

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 6:15 P.M.

Regular Meeting 6:30 P.M.

Monday, February 10, 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. EXECUTIVE SESSION** – Pursuant to MGL c.30A, §21(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; Fire Chief

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

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

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

- A. Vote to approve and sign the March 3, 2020 Presidential Primary Warrant
B. Vote to approve the resignation of Taylor Mills from the Harwich Accessibility Rights Committee, effective immediately
C. Vote to approve the resignation of Gabriella R. Parker Telecommunicator for the Harwich Police Department effective February 8, 2020
D. Vote to approve the Massachusetts Special Olympics /Law Enforcement Torch Run Harwich Polar Plunge 2020 – March 14, 2020 – 9:00 AM – 1:00 PM – Red River Beach (East End)
E. Vote New Hawkers & Peddlers License for Dancing Spoons A GoGo Food Truck DBA Dancing Spoons Chef Services
F. Vote – Seasonal Lodging House or Innholders License Renewal 2020 for Gingerbread House B & B
G. Vote – Seasonal Common Victuallers License Renewal 2020 for A & W Enterprises, Inc. DBA A & W

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

- A. Interim Town Administrator presentation of FY2021 draft budget and budget message

VIII. NEW BUSINESS

- A. Vote to approve the request from the Harwich Cemetery Commission that the Island Pond Arboretum be named the James Marceline Arboretum at Island Pond
B. Vote to designate Joseph F. Powers as temporary Town Administrator for a period not to exceed ninety (90) days
C. Discuss and possible vote to approve Board of Health recommendations:
a. Increase the timeline for mandatory connection to the municipal sewer from one year to two years
b. Include Registered Sanitarians as designers for sewer connections that have a proposed discharge of less than 2,000 gallons per pay
D. Discussion and sign documents – Chapter 90 Project – Drainage Installation Various Locations

IX. CONTRACTS

X. OLD BUSINESS

- A. Updated Town Administrator Search Timeline
B. Affordable Housing Trust Update – Don Howell

XI. TOWN ADMINISTRATOR'S REPORTS

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

XII. SELECTMEN'S REPORT

XIII. 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 Macura, Admin. Secretary

Date: _____ February 6, 2020

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: February 3, 2020

One Week Look Ahead (02/03-02/07)

- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Old Heritage Way
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
 - Continue Installation on RT137
** Detour **

Two Week Look Ahead (02/10-02/14)

- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Old Heritage Way Progressing to Liberty Trail
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
 - Continue Installation on RT137
 - Extended work hours to Set Sewer Manhole
** Detour **

Three Week Look Ahead (02/17-02/21)

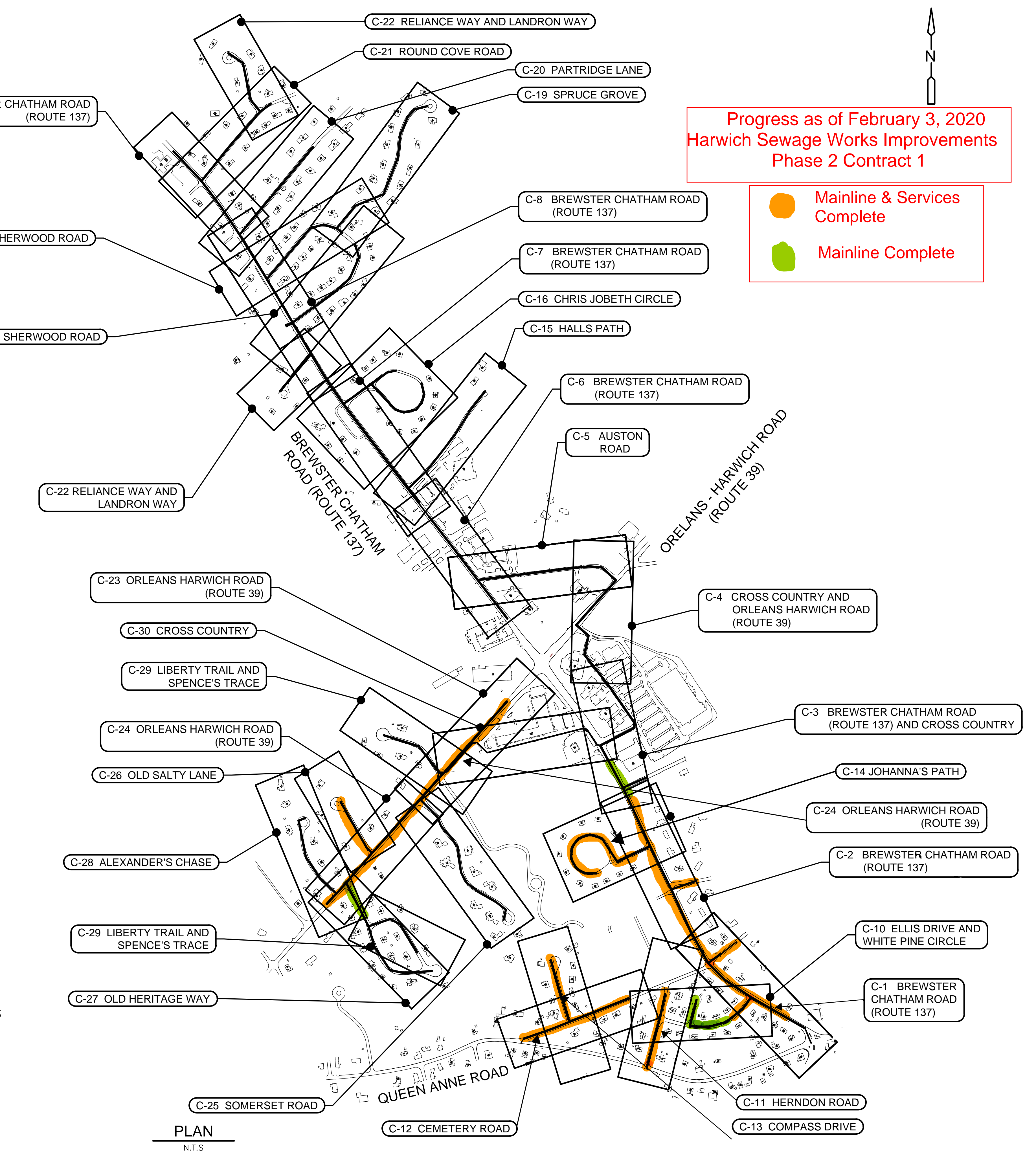
- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Liberty Trail Progressing to Spence's Trace
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
 - Continue Installation on RT137
** 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 February 3, 2020
Harwich Sewage Works Improvements
Phase 2 Contract 1

