

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, January 6, 2020*

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

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

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

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Minutes:
  - 1. June 10, 2019 Regular Session
  - 2. June 24, 2019 Regular Session
  - 3. July 1, 2019 – Regular Session
- B. Vote to approve and sign the 2020 Seasonal Population Increase Estimate Form

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

- A. Public Hearing – Finance Committee joint meeting with the Board of Selectmen and Capital Outlay Committee on the submitted 7-Year Capital Outlay Plan

**VII. NEW BUSINESS**

- A. Vote - Annual Entertainment License Renewals 2020 – as listed in the packet
- B. Discussion and possible vote for a request to fill potholes on Seth Whitefield and Round Cove Roads

**VIII. CONTRACTS**

**IX. OLD BUSINESS**

- A. Discussion, clarification and possible vote – David Harris, Planning Committee - remote participation
- B. Discuss and possible vote for Town Administrator Search Committee Proposed Timeline
  - 1. Timeline
  - 2. Discussion and possible vote on search committee composition
  - 3. Information on Salaries
  - 4. Information on Search Firms
  - 5. Draft position description and job advertisement

**X. TOWN ADMINISTRATOR'S REPORTS**

- A. Budget/Warrant Timeline FY 2021
- B. Departmental Reports

**XI. SELECTMEN'S REPORT**

**XII. ADJOURNMENT**

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

**Authorized Posting Officer:**

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

\_\_\_\_\_  
Patricia A. Macura, Admin. Secretary

**Date:** \_\_\_\_\_  
January 2, 2020

TOWN OF HARWICH, MASSACHUSETTS  
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1  
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: December 30, 2019

**One Week Look Ahead (12/30-01/03) \*\* No Work on 01/01 \*\***

- Mainline Sewer Crew # 1
  - Subcontractors performing various tasks at various locations
- Mainline Sewer Crew # 2
  - Continue Installation of Ellis Dr. & White Pine Circle

**Two Week Look Ahead (01/06-01/10)**

- Mainline Sewer Crew # 1
  - Subcontractors performing various tasks at various locations
- Mainline Sewer Crew # 2
  - Continue Installation on RT137

\*\* Detour \*\*

**Three Week Look Ahead (01/13-01/17)**

- Mainline Sewer Crew # 1
  - Subcontractors performing various tasks at various locations
- Mainline Sewer Crew # 2
  - Continue Installation on RT137

\*\* Detour \*\*

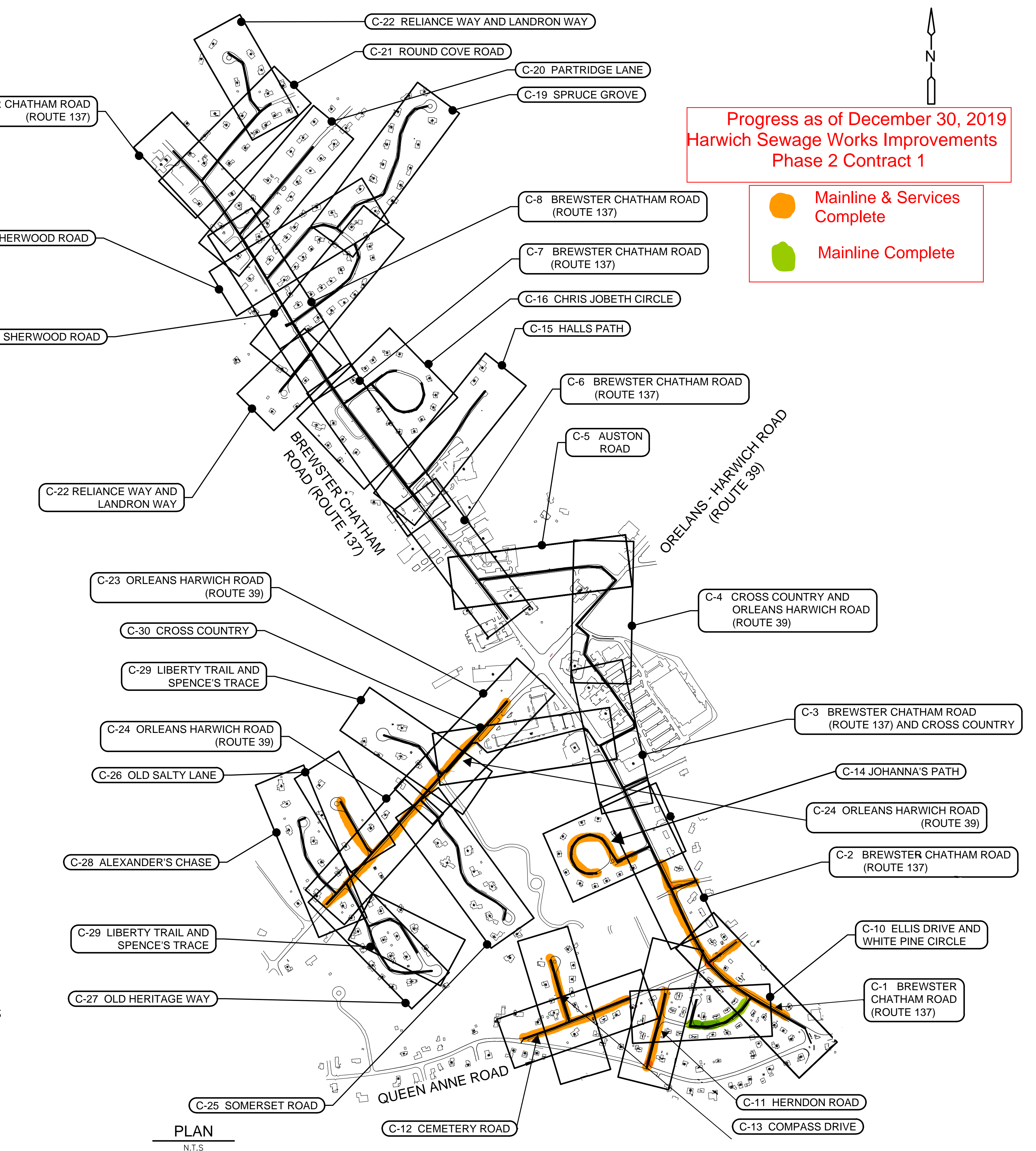
**Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations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



Progress as of December 30, 2019  
Harwich Sewage Works Improvements  
Phase 2 Contract 1

 Mainline & Services Complete

 Mainline Complete



C-22 RELIANCE WAY AND LANDRON WAY

C-21 ROUND COVE ROAD

C-20 PARTRIDGE LANE

C-19 SPRUCE GROVE

CHATHAM ROAD  
(ROUTE 137)

C-8 BREWSTER CHATHAM ROAD  
(ROUTE 137)

SHERWOOD ROAD

C-7 BREWSTER CHATHAM ROAD  
(ROUTE 137)

SHERWOOD ROAD

C-16 CHRIS JOBETH CIRCLE

C-15 HALLS PATH

C-6 BREWSTER CHATHAM ROAD  
(ROUTE 137)

C-22 RELIANCE WAY AND  
LANDRON WAY

C-5 AUSTON  
ROAD

BREWSTER CHATHAM  
ROAD (ROUTE 137)

ORLEANS - HARWICH ROAD  
(ROUTE 39)

C-23 ORLEANS HARWICH ROAD  
(ROUTE 39)

C-30 CROSS COUNTRY

C-4 CROSS COUNTRY AND  
ORLEANS HARWICH ROAD  
(ROUTE 39)

C-29 LIBERTY TRAIL AND  
SPENCE'S TRACE

C-3 BREWSTER CHATHAM ROAD  
(ROUTE 137) AND CROSS COUNTRY

C-24 ORLEANS HARWICH ROAD  
(ROUTE 39)

C-14 JOHANNA'S PATH

C-26 OLD SALTY LANE

C-24 ORLEANS HARWICH ROAD  
(ROUTE 39)

C-28 ALEXANDER'S CHASE

C-2 BREWSTER CHATHAM ROAD  
(ROUTE 137)

C-29 LIBERTY TRAIL AND  
SPENCE'S TRACE

C-10 ELLIS DRIVE AND  
WHITE PINE CIRCLE

C-27 OLD HERITAGE WAY

C-1 BREWSTER CHATHAM ROAD  
(ROUTE 137)

C-25 SOMERSET ROAD

C-12 CEMETERY ROAD

QUEEN ANNE ROAD

C-11 HERNDON ROAD

C-13 COMPASS DRIVE

PLAN  
N.T.S

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JUNE 10, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Ford, Howell, MacAskill, and McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Joe Powers, Jim Peyton, Peggy Rose, Jon Idman, Carolyn Carey, Charlie Sumner, Eric Beebe, Carol Coppola, Police Chief David Guillemette, Cyndi Williams, David Young, Mike Guidice, and others.

**WEEKLY BRIEFING**

None presented.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Mr. Ballantine recognized WWII veteran Isabelle Monteleone of Harwich. Jim Peyton provided a brief biography of Ms. Monteleone. From 1943-1945, she volunteered for Red Cross as a civilian and was assigned to the 502<sup>nd</sup> parachute infantry--101<sup>st</sup> airborne division. She was awarded the Medal of Freedom and was recently honored by Red Cross with the Hero Award. Mr. Peyton requested that the Town recognize Ms. Monteleone for her service.

Peggy Rose announced that the current Director of the Harwich Historical Society, Janet Cassidy, will be stepping down on June 19<sup>th</sup>. Ms. Rose will fill the role until the position is filled by the search committee. Mr. Rose also announced a training session for museum docents. She invited the members of the Board to become members of the Society.

Jon Idman of the Cape Cod Commission announced the annual One Cape Conference at the Wequassett and invited the Board to attend the Counselor's and Selectmen's Breakfast on the second day. He said they are still accepting proposals for talks.

Carolyn Carey announced that applications are being accepted for vendors at the Seaside Marketplace. Applications can be found on the Town website, at the Community Center, or at the Cultural Center. She also reminded folks that the Community Center will close at 9pm starting July 1<sup>st</sup>.

Mr. Clark introduced Charlie Sumner, subcontractor for Weston and Sampson, the contractor for the wastewater-phase 2 project. Mr. Sumner will serve as project manager/outreach coordinator

for the project. Mr. Sumner provided some background as well as his contact information for the public to be able to reach him: email--[CSummer@townofharwich.us](mailto:CSummer@townofharwich.us), phone--(508)430-7514 x3313.

## **CONSENT AGENDA**

- A. Vote to appoint Griffin Ryder as the Town's representative on the Cape Cod Regional Transit Authority with a term to expire June 30, 2020
- B. Vote to approve to waive demolition permit fee for 13 Queen Anne Road
- C. Vote to approve inserts to July 1, 2019 tax bill:
  - a. Treasure Chest Sticker Notification
  - b. Approval of Tax Bill Insert for Flood Insurance Information
- D. Vote to approve Revolving Fund Cap Increase for the Recreation Department

Mr. Ford moved to approve Items A-C. Mr. MacAskill seconded. Mr. Ballantine asked Mr. Clark about the Flood Insurance Information insert. The motion carried by unanimous vote.

Mr. Howell voiced concerns about the request to increase the funding cap in Item D. Mr. Beebe explained that an unexpected need arose for a new program for students at the end of the school year. Mr. Howell recognized the need but would prefer the Department better estimate the cap moving forward. Mr. Clark agreed that this would be favorable in the future but could not have been predicted in this case. Mr. McManus moved to approve raising the cap from \$175,000 to \$200,000 to provide services for parents in need. Mr. MacAskill seconded. Mr. Ballantine also expressed the importance of better estimating the budget and Mr. MacAskill reminded the Board that Mr. Beebe had agreed to provide quarterly reports. The motion carried by a vote of 4-0-1, with Mr. Howell abstaining.

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

- A. Vote to award the sale of Municipal Bonds & Bond Anticipated Notes; Carol Coppola, Director of Finance.

Ms. Coppola explained that the town had gone to market to sell general obligation bonds and short-term bond anticipation notes. There were four bidders for each offering. The bonds were sold at \$10,120,000 at 2.31% interest. The anticipation notes were sold at \$2.1 mil. at 1.68% interest. The Treasurer, Collector, and Director of Finance are asking the board to award the general obligation bonds to Raymond James and Associates, Inc. and the anticipation notes to Piper Jaffray and Company.

Mr. Ballantine asked about the relationship between the rate of the bonds and the debt financing. Ms. Coppola explained that we are in a different buying market. While we are down in points from last year, it would be incorrect to compare the bond rate to our AAA rating.



