeted for maintenance and repair. There is money budgeted for types of equipment, for repairs within the town. However, it just didn't make sense anymore to continue to repair a piece of equipment that was not going to be successful. That is why the decision came down to replace the equipment and that is why they are asking now, to transfer the money from maintenance and repair, where there are funds there to support that.

Mr. Ballantine said he would entertain a motion to approve these as one packet. Mr. McManus made the motion. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

Ms. Coppola continued with the topic of the Monthly Spending Plan. She provided the Board with the steps that she took to prepare the plan. It is slightly different then it was last week, due to new information that she received. Such as, the Town's insurer for property and liability insurance, has allowed communities to extend the time in which they had to pay the annual premiums to September. So, she has removed those from the July spending plan. She also updated information, in regard to the actual snow and ice funding for FY19, that was approved at town meeting. She has based this on the FY20 budget, and then based it on information that she had from the school district, and information from the actual debt that is going to be expended for the month. The Water Commissioners have already voted on

their July spending plan; so that has been included here. Ms. Coppola also included some explanations, for what the significant increases are. These included the annual contribution to the Barnstable County retirement, the annual insurance premiums for the Marina coverage, as well as injured on duty claims. Also, the assessment for Monomoy School District, which will be due in July. The 1/12th spending budget has to be approved by the Department of Revenue, prior to July 1st. She has provided a sample memo for them as well, to the Town Clerk, if they choose to vote this this evening, to give the Town Clerk the authority to certify their results.

Mr. Powers commented that it was indicated on page four of her packet, that the Board need only approve the spending plan for the General and Sewer Enterprise Funds, and asked if that should be stated expressly in the motion? Ms. Coppola said yes, that it is fine.

Mr. McManus moved to approve the monthly spending plan for July 2020 for the General and Sewer Enterprise Funds in the amount of \$10,551,371. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

B. Discussion and possible vote – Temporary Seasonal COVID-19 Code Enforcement Inspector

Mr. Powers said that he will turn this over to Ms. Eldredge. It is a follow up to the item he discussed last week, regarding the Technology Task Force he had assembled during COVID-19. There was also a similar Health and Safety Task Force, which Ms. Eldredge was a big part of. It was from that, which brought this request for the temporary position. He does support this. It is related to COVID-19 inspections, and given all of the requirements that have been coming out of the State and Federal Governments, this position is needed for them to get a handle on going around to all of the places and ensuring they are meeting their obligations. As you can see in the packet, Ms. Eldredge has outlined everything. He will turn it over to Ms. Eldredge and again, he does support the request.

Ms. Eldredge said that she is requesting a temporary, seasonal, full-time inspector. This inspector is proposed to perform COVID-19 related inspections, mainly food service inspections. As they know they get many complains and 75-80% are related to food service; overcrowding or staff not wearing face masks, and things like that. They also have other COVID types

of inspections that they have to do, which involve swimming pools, camps and just regular businesses that they get complaints about.

Right now, they have one full-time and one part-time inspector, plus herself. They are still taking on their normal day to day responsibilities, it has not slowed down even a little bit. They are still doing building permit reviews, septic permit reviews, real estate inspection transfer reviews. Also, now it is summer time, so they are doing tobacco control inspections, swimming pool inspections and taking over when a beach samples fail and they have to go back and re-sample the beach. So, there day to day tasks have not slowed down, and they are overwhelmed with complaints and need to make sure business are complying with COVID standards.

So, she is asking for a temporary person. Not full-time, year round, just full time until October, until the seasonal businesses slow down. She does recognize that this is a CARES Act reimbursement eligible position. Barnstable County did have an ad in the paper for similar positions. After speaking with them, they are looking to hire 3-5 similar positions, to support Cape towns. If they are able to fill the position, they would likely be able to provide them with one person, one day per week, from mid-July to the end of August. The county recognizes that they need this. However, she feels that they need something more than a half or a full day to cover their needs. The County was proposing an hourly wage of \$25/hour, so she is proposing something similar. She will speak with Mr. Powers if this would need to be a union position, or not. If they are looking at around \$25/hour, at 35 hours per week, that would be approximately \$14,000.

Mr. Ballantine said that she makes a good case, but asked what the chances are for finding someone. Ms. Eldredge said that she thinks the more they pay, the more the likelihood is. This position is going to get beat up; so it is going to take money to get someone to do this. All they can do is hope and ask. Otherwise, their day to day tasks will go by the wayside, which would be unfortunate.

Mr. Ballantine asked if she would go through her network in the health industry or place an ad, how would she proceed. Ms. Eldredge said that she would propose to put an ad in the paper, but they also have the Mass Health Officers Association, that does advertise for employment opportunities. They are also able to put it out to some of the grad schools, like BU and UMass,

that have School of Public Health grad schools, and they have employment boards.

Mr. MacAskill said his question is more directed to Mr. Powers. In regards to their CARES Act fund, which is just over \$1 million, what is the deadline for submission to get that \$1,069,000? Can they continue to add to it as they go? Mr. Powers said to the last question, yes they can add to it, up to that amount of \$1,069,000. There was a deadline initially of June 5th, then June 12th, and in between that the Division of Local Services came out and gave guidance and said that if Municipalities wanted to do it later, early FY21, is allowed, as well.

Mr. MacAskill said it would be good to get an idea of what has been submitted so far, and know what is left over. It seems they are voting on things that may or may not be reimbursable. So earlier tonight they spent \$80,000 plus to get the bathrooms cleaned, and now they are talking about another \$14,000, he is concerned. There is not a question that they need help in Health Department. However, if they do decide to pay for it right now, based on the current deficit, and knowing that they would not get reimbursed, he would have to vote no. If they were thinking that they would get reimbursed, it is promising. They need to know a little bit more. Or at least hear, that they think they will get reimbursed for this.

Mr. Powers said that anytime there has been a concern, such as with the laptops last week, where they know there is CARES Act funding; but they don't know if there is FEMA funding. The disinfectant services they know is covered under CARES Act. They know that Health Inspector and COVID monitors, that we did prior to the beach season, are all covered because they didn't anticipate them or budget for them. They have to do them in response to COVID. There is a two or three page list of items that are understood to be CARES Act eligible. The times that he has hesitated has been when there is an Asterix, because is related to the FEMA. They know these are items that they can put it in for reimbursement.

Mr. MacAskill said that he had a follow up question. If it is a 35-hour position doesn't that make them qualify for benefits, or does it not, because it is a definitive amount of time? Mr. Powers said that they are looking at this as a personnel bylaw temporary, seasonal. They have others that are at that level. Mr. MacAskill also asked with the office space limitations, where does Ms.

Eldredge see this person sitting, and how does she see herself delegating the responsibilities.

Ms. Eldredge responded that she will be moving into the Town Planner's old office and her assistant, Ms. Tenaglia will be moving into her office. That leaves the larger office, for their current part time inspector and this new person. Both of them will be out in the field 90% of the time. They would have very little overlap in the office. For the other question, it will take her a few days of training to get them up and running, but once they are trained they will have a list of things to do every week. It will be very little oversight on her part, unless further enforcement is needed. She will delegate tasks to them on a weekly basis.

Mr. MacAskill said that he agrees they need to advertise this position higher than Barnstable County, if they have any hope of getting anybody. Two questions with that. Would that upset the tone with anybody that is currently working, and the last would be, do we need to get another vehicle? Or will they need to use their own vehicle, because we have a limited number of vehicles. Ms. Eldredge responded that they may need to reimburse for miles or use the town vehicle. They only have one that they can use for the Health Department, and they do use that when they go out for inspections. In regards to the pay, the two inspectors that they already have, make more than this. If we come in at about \$30/hour for this position, it would not cause any problems. Mr. Powers also mentioned that they did ask the part-time inspector if they were willing to go full-time, which was answered, that they were fine where they were at.

Mr. Howell moved that they go forward with the recruitment, not to exceed \$30 per hour. Seconded by Mr. McManus. Motion passed 4-1-0, with Mr. MacAskill abstaining.