-  Mainline & Services Complete
-  Mainline Complete



PLAN

N.T.S

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (02/03-02/07)

- Mainline Sewer Crew # 1
 - Install sewer on Cemetery Rd (C-38)
 - **Road closed between 137 and Church Street**

Two Week Look Ahead (02/10-02/14)

- Mainline Sewer Crew # 1
 - Install sewer on Sou'West Drive (C-10)
 - **Road closed between 137 and Church Street**

Three Week Look Ahead (02/17-02/21)

- Mainline Sewer Crew # 1
 - Continue sewer on Sou'West Drive (C-10)
 - **Road closed between 137 and Church Street**

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

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
PRESIDENTIAL PRIMARY WARRANT
MARCH 3, 2020**

Barnstable, ss

To the Constables of the Town of Harwich

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at the Community Center Gymnasium, 100 Oak Street, Harwich on:

TUESDAY, THE THIRD DAY OF MARCH 2020,
from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE.....FOR THIS COMMONWEALTH
STATE COMMITTEE MAN.....CAPE & ISLANDS DISTRICT
STATE COMMITTEE WOMAN.....CAPE & ISLANDS DISTRICT
TOWN COMMITTEE.....TOWN OF HARWICH

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2020.
(month)

Larry G. Ballantine, Chair

Edward J. McManus, Vice Chair

Stephen P. Ford, Clerk

Donald F. Howell

Michael D. MacAskill

Board of Selectmen: TOWN OF HARWICH

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

Taylor A. B. Mills

139 Gorham Road, Harwich Port MA. 02646

January 29, 2020

Anita N. Doucette
Town Clerk
The Town of Harwich
732 Main Street
Harwich, MA. 02645

Dear Anita,


It is with regret that I am writing to inform you of my decision to resign my position on the Harwich Accessibility Rights Committee, effective immediately.

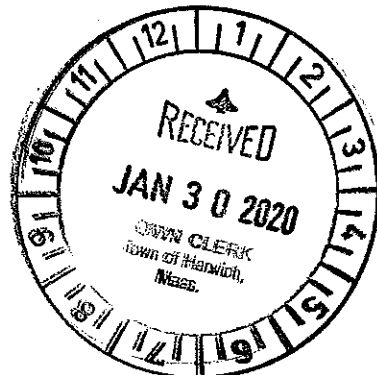
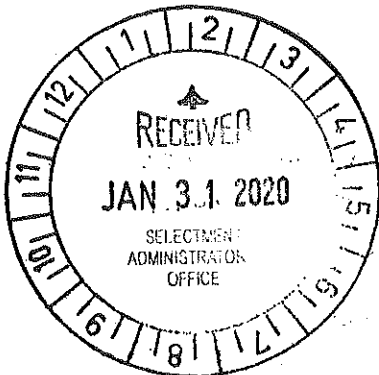
Other commitments have become too great for me to be able to fulfill the requirements of my position on the Committee, and I feel it is best for the Town to make room for someone with the time and energy to devote to this important work.

I have enjoyed the challenges presented to the Committee, and I am keenly aware of their importance to our community. You have always been the consummate professional and I have a great deal of respect for the manner with which you carry out your duties.

Thank you for your acceptance of my situation.

Respectfully,


Taylor Mills





Gabriella R. Parker
16 Obed Brooks Rd.
Harwich, MA
02645
(508) 737-4860

January 29th, 2020

Chief of Police David Guillemette
Harwich Police Department
183 Sisson Rd.
Harwich, MA
02645

Dear Chief Guillemette,

I regret to inform you that I am resigning from my position as a Full Time Telecommunicator for the Harwich Police Department. My last day of employment will be February 9th 2020, however my last shift will be February 8th 2020 using the remainder of my personal time.

This was not an easy decision to make, but another opportunity has presented itself which has more opportunity for growth. Thank you for the support and learning opportunities that you have provided me with during my three years here.

If there is anything I can do to assist you before my departure please let me know.

Respectfully,

Gabriella R. Parker



FORM #7

OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
Telephone: (508) 430-7513

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS Special Olympics Massachusetts PHONE _____

BUSINESS ADDRESS 512 Forest Street Marlborough, MA 01752

MAILING ADDRESS _____

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED Special Olympics Mass/Law Enforcement Torch Run Harwich Polar Plunge 2020.

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE March 14, 2020

TIME 0900 - 1:00

ROUTE/LOCATION Red River Beach. (East end)

(1) 40x40 tent (no drill - water hold down)

(1) 20x20 tent (no drill) - water hold down

(please use reverse side if necessary)

Kim Quinn
Signature of Applicant

LETR Barnstable County Rep.
Title

Social Security Number of Federal Identification Number

23-724 2294
Tax Exempt ID (for non-profit organizations)

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

REGULATORY COMPLIANCE FORM

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

[Signature] 1/30/20
Police Department Date

[Signature] 1/30/20
Building Commissioner Date

[Signature] 1/31/20
Recreation & Youth Commission Date

[Signature] 1/30/2020
Board of Health Date

[Signature] 1/30/20
Fire Department Date

***Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

For Office Use Only

FEE _____ CASH _____ CHECK _____

FOR _____

REVIEWED BY _____

DATE LICENSE ISSUED _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____																						
INSURED Special Olympics, Inc. 1133 19th Street NW Washington DC 20036		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Insurance Company	18058	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
INSURER A:	Philadelphia Indemnity Insurance Company	18058																						
INSURER B:																								
INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES

CERTIFICATE NUMBER: 1001725422

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: OTHER			PHPK2075849	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/PIOP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2075849	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ NON-OWNED/HIRED AUTO \$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to the following: SPECIAL OLYMPICS MASSACHUSETTS, 512 FOREST STREET, MARLBOROUGH, MA 01752.