Mr. Howell moved to approve the sale of \$2,161,617 at 2.5% of general obligation bond anticipation notes of the town dated June 21, 2019 and payable June 18, 2020 to Piper Jaffray and Company at par and accrued interest plus a premium of \$17,530.72; further that in connection with the marketing and sale of the bonds the preparation and distribution of the notice of sale and preliminary official statement dated May 23, 2019 and the final official statement dated June 4, 2019 (so called official statement) each in as such form as the may be approved by the town Treasurer be and hereby are ratified, confirmed, approved, and adopted; further that in connection with the marketing and sale of the notes, the preparation and distribution of the notice of sale, the preliminary statement dated May 23, 2019 and the final official statement dated June 4, 2019, each in such form as may be approved by the town Treasurer be and hereby are ratified, confirmed, approved, and adopted; further that the bonds shall be subject to redemption at the option of the town upon such terms and conditions as are set forth in the official statement; further that the town Treasurer and the Board of Selectmen be and hereby are authorized to execute and deliver a continuing and significant events disclosure undertaking in compliance with SEC Rule 15.C.2-12 in such forms as may be approved by Bond Council to the town which undertaking shall be incorporated by referencing the bonds end notes as applicable for the benefit of the holders of the bonds and notes from time to time; further that we authorize and direct the town Treasurer to establish post insurance federal tax compliance procedures and continuing disclosure procedures in such forms as the town Treasurer and Bond Council deem sufficient or if such procedures are currently in place to review and update said procedures in order to monitor and maintain the tax exempt status of the bonds and notes and to comply with relevant securities laws; and further that each member of the Board of Selectmen, the Town Clerk and the town Treasurer be and hereby are authorized to take any and all such actions and execute and deliver such certificates, receipts, or other documents as may be determined by them or any of them to be necessary or convenient to carry into effect the provisions of the forgoing votes; and that the maximum useful life of the departmental equipments listed below to be financed with the portion of the proceeds that the borrowing authorized by the vote of the town passed May 2, 2016 at town meeting as Article 16 is hereby determined pursuant to general law C.44, paragraph 7.1 to be as follows: marina improvements with a borrowing amount of \$257,600 with a maximum useful life of 15 years, further voted that the sale of \$9,105,000 of general obligation municipal purpose loan of 2019 bonds of the town dated June 20, 2019 (so called bonds) to Raymond, James and Associates at a price of \$10,200,073.35 in accrued interest is hereby approved and confirmed—the bonds shall be payable on June 15 of the years and principal amounts and bare interest at the respective rates and contained in the chart in the enclosure. Mr. MacAskill seconded the motion. The motion carried by unanimous vote.

## **NEW BUSINESS**

- A. Request for the annual transfer of cell tower funds for Affordable Housing Trust in the amount of \$40,517

Mr. MacAskill moved to approve the request for the annual transfer of cell tower funds for the Affordable Housing Trust in the amount of \$40,517. Mr. Howell seconded the motion.

Mr. Howell clarified that this was essentially taking money from one fund and putting it into another.

The motion carried by unanimous vote.

- B. Request for memorial park bench to be placed at Pleasant Bay Beach in memory of Larry Oakley—Eric Beebe & Link Hooper Approved.

Mr. MacAskill moved to approve the request for the memorial park bench to be placed at the Pleasant Bay Beach in memory of Larry Oakley. Mr. McManus seconded, and the motion carried by unanimous vote.

- C. Procedure on the release of certain Executive Session Minutes

Mr. Powers explained that this was an attempt to streamline the process by which the Board approves Executive Session Minutes and eliminate “serial” Executive Sessions (e.g. meeting simply to approve Executive Session Minutes—a meeting which would also require its own minutes).

Mr. Howell voiced his opinion that the current process is better than that being proposed because the accuracy of the minutes is the most important and not the expeditiousness of the process. He also thinks there is currently a procedure in place to approve minutes more quickly on a case-by-case basis. He likes the idea of the confidential packets so members can look at them ahead.

Mr. Powers and Mr. Clark will review the policy, revise, and return to the Board for a second reading.

- D. Request to conduct a study of the salt marsh behind Red River Beach which will require the use of a drone—Vote to approve study and waive drone policy—Police approved with stipulations

Mr. Clark explained that a student at UMass Amherst will be studying the effect of sea level rise on salt marsh. The request has nine sites in the marsh (half in Chatham, half in Harwich). The policy is meant to prevent recreational drone flyers at the beach. He clarified this is not going to be on the beach itself and is for research and educational purposes. The researchers have agreed to share the results and data from the research with the town, which will be beneficial to the town.

Mr. MacAskill moved to approve the study of the salt marsh behind Red River Beach and waive the drone policy for said study. Mr. Howell seconded the motion.

Mr. Ford asked for clarification on the timing and location of the flights and any safety concerns. Mr. Clark responded that they had asked to fly over the beach for background information and that the police department required that the drone stay below 400 feet and notify the Chatham Airport.

The motion passed by unanimous vote.

#### E. Town of Harwich Ad Hoc Noise Containment Committee

Mr. Ballantine provided some background of the committee and plans to form a small committee of seven members comprised of the following: three from the business community (two business reps and Cyndi Williams from the Chamber of Commerce) and four residents.

Mr. Ford, Mr. Ballantine, Mr. McManus, and Mr. Howell voiced support for the committee and its charge.

Mr. Ballantine opened the discussion to public comment.

Taylor Powell, owner of Perks in downtown Harwich Port, expressed support for the committee, his preference that the committee rely on facts in its decision-making, and his opinion that music has led to increased revenue and growth for the town.

Mr. MacAskill asked if town residency was a requirement for committee members. Mr. Ballantine said, yes, that he expected year-round residents, as members would need to attend meetings in person.

Chief Guillemette anticipates a lot of complaint calls this season. He appreciated that Police and Fire Chiefs would be liaisons/support to the committee, so that they may provide assistance while remaining neutral.

Mr. MacAskill suggested that the Board ask Cyndi Williams for her participation, as she does not work for the town and has a lot of obligations. Ms. Williams agreed to participate on the Committee.

Bob Nickerson, resident of Harwich, voiced support for town residents and property owner input in noise-related decisions. He does not want to shut down the music but also suggested that some establishments are not respecting the rules.

Walter Mason, resident of Harwich port, voiced support for the music, the business owners in the commercial district, and the revenue they have brought to the town.

Mike Strangfeld, owner of Mad Minnow and 10 Yen, asked how the make-up of the committee would be determined. Mr. MacAskill explained that interested participants should fill out a citizen's activity form in the Town Administrator's office. Mr. MacAskill and Mr. Howell will interview potential members.

Mr. Ford asked about the timing. Mr. Howell suggested it would likely take 2-4 weeks to fill the positions, but the committee wouldn't be running until at least 6 weeks from the date of the meeting.

Mr. MacAskill moved to approve the ad hoc noise containment committee as presented. Mr. Howell seconded, and the motion carried by unanimous vote.



#### F. Phase 2 Sewer and Sewer Pump Station Easements: Execution of Order of Taking; and

Mr. Clark provided some background. CDM Smith has designed the systems, which require that some elements are on private property. Four of the seven pump stations are on private property. He said it is important that the Board votes on the order of taking, as the sewer commissioner. There is an opportunity for a 1% reimbursement if ownership can be proven. The system has been designed to maximize gravity and required an appraiser to determine that there was no additional impact to the landowner for sewer easements. The Town Clerk will need to do a certification of the ownership of the easements in public ways, so that issue will be tabled. Also, if there is a pump station on a public way, there is no need to do anything in terms of zoning. However, those on private ways will need approval by the Zoning Board.

Mr. Ballantine clarified that the Board is indeed the Sewer Commissioner by state law, as opposed to the “Acting Sewer Commissioner”. He asked why the information clarifying ownership is late to be delivered to the Board and if the June 30<sup>th</sup> deadline to approve the easements is a firm deadline.

David Young and Mike Guidice of CDM Smith clarified that the issue is simply with determining public vs private land, and it’s not necessary to determine the specific private property owner.

Recognizing that the town attorney would need to answer questions regarding property research and ownership, Mr. McManus moved to table Items F and G until June 17<sup>th</sup>. Mr. Ford asked Mr. Clark if a determination would be likely by June 17<sup>th</sup>.

Mr. Guidice clarified that, in order to meet the June 30<sup>th</sup> deadline, the Board would need to approve the order of taking and vote an intent to award the contract, conditioned on the DEP authorization to award, by June 17<sup>th</sup>.

Mr. MacAskill asked a couple questions to clarify the timing of the process and ownership of so-called county roads in question.

Mr. Howell seconded Mr. McManus’s earlier motion to table discussion. The motion to table carried by unanimous vote.

#### G. Acquisition of Sewer and Drainage Easements in Public Ways: Execution of Order of Taking

Item tabled.

#### H. Overview of Bids on Contract 1 of Phase II Sewer Project—Discussion

Mr. Clark expressed disappointment that the estimates for the sewer project did not reflect the bid quotes. The town had evidence to believe that there would be 10-15 bidders. In reality, there were only 4 bidders. Changes in the cost of materials also likely contributed to bids higher than the estimates presented at town meeting.

Mr. Young further clarified that the lower bidders were all within 3% of each other—meaning that the quotes accurately reflect costs. Increased cost of paving was responsible for 42% of the cost differential between bid and estimate. Increased costs of pipes and pumping stations also contributed to increased overall costs.

Mr. Ford explained to Mr. Young and Mr. Guidice the level of scrutiny the Board is under as it relates to the budget.

Mr. MacAskill asked why the bidding period was only two weeks. Mr. Guidice answered that it was in order to meet the June 30<sup>th</sup> deadline and, therefore, qualify for the debt forgiveness. He also explained that the project was relatively straight forward and further clarified that Chatham put a similar project out to bid for 3-4 weeks and still only received four bidders.

#### I. Introduction of Charles Sumner as Western & Sampson Project Manager Phase 2 Sewer—Discussion

Mr. Guidice explained that they planned to break up Contract II in order to maximize the use of the appropriations.

Mr. Howell and Mr. Ballantine asked additional questions regarding timing and improving the process moving forward. Mr. Howell also suggested asking the town for more money to be able to complete the project as it was proposed, instead of staying within the confines of the appropriations while only partially completing the project.

Mr. Ballantine opened the discussion to public comment:

Noreen Donahue of Harwich spoke in opposition to increasing appropriations to an amount higher than what voters had approved, as well as opposed using the appropriations to complete a significantly smaller project than what was proposed.

Richard Gunderson of Harwich voiced similar concerns and asked if the town would still benefit from principal forgiveness from the state.

Mr. McManus expressed that the 0% interest and SRS qualifications are positive savings, despite the increased quotes in relation to the original estimates.

Mr. MacAskill voiced support for Mr. Howell's proposal for a fall meeting to increase appropriations and complete the entire proposed project. Mr. Clark clarified the process by which this would need to happen.

## **OLD BUSINESS**

### A. Committee Liaisons discussion

Mr. MacAskill moved to approve the committee liaison list as printed. Mr. Howell seconded, and the motion carried by unanimous vote.

## **TOWN ADMINISTRATOR'S REPORTS**

- A. Department Reports:
  - a. Health Department
  - b. Golf Operations
  - c. Harwich Youth and Services

Mr. Clark had no additional comments.

## **SELECTMEN'S REPORTS**

Mr. Ford addressed dropping pipes deeper into the ground in the sewer project in order to lower costs to homeowners by reducing needs for pumps.

Mr. MacAskill requested adding an agenda item to discuss potential repairs to Lower County Rd. with existing money.

Mr. McManus announced that the Selectmen Association monthly meeting would be held in Hyannis at the Hearth and Kettle on Friday morning and would honor John J. Cahalane, 7-year Selectmen from Mashpee who recently passed away.

Mr. Howell commented on the cost to homeowners for hooking up to the sewer system.

## **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 8:41 pm. The motion carried by unanimous vote.

Respectfully submitted,

Shilo K. Felton  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JUNE 24, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Ford, Howell, MacAskill, and McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Fire Chief Norm Clarke, Carolyn Carey, Judith Ford, Mary Oldach, Griffin Ryder, and others.

**WEEKLY BRIEFING**

Fire Chief Clarke notified the Board that the town received \$125,499 from a MassHealth program to help recover the costs associated with ambulance services.

Ms. Carey reminded the Board that there are still opportunities for vendors at the Seaside Marketplace, which opens July 3<sup>rd</sup>. She mentioned that the fiscal year begins July 1<sup>st</sup>—meaning that weight room membership renewals are due. She informed the Board of the community yard sale at Brook's Park on August 3<sup>rd</sup>—there are 15 people signed up, more are welcome, but spaces are limited. This allows clubs and organizations to pay for rooms at the community center.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Judith Ford, President of the Friends of the South Harwich Meetinghouse, recognized the efforts of the group and town for the recently completed historic preservation project.

**CONSENT AGENDA**

- A. Accept a gift of \$400.00 from the Harwich Cranberry Festival for the purpose of paying for the tuning of the piano recently donated to the Cultural Center
- B. Vote to approve 2019 Annual Committee Re-Appointments
- C. Vote to re-appoint Jim Joyce to the Planning Board—term to expire June 2020
- D. Per the recommendation of the interview nomination sub-committee—vote to appoint Sharon Fleger as a Full Member to the Board of Health
- E. Vote to affirm appointment of Dana DeCosta as a Board Secretary
- F. Vote to Exempt Dana DeCosta from the provisions of MGL, c.268A, §20

Items E and F postponed by Mr. Ballantine for procedural reasons.

Mr. Ford moved to approve Items A-D. Mr. MacAskill seconded the motion.

Mr. Howell provided some revisions for Items B and D.

The motion with revisions was approved by a vote of 3-0-2 with Mr. McManus and Mr. Howell abstaining.