C. Vote to approve – Go Industries DBA Perks – Common Victuallers License – Renewal - 545 Route 28, Harwich Port

Mr. MacAskill moved to approve Go Industries DBA Perks – Common Victuallers License – Renewal - 545 Route 28, Harwich Port. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- D. Vote to approve - Go Industries DBA Perks - Weekday Entertainment License – Renewal - 11:30 AM – 10:00 PM inside and outside – Recorded and/or live music with amplification system and dancing –545 Route 28, Harwich Port

Mr. MacAskill moved to approve Go Industries DBA Perks - Weekday Entertainment License – Renewal - 545 Route 28, Harwich Port - 11:30 AM – 10:00 PM inside and outside – Recorded and/or live music with amplification system and dancing, consistent with past licensing and restrictions. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- E. Discussion and possible vote to approve Natural Resources Director, Heinz Proft’s request re-hire Shellfish Lab seasonal staff – FY 2021 Budgeted Item – not to exceed - \$7556.40)

Mr. Ballantine said that Mr. Powers may want to speak on this, but this is to help keep their shellfish lab going. He knows that Mr. Proft has already cut back and he would argue that this is critical to the Town, and he would hate to see it shut down. It is not a major expense. He would entertain a motion unless people have questions on this.

Mr. MacAskill said that his only question was that two weeks ago they accepted a gift for this, in the amount \$15,000; could that money be used? Or was there a stipulation with that money?

Mr. Powers said that is an excellent question, and Mr. Proft is on the call. Mr. Proft said that he will cover a couple of things to answer their questions. The Town does run a Shellfish Lab and they have for the last 26 years. Over the past 23 years he has been able to hire high school students and a teaching supervisor to help management and maintain the lab. He said that the donation they received was stipulated for the purchase of Shellfish seed. That would be oysters, quahogs, soft shell without an end date. It was directed towards the purchase of seed. Within the Natural Resources budget, they have some money allocated for the purchase of seed as well. They also get some seed from Barnstable County Cooperative Extension, at no expense to them, since they are a Municipality. So they do receive a portion of money for that seed. The lab starts out in the June timeframe, with about \$8,000 worth of seed. What they plant in the recreational and commercial shellfishing areas, by the end of September and October has a value of excess of \$40,000. So, they get a five times bang for the buck, in that regard. Some of that is due

to the energy and personnel, they have in the lab. The request they have in front of them is to allocate the line item, within his budget, that is there for hiring a teaching supervisor and three interns. However, with the recent COVID and social distancing requirements, his request is to re-hire the same teaching supervisor that he had last year, because there is no real hands on direction needed. He would not need to be there side by side. Then also being able to hire her husband as an intern, would have no impact on the social distancing.

Mr. Powers said that he would argue that this could have come under a COVID-19 update, as Mr. Proft plan for resumption of activities. But given the aspect here of going from one primary person with three interns, to two people, he did ask Mr. Proft to put it in writing to present it to the Board. He completely supports this request. Mr. Powers said that Mr. Proft has been creative in difficult circumstances to make sure the Town of Harwich maintains its commitment to the shellfishing, and aquiculture world, and to continue that operation.

Mr. MacAskill moved to approve the Natural Resources Director, Heinz Proft's request re-hire Shellfish Lab seasonal staff – FY 2021 Budgeted Item – not to exceed - \$7,556.40. Seconded by Mr. McManus.

Mr. MacAskill pointed out that this is also a food source for quite a few people. People do this and eat them. He thanked Mr. Proft for the great program. Mr. Proft thanked them for all the support and that Mr. MacAskill hit the nail on the head. In fact this falls under one of the Governor's essential services, for the labor to produce aquaculture, as well as agriculture. In his supporting documentation he added that Harwich sells approximately 400 shellfish permits per year, and they are in June and they have already touched 300. They have already seen an increase in permit sales. On multiple levels it is a good thing to continue to do. Mr. McManus asked Mr. Proft if the song is still up on YouTube. Mr. Proft explained that they had promoted the lab with a song and if they look up the shellfish lab song in Harwich, it is there. Mr. McManus said it is a wonderful song!

All in favor, motion carried by unanimous vote.

- F. Review and approval of the Assistant Town Administrator annual evaluation and step increase

Mr. Ballantine said that he would like to postpone this for the time being. This was brought to his attention, by Mr. Powers, that his first year expired on May 20th, and they should look at moving forward. It has gotten too complicated with the confusion and trying to judge someone with the multiple roles. Mr. MacAskill said that he is confused, by the confusion. Could that be elaborated on, or if the person who is against rating this could elaborate.

Mr. Ballantine said they had some difficulty in knowing if they should rate him as an Assistant Town Administrator, since he has been doing the Town Administrator role. He stated that he did it, and Mr. MacAskill did it, but some felt uncomfortable. Mr. Powers was also a little concerned from his perspective, that this would muddy the waters as he also has an application in for the Town Administrator position, at the same time.

Mr. MacAskill said that from his point, the job description of the Assistant Town Administrator calls them to be the acting Town Administrator, in the absence of a Town Administrator. So he did his review, and he obviously got a passing review and he thinks they should make a public statement that he got a passing grade as Assistant Town Administrator, doing his job, based on his job description.

Mr. Howell commented, that though he did not do the review, and regardless of his position, he feels that what is hanging out there as an issue is that no one at the department level would have their ratings brought into a public meeting. That changed the territory also. In doing this, you are rating someone that would have been rated privately by a supervisor and this would have been subject to the open meeting law restrictions for divulging that. That is not really eligible under the Freedom of Information Act, as a subordinate. Mr. MacAskill said that is a fair point.

Mr. Ford said that he agrees with Mr. Howell, but he is happy to have Mr. MacAskill and all of them indicate their support for Mr. Powers, and their support of him and the performance he has given them.

Mr. Ballantine said that he appreciates that. His intentions were good, but it got crossed wise and he did not want this to be a negative aspect of that.

TOWN ADMINISTRATOR'S REPORTS

A. Request for change in entertainment licenses

Mr. Powers said that this was just to advise the board. They received a call late in the week that the applicant completed the application in error, so they have asked for a correction. He wanted the Board to be aware that they received this, but it requires a new hearing. This will be coming up as soon as they can meet all of the hearing requirements.

Mr. MacAskill asked what the mistake was. Mr. Powers said it was the timeframe that they put in, which was looking for entertainment from 11:00 am to midnight, inside; and 11:30 am to 10:00 pm, outside. On their application he believes they had indicated 6:00 pm. This is for the Port and Ember. Mr. MacAskill thought they already voted on this. Mr. Powers will work with staff to confirm this, and correct this by hearing or by staff, if the Board is ok with that.

B. Update on contracts signed by Interim Town Administrator

As they can see in the packet, there was a contract that he signed for \$601.92, this is for Municipal Vulnerability Preparedness program. They had to make some changes based on COVID.

Also there is an insurance renewal with two separate aspects to it. The first one is for \$6,500, for the insurance consultant that reviews their claims. This is relative to public safety injured on duty. The other is the actual renewal proposal for insurance, which is for \$22,339. So, he will make sure the board has copies of those documents.

Lastly, regarding the hiring and spending freeze they decided to keep in place. He advised the Department Heads last week that if they did have any hiring or spending issues, they should inform the Finance Director or himself. He has heard from three departments, the fire department for a fire fighter, the police department for a dispatcher, and the building department for an additional executive assistant position that is vacant.

OPEN PUBLIC FORUM

A. See dial in instructions above

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone had called in.

Lieutenant Tyldesly said that he saw one person, Mr. Tom Banisch, had joined the call, but he had not received any emails.

Mr. Banisch said that he was on the line and wanted to watch the meeting to familiarize himself with what they are doing. He is a candidate for the position of Town Administrator.

SELECTMEN'S REPORT

Mr. Howell said that the election is coming up a week from tomorrow. He is mentioning this because two things are happening. The Charter has two revisions that have already passed the Attorney General's office, and already passed town meeting. They are both pretty important. One establishes water and wastewater commission, and the other one really radically alters the way we do the capital budget. So, the reason he brought this up is because it is a different situation from normal. There will be truncated voting hours. If people wanted to get absentee ballots, it would be wise to do it now, in order for that to happen.

Mr. Ballantine thanked him for bringing it up, because it is his fear that people won't vote. Mr. Powers said that the polling hours are 11:00 am to 6:00 pm on Tuesday June 30th, at the Community Center.

Mr. McManus said that he just had a comment about the testing regime that they had last week. After having attended some of the rallies, he went and got tested. He went to Wellfleet to be tested and was happy to see how it was handled. It was as smoothly run up there, though much less of a turn out, then they had in Harwich. He said it was worthwhile to be tested.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 8:12 pm. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant

MINUTES
SELECTMEN'S MEETING
REMOTE PARTICIPATION/GRIFFIN MEETING ROOM
Monday, June 29, 2020
6:30 P.M.

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

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers and Health Director Meggan Eldredge and Lieutenant Scott Tyldesly.

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 6:00 pm for an Executive Session.