- Named Insured (cont'd): All Special Olympics Accredited U.S. Programs

CERTIFICATE HOLDER

Town of Harwich, Massachusetts

731 Main St

Harwich

MA 02645

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY American Specialty Insurance & Risk Services, Inc.		NAMED INSURED Special Olympics, Inc. 1133 19th Street NW Washington, DC 20036	
POLICY NUMBER PHPK2075849		EFFECTIVE DATE: 12/31/2019	
CARRIER Philadelphia Indemnity Insurance Company	NAIC CODE 18058		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1001725422

- The Hired Auto Physical Damage limit contains a \$1,000 collision deductible and a \$100 other than collision deductible (for commercially rented vehicles only). Nonowned and Hired Auto (NOHA) liability is excess of any valid and collectible insurance.
- Coverage for property you rent or occupy, property loaned to you and property in the care, custody, or control of the insured, \$100,000 limit subject to a \$2,500 deductible per loss, excluding watercraft, aircraft, and autos.
- The Certificateholder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form PI-AM-002-Additional Insured-Certificateholders, as respects to the SPECIAL OLYMPICS MASSACHUSETTS, 2020 LETR HARWICH POLAR PLUNGE on March 14, 2020.



Media Contact:

Ellie Gamache
508-485-0986 ext. 225
ellie.gamache@specialolympicsma.org

Join thousands of Polar Plunger who are Freezin' for a Reason in 2020!

Harwich, Mass. - The Polar Plunge is the most fun you'll have at the beach all year— and it's in the middle of winter! Every year, Special Olympics Massachusetts' brrrrrarest supporters Be Bold and Get Cold when they plunge into oceans, lakes, and pools to raise money for individuals with intellectual disabilities.

Each plunger will commit to raising at least \$100 to support the 13,000 Special Olympics athletes throughout the state. Every dollar raised directly supports year-round sports training and competition for athletes with intellectual disabilities in Massachusetts. These funds help provide athletes with the opportunity to participate in sports training and competition programs that help them live longer, happier, healthier lives.

This is your year to be a part of Plunge season and make a lasting difference in the lives of thousands of Special Olympics athletes. The 2020 LETR Harwich Polar Plunge is taking place on Saturday, March 14th at Red River Beach. Register for the Plunge with friends and family, pick out a fun costume and get ready to Be Bold and Get Cold!

Every participant that reaches or exceeds the fundraising goal of \$100 will receive a Polar Plunge long-sleeve shirt & may qualify for other fundraising incentives!

Register for the LETR Harwich Polar Plunge now at
<https://specialolympicsma.donordrive.com/event/HarwichPlunge!>

About Special Olympics Massachusetts:

Special Olympics Massachusetts provides year-round sports training and athletic competition for over 13,000 athletes with intellectual disabilities across the state in over 450 sporting competitions each year. Using sports as the catalyst, the Special Olympics movement promotes inclusion for people with intellectual disabilities in all areas of life. We're investing in the idea that everyone belongs and invite all of Massachusetts to join us and experience inclusion. <http://www.specialolympicsma.org>.

About Massachusetts LETR: The event is sponsored by the Law Enforcement Torch Run (LETR), a year-round fundraising and awareness-building program, designed to allow members of the law enforcement community the opportunity to support Special Olympics athletes who live, work and compete in their local communities.



WHO WE ARE

The Law Enforcement Torch Run (LETR) is the largest public awareness vehicle and grass-roots fundraiser for Special Olympics. Known honorably as Guardians of the Flame, law enforcement members and Special Olympics athletes carry the "Flame of Hope" into the Opening Ceremony of local competitions, and into Special Olympics State, Provincial, National, Regional and World Games, bringing Law Enforcement and their communities together. Annually, more than 97,000 dedicated and compassionate law enforcement members carry the "Flame of Hope," symbolizing courage and celebration of diversity uniting communities around the globe.

WHAT WE DO

The LETR for Special Olympics engages law enforcement worldwide championing acceptance and inclusion for people with intellectual disabilities, starting first with their own communities. Over the years the Torch Run has evolved and now encompasses a variety of innovative fundraising platforms to include Polar Plunges, Tip-A-Cops, Truck Pulls and more. **Since inception, LETR has raised more than half a billion dollars and changed millions of attitudes.**

WHY WE DO IT

As LETR Founder and retired Chief Richard LaMunyon once said, "What started in 1981...as a flicker of hope for Special Olympics has now become a roaring flame of stability for Special Olympics athletes worldwide." Through the partnership of LETR and Special Olympics, we provide opportunities for athletes to empower and transform themselves, their communities and the world. **LETR is changing the future for people with intellectual disabilities & lighting the way for acceptance & inclusion.**

TODAY

Now a global event, all 50 States and over 45 foreign countries participate in the Law Enforcement Torch Run, generating over \$56 million for Special Olympics Programs in 2016 for Special Olympics athletes around the world.

LEARN MORE www.masstorchrn.org www.Facebook.com/LETRMA

GET INVOLVED TorchRun@SpecialOlympicsMA.org P: 508-485-0986

Patti Macura

From: Deputy Chief Kevin Considine
Sent: Friday, January 31, 2020 4:41 PM
To: Patti Macura
Subject: BOS agenda request for 2/10
Attachments: DOC013120-01312020163648.pdf

Hi Patti,

Would you please place this on the BOS agenda for 2/10/20 meeting? I will drop of the original application Monday morning.