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

- A. Safe Routes to Schools Update; Mary Oldach, Principal, M.Ed. Harwich Elementary School and Griffin Ryder, Town of Harwich Engineer

Ms. Oldach provided some background on Harwich Elementary School’s involvement with the Safe Routes to Schools program. She informed the Board that the school achieved a gold level status with Mass Department of Transportation because of its involvement with the Safe Routes to Schools program and because 40% of their students are on free/reduced lunch. Their application included repairing the sidewalks used for evacuation routes, as well as connecting to Brooks Free Library and recreational facilities, most of which currently exist but are not ADA compliant.

Mr. Ryder provided an update on the project. He showed the Board a map, outlining the streets affected by the project. The nearly \$600,000 grant award includes design and construction but does not include acquisition. The earliest the project would be carried out would be 2022. He further explained the next steps necessary to progress the process.

Mr. Clark reiterated the benefit of completing the project early—more likely to get more funding for the project, so it’s important that the Board approve a final design earlier rather than later. The biggest challenge will be in convincing DOT that certain streets will not allow for sidewalks on both sides. DOT generally requires that street improvements include sidewalks on both sides of the street (i.e. “complete streets”), so this project would require submitting a project exception.

Mr. Howell asked about potential costs if the town does not get the exception approved. Mr. Clark confirmed that the town would not be responsible for any additional costs in that case.

**NEW BUSINESS**

- A. Request from the Harwich Cranberry Festival for a partial waiver of the facilities fee for the courtyard rental for Thursday night concerts at the Cultural Center; from \$1050.00 to \$525.00

Mr. McManus recused himself from discussion.

Mr. MacAskill asked about the number of concerts and staff affected. Ms. Carey and Mr. Clark responded that there are seven Thursday night concerts at the Cultural Center and only one staff affected.

Mr. MacAskill moved to approve the request from the Harwich Cranberry Festival for a partial waiver of the facilities fee for the courtyard rental for Thursday night concerts at the Cultural Center; from \$1050.00 to \$525.00. Mr. Ford seconded, and the motion carried by a vote of 4-0-1, with Mr. McManus abstaining.

## B. Draft Budget/Warrant timeline—discussion

Mr. McManus explained the need to address the budget/warrant items on the calendar ahead of approval deadlines dictated by the charter.

Mr. Ford voiced support for investigating the processes in a transparent way. He also announced that he has been drafting a new process for the Town Administrator's performance review.

Mr. Howell wanted to make sure that the Board give the Bylaw Committee enough time to review.

The Bylaw Committee Chair agreed that lead time would be helpful in order to vote on articles in advance of charter deadlines.

## CONTRACTS

None presented.

## OLD BUSINESS

### A. Phase 2 Sewer—order of taking sewer drainage easements in private ways

Mr. Clark explained that this item was a technical correction. When the Board voted last week, the action, provided by the town attorney, did not include the book and page numbers. The attorney recommended voting a new document with the book and page numbers for each private way identified. He expressed that this is a clarification vote only.

Mr. Howell and Mr. MacAskill asked that future agenda items be written in a way that more clearly describes the action requested.

Mr. McManus moved to approve the order of taking prepared in the agenda packet for meeting of June 24—order of taking of private ways, specifying the book and page citations for those takings on private ways in the phase 2 area. Mr. Ford seconded, and the motion carried by 3-2, with Mr. MacAskill and Mr. Howell voting against.

## TOWN ADMINISTRATOR'S REPORT

Mr. Clark is in the process of gaining his re-certification for his Procurement Officer status. He has completed a 2-day course and passed the exam. He is taking two additional classes in August: 1) Prevailing Wage and 2) Real Estate Transactions.

Mr. Clark announced that the Affordable Housing Trust voted to consider two parcels: 1a) Oak Street and 1b) Sisson Road. The sites are being evaluated for development. Mr. Howell clarified that development on Sisson Road would not include taking the one-room school building rented by

the Junior Theatre. He further reiterated the importance of communicating with stakeholders so as to assure them that developments would not infringe upon their work/interests.

### **SELECTMEN'S REPORT**

None presented.

### **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 7:26pm. Mr. Howell seconded, and the motion carried by unanimous vote.

Respectfully submitted,

Shilo K. Felton  
Recording Secretary



**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JULY 1, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ford, Howell, MacAskill, and McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Joe Powers, Carolyn Carey, Elizabeth Harder, Carol Coppola, Fire Chief Norm Clarke, and others.

**WEEKLY BRIEFING**

Mr. Carey announced that the Seaside Marketplace will be opening the sheds on July 3<sup>rd</sup>, there will be an open house on July 2, 2-3pm, at Saquatucket Harbor, and some sheds are still available for vendors.

Ms. Harder announced that she is the Harwich Delegate to the Barnstable County Assembly of Delegates. The Assembly is about to start its Charter Review. She will be at Red's the following dates to allow people from the public to discuss the Charter Review with her: July 9th and 16th, 4:30-6:30pm. The Barnstable County Charter can be found at [barnstablecounty.org](http://barnstablecounty.org). The Charter will be discussed at every Assembly meeting moving forward—meetings are held on the first and third Wednesday of every month at the old jail in Barnstable County.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Mr. McManus announced that the Thursday Night Concert series is beginning this week at the Cultural Center. The first Cranberry Festival Art Show will be this Saturday and Sunday, 9am-4pm. The Lower Cape Kiwanis Club is holding a flea market Saturday 9am-1pm at the Harwich Community Center.

Mr. MacAskill addressed complaints regarding the beach parking sticker convenience fee. He clarified that the Chamber sells beach stickers for the town and collects a \$3 convenience fee to cover associated costs, as they are not part of town government. He further explained that the parking in Harwich Port was a decision made by the Board of Selectmen and the Parking Committee, not the Chamber. He urged members of the public to attend Board of Selectmen and Parking Committee meetings if they wish to voice their concerns.

**CONSENT AGENDA**

- A. Vote to approve Caleb Chase Fund request in the amount of \$70.00

- B. Approve the re-appointment of Vahan Khachadoorian and Fran Crowley as full members of the Recreation and Youth Commission with terms to expire on June 30, 2022

Mr. Ford moved to approve Items A and B. Mr. Howell seconded, and the consent agenda items were approved by unanimous vote.

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

None presented.

**NEW BUSINESS**

- A. Vote to Authorize to Refund Bonds for the Police Station—Carol Coppola, Director of Finance

Ms. Coppola explained that the town currently holds only one debt that is eligible for refunding—the construction of the Police Station from 2009. Based on June’s rates, the town could save about \$375,000 in interest by going through the refunding process.

Mr. Howell asked for clarification on the term refunding, for the public’s benefit. Ms. Coppola explained that “refunding” is the General Obligation debt term for what the general public might think of as “refinancing”.

Mr. Ford commended Ms. Coppola for contacting the town’s Financial Advisor to find this refunding opportunity for the town.

Mr. Howell made the motion that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town’s \$8,750,000 General Obligation Police Station Bonds dated February 15, 2009, maturing on and after February 15, 2020 in the aggregate principal amount of \$4,250,000 (collectively, the “Refunded Bonds”) and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds. Mr. MacAskill seconded, and the motion carried by unanimous vote.

- B. Vote to Authorize Year-end Budget Transfers—Carol Coppola, Director of Finance

Ms. Coppola explained that it is common for town government to have year-end budget transfers or amendments for over-expenditures in major budget categories with departments. Mass General Law stipulates that these must be approved by the Board of Selectmen and the Finance Committee within the last two months of the fiscal year or the first 15 days of the following fiscal year. The packet includes a detailed list of requested transfers with explanations. There are significant transfers in the area of debt, due to 1) wastewater debt that the town did not expend because the Trust has not yet sold the debt, 2) the cranberry valley bonds that were not sold until June, 3) the town taking the opportunity to pay down road maintenance projects in order to capitalize on a lower interest rate

with town notes, as well as 5) minor changes mostly due to anticipated debt for principal payments. She does not expect these adjustments to reoccur annually. Other adjustments are for salary for reasons such as sick leave, vacation buy-back, and plumbing and gas salaries and wages, which have increased because inspections have increased recently.

Mr. Howell moved to authorize the year-end budget transfers as presented. Mr. Ford seconded, and the motion carried by unanimous vote.

#### C. Discussion of the Board of Selectmen's Draft Goals

Mr. McManus read an email from Mr. Ballantine requesting the Board to send him comments on goals, so they can be discussed at the meeting in two weeks.

Mr. MacAskill clarified that this is separate from the performance evaluation sheet. He is interested in developing a budget within the limits of the proposed 2.5%, which is Charter-required. He would like to see a list of actions and deliverables for the Town Administrator.

### **CONTRACTS**

#### A. Change Order for Fire Station #2 in the amount of \$40,415.49—Approve and authorize the Vice Chair to sign

Mr. MacAskill moved to change order for Fire Station #2 in the amount of \$40,415.49, approve and authorize the Vice Chair to sign. Mr. Howell seconded the motion.

Chief Clarke expressed frustration with the change order process.

The motion carried by unanimous vote.

### **OLD BUSINESS**

#### A. Review of May 2019 Annual Town Meeting Actions—Pass/Fail

Mr. Clark explained that this was meant to allow the Selectmen to follow-up on any additional items from town meeting. As an example, Article 34, to amend the Monomoy Agreement. This did not pass in town meeting, so would need to be acted upon if so desired.

Mr. Clark let the Board know that the Water Commissioners would like to be on the selectmen's agenda to discuss temporary repairs to Lower County Road. Mr. Howell asked that Mr. Clark make the town process for budget decisions clear to the contractor, Scott Carper.

Mr. McManus addressed the petition article amending the Charter from Selectmen to Selectboard. Mr. Clark suggested that this could be addressed during the budget/warrant review.

Mr. Clark announced that the Cemetery Commission has voted to turn the Pet Cemetery item back to the Board of Selectmen. There is a process under procurement law to declare the property as surplus. Mr. Howell suggests the Board have an idea of what to do with the money and where the property would go if choosing this option. Mr. Clark clarified that the law is restrictive in how that property could be used.

#### B. Discussion and possible vote of the Budget/Warrant Timeline

Mr. McManus read an email from Noreen Donohue to Mr. Ballantine, in which she presented her concerns regarding the town budget/warrant timeline, especially as it relates to the school district's budget. Ms. Donohue voiced support for further discussion between the Board and the public.

Mr. McManus suggested some review of school budget and warrant discussion in January and February.

Mr. Clark agreed with Ms. Donohue that the state's budget decisions can often lead to dramatic changes in how much the town is allocated and can provide. From a finance standpoint, budget discussions in February would allow for more accurate numbers going into town meeting.

Mr. Howell remembers meeting in February with the Financial Committee and department heads in previous years. The Town Administrator's proposed budget would then have to be out earlier (potentially by January) to allow for this meeting in February. Even though the state's budget allocation is not available early, the draft budget could still be based off previous allocations.

Mr. Ford suggested providing a draft budget with a caveat that allows for changes to the state's budget.

Mr. Clark suggested presenting his draft budget on February 3 so that a meeting with all department heads could occur the following Saturday, prior to school vacation week.

Regarding a separate issue, Mr. MacAskill asked to remove the language on the timeline stipulating that no new information changes to the warrant be made after March 2. Mr. McManus responded that the articles are to be presented to the Finance Committee by February 24—how can all articles be presented if it is being changed or added to? Mr. Clark advised the Board, based on the Town Attorney's opinion, that it is allowed to make corrections to the warrant until it is printed. Mr. McManus disagreed with the Town Attorney. Mr. MacAskill suggested this discussion be placed on the agenda in the future and voted on by the Board.

## **TOWN ADMINISTRATOR'S REPORT**

#### A. Seaport Economic Council—Meeting and Ribbon Cutting Ceremony—August 27, 2019

Mr. Clark announced that the Seaport Economic Council asked to have its meeting at Harwich Town Hall in the Griffin Room. This could also be an opportunity to promote the project to improve the sidewalks.

- B. Contract 1, Phase 2 of the Sewer Project—pump station approval options for non-compliant structures

Zoning Board of Appeals, Town Council, and Amy Usowski visited sites. New structures were approved in place of pumps.

- C. Order of taking filed.

Mr. Clark thanked Griffin Ryder and Joe Powers for their efforts in submitting paperwork to the State Revolving Loan Fund. Notices of eminent domain taking will be sent as applicable.

- D. Beach 22 enforcement issue

The Police Chief asked Mr. Clark for a clearer enforcement roadmap, which Mr. Clark provided the Board.

- E. Non-resident taxpayer meeting

For the next meeting, Mr. Clark will provide a draft agenda for the non-resident taxpayer meeting.

## **SELECTMEN'S REPORT**

- A. Mr. Howell attended the celebration for the Brook's Library renovation. It looks terrific!

Mr. Ford and Mr. McManus were disappointed they were unavailable to attend the event, but both expressed their support for the library and its improvements.

- B. Mr. Howell reminded the public of a new ad hoc Noise Containment Committee.

- C. Mr. MacAskill asked that all committee openings be provided at the next Board meeting

## **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 7:30pm. Mr. Howell seconded, and the motion carried by unanimous vote.