In Executive Session, they discussed three items. The first was with respect to the collective bargaining for Harwich Employees Association and the Highways and Maintenance Employees Association. The second was with respect to collective bargaining for all town unions and if an open session would have a detrimental effect on the town's bargaining position. The third item was to conduct a strategy sessions for contract negotiations for nonunion personnel, namely the Finance Director, the Fire Chief-elect and the Police Chief.

WEEKLY BRIEFING

A. Covid-19 Updates

Mr. Powers said the first update he had was that he was not able to meet the goal of re-opening Town Hall today. This was because of outstanding issues that they have to be in compliance with. Ms. Eldredge has done incredible work and will share her updates on the reopening of buildings, and the general discussion of COVID-19. He will be continuing the calls with the Lieutenant Governor this week.

Ms. Eldredge said that their numbers are still very low. They did get two new cases over the last week. The totals in Harwich are at 125 cases, since the

beginning, with 24 deaths, 4 active cases, plus one probable case. The remainder have recovered. In Massachusetts, they are seeing lower numbers day by day. They have less than 100 confirmed cases today, and the total for all cases in Massachusetts is 108,768, with 8,095 fatalities related to COVID-19. In Barnstable County they are seeing lower numbers day by day, with a total of 1,535 cases and 145 deaths. The age group for cases have dropped down to 51, as the average age, for all positive cases. She believes this is due to antibody testing. She has seen that a lot of the younger population is drawn to the antibody testing, rather than the PCR testing. This has dropped down their case numbers for the average age. Hospitalizations are sticking strong at an average age of 68, for people who have COVID requiring hospitalization. The average age of deaths, related to COVID is still at 82, so that has not changed. Cape Cod Hospital is down to one active patient for COVID, and that patient according to the dashboard today, is not in the ICU. Falmouth Hospital has six total patients, with two of the six in the ICU. So, those numbers are also going down.

Nationwide, they are still seeing increases in certain states, such as, Florida, Texas, and some of the other southern states. Those are now seeing the surge that we had seen, a about a month and a half ago. So it is still advised not to travel to or from those States. They are doing so well in Massachusetts, they do not want to start bringing it back in from other places.

Ms. Eldredge moved on to the reopening plan, and said that she has been told by the Department of Public Health, that Phase III will happen no earlier than July 6th. That is one week from today. They have been told that each phase would be a minimum of three weeks. Phase III allows for a lot more opening of entertainment venues, and increased gathering sizes. They should expect that no earlier than July 6th, which will depend mostly on those dashboard numbers that come out every day, and seeing positive trends.

They really wanted to have the reopening Town Buildings done today, but it is more complicated than it seems on the outside. She believes the building are retrofitted and ready for opening with daily cleaning schedules; with the exception of the Water Department, which still needs daily cleaning. The Cultural Center is able to open, with tenants on July 1st. The Administrative office can open, also on July 1st, and they can start taking appointments by July 6th. For most buildings, they are looking at July 6th, that is basically because Town Hall needs a greeter type of a person to allow the right amount of people in, and out of the building, without overcrowding. They did have a

volunteer from the senior tax work-off program that started today, and they were ready to go. However, they had not communicated with staff as to what to expect, so they had some roadblocks. So, the plan for the Cultural Center is July 1st, for tenants. All other town buildings, excluding the library, because they indicated that they are not ready to open to the public, will be looking at July 6th opening. Most buildings will be looking at an appointment only, opening to the public. Smaller buildings, with smaller lobbies that could be monitored, will be able to open without appointments; such as the Harbor Office. Ms. Eldredge explained that there are some departments that are making their own choice, if they will be opening.

The Recreation Department will be opening, as of July 6th. There is enough space and size in the building, to allow up to 30 people at a time, within the hallways. Phase III will allow for a lot more in-person, inside activities; for more than just kids. The weight room is still closed, but will be able to open on a limited basis, as the next phase allows with social distancing. This is the same with the locker rooms, they are currently closed and will remain closed, until the phasing allows for them to open. The DPW has a small lobby area, which is not a high traffic building, so that can remain unlocked. They can have people queue up, and people can wait outside until someone leaves.

Mr. Ballantine said that he had a question regarding Little League baseball. He believes that she answered this last week, that the playgrounds are open and they can play baseball. But, in terms of organized baseball, is that in the plan to start at the beginning of Phase III?

Ms. Eldredge said that organized sports can happen; as long as they are noncontact sports, such as baseball. They can have organized practice, but they cannot have scrimmages or games. Little league could get their players together to do some drills, but cannot play games. The same for tennis and football, and any other sport right now. Mr. Ballantine asked if that opens up in Phase III? Ms. Eldridge says that it is non-specific in Phase III, but they hope so.

Mr. MacAskill said that he is glad Mr. Ballantine brought that up, because of an email they received, which stated that the Board of Selectmen had voted not to let the kids play baseball. That is not the case. The Little League organizers actually decide to cancel the season, and some members and families took it the wrong way and social media posts went up. It is in the Governor's guidelines to not to allow games. As far as the Town of Harwich,

practices can happen, but from the Little League directors, they told him that they chose to cancel the season.

Mr. Ballantine said that his second question is, that he continues to get some emails from people who are concerned with lack of people wearing masks; especially in Harwich Port. He knows that they have the signs up, and wanted to know what her view was on that.

Ms. Eldredge said they have the electronic signs up, on each end of Route 28 and that is the biggest complaint that they also get. The public walking down Route 28, not wearing masks. She also received a concerned email from someone about the restaurants having seats on the sidewalk. She sent those three businesses about this and they were able to scoot the seats closer to the buildings, a little further away to allow for more space from the pedestrians. Ms. Eldredge continued that they can only educate the general public about wearing their masks, when they are within 6-feet of others.

The other complaint she hears is about people on the beach not wearing masks. If they are 6-feet away from others, they do not have to have a mask on. Studies have shown that outdoor interactions that are brief and quick, when outside and you walk by someone that does not have a mask on; the risk for infection is extremely low. It is the time that you are with someone and the viral load. This means that you have to be within 6-feet of someone, talking to them without a mask on for at least 10 minutes, to be up to get the proper load to be able get sick. It is cumulative, so if you are sitting on the sidewalk eating dinner, and 10 people walk by who are all infected, within that 10 minutes, you could get sick. However, it is extremely safe to be outside, without your mask on. Ms. Eldredge said that they take all complaints seriously, and they are working with businesses to try and increase the distances between parties. Though, it is a low-risk activity and they will continue to educate people about it. She also commented, that she got a suggestion of making the sidewalks one-way. That is not a decision she can make, but if they wanted to consider that. But again she considers this to be low-risk and if the businesses continue to keep their patrons a little further away from the sidewalk, she thinks they will stay safe.

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

Ms. Williams is on the call with the updates on the town businesses. They continue to try to educate everyone in Harwich Port regarding masks. They

have signs and posters so people are aware. A lot of the businesses are also letting people know that if they are coming inside, they need to put up their masks. The businesses have been very supportive the wearing of masks.

They saw an upswing this weekend, with increased people arriving. It was nice to see all the shopping bags and people dining outside. Restaurants are still taking advantage of the takeout the curbside option. Retail is seeing an increase in business and adjusting to the requirements. They have heard from businesses, that are doing really well. They are also getting calls for reservations for hotels and short-term rentals.

Ms. Williams also wanted to point out that it is important for people to know that these businesses are doing all they can, to be safe for their customers and they're happy to be open. Some are very short staffed, and we need to help support them. There are jobs available. It has been a tough time for everyone and they need to work together to be safe and responsible.

Mr. MacAskill asked about a restaurant that reached out to him about wanting to add a small serving station, possibly even for adding alcohol. They said that they had called the Town, but got conflicting information; so, they reached out to him to confirm what they need to do. Ms. Eldredge said if this was for a new food service area, it would need to go through the permitting process. It could need a site plan review from the planning board. She would suggest they make an appointment with Community Development. They could set up an online meeting with all of the departments, building, health and possibly planning.

Mr. MacAskill asked if they are just putting a small bar with no plumbing or sink, no food, maybe just a cooler behind it, to serve to people at the tables outside, they would not need a permit for this, correct? Mr. McManus said it sounds like a bar cart. Ms. Eldredge said that if the structure was under a certain square footage, they should just confirm with Building regarding a permit. For Health, they would want to know what they were putting there. They would not allow food prep out there unless they amended their food plan.

C. 2020 Beach Stickers Sales update

Ms. Amy Bullock, Treasure/Town Collector, reported on the beach sticker sales. They are a little ahead of where they were last year to date. They can

see the percentages. They did get a little backlogged this weekend, but they are doing their best to keep up.

