

SELECT BOARD MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 5:00 P.M.

Regular Meeting 6:00 P.M.

Tuesday, May 30, 2023

Remote Participation Optional:

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

<https://meet.goto.com/814498493>

You can also dial in using your phone.

Access Code: 814-498-493

United States: [+1 \(312\) 757-3121](tel:+13127573121)

**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

- A. Pursuant to M.G.L., c. 30A, § 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the Town- 5 Sea Street Extension
- B. Pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel: Fire Chief and Town Administrator

III. PLEDGE OF ALLEGIANCE

IV. SELECT BOARD TO REORGANIZE

V. PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Committee Vacancies

VI. CONSENT AGENDA

- A. Approve Select Board Meeting Minutes:
 - 1. May 15, 2023
- B. Vote to approve the Assistant Town Administrator's recommendation to grant permission by NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for the purpose to install 64' +/- of 1-3" conduit and one handhole 202/H14A at 82 Clearwater Drive.
- C. Accept the resignation of Judith Underwood, Trustee of the Harwich Affordable Housing Trust Fund, effective May 19, 2023

VII. NEW BUSINESS

- A. Discussion and vote on proposed Select Board Summer Meeting Schedule
- B. Discussion on Select Board Working Sessions
- C. Approve a 2023 Seasonal Innholders license renewal – Allen Harbor Inn, 326 Lower County Road
- D. Approve the following Special Permits:
 - 1. One Day All Alcohol License – HECH Children's Center – Event to be held on June 11, 2023, 12:00 p.m. to 4:00 p.m., outside at 204 Sisson Road
 - 2. One Day Wines and Malt License – Pleasant Bay Boating Community – Event to be held June 15, 2023, 5:00 p.m. to 7:00 p.m., outside at 228 Route 28
- E. Appoint Claudia Williams as a Trustee of the Harwich Affordable Housing Trust Fund effective May 30, 2023 and term to expire June 30, 2023
- F. Appoint a Member of the Select Board as a Trustee to the Harwich Affordable Housing Trust Fund
- G. Discussion on Select Board Committee Liaisons
- H. Review and take action on G.L. c. 268A, Section 23(b)(3) Disclosure of Appearance of Conflict of Interest Form- Ann Clark Tucker, Planning Board

VIII. OLD BUSINESS

- A. Town Administrator's update on ongoing projects

IX. TOWN ADMINISTRATOR'S REPORT

X. SELECT BOARD MEMBER REPORTS

XI. CORRESPONDENCE

XII. ADJOURNMENT

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

Authorized Posting Officer:

Danielle Freiner, Executive Assistant

Posted by: _____
Town Clerk

Date: _____
May 25, 2023

SELECT BOARD TO
REORGANIZE

PUBLIC
COMMENTS /
ANNOUNCEMENTS

Town of Harwich
Board of Selectmen Committee Vacancies
May 25, 2023

Agricultural Commission (3 Full / 1 Alternate)	4
Capital Outlay Committee (Board of Selectmen/Town Administrator Appointee)	2
Community Center Facilities Committee	1
Conservation Commission (1 Alternate/1 Full as of 6/30/23)	1
Council on Aging	2
Community Preservation Committee	2
Harwich Accessibility Rights Committee (2 Alternate)	2
Harwich Cultural Council	1
Harwich Energy and Climate Action Committee (2 Alternate)	2
Harwich Housing Committee	1
Historic District/Historical Commission (2 Full Member - 1 Associate Members)	3
Local Planning Committee	1
Planning Committee - (1 Alternate)	1
Real Estate and Open Space Committee	1
Voter Information Committee	3
Youth Services (1 Full/1 Alternate)	2
Zoning Board of Appeals (2 Alternate)	2

Citizen's Committee Vacancy Forms are available on our website

CONSENT AGENDA

**MINUTES
SELECT BOARD'S MEETING
DONN B. GRIFFIN ROOM, TOWN HALL
REGULAR MEETING 6:00PM
MONDAY, MAY 15, 2023**

MEMBERS PARTICIPATING: Michael MacAskill, Chairman, Larry Ballantine, Don Howell and Julie Kavanagh

ALSO PARTICIPATING: Joseph F. Powers, Town Administrator

CALL TO ORDER: Chairman MacAskill called the meeting of the Select Board to order on May 15, 2023 at 6:00PM.