Respectfully submitted,

Shilo K. Felton  
Recording Secretary



COMMONWEALTH OF MASSACHUSETTS  
ALCOHOLIC BEVERAGES CONTROL  
COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

**2020 Seasonal Population Increase Estimation Form**

City / Town:

Harwich

**PROPOSED 2020**

Date:

January 6, 2020

Alcoholic Beverages Control Commission  
c/o Licensing Department  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

January 6, 2020

Date of Meeting

, estimated that the temporary increased resident population

of

Harwich

City / Town Name

, as of July 10, 2020 will be

30,500

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,  
Local Licensing Authorities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED**

**2019 Seasonal Population Increase Estimation Form**

*proposed  
2019*

City / Town:

Date:

*APPROVED  
1/7/19*

Alcoholic Beverages Control Commission  
c/o Licensing Department  
239 Causeway Street  
Boston, MA 02114

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Date of Meeting

, estimated that the temporary increased resident population

of

City / Town Name

, as of July 10, 2019 will be

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,  
Local Licensing Authorities

**COPY**



**2018 Seasonal Population Increase Estimation Form**

City/Town: Harwich

Date: Jan 22, 2018

Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Jan 22, 2018, estimated that the temporary increased resident population

Date of Meeting

of Harwich, as of July 10, 2018 will be 30,500.

City/Town Name

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,  
Local Licensing Authorities

*L Ballantines*  
*Jean Kavanagh*  
*J.P.*  
*R. Offner*

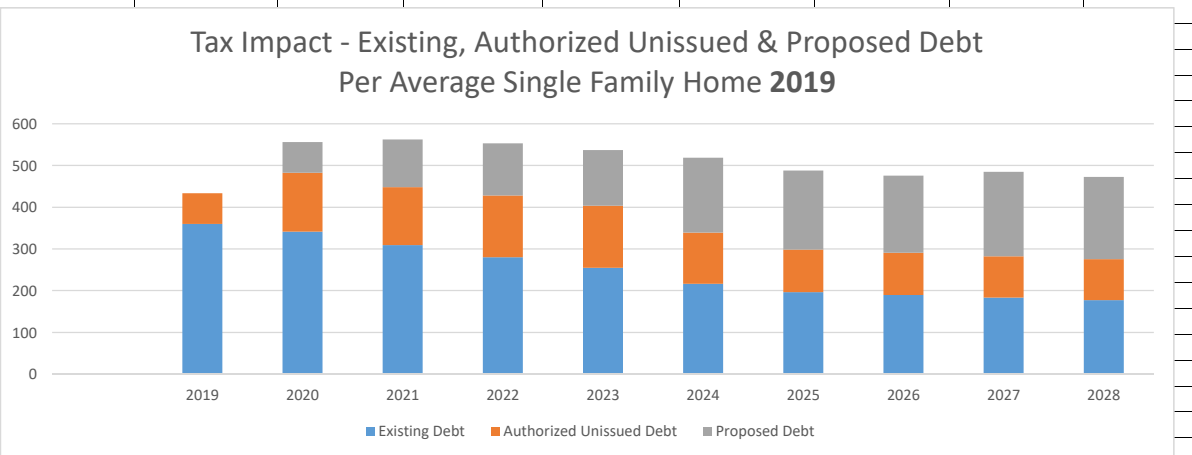
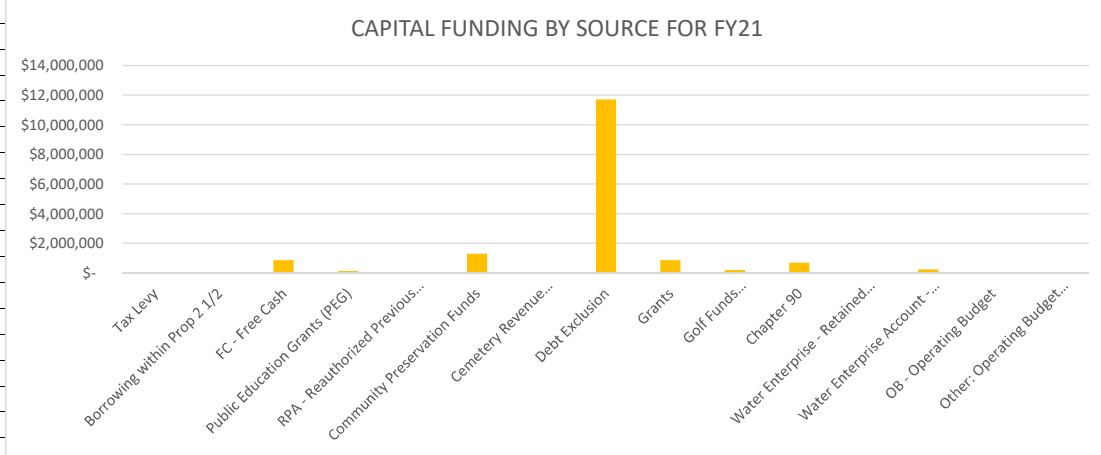
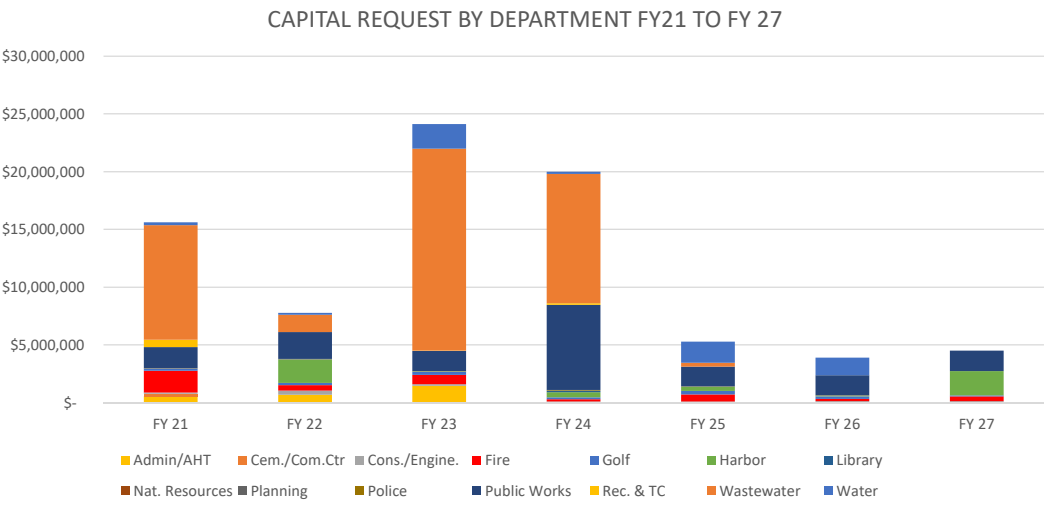
CPC, TA and Capital Outlay Committee Recommendations		TOWN OF HARWICH CAPITAL PLAN REQUEST SUMMARY (FY 21 TO 27)						Original 9/30/2019						12/23/2019
Department	Project	ATM # P MY	Funding Source	BOS/CPC Approved	TA Rec	COC Rec Voted	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	Notes
<b>ADMINISTRATION</b>														
Admin	Harwich Center ADA Sidewalk Project	1A	FC		\$ -		\$ -	\$ 50,000	\$ -					Grant does not cover design
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$1 Million)		Grant		\$ -		\$ -		\$ 1,000,000					CDBG Grant March 2021 \$1 mil
Admin	Harwich Center Initiative							TBD						Committee is underway
Admin	Albro House - Renovations (See also Facility Maintenance)	1A		\$ -	\$ -			TBD						Improvement for Current Use
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)	3B	FC		\$ -	\$ -	\$ -	\$ 200,000						Match with \$250K already voted
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)GRANT	3B	Grant		\$ -	\$ -	\$ -	\$ 400,000						Massworks to be attempted Again
Admin	Walkway Reconstruction Bank Street Harwich Center to Rte 28	2B			\$ -	\$ -	\$ -	\$ -	\$ 450,000					Planning number
Admin	Former West Harwich School on Bells Neck	MY 2B			\$ -	\$ -	\$ -	TBD						
Admin	School House Road Revision to Site Plan Expand Parking Lot	MY	FC					TBD						
Admin	Green/Fuel Efficient Fleet Replacement Schedule (Need Revisions)		Oper.Budget		\$ -	Under \$50K	\$ -	\$ 30,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 35,000	\$ 35,000	Part of Green Community Designation
ADMIN SUB-TOTAL					\$ -	\$ -	\$ -	\$ 680,000	\$ 1,480,000	\$ 32,000	\$ 32,000	\$ 35,000	\$ 35,000	\$ 2,294,000
<b>AFFORDABLE HOUSING TRUST (AHT)</b>														
AHT	AHT Funding for Housing and Part Time Coordinator (\$500K H/ \$50K PT) [CH4]		CPC Housing		\$ 550,000	\$ 550,000	\$ 550,000							COC Voted
AHT	Deacon's Folly Land Acquisition (AHT \$600K and Con Com \$600K) [OS7]		CPC - OS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Application withdrawn
AHT SUB-TOTAL					\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
<b>CEMETERY</b>														
Cemetery	Pine Grove Cemetery Gravestone Conservation (HP1)		CPC Historic		\$ 75,000	\$ 75,000	\$ 75,000							COC Voted if CPC Funds
Cemetery	Island Pond Arboretum Implementation of Master Plan (Construction)		Grant		\$ 100,000	\$ 100,000	\$ 100,000							COC Voted if Grant Received
Cemetery	Island Pond Arboretum Master Plan (Study)	1A	Grant	\$ -	\$ 43,000	\$ 43,000	\$ 43,000	\$ -						COC Voted if Grant Received
Cemetery SUB-TOTAL					\$ 218,000	\$ 218,000	\$ 218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218,000
<b>CHANNEL 18</b>														
Channel 18	Main Control (playback, servers)		PEG Grant				\$ 37,450					\$ 17,650		
Channel 18	Field Production Equipment		PEG Grant						\$ 4,388			\$ 4,388		
Channel 18	Edit Computers		PEG Grant									\$ 2,859		
Channel 18	Production Studio: Cameras/Lighting		PEG Grant				\$ 32,784							
Channel 18	Meeting Rooms (5 - various locations)		PEG Grant				\$ 97,000	\$ 66,470	\$ 66,470		\$ 47,863		\$ 45,000	
Channel 18 SUB-TOTAL					\$ 134,450	\$ -	\$ 134,450	\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,863	\$ 24,897	\$ 45,000	\$ 422,322
<b>CONSERVATION</b>														
Conservation	Harwich Artificial Reef (Additional Project)	1B	GRANT					\$ 250,000	\$ -	\$ -				
CONSERVATION SUB-TOTAL					\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
<b>ENGINEERING</b>														
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	MY	Oper.Bud.		\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	\$ 100,000	Planning and Renovation Catchbasins
Engineering	Crossing Lights - Depot Road South (R11)		CPC-UN/Rec	\$ -	\$ 27,000	Under 50K	\$ 27,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000			CPC - Recreation
ENGINEERING SUB-TOTAL					\$ 77,000	\$ 50,000	\$ 127,000	\$ 130,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 100,000	\$ 100,000	\$ 727,000
<b>Facility Main.-DPW</b>														
Facility Main.-DPW	Brooks Library Roof	MY 1B	FC		\$ 148,500	\$ 148,500	\$ 148,500	\$ -	\$ -					COC Voted
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	MY 1B	FC		\$ -	Under \$50K	\$ -	\$ 11,605	\$ 75,235					Planning numbers
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements (MOD Grant)	MY 1B	GRANT		\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ -					COC Voted contingent upon Grant
Facility Main.-DPW	Replace Transfer Station Scale Decking	1A	FC		\$ 55,000	\$ 55,000	\$ 55,000							COC Voted
Facility Main.-DPW	5 Bells Neck Roof Repair	1B	FC		\$ -	Under \$50K	\$ 20,000							
Facility Main.-DPW	Cultural Center Systems Generator	1B	FC		\$ -	\$ -	\$ -	\$ 70,000	\$ -					Redeploy from Old Fire Station 2
Facility Main.-DPW	Cultural Center - Boiler Replacement	1B					\$ 160,000	\$ -			\$ -	\$ -		
Facility Main.-DPW	Remove and Replace Privacy Fence	1B					\$ 55,000							
Facility Main.-DPW	Replace 3 Condensing Units and Air Handlers	1B						\$ 275,000						
Facility Main.-DPW	Cultural Center - Window Replacement Sash Windows that Failed	1B						\$ 200,000	\$ 200,000		\$ -	\$ -		
Facility Main.-DPW	Community Center Roof Replacement	1B						\$ 240,000	\$ -					
Facility Main.-DPW	Community Center Boiler Replacement	1B						\$ 120,000	\$ -	\$ -	\$ -			
Facility Main.-DPW	Community Center Systems Generator	1B					\$ -	\$ -	\$ 115,000					
Facility Main.-DPW	DPW Facilities and Mechanic Shop	1B					\$ -			\$ 1,200,000	\$ -			
Facility Main.-DPW	Redesign Recycling Area	1B					\$ -			\$ -	\$ 451,590			
Facility Main.-DPW	Golf Pro Shop A/C Replacement	1B									\$ 75,000			
FACILITY MAINTENANCE SUB-TOTAL					\$ 553,500	\$ 553,500	\$ 425,000	\$ 296,605	\$ 550,235	\$ 440,000	\$ 235,000	\$ 1,200,000	\$ 526,590	\$ 3,673,430