Mr. Ballantine said that is good news. He was at Red River, and it was busy.

Mr. McManus said that he went into the Community Center to get stickers for his vehicles, and it was very quick.

PUBLIC COMMENTS/ANNOUNCEMENTS

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone had called in for public comments. Lieutenant Tyldesly responded that no one was on the line.

CONSENT AGENDA

A. Minutes for Approval: a. October 21 2019

Mr. Ford moved to approve the minutes for October 21, 2019. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

NEW BUSINESS

A. Discussion and possible vote – to approve FY 2021 Visiting Nurse Association (VNA) Contract - \$4,000.00.

Mr. MacAskill moved to approve FY 2021 Visiting Nurse Association (VNA) Contract - \$4,000.00, as presented in the contract and authorize the Chair to sign. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

B. Discussion and possible vote – FY 2021 Annual Agreement between Town of Harwich and the Animal Rescue League of Boston - \$7,000.00

Mr. MacAskill moved to approve FY 2021 Annual Agreement between Town of Harwich and the Animal Rescue League of Boston - \$7,000.00, and authorize the Chair to sign. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- C. Discussion and possible vote – Memorandum of Understanding between RSVP of Cape Cod and the Islands sponsored by Elder Services of Cape Cod & the Islands, Inc. and Harwich Council on Aging – 7/1/2020 - 6/30/2023

Mr. MacAskill moved to approve the Memorandum of Understanding between RSVP of Cape Cod and the Islands sponsored by Elder Services of Cape Cod & the Islands, Inc. and Harwich Council on Aging – 7/1/2020 - 6/30/2023, and authorize the Chair to sign. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

- D. Vote to approve - Go Industries DBA Perks - Sunday Entertainment License – Renewal – 1:00 PM – 12:00 AM 545 Route 28, Harwich Port

Mr. MacAskill moved to approve Go Industries DBA Perks - Sunday Entertainment License – Renewal – 1:00 PM – 12:00 AM 545 Route 28, Harwich Port, with any current restrictions associated. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

- E. Vote to approve – Jake Rooney’s Restaurant – Weekday Entertainment, 4:00 PM – 10:00 PM outside & 12:00 PM to 12:00 AM inside – recorded or live music – 119 Brooks Road, Harwich Port

Mr. MacAskill moved to approve Jake Rooney’s Restaurant – Weekday Entertainment, 4:00 PM – 10:00 PM outside & 12:00 PM to 12:00 AM inside – recorded or live music – 119 Brooks Road, Harwich Port. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

- F. Vote to Approve – Jake Rooney’ Restaurant – Sunday Entertainment, 1:00 PM – 8:00 PM inside and outside, recorded or live music – 119 Brooks Road, Harwich Port

Mr. MacAskill moved to approve Jake Rooney’ Restaurant – Sunday Entertainment, 1:00 PM – 8:00 PM inside and outside, recorded or live music – 119 Brooks Road, Harwich Port. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

- G. Vote to approve – 2020 Annual Committee Re-Appointments – As listed in the packet

Mr. Howell said there were some changes to review. This is for the annual renewals for committees that people are already serving on, that would be extending for a new term in office. As he advised the Chair late last week, the development was that they can vote on this when they do the re-organization, and provide their recommendations to the Board. They will not be without representation. This is a peculiar thing because they are ad hoc, the people who are already serving, can remain there until somebody either replaces them or they get re-upped. He had been in touch with each of the committee chairs, so when they do their reorganization for the first meeting after July 1st, that they also designate their preference and submit to us.

So, these will need to be removed from the list. The other one he had understood, was the Harwich ad hoc noise committee, which was specifically designed to not be a forever committee. It was not going to be three years, but a year at a clip. So, if that expiration date was 2021, that would do all of the amendments.

Mr. Howell moved to approve 2020 Annual Committee Re-Appointments to committees as contained in the packet, with the exception of the CPC appointments, which are being held back, and with the change for all of the Harwich Port Ad Hoc Noise Containment Committee members, which are expiring on June 30, 2021. Also, to exclude the two positions listed for the Finance Committee, which is up to the town moderator to make those reappointments, if he so chooses. . . Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

H. Discussion and possible vote – Contract Continuation for Interim Assistant Town Administrator – Robert Lawton

Mr. MacAskill moved to approve the Contract Continuation for Interim Assistant Town Administrator – Robert Lawton, as presented in the packet. Seconded by Mr. McManus.

Mr. MacAskill asked if they could get a brief explanation from Mr. Powers regarding the amount of days per week, and any other pertinent information. Mr. Powers so that he truly appreciates and thanks Mr. Lawton for what he has provided thus far. They had an informal discussion about a week ago, when Mr. Lawton reminded him that his contract was coming up and he expressed his right and desire to enjoy the summertime. So what he is offering is the willingness to serve for a term beginning with the fiscal year and staying

until such time as there is a permanent Town Administrator, or a new permanent Assistant Town Administrator, or no later than September 30th. Which is helpful because that will get us through the annual town meeting, if they can stay on that track. He would essentially be working remotely, and they would continue to be in touch. As you can see, it would be signed by Mr. Powers, if the Board agrees to the terms. This is similar to how this was done back in January.

All in favor, motion carried by unanimous vote.

CONTRACTS

A. Discussion and possible vote – Fire Station #2 – Change Orders - \$16,646.38

Mr. MacAskill moved to approve Fire Station #2 – Change Orders - \$16,646.38 , as provided in the packet. Seconded by Mr. Howell.

Chief Norm Clarke, Fire Chief, added that they are nearing the end of the project and these are some catch up items. He provided them quite a bit of detail on them and he is very pleased with where they are with the project. They have had very few problems. The contractor and subcontractor have been very responsive. They do have some retainage money on the project, and that is relative to the epoxy floor. They hope to have that repaired next week.

Mr. Ballantine asked about having to replace the bottom seals and if they were defective when they came in. Chief Clarke said that those were the rubber seals that were under all the apparatus doors. They were put in as designed, but he was not pleased because they were getting some rain under them. After discussion with Mr. Sean Libby, he thought it was advantageous to put in the different kind of seal that would help with all rain, and also with heat. They are just more effective and more efficient.

All in favor, motion carried by unanimous vote.

B. Discussion and possible vote – Commercial Marine Insurance Renewal Proposal – 07/01/2020 – 07/01/2021 - \$88,310.00

Mr. MacAskill moved to approve the Commercial Marine Insurance Renewal Proposal – 07/01/2020 – 07/01/2021 - \$88,310.00, as presented in the packet and authorize the Chair to sign. Seconded by Mr. Howell.

Mr. Ballantine asked if it was the same rate as last year. Mr. Powers said to his understanding there was an increase of about \$3,000.

All in favor, motion carried by unanimous vote.

C. Discussion and possible vote – Confirmation of Interim Town Administrator’s execution of the Comfort Station Janitorial Services contract - \$78,939.00

Mr. Powers said that they will see the cover memo from the Town Engineer in the packet. He had met with staff after the board meeting, and asked the Town Engineer, as procurement, to reach out to the vendor to gauge their interest in getting into a finer discussion point of negotiation; as it relates to specific sites. As they will see in the document, the vendor was open to the discussion. So, he directed the Town Engineer and the Health Director to devise the list, based on what the Health Director felt needed to be done, in accordance with the number cleanings. This resulted in a revised quote of \$78,939. This is minimal savings, but savings nonetheless. He would say more importantly, the Finance Director had conversations with representatives from FEMA and the CARES Act and was told this item is 100% reimbursable, between FEMA and CARES Act.

Based on the Boards vote last week, they did exercise the contract. He received an update from the DPW Director, that the contractor did a great job this weekend with the beach bathrooms. DPW opens them at 7:00 am and the contractor closes them at 6:00 pm. All appears to have worked out.

Mr. Powers was looking for confirmation by the Board. The signature page indicates that the Town of Harwich, by its Interim Town Administrator as authorized by the Board of Selectmen. It is also supposed to say, as confirmed by the board. If they are willing to sign it, they can send it to the vendor.

The Board provided their consensus for this.

TOWN ADMINISTRATOR'S REPORTS

Mr. Powers said he has a few things to get through as far as updates and new announcements.

First, is a follow-up from last week's meeting. He reached out to Ms. Emily Mitchell, Director of the Council on Aging and talked about, what he is referring to as, the Outreach Coordinator. It is his understanding that it is an outreach for social services, and is one of the several positions that came up regarding the hiring freeze. Mr. Powers has asked Ms. Mitchell to come to the next board meeting to do a presentation. He will also have more information on the search process for that position.