Thank you,

Kevin

Kevin M. Considine
Deputy Chief of Police



Harwich Police Department
183 Sisson Road
Harwich, Ma 02645

(508) 430-7541 X 5521



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

APPLICATION FOR: Junk Dealer (\$35) **Hawkers & Peddlers (\$60)**
 Junk Collector (\$35) Transient Vendor (\$250)

Fee: \$ 60 New application Renewal

In accordance with the provisions of the Statute relating thereto, application for the above-referenced is hereby made by:

Business Name DANCING SPOONS A GOGO FOOD TRUCK Phone 774 801 9359 (W)
~~AKA DANCING SPOONS CATER SERVICES~~

Business Address 2645 B STATE HIGHWAY EASTHAM MA 02642

Mailing Address _____

Email Address dancingspoonsagogo12@gmail.com

Name of Owner LISA WHELAN

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

Note: Application for Transient Vendors License will be processed only to those persons who hold a Transient Vendor's License issued by the Commonwealth pursuant to the General Laws, Chapter 101, Section 3. The fee for such license shall be \$250.00, which shall be paid in cash, bank, certified check or postal money order and shall accompany the application.

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

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

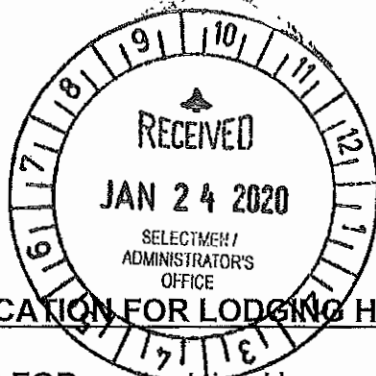
[Signature] By _____
Signature of individual or corporate name Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

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

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



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

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE

LICENSE APPLIED FOR: Lodging House Innholders

Fee: \$50 New application Annual # of rooms 5
 Renewal Seasonal Opening date May

Business Name Gingerbread House B & B Phone 508 432 1901

Doing Business As (d/b/a) Gingerbread House B & B

Business Address 141 Division St

Mailing Address West Harwich MA 02671

Winter Address & Phone _____

Email Address _____

Name of Owner STACIA M Kosticki

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

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

INNHOLDERS ONLY – List total number of seats in dining/lounge area. _____

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

[Signature] _____ By _____
 Signature of individual or corporate name Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

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

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



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

APPLICATION FOR COMMON VICTUALLERS LICENSE

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

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

Business Name (Atw) West Harwich Est Inc Phone 508-432-9838

Doing Business As (d/b/a) Atw

Business Address 297 Rt 28 Harwichport

Mailing Address Same

Email Address _____

Name of Owner Patty O'Donnell

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

Patty O'Donnell (Pres)

Patty O'Donnell
Signature of applicant & title Federal I.D. #

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

Patty O'Donnell By _____
Signature of individual or corporate name Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

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

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

THE TOWN
ADMINISTRATOR'S
FY 2021 BUDGET REPORT
WILL BE HANDED OUT AT
THE BOARD OF
SELECTMEN'S
MEETING ON MONDAY,
FEBRUARY 10, 2020



HARWICH CEMETERY COMMISSION

Office-100 Oak Street, Harwich 02645

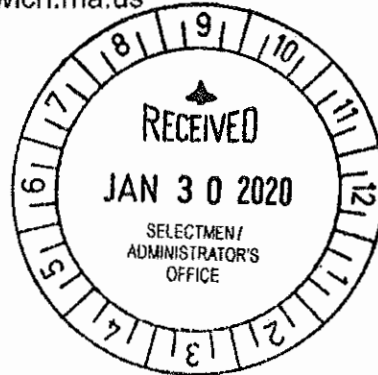
Mail -732 Main Street, Harwich, 02645

rkelley@town.harwich.ma.us



January 28, 2020

Harwich Board of Selectmen
RE: James Marceline Arboretum



On January 28, 2018 James Godfrey Marceline passed away at the age of 92. He was buried in the Island Pond Cemetery next to his wife Elizabeth 'Lillian' Marceline, of which he had visited nearly every day since 2007. The Harwich Cemetery Commission is requesting that the Island Pond Arboretum be named the James Marceline Arboretum at Island Pond Cemetery. The Cemetery Commissioners voted unanimously on January 30, 2018. It was put before the Board of Selectmen on February 5, 2018 and Chairman MacAskill asked if we could bring it back.

The Commission has received an email from Gwen Marceline on January 21, 2020 stating, "I spoke with each of my siblings and we unanimously agree that the family would be pleased to have the Arboretum named for our father (the newspaper article suggested the name would be the James Marceline Arboretum at Island Pond). Thank you for thinking to honor him in such a lovely way. Best, Gwen"

I am enclosing the following documents: James Marceline inducted into Town of Harwich Hall of Fame on May 2008, Cape Cod Chronicle Article's titled "Harwich Remembers Iconic 'Town Father' James Marceline dated January 31, 2018 by William F. Galvin and "Nurtured By Conservationists and Students, Harwich Arboretum Takes Root 21 February 2018" by Alan Pollock.

Thank you

Robbin Kelley
Cemetery Administrator
Cynthia Eldredge, Chair of Cemetery Commission
Steven Conner, Commissioner

TOWN OF HARWICH



HALL OF FAME

JAMES MARCELINE

Inducted May 2008

James (Jimmy) Marceline is a hometown boy through and through. He was educated in Harwich schools (where he would eventually be inducted into the HHS Hall of Fame) and fought for his country, becoming a P.O.W. Upon his liberation, he returned home where friends and family in Harwich nurtured him back to health from severe malnutrition and dehydration. He would later return the favor many times over.