CPC, TA and Capital Outlay Committee Recommendations		TOWN OF HARWICH CAPITAL PLAN REQUEST SUMMARY (FY 21 TO 27)						Original 9/30/2019							12/23/2019
Department	Project	ATM # P MY	Funding Source	BOS/CPC Approved	TA Rec	COC Rec Voted	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	Notes	
<b>FIRE</b>															
Fire	Phased Police and Fire Radio System	MY 1	FC		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	State Req. Radio 5 years at \$200K	
Fire	Phased Police and Fire Radio System (Grant Portion if Applicable)	MY 1	FC		\$ -	\$ -	\$ -						\$ -		
Fire	Lockers HQ				\$ -	\$ -	\$ -	\$ -						Found Alternate Source Deleted	
Fire	Ambulance Replacement Program		FC		\$ 378,225	\$ 378,225	\$ 378,225	\$ -	\$ 386,636	\$ -	\$ 405,969	\$ -	\$ 418,148	COC Voted	
Fire	Air Pack Replacement Program - (Town Funded Portion)		FC		\$ 20,000	\$ 20,000	\$ 20,000	\$ 200,000	\$ 200,000	\$ -				COC Voted contingent upon Grant	
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)		GRANT		\$ 380,000	\$ 380,000	\$ 380,000	\$ -	\$ -	\$ -				COC Voted contingent upon Grant	
Fire	Staff Car							\$ 60,000							
Fire	Pumper and Ladder Request converted to Pumper/Ladder called Quint	1	DE		\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -						COC Voted	
<b>FIRE SUB-TOTAL</b>					\$ 1,878,225	\$ 1,878,225	\$ 1,878,225	\$ 460,000	\$ 786,636	\$ 200,000	\$ 605,969	\$ 200,000	\$ 418,148	\$ 4,548,978	
<b>GOLF</b>															
Golf	Tree Work Front 9 (Final year of 6 Year Project)	1	Golf Im. Fund		\$ 35,000	Under \$50K	\$ 35,000	\$ -						COC Voted contingent use Golf Funds	
Golf	Design and Feasibility of 3 hole Practice and Putting Course	1	Golf Im. Fund		\$ 35,000	Under \$50K	\$ 35,000		TBD					COC Voted contingent use Golf Funds	
Golf	Renovate Cart Path (Following Mungeam Plan) Hole 10 FY21 & Hole 1 FY 22	1	Golf Budget		\$ 41,500	Under \$50K	\$ 41,500	\$ 14,500						COC Voted contingent use Golf Funds	
Golf	Various Mowing Equipment per Lease	MY 1	Golf Budget		\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050	\$ 87,050				COC Voted contingent use Golf Funds	
Golf	Replace Truck with Ford F350	1	Golf Budget		\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -					
Golf	Improvements to Nets at Driving Range (Back FY 22 & Main FY 23)	1	Golf Budget					\$ 30,870	\$ 34,800						
Golf	New Tee Box Improvements - Mungeam Plan (Two Year Project)	1	Golf Im. Fund					\$ -	\$ -	\$ 149,000	\$ 149,000				
Golf	Golf Course Irrigation Update	1	Golf Funds		\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000			
<b>GOLF SUB-TOTAL</b>					\$ 198,550	\$ 87,050	\$ 198,550	\$ 207,420	\$ 276,850	\$ 162,050	\$ 311,050	\$ 224,000	\$ 75,000	\$ 1,454,920	
<b>HARBORMASTER</b>															
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)	1A				\$ -	\$ -	\$ 2,000,000	\$ -					PLANNING NUMBER ONLY	
Harbormaster	Round Cove Bulkhead Replacement (Study, Design and Construction)	1A					\$ -	\$ 42,000	\$ 420,000	\$ -	\$ -				
Harbormaster	Herring River Ramp Replacement (Study, Design and Construction)	1A					\$ -		\$ 21,000	\$ 210,000					
Harbormaster	SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction	1A							\$ -	\$ 157,500	\$ -	\$ 1,575,000			
Harbormaster	Wychmere Outer Harbor Dredging	1B						\$ -	\$ -	\$ -		\$ 525,000			
Harbormaster	Harbormaster Truck Replacement	1A					\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ -			
<b>HARBORMASTER SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ 2,000,000	\$ 42,000	\$ 441,000	\$ 367,500	\$ 42,000	\$ 2,100,000	\$ 4,992,500	
<b>LIBRARY</b>															
Library	Library Interior Modifications/Renovations	A			\$ -	\$ -	\$ -	\$ 40,000		\$ 150,000	\$ -				
<b>LIBRARY SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 190,000	
<b>NATURAL RESOURCES</b>															
Natural Resources	Ford F-150 for Natural Resources Dept	1	FC		\$ -			TBD							
<b>NATURAL RESOURCES SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PLANNING</b>															
Planning	Housing Trust/PT Housing Coordinator (See Affordable Housing Trust)	1	CPC-Housing	\$ -	\$ -	\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	TBD	CPC-Housing	
<b>PLANNING SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POLICE</b>															
Police	Taser Replacement (5 year Program - 3 of 3 years to Pay)		FC		\$ 14,910	Under \$50K	\$ 14,910	\$ -		\$ 37,000	\$ 15,000	\$ 15,000	\$ -		
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%))								\$ 24,000	\$ -					
Police	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)								\$ 16,000	\$ -					
Police	Ballistic Helmets										\$ 20,000	\$ -			
Police	Digital Fingerprint Machine (Normal Replacement)							\$ 30,000	\$ -						
Police	Electronic Sign Board								\$ 24,000	\$ -					
<b>POLICE SUB-TOTAL</b>					\$ 14,910	\$ -	\$ 14,910	\$ 30,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	\$ -	\$ 195,910	
<b>PUBLIC WORKS</b>															
Public Works	5 Year Road Maintenance Plan (Traditionally funded by DE & Chapter 90)	1B	DE		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	COC voted based upon TA Funding	
	Harwich portion of State Gas Tax Allocation		Ch. 90		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	COC voted based upon TA Funding	
Public Works	West Harwich Route 28 Design(\$125K in FY 20 & Construction via Fed Funds)		Incl. in 5-Yr Pl.		\$ -				\$ -	\$ 50,000				Design Questions for FY 23	
	West Harwich Route 28 Design(Construction via Fed Funds)		TIP Fed Grant						\$ -	\$ 5,600,000					
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	1A					\$ -	\$ 600,000						Delay because other actions	
Public Works	6 Wheel Dump Truck #7	2	FC		\$ -	\$ -	\$ 175,000							COC voted based upon TA Funding	
Public Works	Ford E-250 Van #28	3	FC		\$ 35,000	Under \$50K	\$ 35,000							COC voted based upon TA Funding	
Public Works	Catch Basin Cleaner	1	FC		\$ 215,000	\$ 215,000	\$ 215,000							COC voted based upon TA Funding	
Public Works	Vehicle Listing (FY 22 to 27) Summary	E1					\$ -	\$ 330,000	\$ 320,000	\$ 315,000	\$ 320,000	\$ 355,000	\$ 385,000		
<b>PUBLIC WORKS SUB-TOTAL</b>					\$ 1,650,000	\$ 1,615,000	\$ 1,825,000	\$ 2,330,000	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	\$ 1,785,000	\$ 18,500,000	
<b>REC &amp; YOUTH</b>															
Rec & Youth	Brooks and Sen. Memorial Field Fencing Project (R9)	2	CPC-Rec		\$ 112,000	\$ 112,000	\$ 112,000							COC Voted if CPC Funds	
Rec & Youth	Sand Pond Revitalization Phase 2 (R8)		CPC-Rec		\$ 83,500	\$ 83,500	\$ 83,500	\$ -		\$ -				COC Voted if CPC Funds	
Rec & Youth	Whitehouse Field Lighting Improvements	1	CPC-Rec		\$ 455,360	\$ 455,360	\$ 455,360							COC Voted if CPC Funds	
	Whitehouse Field Lighting Improvements (Grants or Matching Funds)														
Rec & Youth	Red River Beach Bulkhead (23)	1B						TBD	\$ -						
Rec & Youth	Cahoon Road Beach Restroom	1							\$ 125,000	\$ -					
<b>RECREATION AND YOUTH SUB-TOTAL</b>					\$ 650,860	\$ 650,860	\$ 650,860	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 775,860	

CPC, TA and Capital Outlay Committee Recommendations		TOWN OF HARWICH CAPITAL PLAN REQUEST SUMMARY (FY 21 TO 27)						Original 9/30/2019					12/23/2019	
Department	Project	ATM # P MY	Funding Source	BOS/CPC Approved	TA Rec	COC Rec Voted	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	Notes
<b>TOWN CLERK</b>														
Town Clerk	Records Retention - Contracting out Records Review and Reduction (TH)	1	CPC - Historic	\$ -	\$ -	Under \$50K		TBD						
Town Clerk	Voting Machines - Updates and Enhancements	1				Under \$50K			\$ 32,500					
<b>TOWN CLERK SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ -	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ 32,500
<b>WASTEWATER</b>	(CWMP Revisions currently under development)													
Wastewater	DHY Community Partnership - CWMP Revisions				\$ -									COC pending additional Info
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Share of Treatment		DE*		\$ 1,500,000		\$ 1,500,000		\$ 17,400,000					COC pending additional Info
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Distribution & Connection				\$ -		\$ 1,500,000		\$ 11,200,000					COC pending additional Info
Wastewater	CWMP Phase 2 Contract 3 Pleasant Bay South	1A	DE*		\$ 8,400,000	\$ -	\$ 8,400,000	\$ -	\$ -	\$ -			\$ -	COC pending additional Info
Wastewater	CWMP Phase 4 Pleasant Bay(North)Watershed Collection Sys. Des. & Con.				\$ -									
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Restoration	1C	CPC-Op.Sp.		\$ -			\$ 75,000	\$ -	\$ 350,000			\$ -	
<b>WASTEWATER SUB-TOTAL</b>					\$ 9,900,000	\$ -	\$ 9,900,000	\$ 1,500,000	\$ 17,475,000	\$ 11,200,000	\$ 350,000	\$ -	\$ -	\$ 40,425,000
<b>WATER</b>														
Water	New Source Exploration (Planning 2021/Development 2023)	1B	Water Rate		\$ 250,000	\$ 250,000	\$ 250,000		\$ 500,000					COC Voted
Water	Route 28 Water Main Replacement Design and Construction	1B			\$ -	\$ -	\$ -	\$ 100,000	\$ 2,000,000					
Water	Station 8 Generator	1			\$ -	\$ -	\$ 50,000			\$ -	\$ -			
Water	Replace Ford Ranger and F-250 Models	2						\$ 125,000		\$ 75,000				
Water	Various Access Road Pavement	3C							\$ 175,000	\$ -				
Water	Pleasant Lake Avenue Tank Rehabilitation	1						\$ -	\$ -	\$ 1,750,000	\$ -	\$ -		
Water	Phase 1 Discontinuity of Pipes per Masterplan 6,450 ft of Pipe	1B						\$ -	\$ -	\$ -	\$ 1,500,000	\$ -		
<b>WATER SUB-TOTAL</b>					\$ 250,000	\$ 250,000	\$ 250,000	\$ 150,000	\$ 2,125,000	\$ 175,000	\$ 1,825,000	\$ 1,500,000	\$ -	\$ 7,435,171
<b>GRAND TOTALS (Including Other/Private CPC Listed below)</b>					\$ 16,075,495	\$ 5,852,635	\$ 17,226,080	\$ 8,074,025	\$ 24,658,221	\$ 20,421,050	\$ 5,531,519	\$ 5,091,000	\$ 5,039,738	\$ 86,041,633
Non-Town/Private	CPC Applications													
Chase Library Associa	Historic Restoration of Door and Entrance (HP 2)		CPC - His	\$ -	\$ -		\$ 10,500							
HDHC	Update of Historic Areas and Property Inventory (HP 3)		CPC - His		\$ -		\$ 34,500							
CDP	Lower Cape Housing Institute (CH5)		CPC - Housing				\$ 7,500							
Housing Authority	Rent/Buy Down Program		CPC - Housing				\$ 200,000							
REOS	6.5 Acre Walkers Pond (OS 6)		CPC - OS				\$ 250,000							
Con Comm	Maintenance of Town Owned Land (R12)		CPC - Rec				\$ 20,000							
Pleasant Bay Boating	P.B. Community Boating Accessible Dock Project (R13)		CPC - Rec				\$ 25,000							
HES	Harwich Community Playground Project (R14)		CPC - Rec				\$ 641,035							
<b>Other/Private</b>	<b>TOTAL CPC Requests</b>						\$ 1,188,535	\$ -	\$ -	\$ -	\$ -		\$ -	