This also ties into another question, if the Board will be meeting next week, July 6th, or if they will not be, at the Board's discretion. If they will not have the meeting on the 6th, they will be prepared to come forward on the 13th.

Mr. Ballantine asked what the urgency is for this. Mr. MacAskill said that he thinks the urgency has been there for quite some time. He thinks they owe it to Ms. Mitchell to hear her presentation as soon as she thinks it is necessary, he would leave the urgency in her hands.

Mr. Howell said that this is why he wanted to leave the option open to meet every week. Mr. MacAskill reiterated to leave it up to Ms. Mitchell if she wants to meet next week, or if she is ok with waiting another week.

Mr. Powers moved on to the next topic, where the Board had authorized him to serve as hearing officer for an allegation of a noise violation. This was a hearing that was conducted on February 27th and he has worked with counsel on preparing his recommendation to the Board. He has prepared to have the recommendation come before the board next week, if they are meeting, otherwise they can hold that until the 13th. As he has stated on the record, there was a little bit of a disconnect with the prior hearings and prior decisions, and he has asserted to everyone that they will have proper notice. So that would be the Board getting it, the town counsel getting it, and the counsel for the establishment getting it.

The other part of this, is about another hearing for a different establishment. That hearing was planned originally for December 18th, but the representatives of the restaurant could not make it. It was then rescheduled for March 18th, and obviously with the pandemic they could not do it, and it is now rescheduled for tomorrow.

Mr. Powers indicated that he would like to tie it all together, to indicate that he already has a determination and a recommendation to the Board. These are two separate items, and really have very little in common.

There is a hearing scheduled, that the Board had authorized him to do, on an alleged liquor violation. It was originally being set up as two separate hearings, because it is two separate establishments. However, they have joint management, so they have reached out to all the parties and it was agreed that they will be combined. That hearing is scheduled for August 12th.

Mr. MacAskill added, regarding the meeting next week, with the current lack of entertainment that is allowed, he does not think there would be an issue holding this till the 13th, if Ms. Mitchell does not want to meet next week.

Mr. Powers also announced that at the Community Center, tomorrow June 30th, there is the annual Town Election in the gymnasium. The polling hours are from 11:00 am to 6:00 pm.

Last but not least, Mr. Powers said that this is a discussion he does not relish bringing up, but he thinks it's a necessary discussion. Last week there was an attempt to discuss performance evaluations on him, either as the Interim Town Administrator or the Assistant Town Administrator, acting as the Town Administrator. Mr. Powers explained that as Assistant Town Administrator he received an offer letter, with a statement made; that on or before July 1st, there would be a determination on a step increase. He has material related to that concept, and he just wanted to put that out to the Board. He is extremely uncomfortable to discuss this, but feels he is doing harm to his family and financial situation, if he does not.

As the Assistant Town Administrator, he is eligible for a step increase as of his anniversary, which is May 20, 2020. The personnel bylaws are explicitly direct that is not contingent upon the performance review, it is contingent upon the approval of the Department Head and the Administrator. Obviously those bylaws are talking about a Department Head, other than the Administrator. The standard for approving a one-step increase is satisfactory, the standard for providing a two-step, is exceptional performance.

Mr. Powers said that the delta between where he is at, that one-step increase for the remainder of the fiscal year, would result in a payment of \$294.56. He was advised by their acting HR Director, that he may be losing out on normal step increases

which is achieved by other employees, so he is putting it out there for the Board to be aware of.

Mr. Ballantine said based on a July 1st deadline, they would need to approve, either a one-step or a two-step increase, based on your current contract.

Mr. Powers responded that this is complicated because the Assistant Town Administrator is a direct appointment of the Town Administrator. Under both, the charter and personnel bylaws, and state law, that individual is not compelled to have a performance review conducted in the public. The Town Administrator directly reports to the Board, and is compelled to have a public, open transparent discussion of performance. He leaves it to the Board to determine which one he is. There was a milestone that was reached, and passed, and he would be remiss if he did not ask the Board to consider that. He is not desirous of a discussion of his performance in public, he would choose not to relinquish his right, if he does not have to. It is a nominal amount if they look at the retro or the full-year in question.

Mr. MacAskill asked Mr. Ballantine if he can check with counsel, given that this is financial, if we can do an Executive Session so that the Board can have a conversation. Mr. Ballantine said he could, but asked what it would do to the deadline. Mr. MacAskill continued, that they do not need to discuss this too much tonight, because it is not an agenda item. We can put it on the agenda, and he is fine talking about it in public, if everybody else wants to.

Mr. Howell said he is not fine with talking about it in public, because they are putting themselves in jeopardy, as he pointed out before. There is absolutely nobody that has occupied a Department Head status, which is what the Assistant Town Administrator level is, that has ever had their rating divulged. It is not subject to the Freedom of Information Act; it is actually subject to the Privacy Act, as it is an employee personnel file. He commented that he finds it despicable that they have had a guy acting at a higher level, where the next level would have been a \$60,000 difference. This is two-step versus one-step, when they have that discussion, they cannot have it linked with his job description, or have his performance in a public venue, if the employee does not want that to happen.

Mr. MacAskill said that they can go back and forth on this. What he is asking for, is to put this into an Executive Session, where the five of them can make a decision. He said that Mr. Howell's privacy piece is spot on and as Mr. Powers said, he would rather not have it out there.

Mr. Ford said that he agrees with Mr. Howell, minus the despicable part. He had indicated this, as they talked last week, that he thinks it is clear that the review is not a public review, and they should abide by that.

Mr. McManus said that under normal times, his review would be done by the Administrative Officer. Collectively, in the absence of the Executive Officer, they would cover that role. As such, they should be able to meet with the employee in Executive Session, to do the review and protect all of the privacy rights.

Mr. Ballantine asked Mr. Powers, how firm the July 1st date is. Mr. Powers was not sure and would have to check. Mr. Ballantine continued about the second part that Mr. Powers brought up. That based on his contract, the one year anniversary does not require them to make a full review. Has he done his job satisfactory or a very good job, with a two-step. If nothing else, they could easily go with one-step and do that almost immediately. He would have no problem going into executive and then deciding about a two-step increase.

Mr. Powers said, for the record, that the Assistant Town Administrator role does not have a personal services contract, so it is entirely governed by the personnel bylaws. To hopefully help the board, there was information presented by the Chair last week, and based on the knowledge that the majority of the Board had evaluated, on some level, and all members said it was satisfactory. He is satisfied with that level of review, and would not seek anything beyond what is meant to be a perfunctory step.

This cannot be acted on tonight and will be put on the agenda for the next meeting.

OPEN PUBLIC FORUM

A. See dial in instructions above

Mr. Ballantine asked Lieutenant Scott Tyldesly if anyone had called in. Lieutenant Tyldesly responded that there were no calls.

SELECTMEN'S REPORT

Mr. Howell just wanted to emphasize once more, that tomorrow is the election, which includes the two items for changing the charter. They have to be approved at the ballot, or the changes do not occur. They are really important. One of them converts the Water Department into a Waterwaste Water Department, and it gives certainty about who will have jurisdiction over who operates the pipes. The second

one has to do with correcting something that went sideways on us for the capital plan. The only way to get back to the original construct is to vote for it. Both of those things are on there and if they fail, then whatever actions were taken prior to that, also fails.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:31 pm. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant

**Town of Harwich
Comprehensive Stormwater and Illicit Discharge Regulations
Local Stormwater Permit Application**

B. Signatures and Notifications

I hereby certify under the penalties of perjury that the foregoing Stormwater Management Permit Application and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Stormwater Authority will place notification of this application in a local newspaper and notify abutters in accordance with the Town of Harwich Comprehensive Stormwater and Illicit Discharge Regulations.

Signature of Applicant

Signature of Property Owner (if different)

Signature of Representative (if any)

Date _____

Town of Harwich
Comprehensive Stormwater and Illicit Discharge Regulations
Local Stormwater Permit

Application Fee Schedule

Area of Land Disturbance	Permit Application Fee
≥ 1 acre and < 2 acres	\$300.00
≥ 2 acres and < 3 acres	\$600.00
≥ 3 acres and < 4 acres	\$900.00
≥ 4 acres	TBD*

* Fee amount to be determined based on Engineering Peer Review Fee.