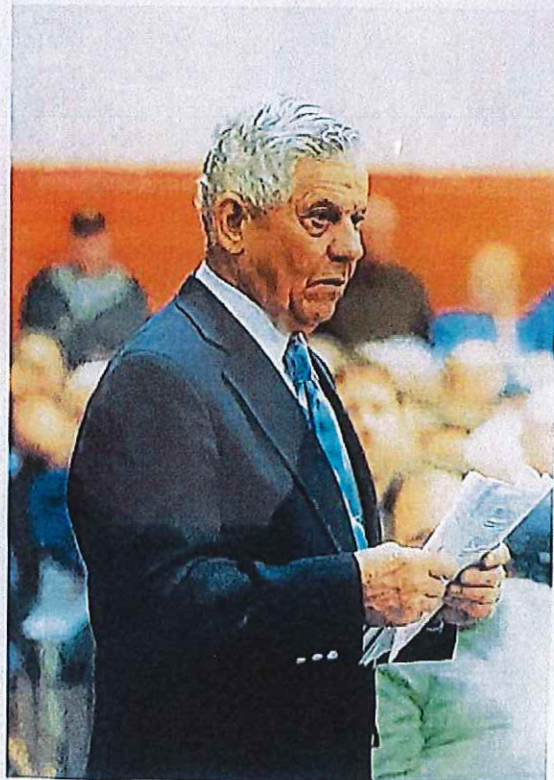
As a young adult, he was ahead of his time in establishing a recycling business, which he continued to run for decades. But he was much more than a fixture in Harwich as a businessman. Before the rest of the country would understand, he strongly believed in the value of housing our working class; it made for strong families and helped the community at large. So Jimmy established his own affordable housing program. Over the years, he built numerous homes, renting them below market rates to Harwich residents and eventually selling them to their occupants. And when he wasn't building, he was conserving and preserving a way of life. Through many building boom cycles, he passed on lucrative offers for large tracts of land that he owned, preferring instead to farm and conserve the land from development.

Jimmy also would go on to help the Town at large. He served on the Golf Commission Building Committee and was instrumental in acquiring the land for what would become Cranberry Valley Golf Course. There might never have been a Lower Cape Technical School in Harwich without the discounted deal for a portion of his farm. That, he decided, was the kind of development worthy of the land; after all, it was for the kids and the community. And understanding the importance of water to the viability of Harwich, he saw to it that the Town got the land it needed to run a water line along his farm down Oak Street. Years later, he helped the Town acquire land for a new water tank.

Perhaps he is best known by long time residents for his presence at Town Meeting. Having earned their respect through his deeds and his common sense approach, he would be a force to be reckoned with at every meeting. In fact, for most of his adult life few actions were considered until the townsfolk heard his opinion. Simply put, his opinion mattered. But he

never would use such power lightly. Few will forget his foresight when, in 1996 he petitioned for a Special Town Meeting to consider (what was then) a large override to pay for school room computers. While it may not seem controversial now, some considered this relatively new technology an extravagance we could not afford. Jimmy saw computers as something the kids needed in order to learn in the future. The measure passed both there and at the ballot box. Later, computers would become a routine budget item.

Jimmy Marceline will always be remembered for doing what was sensible and what was right for Harwich.



Harwich Remembers Iconic 'Town Father' James Marceline 31 January 2018

By: William F. Galvin



James Marceline listens attentively to debate during the 2014 annual town meeting. FILE PHOTO

HARWICH — If ever there was an icon who deserved the recognition of "Town Father," James Marceline is that person. He served his country; had great respect for Democratic institutions; always put community first, especially the education of children; and assisted families in need of housing long before government adopted the term "affordable housing."

Word of his passing early on Sunday morning spread fast, with posts on social media praising a man dedicated to his community and the people who called Harwich home. Mr. Marceline was 93.

The proprietor of Marceline Salvage Company for more than 50 years, he provided the land on which Cape Cod Technical High School was built at a steep discount, and built houses that he rented, and often sold, to working families at below market rates.

"Many of us may have long known Jimmy as one of the most trusted and beloved of Harwich's true 'old timers,' and when he talked, people listened. His passing leaves a hole in the fabric of our community that can never ever be mended. He gave more to this town than many people realized, and never really got full credit for all he has done for the community over his lifetime. Truly, truly one of a kind," former selectman Sandy Hall stated on the Harwich Old Timers Facebook page Sunday.

"We were with him Saturday night and he was very peaceful when we left," former State Representative Shirley Gomes said on Monday. "He's been a part of our family life for 75 years and there has never been a family event without him. It's a great loss to Harwich. I've never known anyone who cared more for Harwich. He had a great heart for Harwich. He was a loving, caring, generous person."

"It's with a heavy heart that I announce the passing of James Marceline," Board of Selectmen Chairman Michael MacAskill said at the start of the board's meeting on Monday night, calling for a moment of silence.

Mr. Marceline's contributions to the community have been recognized over the years. He was an inaugural inductee in the Harwich High School Hall of Fame in 2006, and two years later he was inducted into the Harwich Hall of Fame where his service to the community was praised by then-board of selectmen chairman Robin Wilkins, who noted Mr. Marceline's service to his country in World War II, commitment to community and his business acumen.

While serving in World War II, Mr. Marceline volunteered for front-line duty as a machine gun operator during the Germans' first wave push in the Battle of the Bulge, his friend Leo Cakounes said. Mr. Marceline was taken as a prisoner of war. The Germans were running out of resources and there was not much food available for prisoners. He had some horrific stories, Cakounes said. Returning home after his liberation, Mr. Marceline was suffering severely from malnutrition and dehydration, and his family nurtured him back to health.

"He would later return the favor many times over," his Harwich Hall of Fame biography states.

"He strongly believed in the value of housing our working class. It made for strong families and helped the community at large. So Jimmy established his own affordable housing program. Over the years, he built numerous homes, renting them at below market rates to Harwich residents and eventually selling them to their occupants," Wilkins said during a town meeting recognition of Mr. Marceline's contributions.

Mr. Marceline also served on the Cranberry Valley Golf Course building committee and was an active participant in town meeting over the years. He provided land at a discount rate for the construction of Cape Cod Regional Technical School. He convinced surrounding property owners to do the same, Cakounes said.

"He was a huge advocate of a tech school being built on the Cape," Cakounes added.

"There wouldn't be a Cape Cod Tech and we wouldn't be talking about a new Cape Cod Tech in 2020 without James Marceline," Cape Cod Regional Technical High School Superintendent Robert P. Sanborn said on Monday. "He was a great American as well."

Mr. Marceline also petitioned for a special town meeting to address the need for computers in the Harwich schools.

"While it may not seem controversial now, some considered this relatively new technology an extravagance we could not afford," Wilkins told the town meeting. "Jimmy saw computers as something the kids needed in order to learn for the future. Jimmy Marceline will always be remembered for doing what was sensible and right for Harwich."