Department	Project	ATM # P MY	Funding Source	BOS/CPC Approved	TA Rec	COC Rec Voted	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	Notes
<b>Funding Summary</b>														
						DEPTS	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	
	Tax Levy				\$ -	Admin/AHT	\$ 550,000	\$ 680,000	\$ 1,480,000	\$ 32,000	\$ 32,000	\$ 35,000	\$ 35,000	
	Borrowing within Prop 2 1/2				\$ -	Cem./Com.Ctr	\$ 218,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	FC - Free Cash				\$ 866,635	Cons./Engine.	\$ 127,000	\$ 380,000	\$ 130,000	\$ 70,000	\$ 70,000	\$ 100,000	\$ 100,000	
	Public Education Grants (PEG)				\$ 134,450	Channel 18	\$ 134,450	\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,863	\$ 24,897	\$ 45,000	
	RPA - Reauthorized Previous Appropriation				\$ -	Facility Main.	\$ 425,000	\$ 296,605	\$ 550,235	\$ 440,000	\$ 235,000	\$ 1,200,000	\$ 526,590	
	Community Preservation Funds				\$ 1,302,860	Fire	\$ 1,878,225	\$ 460,000	\$ 786,636	\$ 200,000	\$ 605,969	\$ 200,000	\$ 418,148	
	Cemetery Revenue (Revolving/Grants)				\$ -	Golf	\$ 198,550	\$ 207,420	\$ 276,850	\$ 162,050	\$ 311,050	\$ 224,000	\$ 75,000	
	Debt Exclusion				\$ 11,700,000	Harbor	\$ -	\$ 2,000,000	\$ 42,000	\$ 441,000	\$ 367,500	\$ 42,000	\$ 2,100,000	
	Grants				\$ 873,000	Library	\$ -	\$ 40,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	
	Golf Funds (Maintenance/Operating/Etc)				\$ 198,550	Nat. Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Chapter 90				\$ 700,000	Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Water Enterprise - Retained Earnings				\$ -	Police	\$ 14,910	\$ 30,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	\$ -	
	Water Enterprise Account - Revenues				\$ 250,000	Public Works	\$ 1,825,000	\$ 2,330,000	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	\$ 1,785,000	
	OB - Operating Budget				\$ 50,000	Rec. & TC	\$ 650,860	\$ -	\$ 32,500	\$ 125,000	\$ -	\$ -	\$ -	
	Other: Operating Budget Encumbered				\$ -	Wastewater	\$ 9,900,000	\$ 1,500,000	\$ 17,475,000	\$ 11,200,000	\$ 350,000	\$ -	\$ -	
					\$ -	Water	\$ 250,000	\$ 150,000	\$ 2,125,000	\$ 175,000	\$ 1,825,000	\$ 1,500,000	\$ -	
	<b>Confirmation Total</b>				\$ 16,075,495		\$ 16,171,995	\$ 8,173,279	\$ 24,724,691	\$ 20,425,438	\$ 5,579,382	\$ 5,115,897	\$ 5,084,738	GRAND TOTAL SEVEN YEARS
					Variance \$ -	TOTAL	\$ 16,171,995	\$ 8,173,279	\$ 24,724,691	\$ 20,425,438	\$ 5,579,382	\$ 5,115,897	\$ 5,084,738	\$ 85,275,420

FREE CASH	Available Free Cash		\$ 1,446,115	Community Preservation
Capital Budget Items Target \$700K	V	\$ 866,635	Available	Est. FY 21
Monomoy Capital Assess. \$260,748 Plus Special Ed Transition \$175K	5	\$ -	UND./Rec.	\$ 1,648,079
Snow and Ice	11	\$ 400,000	Open Sp.	\$ 492,760
OPEB	66	\$ -	Historic	\$ 489,164
Cultural Center Operations Subsidy	10	\$ 100,000	Housing	\$ 375,456
Stabilization	65	\$ -	TOTAL	\$ 3,005,459
Chamber of Commerce	60	\$ 30,000	REQUEST	TOTALS
Libraries	59	\$ 20,000	UND./Rec.	\$ 1,621,395
Cultural Council	61	\$ 3,600	Open Sp.	\$ 250,000
Operating Small Capital Items	12	\$ 15,000	Historic	\$ 120,000
Pleasant Bay Grant & Prior Years Unpaid Bills	67	\$ 10,880	Housing	\$ 757,500
Available Balance		\$ -	TOTAL	\$ 2,748,895
<b>TOTAL ALLOCATED</b>		\$ 1,446,115	Funding	CPC Voted
			UND./Rec	\$ -
			Open Sp.	\$ 492,760
			Historic	\$ 489,164
			Housing	\$ 375,456
			TOTAL	\$ 3,005,459



**Board of Selectmen Application for Entertainment License Renewal for Approval**  
**Board Meeting – Monday January 6, 2020**

Belmont Beach Club/Belmont Condominium Trust DBA **Belmont Beach Club**  
1 Belmont Road, West Harwich – Seasonal  
Weekday Entertainment Friday and Saturday 7PM to 10PM  
*2019 License approved for Monday through Saturday 10AM – 11PM*  
**PENDING APPROVAL FROM FIRE DEPARTMENT**

Hot Stove Saloon, Inc. DBA **Hot Stove Saloon**  
551 Route 28, Harwich Port – Annual  
Weekday Entertainment Wednesday and Saturday 9:30PM – 12:30PM  
*2019 License approved for Friday and Saturday 9PM – 12AM inside only*

Mooncussers Tavern DBA **Harwich Port Seaferer**  
86 Sisson Road, Harwich – Weekday Entertainment Monday through Saturday 5PM to 12AM  
*2019 License approved for Monday through Saturday 5PM to 12AM.*

Morningstar Restaurant Inc DBA **Villa Roma**  
278 Route 28, Harwich – Weekday Entertainment Monday through Saturday 4:30PM to 1AM  
*2019 License approved for Monday through Saturday 5PM to 1AM*

BLM Restaurant Group DBA **The Landyard Bar & Grill**  
429 Main Street, Harwich – Sunday Entertainment 1PM – 1AM Inside and outside  
*2019 License approved for Sunday 1PM – 1AM inside and outside*

Ember Coalfired Pizza DBA **Ember**  
600 Route 28, Harwich Port  
Weekday Entertainment Monday through Saturday 6PM – 10PM outside  
*2019 License approved for Monday through Saturday*  
*11:30AM – 12AM inside and*  
*11:30AM – 10PM outside*

**The Port**  
541 Route 28, Harwich Port  
Weekday Entertainment Monday through Saturday 6-10PM outside  
*2019 License approved for Monday through Saturday*  
*11:30AM – 10PM rear deck and 11:30AM – 12AM inside*  
**PENDING APPROVAL FROM BOARD OF HEALTH**

---

Larry Ballantine

---

Michael MacAskill

---

Ed McManus

---

Don Howell

---

Stephen Ford



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

**APPLICATION FOR ENTERTAINMENT LICENSE**

- Weekday Entertainment (\$75) \_\_\_\_\_ 1 day (\$25) \_\_\_\_\_ New application \_\_\_\_\_  
 Batters Box (\$50) \_\_\_\_\_ Renewal  \_\_\_\_\_  
 Go Carts (\$50) \_\_\_\_\_ Annual \_\_\_\_\_  
 Miniature Golf (\$50) \_\_\_\_\_ Seasonal  \_\_\_\_\_  
 Trampolines (\$25) \_\_\_\_\_ Opening Date \_\_\_\_\_  
 Theater (\$150 per cinema) \_\_\_\_\_  
Automatic Amusement:  
 Juke Box (\$100 each) \_\_\_\_\_  
 Video Games (\$100 each) \_\_\_\_\_ Other \_\_\_\_\_

Business Name Belmont Beach Club  
Belmont Condominium Trust Phone 5

Business Address 1 Belmont Rd West Harwich, MA 02671

Mailing Address " " "

Owners Name & Address Belmont Condominium Trust

Email Address belmontmanager@comcast.net

Managers Name & Address Jay Donovan (same as above)

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

Friday + Saturday 7 PM to 10 PM

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

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



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

\_\_\_ Yes     / No

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

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

Days/Hours of Business Operation Friday + Saturday 5pm to 10pm

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

[Signature] GM \_\_\_\_\_ Federal I.D. # \_\_\_\_\_  
Signature of applicant & title

\_\_\_\_\_  
Signature of individual or corporate name Federal I.D. # \_\_\_\_\_

\_\_\_\_\_  
Signature of Manager Federal I.D. # \_\_\_\_\_

\_\_\_\_\_  
Signature of Partner Federal I.D. # \_\_\_\_\_

**REGULATORY COMPLIANCE FORM**

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

[Signature]  
Building Commissioner

[Signature]  
Board of Health

\_\_\_\_\_  
Fire Department

[Signature]  
Police Department

comments:

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



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

**APPLICATION FOR ENTERTAINMENT LICENSE**

- Weekday Entertainment (\$75) \_\_\_\_\_ 1 day (\$25) \_\_\_\_\_
  - Batters Box (\$50) \_\_\_\_\_
  - Go Carts (\$50) \_\_\_\_\_
  - Miniature Golf (\$50) \_\_\_\_\_
  - Trampolines (\$25) \_\_\_\_\_
  - Theater (\$150 per cinema) \_\_\_\_\_
  - Automatic Amusement:
    - Juke Box (\$100 each) \_\_\_\_\_
    - Video Games (\$100 each) \_\_\_\_\_
  - Other \_\_\_\_\_
- New application \_\_\_\_\_  
Renewal  \_\_\_\_\_  
Annual  \_\_\_\_\_  
Seasonal \_\_\_\_\_  
Opening Date \_\_\_\_\_

Business Name Hot Steam Saloon Phone \_\_\_\_\_

Business Address 551 Rt 28 Harwich Port, MA 02646

Mailing Address \_\_\_\_\_

Owners Name & Address Gabe Lidner 200 ...

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

Managers Name & Address \_\_\_\_\_

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

Wednesday and Saturday 9:30pm - 12:30pm

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

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

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

\_\_\_ Yes       No

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

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

Days/Hours of Business Operation 11:30 - 1:00

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

<u>M. P. O'Neil</u> Signature of applicant & title	_____	Federal I.D. #	
_____	Signature of individual or corporate name	_____	Federal I.D. #
_____	Signature of Manager	_____	Federal I.D. #
_____	Signature of Partner	_____	Federal I.D. #

**REGULATORY COMPLIANCE FORM**

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

<u>[Signature]</u> Building Commissioner	<u>[Signature]</u> Board of Health	<u>[Signature]</u> Fire Department
<u>[Signature]</u> Police Department	comments:	

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



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

### APPLICATION FOR ENTERTAINMENT LICENSE

- Weekday Entertainment (\$75)     1 day (\$25)    New application   
 Batters Box (\$50)    Renewal   
 Go Carts (\$50)    Annual   
 Miniature Golf (\$50)    Seasonal   
 Trampolines (\$25)    Opening Date \_\_\_\_\_  
 Theater (\$150 per cinema)  
Automatic Amusement:  
 Juke Box (\$100 each)  
 Video Games (\$100 each)    Other \_\_\_\_\_

Business Name Mooncuessers Tavern Phone \_\_\_\_\_

Business Address Harwich Port Seafarer

Mailing Address 860 Sisson Rd Harwich

Owners Name & Address Anne + Patrick Wiseman

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

Managers Name & Address Damien Wiseman 860 Sisson Rd

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

Monday through Saturday 5pm - 12AM

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

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

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

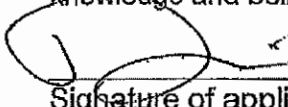
\_\_\_ Yes       No

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

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

Days/Hours of Business Operation 7 days 5-10pm / Bar open May - Nov 18

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

 General Manager  
Signature of applicant & title

\_\_\_\_\_  
Federal I.D. #

\_\_\_\_\_  
Signature of individual or corporate name

\_\_\_\_\_  
Federal I.D. #

\_\_\_\_\_  
Signature of Manager

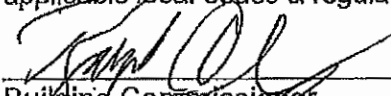
\_\_\_\_\_  
Federal I.D. #

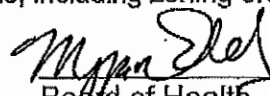
\_\_\_\_\_  
Signature of Partner

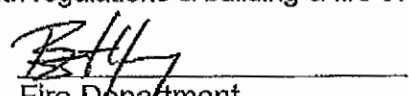
\_\_\_\_\_  
Federal I.D. #

**REGULATORY COMPLIANCE FORM**

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

  
Building Commissioner

  
Board of Health

  
Fire Department

  
Police Department

comments:

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



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

**APPLICATION FOR ENTERTAINMENT LICENSE**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Weekday Entertainment (\$75) _____ 1 day (\$25) _____ | New application _____                             |
| <input type="checkbox"/> Batters Box (\$50)   | Renewal <input checked="" type="checkbox"/> _____ |
| <input type="checkbox"/> Go Carts (\$50)  | Annual _____                                      |
| <input type="checkbox"/> Miniature Golf (\$50)  | Seasonal _____                                    |
| <input type="checkbox"/> Trampolines (\$25)   | Opening Date _____                                |
| <input type="checkbox"/> Theater (\$150 per cinema)                                       |   |
| Automatic Amusement:  |   |
| <input type="checkbox"/> Juke Box (\$100 each)  |   |
| <input type="checkbox"/> Video Games (\$100 each)   | Other _____                                       |