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

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual # of seats 24
Renewal Seasonal Opening date _____

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

Business Name Cape Roots Market & Cafe Phone _____

Doing Business As (d/b/a) Cape Roots Market & Cafe, LLC

Business Address 557 Rt 28 / Harwich Port, MA / 02646

Mailing Address SAME

Email Address Caperootsmarket@gmail.com

Name of Owner Gabe & Brooke Leidner

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

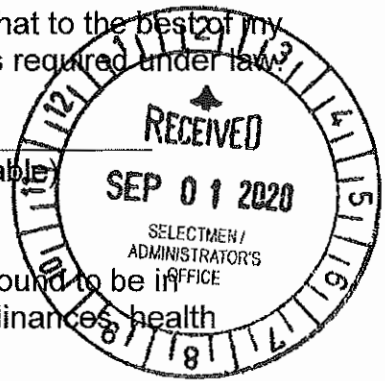
Gabe Leidner, owner
Signature of applicant & title

_____ Federal I.D. #

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

Gabe Leidner
Signature of individual or corporate name

By _____ Corporate officer (if applicable)



REGULATORY COMPLIANCE FORM

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

[Signature]
Building Commissioner

[Signature]
Board of Health

[Signature]
Fire Department

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

Annual Town Meeting Logistics Narrative

The Annual Town Meeting (ATM) is scheduled to take place on Saturday, September 26, 2020 at the football stadium located at Monomoy Regional High School at 10:00 am. Rain date 9/27/20 at 1:00 pm.

Attendees will park in the rear and side parking lots of the school with overflow parking available at the Community Center.

Once outside of their vehicle, attendees are required to wear a face covering over their mouth and nose until seated.*

Attendees will enter the stadium through the entrance located closest to Oak Street. Maintain a physical distance of at least 6' between those that are not part of your immediate household. Staff will be available to assist with pedestrian traffic flow. Please follow the one-way arrows to and from your seats.

Seats will be accessed by the center aisle and exited from the outer aisles. Parties of two from the same household will be allowed to sit next to each other, all other seats are single seats. If more than 2 people attend from one household, seats cannot be re-arranged. Once seated, face coverings may be removed.

If attendees leave their seat to use the microphone or restroom during the meeting, face coverings must be put back on. Face coverings must be put back on if an attendee passes by to exit their seat. When moving throughout the stadium, continue to utilize the one-way traffic pattern, exiting toward the outside of the aisle and re-entering from the center aisle.

Observe 6' physical distancing when waiting in line for the restroom or to use the microphone.

For safety reasons, face coverings are required when speaking into microphones. If the microphone needs to be adjusted, a staff member will help- do not touch the microphone.

If exiting the ATM *while it is still in progress*, be sure to put on a face covering and use the exit closest to you. When the ATM is adjourned, remain seated until the row you are sitting in is dismissed. Rows will be dismissed in an orderly fashion using both exits to the parking lot.

Hand sanitizer will be available at entrances and exits. Disposable masks will be available to anyone who needs one.

*those unable to wear a mask for medical reasons must self-identify with on-site staff for accommodation. A separate entrance is available as well as a seating area to ensure safety for everyone. The entrance for mask exempt attendees is located to the rear of the stadium.

470 TOTAL SEATS

BOARD OF SELECTMEN,
TOWN ADMINISTRATOR &
FINANCE DIRECTOR

MODERATOR
& TOWN CLERK

FINANCE COMMITTEE

MASK EXEMPT AREA

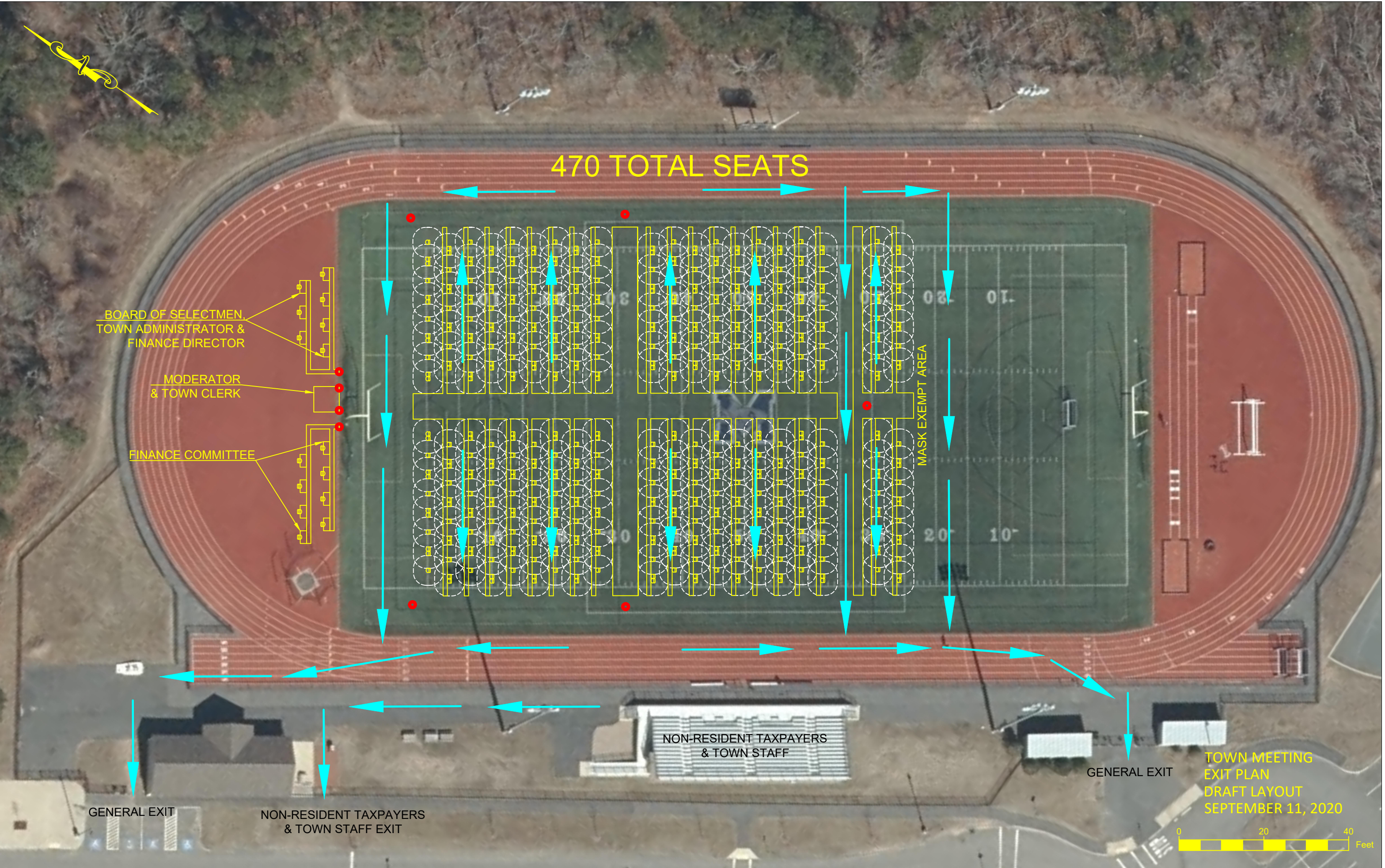
NON-RESIDENT TAXPAYERS
& TOWN STAFF

GENERAL EXIT

GENERAL EXIT

NON-RESIDENT TAXPAYERS
& TOWN STAFF EXIT

TOWN MEETING
EXIT PLAN
DRAFT LAYOUT
SEPTEMBER 11, 2020



470 TOTAL SEATS

MICROPHONE (TYP.)