Town Clerk Anita Doucette reflected Monday on Marceline's respect for Democratic institutions such as town meeting and the elections. She said he always wore a suit coat and tie when attending town meeting and when he came to vote. Mr. Marceline was a voice of reason and his positions were always well respected in those legislative sessions.

He was a major land owner in the community, choosing to preserve open space for his cows and farm animals instead of selling large tracts to developers.

He understood the importance of keeping the Herring River flowing, allowing the passage of herring to headwater ponds to spawn and fry returning to the ocean. He was another set of eyes on river conditions for natural resource officers Tom Leach and Heinz Proft.

He ran Marceline Salvage Company on Pleasant Lake Avenue on a 14-acre site for more than 50 years, often referring to the business as a recycling operation. When the state Department of Environmental Protection began requiring management plans for salvage operations across the state, Mr. Marceline made the decision to close the operation.

"He did a lot for this community. I'm seeing a lot of private stories on the internet about land and housing," Cakounes said. "I really miss him a lot. We had a lot of fun. He personally had a lot of effect on my life."

"He took such good care of so many people," Gomes said. "He's done so many good things for the town."

Calling hours will be Friday, Feb. 2 from 4 p.m. to 9 p.m. at Doane Beal and Ames in West Harwich and a funeral mass will be at 10 a.m. on Saturday at Holy Trinity Church in West Harwich.

Nurtured By Conservationists And Students, Harwich Arboretum Takes Root 21 February 2018

By: Alan Pollock Topics: [Conservation](#) , [Local History](#)



"It's absolutely beautiful" in the spring, Cemetery administrator Robbin Kelley said of Island Pond Cemetery. ALAN POLLOCK PHOTO

HARWICH — A careful study of Island Pond Cemetery will show more than just rows of headstones. There is history, art, science, and a rich variety of trees. When Robbin Kelley looks out across the cemetery, she sees potential.

The town's cemetery administrator is leading an effort to create an arboretum that includes Island Pond Cemetery and an adjacent tract of conservation land. Arguably one of the town's most attractive public spaces, the cemetery can also function as a great place to study trees and wildlife or to learn local history, she said.

At the request of the cemetery commission, town officials will also consider naming the tract the James Marceline Arboretum at Island Pond. In addition to being a civic leader, a champion of the schools and a decorated war veteran, the late Mr. Marceline also visited his wife's grave at Island Pond every day, Kelley said.

Cape Tech horticulture instructor David Consalvi and his students recently met Kelley at the site.

"We walked around the entire cemetery" identifying tree species, she said. "It was pretty cool." The students identified no fewer than 33 species of trees, from arborvitae to yews. Without the need to plant a single new tree, the property easily met the standard of 25 trees set by the ArbNet website, which accredits arboreta of various sizes.

In the springtime, "it's absolutely beautiful," she said. From Japanese flowering cherry trees and various species of elm, cedar and maple, to the majestic Norway spruce trees that reach 60 feet or taller, the cemetery and the tract of conservation land to the west are home to many beautiful specimens. "Some of these trees are very old," Kelley added.

But to qualify for accreditation, a site needs more than a variety of trees: it requires support staff, a governing body, adequate public access and other qualities that Island Pond already possesses.

By strict definition, an arboretum is a place for botanical study. But Kelley said Harwich's arboretum will offer much more. Kelley has been working with Monomoy Regional School District Curriculum Director Carla Blanchard on ways the arboretum could be used as a teaching tool. In addition to the obvious potential for biology classes, the site could be a resource for humanities students studying the intricate carvings of headstones from the 1700s and 1800s, or even the poetic epitaphs. The cemetery is also the final resting place of at least one author, Orvilla Gregg Unel, who wrote "Lebriz: A Girl of the Harem" and several other books.

The middle school also teaches a unit on civic engagement, Kelley said, and Island Pond would be a great place for young people to research some of the town's founding fathers. Kelley has held meetings with representatives of the Harwich Historical Society, which already leads tours of the cemetery to point out notable local sea captains from the town's age of sail. A group of local birdwatchers already holds tours at Island Pond during the summertime, she noted. In season, the trees are filled with songbirds, and waterfowl laze in the lily pond, under the gaze of a resident red-tailed hawk.

"A lot of people come here for birding," she said.

Public outreach is a key part of the plan for the arboretum. In addition to holding guided walking tours, organizers plan to publish an informational brochure on wildlife in the area. But they're also hoping for a more high-tech tool to help younger generations feel at home exploring the area.

"I want to create a mobile app" that will help smartphone users find the burial sites of particular people, or identify trees and other features. It would allow easy self-guided tours of the area in an unobtrusive way that respects the cemetery's sanctity.

The arboretum would include the cemetery and adjacent conservation lands owned by the town and the Harwich Conservation Trust. The conservation lands, some of which already have nature trails, would be left in their current state.

Kelley, who is learning about grant writing as part of her studies to obtain a degree in public administration, is using the project to get practical experience.

"I'm writing like five grants now," she quipped.

As for naming the arboretum after James Marcelline, Board of Selectmen Chairman Michael MacAskill said he will bring that proposal to the full board for consideration within a month. Selectmen voted last week to transfer a small portion of land to the cemetery. The parcel was surrounded by the cemetery on three sides and was under the jurisdiction of the board. It is home to several key tree species, including white and red cedar, Kelley said.

**Error! Objects
cannot be
created from
editing field
codes.T o w n**

**o f H a r w i c h
B o a r d o f H e a l t h**
732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

To: The Board of Selectmen
From: The Board of Health
Date: December 12, 2018
RE: Sewer Regulation Amendments

At a regular meeting of the Board of Health on December 11, 2018 it was voted to provide the Selectmen with a letter in support of the proposed changes to the Sewer Regulations.

The Board of Health recommends and is supportive of increasing the timeline for mandatory connection to the municipal sewer from one year to two years. We feel this is a more realistic time allowance given the cost of work and availability of contractors.