Business Name MORNING STAR REST INC Phone \_\_\_\_\_  
 Business Address DBA VILLA ROMA  
276 RT 28 WEST HARWICH MA 02671  
 Mailing Address \_\_\_\_\_  
 Owners Name & Address DOUGLAS MORRISSEY 101 HARWICH MA 02671  
 Email Address \_\_\_\_\_  
 Managers Name & Address \_\_\_\_\_

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

AMPLIFIED MUSIC FROM 4:30 SATURDAY

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

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

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

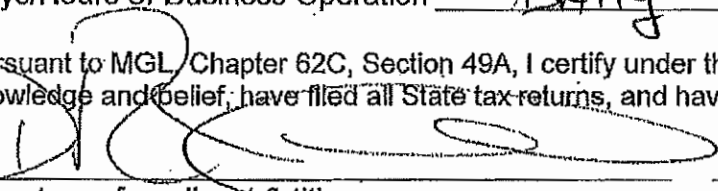
\_\_\_ Yes       No

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

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

Days/Hours of Business Operation Daily FROM 4:30 PM

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

  
Signature of applicant & title

Federal I.D. #

Signature of individual or corporate name

Federal I.D. #

Signature of Manager

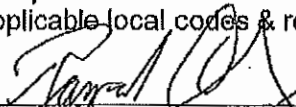
Federal I.D. #

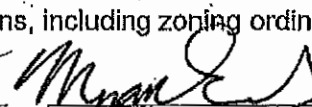
Signature of Partner

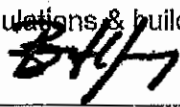
Federal I.D. #

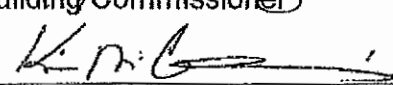
### REGULATORY COMPLIANCE FORM

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

  
Building Commissioner

  
Board of Health

  
Fire Department

  
Police Department

comments:

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

THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$50 1pm-12am or \$100 prior to 1pm TOWN OF HARWICH  
 Municipal Fee, \$85 1pm-12am or \$175 prior to 1pm



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is The Lanyard in or on the property at No. 429 Route 28 Harwich Port MA 02646 (address)

The Licensee or Authorized representative, print name and sign here Benjamin Portz in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
Sundays seasonally	1pm-1pm	Music

Mayor XXXX Chairman of Board of Selectmen, XXXX Harwich (City or Town) signature

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00 Municipal fee per occurrence: Regular hours \$10 per Sunday, special hours \$20 per Sunday. Seasonal only.  
 This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES





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

### APPLICATION FOR ENTERTAINMENT LICENSE

Weekday Entertainment (\$75)  1 day (\$25)  New application \_\_\_\_\_  
 Batters Box (\$50)  Renewal   
 Go Carts (\$50)  Annual \_\_\_\_\_  
 Miniature Golf (\$50)  Seasonal \_\_\_\_\_  
 Trampolines (\$25)  Opening Date \_\_\_\_\_  
 Theater (\$150 per cinema)  
 Automatic Amusement:  
 Juke Box (\$100 each)  
 Video Games (\$100 each)  Other \_\_\_\_\_

Business Name Emera Unfiled Pizza Phone 508-430-7513

Business Address \_\_\_\_\_

Mailing Address 600 Route 28

Owners Name & Address Harwich Port, MA 02646

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

Managers Name & Address JUSTIN BRACKETT / JAMES BRACKETT

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

MON-SAT 6-10pm *at Bar*

### ENTERTAINMENT TYPE: (Check all appropriate boxes)

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

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

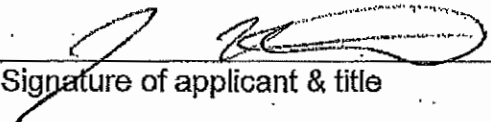
\_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

Days/Hours of Business Operation \_\_\_\_\_

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

  
\_\_\_\_\_  
Signature of applicant & title

\_\_\_\_\_  
Federal I.D. #

\_\_\_\_\_  
Signature of individual or corporate name

\_\_\_\_\_  
Federal I.D. #

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Federal I.D. #

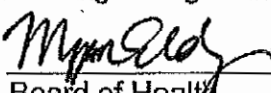
\_\_\_\_\_  
Signature of Partner

\_\_\_\_\_  
Federal I.D. #

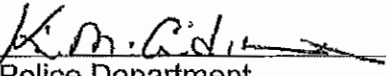
**REGULATORY COMPLIANCE FORM**

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

  
\_\_\_\_\_  
Building Commissioner

  
\_\_\_\_\_  
Board of Health

  
\_\_\_\_\_  
Fire Department

  
\_\_\_\_\_  
Police Department

comments:

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



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

### APPLICATION FOR ENTERTAINMENT LICENSE

Weekday Entertainment (\$75)  1 day (\$25)  New application \_\_\_\_\_  
 Batters Box (\$50)  Renewal   
 Go Carts (\$50)  Annual \_\_\_\_\_  
 Miniature Golf (\$50)  Seasonal \_\_\_\_\_  
 Trampolines (\$25)  Opening Date \_\_\_\_\_  
 Theater (\$150 per cinema)  
 Automatic Amusement:  
 Juke Box (\$100 each)  
 Video Games (\$100 each)  Other \_\_\_\_\_

Business Name THE PORT Phone \_\_\_\_\_

Business Address 541 Route 28

Mailing Address HARWICH PORT, MA 02646

Owners Name & Address JAMES BRACKETT / JUSTIN BRACKETT

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

Managers Name & Address JAMES BRACKETT / JUSTIN BRACKETT

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

MON-SAT 6-10 pm weekly

#### ENTERTAINMENT TYPE: (Check all appropriate boxes)

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

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

\_\_\_ Yes \_\_\_ No

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

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

Days/Hours of Business Operation \_\_\_\_\_

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

  
Signature of applicant & title Federal I.D. #

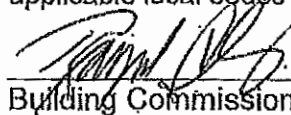
Signature of individual or corporate name Federal I.D. #

Signature of Manager Federal I.D. #

Signature of Partner Federal I.D. #

**REGULATORY COMPLIANCE FORM**

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

  
Building Commissioner

Board of Health

  
Fire Department

  
Police Department

comments:

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

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

A. Public Hearing – Improvements to Seth Whitefield Rd. (a.k.a. Hawksnest Rd.) and Round Cove Rd. proposed by Robert Fratus

Mr. Clark provided overview: the board requested the DPW to do improvements. There had been improvements to the road by Robert Fratus. He had a license agreement to do work on Hawksnest and is now requesting for the town to do the work, because it is a public way. There is also a request for improvements additionally to Round Cove Rd. This request is to see if the board of Selectman will direct DPW to make the improvements or require the developer to make improvements.

Ms. Kavanaugh reminded Mr. Fratus to limit his arguments to the development of Hawksnest Rd. and Round Cove Rd. specifically.

Bob Fratus introduced himself. He was asking the town to put T-base on a section of Hawksnest Rd. and widen Round Cove Rd. to allow for easier vehicle accessibility and limit vehicle damage. He feels he currently experiences all the traffic because other access roads to the park don't allow for two-way traffic. He feels the state dictates that the town is required to maintain the road width to a minimum of 20 feet and that Round Cove Rd. is a town road. He specified that the town's standard is 16 feet by 16 feet with 12 feet of gravel. He would like the town to maintain it to the minimum standard. Ms. Fratus additionally specified that they are not requesting paving the road. She clarified that they are only selling one subdivision. They are selling one lot to a family building a three-bedroom house. The lots are large because the zoning requires a minimum of 100,000 square feet per lot. She suggested that improvements will allow emergency vehicles to access Hawksnest Pond more quickly via Round Cove Rd. (which they cannot currently do) without increasing traffic significantly, and that police are able to patrol the pond more readily given the improvements they have already made. Ms. Fratus described the locations of public vs. private land around Hawksnest Rd. and Round Cove Rd. and explained that several private property owners along Hawksnest Rd. are in favor of the improvements to Round Cove Rd.

The Board took further comments from members of the public who had concerns about the town funding improvements:

Helene Borges, resident of Round Cove Rd. for approx. 20 years, submitted to the Board of Selectmen a petition from a group of residents in the surrounding area against improvements to Round Cove Rd. She feels that it is passible for emergency vehicles as is. She feels that there have been trees illegally cut on the state park side in order to widen the road. She does not feel that Round Cove Rd. was meant to be a throughway and believes Mr. Fratus wants to make improvements to Round Cove Rd. in order to limit traffic by his property on Hawksnests Rd. She would like the board to turn down the proposal.

Nadine Anzaldi, resident of Haromar Heath Rd., submitted a petition from neighbors in the area. She argued that many people are opposed to further changes for the following reasons: 1) They don't want their taxes being used to supplement developer projects, 2) Hawksnest Rd. has been widened beyond the allowed 18 feet (to 24 feet in some places) and they believe graveling Round Cove Rd. would harden the road into an asphalt with traffic and make the road a throughway and disrupt the neighborhood, 3) Widening the road would negatively impact the natural environment in the area.

Peggy Gabour read letters documenting the progression of development by Mr. Fratus at Hawksnest and Round Cove Roads. She suggested that Mr. Fratus has not fulfilled the terms of a previous road improvement requests and instead has widened the road to 26 feet instead of the

agreed 18 feet and never completed laying the gravel. She asked that Mr. Fratus pay to complete the improvements from his previous request using gravel only.

Noel Donovan, resident of the Six Ponds District, voiced several concerns regarding previous development by Mr. Freitas. The Hawksnest Rd. is subject to the scenic roads corridor regulations as part of the Six Ponds District which require a 100-foot buffer along the road where natural vegetation must be maintained. She is concerned that Mr. Freitas has already violated these regulations by clearcutting and installing lawns within this buffer. She also asked why the driveway for the property on 3 Raptor Rd. was instead placed on Seth Whitefield Rd. She voiced concerned that the improvements already made on Hawksnest Rd. have led to erosion and would like these issues addressed before additional improvements are made, regardless of whether the town or the developer pay for them.

Mr. Fratus argued that some of the areas on the sides of the road have been seeded. But that people have driven on it, keeping it from growing in properly.

Gerald Beltis, resident of Haromar Heath Rd., suggested that if Hawksnest Rd/Seth Whitefield Rd. are town roads, any previous improvements should have been voted on by the town. He questioned whether or not there was record of the town owning the road.

Carol Burlich, resident of Round Cove Rd., read a letter from her neighbor against improvements to the road, citing concerns for increased traffic and poor visibility at the intersection with Queen Anne Rd.

Margo Fenn, resident of John Joseph Rd., voiced concern about increasing potential vehicle traffic through the natural area surrounding Round Cove Rd. She also suggested that the town should not pay to improve the rural Round Cove Rd. if it cannot afford to pay for improvements to the highly trafficked Lower County Rd.

Ida Raof, resident of Round Cove Rd., is concerned about a decrease in safety along the road for young children, should the improvements lead to increased traffic. He is concerned that widening the road will lead to fewer pedestrians because walkers will not feel as safe on the road, it will lead to safety concerns with more people partying at the ponds, and it will decrease access for utility crews because the utilities are accessed underground.

Dan Wolfe, resident of Nathan Walker Rd., believes that GIS technology will lead people down Round Cove Rd., if improvements are made. He also suggested that, in most cases, the developer should pay the town for mitigation. In this case, he feels the developer is instead asking the town to pay for the impact of the road. He said he has been enjoying the woods in the area for a long time and does not see the changes to the road to be improvement and any development should require a full report on the environmental and safety impacts. He would also like there to be an environmental impact report on the work that has already been done.

David Plum, resident of Round Cove Rd., purchased his house because of the rural nature of the neighborhood and "bumpy dirt road". He said he has already noticed an increase in traffic with GPS and the small improvements already completed and any further changes to the road would increase that further. He requested no further work or improvements be completed.

Kim Kassner, resident of Mary Beth Lane, said that she moved to the area because of the wild backyard. She does not want to see the area getting busier than it is now.

Sandy McLardy, resident of Pleasant Bay Rd, spoke about the value of the Hawksnest Park area in promoting in children and families an appreciation for the natural world.

Helen Borges clarified that the decrease in trash of which Ms. Fratus spoke resulted from a group of neighbors cleaning the area themselves. She is concerned that the improvements will lead to more traffic and more parties.

Patty Bowman, resident of the area, says she uses the area to walk her dog every day. She believes that Mr. Fratus should be able to make improvements to the road because they own the land and care about the area and because she thinks it will improve the safety of the area through improved access to first responders. She also believes it will improve access for people with disabilities and thinks it will prevent her car from get scratched by branches as it has been in the past.

Fire Chief Norm Clarke clarified that the fire department can access the area safely as it is. DPW has jurisdiction to fix potholes in any dirt roads that are inaccessible to first responders, but the area under discussion is currently accessible as is.

Mr. Beltis added that the Commonwealth of Massachusetts does not believe this to be a state issue.