24 23 24 23 24 23 24 23 24 23 24 23 24 23 24 23 24 23 24 23

BOARD OF SELECTMEN,
TOWN ADMINISTRATOR &
FINANCE DIRECTOR

MODERATOR
& TOWN CLERK

FINANCE COMMITTEE

MASK EXEMPT AREA

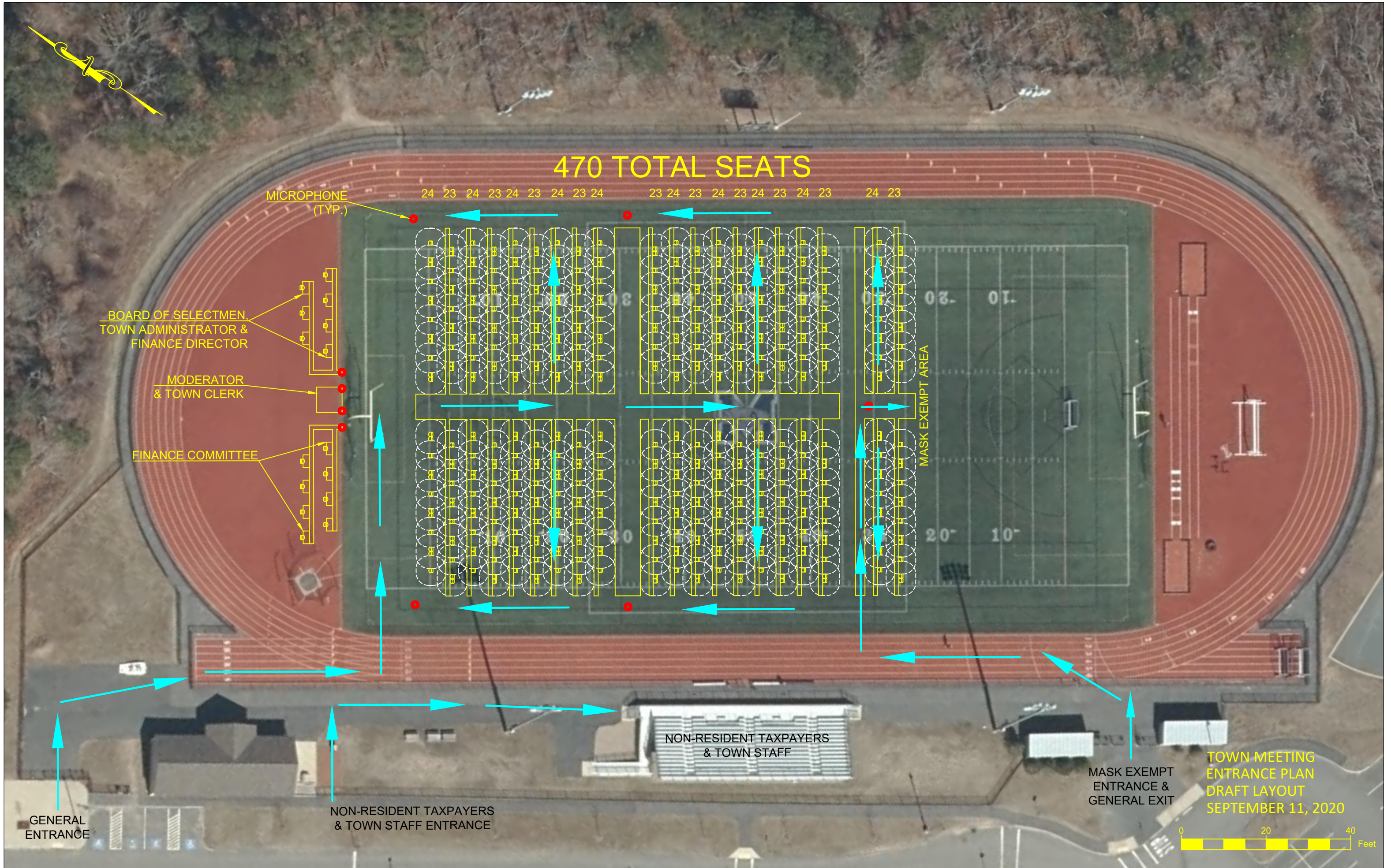
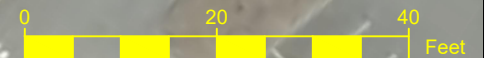
NON-RESIDENT TAXPAYERS
& TOWN STAFF

GENERAL
ENTRANCE

NON-RESIDENT TAXPAYERS
& TOWN STAFF ENTRANCE

MASK EXEMPT
ENTRANCE &
GENERAL EXIT

TOWN MEETING
ENTRANCE PLAN
DRAFT LAYOUT
SEPTEMBER 11, 2020



Please fill in a valid value for all required fields
Fields: Upload Certification B, I have uploaded Attachment B: Certification

Please note that after you enter information to a field, do not hit the "Enter" key. Use your mouse or "Tab" key to navigate to the next field. If you hit the "Enter" key, it will try to submit the form and you will receive an error message if you have not completed all of the required fields.

If you would like to print a copy of your completed form, please choose the file>print option from your browser *before* submitting the form.

City or Town*

Harwich

Contact Name*

Carol

First Name

Coppola

Last Name

Contact Phone Number*

(508) 430-7518

(e.g., 800-555-5555)

Contact Email *

ccoppola@town.harwich.ma.us

Municipal Chief Executive Name *

Larry

First Name

Ballantine

Last Name

Municipal Chief Executive Phone Number *

(508) 430-7513

(e.g., 800-555-5555)

Municipal Chief Executive Email *

lballantine@townofharwich.us

Total Eligible Amount Ceiling for FY20 Round and FY21 Round -
Harwich *

\$1,069,739

Note that the state and municipalities should coordinate on an appropriate funding source where more than one source is potentially available for the purpose. For purposes of the Estimated Request calculation, costs in noted

categories are assumed to be ineligible for FEMA reimbursement, but FEMA has final approval for eligibility determination. Costs in all other categories are assumed to be reimbursed by FEMA at a reimbursement rate of 75 percent.

Core municipal services in a declared state of emergency

First responder costs, including:

A. Direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive*

\$ 4436

B. Quarantine/isolation costs for first responders who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members*

\$ 0

Temporary staff to backfill sick or quarantined municipal employees*

\$ 0

Staff for compliance and reporting associated with this funding *

\$ 53581

Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops) *

\$ 2043

Assumed to be ineligible for FEMA reimbursement

Hiring and training, including training for employees and contractors hired for COVID-19 response *

\$ 0

PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public *

\$ 25453

Sanitation and Refuse Collection *

\$ 19900

Assumed to be ineligible for FEMA reimbursement

Food inspection *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Cleaning/disinfection of public buildings *

\$ 7992

School distance learning, to the extent not funded from other sources, including:

A. Planning and development, including IT costs *

\$ 0

Assumed to be ineligible for FEMA reimbursement

B. Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location *

\$ 0

Assumed to be ineligible for FEMA reimbursement

C. Food for families that rely on food through the school system *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs *

\$ 0

Core municipal services sub-total *

\$ 113405

This field will auto sum the fields above

Expanded public health mission

Boards of health staffing needs - to the extent not addressed with public health funding *

\$ 5556

Use of public spaces/buildings as field hospitals *

\$ 0

Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19*

\$ 0

Food banks/food pantries - need to be tied to COVID-19*

\$ 0

Assumed to be ineligible for FEMA reimbursement

Travel expenses - for distribution of resources*

\$ 0

Transporting residents to COVID-19 medical and testing appointments*

\$ 0

Signage and communication including translation services*

\$ 940

Educational materials related to COVID-19*

\$ 0

Testing for COVID-19*

\$ 0

Expanded public health mission sub-total *

\$ 6496

This field will auto sum the fields above

Services and supports to residents in their homes

Grocery and/or meals delivery - modeled on COA activities*

\$ 12208

Wellness check-ins with vulnerable elders *

\$ 0

Assumed to be ineligible for FEMA reimbursement

Short-term rental or mortgage support*

\$ 0

Assumed to be ineligible for FEMA reimbursement

Prescription drug delivery*

\$ 0

Assumed to be ineligible for FEMA reimbursement

Services and supports to residents subtotal*

\$ 12208

This field will auto sum the fields above

Total Costs assumed to be eligible for FEMA reimbursement*

110166

Costs net of assumed FEMA reimbursement at 75 percent*

27542

Total costs assumed not to be eligible for FEMA reimbursement*

21943

Estimated Request Totals *

49485

auto sum of costs net of assumed FEMA reimbursement at 75% and total costs assumed not to be eligible for FEMA reimbursement

Other request*

\$ 0

Use the Other Request field to request funding for costs not included in the categories above. A&F will contact you to discuss your needs further.

Total Requested Funding*

\$ 49485

This field auto sums the Estimated Request and Other Request fields

Upload Certification B*

No File Chosen

File uploads may not work on some mobile devices.