Additionally, the Board of Health recommends the inclusion of Registered Sanitarians as designers for sewer connections that have a proposed discharge of less than 2,000 gallons per day. The Board of Health has seen that Registered Sanitarians provide professional and accurate plans for on-site sewage systems and we are confident this skill will transfer well to the Sewer Regulations.

We respectfully request that these two changes be considered in the Sewer Regulations, thank you.



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: February 4, 2020

RE: Chapter 90 Project Request – Drainage Installation Various Locations

Attached for your review and signatures is a Chapter 90 Project Request for drainage installation at various locations in the amount of \$165,500. Currently, we have \$1,049,805 available in uncommitted Chapter 90 funds, which includes our FY 20 apportionment of \$678,638. The work will take place under a drainage contract that was awarded to the R.B. Our Company by the Board of Selectmen on October 21, 2019.

This project is part of the revised 2020 Road Maintenance Plan and included some drainage installations on Lower County Road. If you have any questions regarding this project, please contact me.

Please sign all three copies of the Project Request form and return them to me so that I may submit them for State approval.

Thank you for your consideration.

Cc: Joe Powers, Acting Town Administrator

CHAPTER 90 PROJECT REQUEST

CONTRACT ID # **50829**

CLASSIFICATION: Primary Road Local Road

PROJECT # **20-03**

CITY/TOWN HARWICH

PROJECT: DRAINAGE INSTALLATION

LOCATION: VARIOUS LOCATIONS LENGTH _____ WIDTH: _____

PROJECT TYPE: Construction Reconstruction Resurfacing Improvement
 Other: _____

TYPICAL SECTION DETAILS: State depths, special treatments, etc...

Include sketch for Construction/Improvement Projects and Resurfacing/Rehabilitation Schedule

Surface:

Base Course:

Foundation:

Shoulders/Sidewalks:

Scope of Work: (Attach additional sheets if necessary to completely describe project)

TO INSTALL DRAINAGE SYSTEMS IN VARIOUS LOCATIONS THROUGHOUT TOWN TO CORRECT PROPERTY DAMAGE AND SAFETY ISSUES. (INCLUDES POLICE DETAILS)


Work to be done: Force Account Advertised Contract Other: TOWN BID

Estimated Cost (Attach estimate and list funding sources) \$ 165,500.00

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods.

I/We certify to the following: that the project is on a public way, and has a recorded layout; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the M.H.D. or the advertised low bid; that all documentation for expenditures will be for items incorporated into this project; that the documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared by:  _____
(Highway Official)

Signed: _____

(Duly Authorized Municipal Official(s))

Reviewed by: _____
(State Aid Engineer)

Approved by: _____
(District Highway Director)

Approved for: _____ @ _____

Date: _____

Town Administrator Selection Process

February 3, 2020	Board of Selectmen approve scope of work for Consultant
Week of February 10	Advertise for Consultant Services
February 24	Selectmen Review Proposals
March 2	Selectmen interview and select a consultant
March 16 – 31 st	Receive applications and Search Committee review/interviews
April 6	Recommendations to Selectmen
April 20	Selectmen interview and offer made

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	Charter 9-2-1/on or before October 1st
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	Charter 9-2-2/on or before the first Tuesday in October
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"> • State of the Town/BOS Budget Message • MRSD Budget/Enrollments • Finance Committee Priorities • Capital Budget Requests • Outlook for 2020 	
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	Charter 9-2-3/on or before the 1st Friday of December
Friday, November 29, 2019	Deadline for submission of departmental warrant articles to T A	
Monday, December 23, 2019	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	Charter 9-6-3/during the month of December
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	Charter 9-6-4/on or before the 2nd Friday in January (Finance Committee)

BUDGET/WARRANT TIME LINE FY2021

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, January 27, 2020	Presentation of draft MRSD budget	
Monday, February 3, 2020	Presentation of draft Cape Cod Tech Budget	
Monday, February 10, 2020	Last BOS meeting before Annual Warrant closes	
Monday, February 10, 2020	TA presents budget and budget message to BOS and Fin Com	Charter 9-2-4/on or before the 2nd Tuesday of February
Friday, February 14, 2020	Article deadline – Warrant closes Noon deadline	Charter 2-2-1/Bylaw 1-101 2nd Friday in February by 12:00 Noon
Tuesday, February 18, 2020	1 st draft Warrant to BOS (presented at meeting)	
Monday, February 24, 2020	Articles submitted to Finance Committee by B O S	General By-Laws I, § 271-1.B. Not later than 14 days after article deadline
Monday, February 24, 2020	BOS required to submit final budget to Finance Committee	Charter 9-3-2 / on or before the 4th Tuesday of February
No later than February 28, 2020	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Saturday, March 7, 2020	Selectmen & Finance Committee Budget Presentations	Schedule in line with FY 20 process
Monday, March 9, 2020	Joint budget/article hearing BOS/Finance Committee	
Monday, March 9, 2020	Vote to open Special Town Meeting Warrant on Tuesday, March 10 and close on Thursday, March 12	All Special Town Meeting Articles must be received 40 days prior to STM
No later than Monday, March 23, 2020	<ul style="list-style-type: none"> • Article funding review by B O S • FINCOM submits written recommendations on Budget/Warrant. • Joint budget /article hearing with • B O S and Fincom reconciliation • Fincom conducts one or more hearings on budget 	Charter 9-3-3/by March 31st (last 4 bullet points)
MONDAY, March 23, 2020	BOS to sign Warrants for ATM, ATE and STM (if applicable)	
March 24, 2020	Ballot to Town Clerk	
Monday, March 30, 2020	Send Warrant to Printer Send Warrant to Chronicle (April 16th publication)	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 17, 2020	Warrants available for public distribution	Charter 2-2-2/14 days prior to Town Meeting

Health Director Monthly Report January 2020

Tobacco Control/Sales

The Tobacco Control Program (TCP) conducted compliance checks in Harwich in January and unfortunately three of our retailers were caught selling tobacco products to a minor. These compliance checks involve a TCP employee driving a teenager to various locations and having them go into stores to purchase tobacco products. The teenager goes to a sales counter and requests the products (cigarettes, cigars, e-products), the teen does not carry any identification and if asked, is required to say they do not have any. If asked, the teen is required to provide the clerk with their actual age. In these three cases, no identification was requested and the stores made the sales.