Susan Manfredonia, resident of Haromar Heath Rd., asked that Mr. Fratus keep the integrity of the natural space when making changes to the property.

Mrs. Fratus clarified that they were required to widen the road as part of the license agreement.

Mr. Howell moved to close the public hearing. Mr. Ballantine seconded the motion. The motion carried by unanimous vote. Mr. Ballantine voiced concerns about the financial costs for the town to improve the road and suggested the town had already determined the road to be privately owned. Mr. MacAskill asked Mr. Clarke if the town was legally required to maintain Round Cove Rd to a certain width. Mr. Clarke answered that, as a cart path, the town is required to maintain it as "passable" but that the request is beyond what is required of the town. Mr. McManus commented that he has found both roads to be passable even in his Toyota Prius. Mr. Howell expressed concerns about the environmental impacts if the town were to pave all small roads and cart paths in similarly fragile natural areas. He also reiterated that the Mr. Fratus had not yet complied with the terms of the license agreement and expressed concerns regarding the environmental impact of using T-base, as it is impermeable and produces runoff. Ms. Kavanaugh reiterated that the license agreement in place has not yet been completed and that the area under concern is fragile. She also brought up that the town of Harwich and other towns are working to improve regulations regarding runoff, to comply with state regulations. Mr. McManus asked that staff review completed work before authorizing further work. Mr. Howell made a motion to deny the current proposal. Mr. Ballantine seconded the motion. The motion to deny the proposal passed by unanimous vote.

B. Ad Hoc Harwich Port Parking Committee presentation of recommendations for parking option in Harwich Port area.

Alexander Donohue, member of the Ad Hoc Harwich Port Parking Committee, addressed members of the Board. He reminded the board that there are still two openings to be filled on the Committee. The Committee recommends that signs with the letter "P" municipal sign of parking with arrows be placed at the entrance to the municipal lot and at the back of the lot on the Pleasant St. entrance and exit. At the newer employee parking area, the Committee recommends a sign reading, "Employee Parking". Finally, the Committee recommends no beach parking at the Route 28 side of Pleasant St. and the employment of 1.5 parking monitoring positions. The adjacent banks have agreed to allow public parking after 5pm.

## Patti Macura

---

**From:** Charleen Greenhalgh  
**Sent:** Tuesday, December 24, 2019 9:28 AM  
**To:** Larry Ballantine  
**Cc:** Joe Powers; Patti Macura; David Harris  
**Subject:** David Harris - Remote Participation

Hi Larry:

I understand that the Board of Selectmen took up the request from Mr. Harris on the Planning Board to participate via remote participation for January through May. My concern with the Selectmen's vote is that it was for "5 meetings", not "5 months". The Planning Board does meet twice a month. If this was the Selectmen's intent, then we can and will work with that with Mr. Harris; however, if that was not the Selectmen's intent you may wish to take this matter up again at your next meeting.

Thanks and Happy Holidays!  
Charleen

Charleen Greenhalgh  
Town Planner  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
508-430-7511  
508-430-4703  
[cgreenhalgh@town.harwich.ma.us](mailto:cgreenhalgh@town.harwich.ma.us)

**NEW** Town Hall Hours – Monday - Friday: 8:30am-4:00pm



**David Harris**  
**9139 SE Riverfront Terrace, Apt N**  
**Tequesta, FL 33469**

December 17, 2019

To: Harwich Board of Selectmen  
Cc: Charleen Greenhalgh, Town Planner  
Joseph McParland, Planning Board Chairman  
From: David Harris, Planning Board Member  
Re: Remote Participation

As I will be away during the months of January – May 2020, I respectfully request the Board of Selectmen's approval so that I may participate via remote participation beyond an initial three (3) meetings.

TOWN OF HARWICH  
PROCEDURE FOR REMOTE PARTICIPATION

Remote Meeting Participation is authorized by amended Open Meeting Law regulation and is available to all municipal Boards, Committees and Commissions in accordance with the Attorney General's CMR 29.10 issued on November 11, 2011 (see attached) and approved by a vote of the Board of Selectmen on December 12, 2011. The Board of Selectmen on January 9, 2012 further adopted these local procedures for remote participation so long as a quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

- 1) The Town of Harwich will allow remote participation by audio and/or video communication.
- 2) A member of a Board, Committee or Commission who cannot attend a meeting for one or more of the five permissible reasons, must notify the chair/ acting chair that they qualify for and wish to participate remotely, or acting chair if the chair is seeking remote participation, and the chair /acting chair shall notify the Information Technology Director for set up of the tele-conference equipment in a meeting room at least 24 hours prior to the scheduled meeting based on the availability of equipment. (A cell phone with speaker phone or skype audio or video is an acceptable alternative technology but must be clearly audible to one another). When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- 3) Chair or Acting Chair shall identify for the record any or all remote participants at the start of the meeting.
- 4) To assure accurate votes taken during the meeting, the Chair shall specifically ask for the remote participant's vote.
- 5) The meeting minutes shall reflect the member who participated by remote access.
- 6) Members are allowed to participate remotely up to three times per calendar year. If circumstances warrant an extension longer than three remote participations per year, the Board of Selectmen must vote to grant such extension.
- 7) Remote participation shall be limited to two (2) members at any meeting.
- 8) Cost of remote participation shall be borne by the remotely participating member.

The five permissible reasons allowed for remote participation are:

- 1) Personal illness;
- 2) Personal disability;
- 3) Emergency;
- 4) Military service; or
- 5) Geographic distance

Adopted at a Public Meeting of the Board of Selectmen on January 9, 2012.  
Amended May 23, 2016

## Proposed Timeline for 2020 Town Administrator Search

DATE	ACTIVITY
<b>Monday, January 6, 2020</b>	<ul style="list-style-type: none"> <li>• Review Timeline</li> <li>• Discuss/vote on search committee composition</li> <li>• Information on:               <ul style="list-style-type: none"> <li>○ Salaries</li> <li>○ Search firms</li> </ul> </li> <li>• Discuss/vote on position description and job advertisement – key items for search committee to consider</li> </ul>
<b>Monday, January 13, 2020</b>	<ul style="list-style-type: none"> <li>• Appoint members of the TA Search Committee</li> <li>• Information on:               <ul style="list-style-type: none"> <li>○ Other towns’ experiences</li> </ul> </li> <li>• Interview Search Firms</li> <li>• Search Committee starts; followed by multiple meetings for input</li> </ul>
<b>Monday, March 9, 2020</b>	<ul style="list-style-type: none"> <li>• Search Committee presents recommendations to BOS</li> </ul>
<b>Saturday, March 14, 2020</b>	<ul style="list-style-type: none"> <li>• BOS interviews top # candidates as special meeting</li> </ul>
<b>Monday, March 16, 2020</b>	<ul style="list-style-type: none"> <li>• BOS votes to appoint</li> </ul>
<b>Monday, March 23, 2020</b>	<ul style="list-style-type: none"> <li>• BOS extends formal offer/agreement</li> </ul>
<b>To Be Determined</b>	<ul style="list-style-type: none"> <li>• Start date for newly appointed Town Administrator</li> </ul>

## BUDGET/WARRANT TIME LINE FY2021

Monday, June 17, 2019	Review Town Meeting Results and actions to take	
Monday, July 1, 2019	First goals discussion	
Monday, July 15, 2019	Continuation of goals discussion	
Monday, July 29, 2019	Set Goals	
Monday, August 12, 2019	Potential articles and assign to committees and departments. By Law Charter Review Committee to come in to discuss	
Monday, August 26, 2019	Discuss potential C P C articles	
Friday, August 23, 2019	Capital Budget Instructions submitted by T A to Departments	
Monday, September 16, 2019	Discuss Budget Message	
Friday, September 20, 2019	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 30, 2019	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
TBD	MRSD and Cape Cod Tech meeting with Selectmen and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, September 30, 2019	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
October 1 @ 4:00 p.m.	Deadline for submission of C P C requests	
Monday, October 7, 2019	Begin review of warrant articles	<i>Weekly as they come in</i>
Monday, October 21, 2019	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Monday, October 21, 2019	Joint Meeting with MRSD, Cape Cod Tech, Finance Committee and Capital Outlay Committee to discuss: <ul style="list-style-type: none"> <li>• State of the Town/BOS Budget Message</li> <li>• MRSD Budget/Enrollments</li> <li>• Finance Committee Priorities</li> <li>• Capital Budget Requests</li> <li>• Outlook for 2020</li> </ul>	
Friday, October 25, 2019	Operating Budget instructions submitted to departments by T A	
Monday, October 28, 2019	B O S to review Capital Outlay Plan and set priorities	
Friday, November 29, 2019	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, November 29, 2019	Deadline for submission of departmental warrant articles to T A	
Monday, December 9, 2019	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>
Monday, December 23, 2019	MRSD School Vacation	

Monday, January 6, 2020	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January (Finance Committee)</b>
Friday, January 24, 2020	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, February 3, 2020	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 3, 2020	Last BOS meeting before Annual Warrant closes	
Monday, February 3, 2020	TA presents budget and budget message to B O S and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
Saturday, February 8, 2020 Snow date: Sat. Feb. 15, 2020	Selectmen and Finance Committee Budget Presentations	
Friday, February 14, 2020	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>
Monday, February 17, 2020	MRSD School Vacation	
Monday, February 17, 2020	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271-1.B. Not later than 14 days after article deadline</b>
Monday, February 17, 2020	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
Tuesday, February 18, 2020	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
February 2020	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Monday, March 2, 2020	Joint budget/article hearing BOS/Finance Committee	
March, 2020	BOS reviews Warrant articles	
Monday, March 2, 2020	VOTE to sign <b>final</b> Annual Town Meeting Warrant	
Monday, March 9, 2020	Vote to open Special Town Meeting Warrant on Tuesday, March 10 and close on Thursday, March 12	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
No later than Monday, March 18, 2020	Article funding review by B O S	
Monday, March 18, 2020	BOS votes Special Warrant BOS votes Ballot	
<b>not later</b> than Monday, March 23, 2020	FINCOM submits written recommendations on Budget/Warrant. Joint budget /article hearing with B O S and Fincom reconciliation	<b>Charter 9-3-3/by March 31<sup>st</sup></b>
<b>Not later</b> than Monday, March 23, 2020	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 23, 2020	Ballot to Town Clerk	

Monday, April 1, 2020	Send Warrant to Printer Send Warrant to Chronicle <b>(April 16<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Monday, April 20, 2020	MRSD School Vacation	
Friday, April 17, 2020	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
Monday, May 4, 2020	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 19, 2020	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>

# HARWICH HARBORMASTER DEPARTMENT

## December 2019 Monthly Report

### Operations

- Received a phone call from a landowner bordering Saquatucket Harbor (SAQ) stating that there was a person in the water near the east dock yelling for help. Responded to the east dock and found a man in the water clinging to a cleat. With the help of a commercial fisherman from a nearby boat the man was pulled from the water, given towels and dry clothes and evaluated by Harwich FD; member declined further treatment.
- Assisted Chatham Harbormaster with towing a 150' x 50' construction barge into Stage Harbor. The barge, owned by ACK Marine and General Contracting, had lightly grounded on a shoal in the outer Stage Harbor entrance channel. The barge will be working on replacing a fish trap dock owned by the Town of Chatham.
- The F/V STRANGLEHOLD was observed to be sitting low in the water in its slip at SAQ. Upon opening the wheelhouse door, water was found to be one foot deep in the fo'c'sle. The Department's gas dewatering pump was used to begin pumping out the engine compartment which was over half full of water. The source of the flooding was found to be coming from a small through hull bolt hole. The hole was plugged and the boat was thoroughly dewatered. The owner was contacted and the boat was hauled for repairs
- Towed a disabled boat from the SAQ west dock and hauled it out with the owner's trailer. The owner's truck had broken down and was being worked on. The owner retrieved the boat and trailer once the truck was repaired.

### Administration

- Prepared Department Annual Report.
- Completed annual performance report for staff member.
- Submitted CVA Request #4 to cover reimbursement of contract extension from 7/1/19 through 12/30/19
- Called 17 slip holders for 1/3 deposit payment.
- Reached out to Mooring Servicing Agents for missing inspection forms.
- Placed bulk order for custodial supplies.
- Looked up & updated registrations for 47 expired USCG Documentation/MA Registrations.
- Processed 5 Transient Slip reservations.

### Maintenance

- Pressure washed, repaired, and painted channel buoys.
- Ran fire and dewatering pumps.
- Constructed a work bench for rope work in the workshop.
- Brought 77C into the workshop for routine maintenance work.
- Finished rigging docks with bird deterrent tape.
- Reconnected Allen Harbor docks that had been moved to facilitate the unloading of spoils from the Oyster Creek dredging project.
- Removed a 30' section of a broken piling from Allen Harbor. The piling was damaged during the unloading of dredge spoils from the Oyster Creek dredging project.

### Meetings

- Presented department FY21 budget to Town Administrator and Finance Director.
- Attended Department Head meeting with BOS Chairman
- Attended Conservation Commission meeting to present Notice of Intent for the replacement of the Round Cove boat ramp. (18 Dec)
- WWC meeting (18 Dec)