This should be a calculation of costs incurred or expected in FY2020. Please note that there will be additional opportunities to request additional funds up to your ceiling. See Attachment A for category descriptions. For more information about FEMA-eligible expenses, see the [“Eligible Costs” section of the MEMA COVID-19 Federal Disaster Declaration website](#)

I have uploaded Attachment B: Certification *

Yes

TOWN
ADMINISTRATOR'S
REPORT



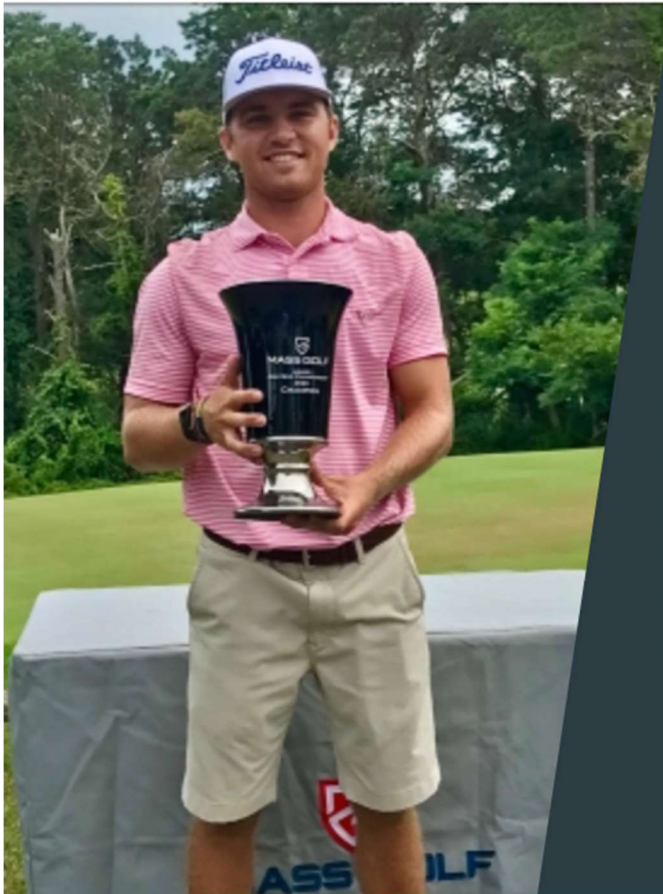
Golf Department Monthly Report

August 2020

The golf course was open with carts available all 31 days in August. There were 2 minor disruptions in play with one lightning delay and one late afternoon closure due to rain.

State Championship - Cranberry Valley hosted the 102nd Massachusetts Junior Amateur Championship on Aug 3-6. See below slide for details:

Out Jack O'Donnell captures Mass....



102nd Massachusetts Junior Amateur Championship

August 3-6

168 Participants

Needed to activate a contingency plan due to Hurricane in forecast

Filled all 26 volunteer needs for Mass Golf - including 3 committee members

Finances: \$1,200 range, \$750 Gift Certificates, over \$2,000 food

Great press!



USGA Consultation – On August 21st the Golf Department hosted a half-day consultation with the USGA agronomist. This has become a bi-annual event at Cranberry Valley and is a critical component in analyzing turf care practices and identifying capital needs. Please follow the link below for the USGA's complete report including observations and recommendations.

https://www.harwich-ma.gov/sites/g/files/vyhlf3236/f/uploads/usga_cranberry_valley_gc_08-21-20_pmj_1.pdf

Golf Now Contract – The recently signed contract with GolfNow will allow CV to utilize tee time sales through the GolfNow app and take advantage of the vast marketing resources associated. This also assists in following state guidance which suggests offering remote payment options for fees. System integration is currently ongoing and we hope to have first sales through the app by Labor Day.

Tee Times – Tee times remained in high demand throughout the month of August for both CV members and fee paying public. With restrictions in place on other recreational activities and many working from home and doing school online, I expect very little slowdown in demand through September. For perspective please see the report from the National Golf Foundation, showing that historic levels of demand for golf are not unique to CV, but are a national phenomenon due to the pandemic.

Summer of Golf continues: July rounds up 20%

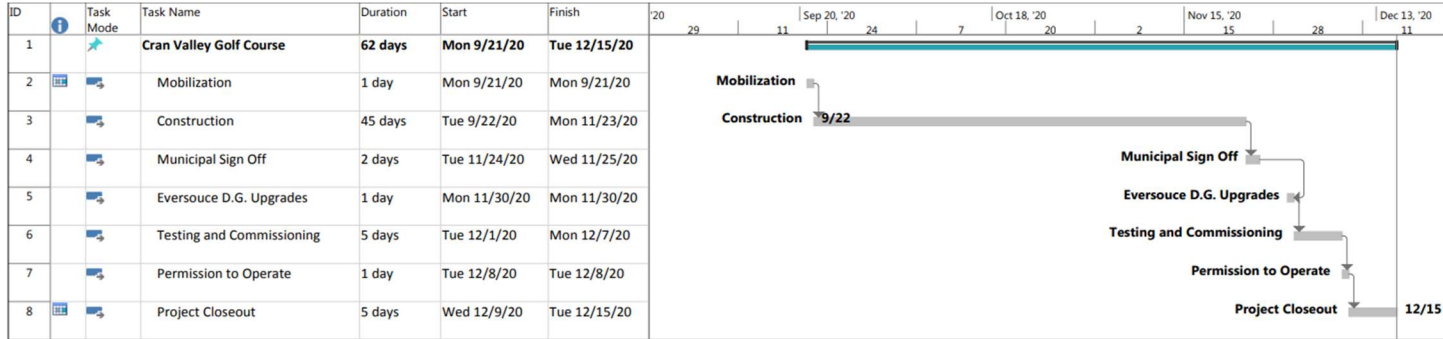
Rounds of golf were up **20%** nationally in July, outpacing June's 14% gain over last year. This two-month rebound has allowed the golf industry to climb from a 16% year-to-date deficit on April 30 to now a **3% lead over 2019**.

It almost seems inconceivable given the loss of 20 million spring rounds from course shutdowns and virus-related anxieties. And the good news is likely to keep coming, at least from a play point-of-view. Indications from several golf course management companies, Troon, KemperSports and Billy Casper Golf Management among them, are that August has been nearly as good.

To put the July jump in perspective, only three times in at least the past 151 months has the industry seen a monthly rounds-increase of 20% or more, per Golf Datatech's reports. All three were during a heatwave in late 2011/early 2012, yielding surges in play at courses in the north that were typically closed and at a time of year when percentage increases can be misleading. To have a jump this significant during a high-volume summer month is unprecedented and reflects approximately **10 million** more July rounds versus a year ago.

Our latest year-end forecast has us up 2% to 6% year-over-year. Consider this – we haven't seen more than a 5% Y.O.Y. increase since 2012 (during that surreal winter heatwave).

Projects – The golf course solar project with vendor Greenskies, is scheduled to begin construction on September 22nd. Please find project timeline below, including work order with Eversource to upgrade electrical infrastructure at the golf course, which will culminate in the ability to support an electric cart fleet supported by solar power for the 2021 golf season.



Additionally, the Town Engineer will be meeting with prospective vendors from the County Bid list on Wednesday 9/9, to discuss landscape & hardscape components of the Cart Barn project, with a plan to receive bids in mid-September and have work completed by the end of October.

Respectfully submitted,

Roman Greer, PGA

Director of Golf

HARWICH HARBORMASTER DEPARTMENT

August 2020 Monthly Report

Operations

- Department boats conducted 3 tows of disabled vessels.
- Conducted Moorings and Waterways User Fee checks in Herring River, Oyster Creek, Allen Harbor Yacht Club, Allen Harbor Marine, and Harwich Port Boatyard.
- Replaced Allen Harbor buoy #2. The previous buoy had been run over and destroyed.
- Assisted Natural Resources with water sampling.
- Marine 77 responded to a report of a 27' boat taking on water 5 miles south of Saquatucket Harbor (SAQ); arrived on scene at the same time as a Coast Guard 42' patrol boat. CG put two crew on board the boat to assist as Marine 77 escorted the boat into SAQ. The source of the flooding was found and rectified. The boat was hauled out at the SAQ boat ramp.
- Responded to Allen Harbor to investigate a report of a boat capsized on its mooring; rowed out using Allen Harbor dinghy to check for pollution and identification. No pollution found. Owner and mooring servicing notified.
- 17 vessel pump-out responses, approx 1700 gals of waste collected.

Administration

- Sent Spreadsheet to Assessor with boat information for rental moorings.
- Sent request for dumpster pickup changes for September/October/November.
- Emailed Mooring Permit holders with no boat seen on mooring during enforcement checks to determine compliance with 30 day use regulation.
- Emailed vessel owners for overdue waterway user fee permits.
- Completed excel list to satisfy Public Records Request for Mooring Permit holders names/addresses.
- Issued 29 parking tickets and 3 Non-criminal boating violations.
- Processed 87 transient slip reservations.

Maintenance

- Cut back brush on the east side of the Wychmere Pier shanties.
- Made repairs to the valve on 77A's pump-out nozzle.
- Routine building and grounds maintenance.

Meetings

- Attended meeting with Mark Kelleher, Conservation Agent and Natural Resources Director to consider Mr. Kelleher request to expand the scope of his seasonal Kelp Farming permit.
- Participated in virtual Barnstable County Dredge Advisory Committee meeting to schedule county dredge projects for the upcoming year.