With the new State Law in place, the fine structure is significantly greater than the Town, carrying a \$1000.00 fine for a first offense of selling products to a minor. In these checks, a minor age 19 was used to attempt to obtain tobacco products. Two of the three locations have paid the fines (Portside Liquors and Main Street Market), the third location has requested to appeal the finding and is scheduled to appear before the Board of Health on February 18th (7-Eleven).

Multiple communications from the State and Local Health Departments have been sent to all retailers regarding the change in the fine structure. The local District Court has also been made aware of the change, as any unpaid fine must be brought before a Clerk Magistrate as a criminal complaint.

Communicable Disease Update

A novel coronavirus has made the news and has been declared a worldwide emergency by the World Health Organization and a US emergency by President Trump. The first confirmed case of a 2019-n-CoV infection in the United States was reported on January 21, 2020 in Snohomish County, Washington. As of February 01, 2020, over 14,000 cases have been reported in at least 21 countries, including 8 cases in the United States. We have one known case of n-COV in Boston. This case is quarantined and his close contacts are being monitored for symptoms. All travelers coming from Wuhan, China and surrounding areas are being routed to specific airports where mandatory 14 day quarantines are being implemented. At this time the risk to residents is low. To best protect ourselves, use proper sneeze and cough etiquette, stay home if you are sick, and wash your hands often.

I attended an update on EEE provided by the State DPH. Because of the rise in cases last year, the State and the mosquito control programs are looking to update their emergency response plans, spraying response and communication response. We can look forward to a well prepared plan for the upcoming summer.

Sewer updates

We have made the Licensed Utility Installer application available to the public. This license allows for the installation of sewer connections. We have received several applications and I anticipate many more to come as we continue with our sewer installation project in East Harwich. The LUIs understand that connections cannot be made to the municipal sewer line until the connection to Chatham has been made and the lines are ready to receive flow, which may be more than a year and a half away.

A third mailing of stub location form requests was made. This mailing was made to the properties that had not yet returned the stub location request form from previous mailings.

Respectfully submitted,
Meggan Eldredge 2.5.2020

HARWICH HARBORMASTER DEPARTMENT

January 2020 Monthly Report

Operations

- Received a report from a property owner on Long Pond about an aluminum row boat that was aground on the shoreline of his property. Located the boat swamped and aground. The boat was identified as one that had previously been reported as missing. The boat was dewatered using an electric pump and was towed to the owner's dock.
- A senior from Monomoy Regional High School started working with the Department as part of their Internship Program.

Administration

- Drafted letter for BOS signature supporting the Town of Chatham effort to compel Coast Guard Sector Southeastern New England to not disestablish Chatham C Buoy that marks the entrance to Chatham Inlet.
- Drafted letter for TA signature to MEP Boating Law Administrator requesting access to the new boat registration and CG Documentation database.
- Recorded Notice of Intent for Round Cove ramp project and the Registry of Deeds.
- Prepared Department Annual Report.
- Sent out final dockage invoices, due by March 1, 2020
- Sent out mooring permit renewals due by March 15, 2020
- Sent out ramp permit applications for 2020 Boating Season.
- Emailed waitlist renewal link to reduce mailings.
- Sent mooring list to HPBY for Inner/Outer Harbor assignments.
- Compiled report for MA Dept of Revenue Request for Information on out of state registered vessels that reside within Harwich.
- Went to waitlist with open 20' & 30' Recreational Slip.
- Went to waitlist with open (1) Round Cove, (1) Pleasant Bay Mooring Permit

Maintenance

- Worked on solving problems with water getting into electrical plugs on ice eater buckets.
- Brought 77A into the workshop to work on several projects (replace cracked hatches, install new running lights, re-caulked seat/storage cabinet, fixed gelcoat dings and scratches).
- Performed maintenance work on the Tohatsu fire pump (vacuum pump, frame replacement).
- Replaced piling chains on the east bulkhead dock.
- Replaced worn flagpole line.
- Moved seasonal buoys from the workshop to the storage area at DPW.
- Moved remaining equipment at Bank Street to the workshop.

Meetings

- Conducted walk-thru of Bank Street building (old Harbor Garage) with TA and Town Engineer in prep for future disposition.
- Met with Wequassett at Round Cove Landing to go over plans for the replacement of Round Cove boat ramp

- Attended meeting with Mill Point Road property owner and his contracted engineer to discuss draft plans for private dock (Herring River). Conservation Agent and Natural Resources Director participated in meeting.
- Met with General Manager of Aquacultural Research Corp (ARC) to consider his request for deployment of a floating upweller (flupsy) next to the Wixon Dock Fish House.
- Met with rep from Shoreline Consulting to discuss proposed private dock plans for property owner of 28 Wah Wah Taysee Road.
- For a third time, attended Small Claims Magistrate Hearing at Orleans District Court on appeal of parking ticket issued to member; hearing deferred to 2/6/2020.
- Attended Conservation Commission public hearing to comment on proposed changes to the Water Dependent Structures By-Law.
- Met with Finance Director to review utilization of harbor receipts reserve funds to pay project debt service as planned.
- Attended MVP workshop meeting and participated in the day-long Municipal Vulnerability Preparedness workshop run by Cape Cod Commission.
- Conducted site visit at Wychmere Beach Club with Conservation Agent and the facility engineer to go over scope of work for bulkhead repairs authorized under an emergency permit granted by the Conservation Commission. Also met with the contracted engineer (Coastal Eng) and construction contactor (Robert Our) to review plans and timeline.
- Met with TA, Asst TA, and Town Engineer to discuss contract of engineer services for the bidding and construction oversight of the Round Cove ramp project.
- Attended Cape & Islands Harbormaster Association meeting.
- Attended Bay State Harbormaster Association meeting.
- BOS Meeting (1/13)
- WWC meeting (1/15)