PLEDGE OF ALLEGIANCE: Chairman MacAskill invited attendees to join in the Pledge of Allegiance.

PUBLIC COMMENTS/ANNOUNCEMENTS:

Lincoln Hooper, Director of the Department of Public Works announced that the Cape Cod Commission is holding a workshop on low lying roads on Wednesday, May 24, 2023 at 4:00PM. The meeting will be virtual and the information will be on the Town's and the DPW's websites.

David Guillemette, Chief of Police announced a personnel change at Harwich Police Department. Officer Michael Porter is retiring and his last day was last Friday. Chief Guillemette gave a history of Officer Porter's career and reflected on his many accomplishments. On behalf of the Police Department, he expressed his gratitude and thanks, he congratulated Officer Turner on his retirement.

The Select Board expressed their congratulations and thanks to Officer Porter.

Mr. Ballantine noted the picture of the Firefighters hanging in the meeting room which had been presented to the Select Board last week.

A. Committee Vacancies

Chairman MacAskill noted that the list of vacancies is on the website and encouraged anyone interested to apply.

B. Memorial Day Ceremony - Monday, May 29, 2023 at 9:30 am Brooks Park

Mr. Powers announced the details of the Memorial Day Celebration.

May 15, 2023

C. Annual Town Election May 16, 2023 at Harwich Community Center, 7:00 a.m. to 8:00 p.m.

Mr. Powers announced the details of the Annual Town Elections.

PRESENTATIONS:

A. Introduction to new Finance Director/Town Accountant Kathleen Barrette

Ms. Barrette commented on how happy she is to be working in Harwich and she is excited to start her new position in June.

Mr. Powers presented the Finance Director/Town Accountant Kathleen Barrette.

Members of the Select Board welcomed Ms. Barrette.

B. Proclamation for Larry Ballantine

Ms. Kavanagh read a Proclamation for Larry Ballantine for all his years of service to the Town of Harwich. The different positions, Board and Committees that Mr. Ballantine served were noted along with appreciation and thanks for his years of dedicated service to the Town of Harwich.

Mr. Ballantine reflected on his years of service and especially noted how many great people that he has met over the years, the history of the town and the culture that they have created. It has been his pleasure.

Mr. Powers noted many of Mr. Ballantine's accomplishments and especially noted his leadership during the COVID pandemic.

All Select Board members shared memories and expressed gratitude to Mr. Ballantine for everything he has done over the years. They all sincerely appreciate him and will miss working with him.

CONSENT AGENDA:

A. Vote to waive the Right of First Refusal for the sale of Gomes Way

Mr. Howell moved to vote to approve the Consent Agenda was presented assuming that the conveyance will retain its affordability restriction on its deed, seconded by Ms. Kavanagh.

Mr. Powers commented that there is permanent affordable restriction in the deed, that is expected to carry forward as it must. He has no objection.

Vote 4:0 in favor.

NEW BUSINESS:

A. Discussion on support of a proposed recreation program

May 15, 2023

Jeffrey Craig was present to discuss the proposal for a new recreational facility for the Town of Harwich and the Cape, Project Adventure Ropes Course. He gave a brief history of Project Adventure and shared details. He also noted the benefits to Project Adventure and noted the support of the Committees and Departments that he has presented the Project to including the Recreation Department and the School Committee. He is asking for the Select Board's support.

Select Board members asked questions that Mr. Craig answered in detail. They also expressed their support and appreciation for the project and the vision.

Mr. MacAskill asked if it was the consensus of the Board members present to support going to the next step. There is a consensus to move forward to the next step.

Mr. Powers commented that the Project has a lot of potential but the land in question has a number of issues related to it. With the consensus of the Board, he is able to take the next steps.

Mr. MacAskill commented that the property is under the care and custody of Monomoy Schools but there are other properties that the Town owns that could be used if needed. He asked that Mr. Powers explore what needs to be done to get to the next level.

B. Discussion on proposed deed rider amendment for properties at One and Three North Westgate Road and 1028 Factory Road, Harwich

Mr. Howell recused himself as having an apparent conflict of interest.

Mr. Powers referred to documents in the packet that were sent to the Harwich Housing Authority. There are restrictions and riders on the property noted. He noted that the Housing Authority voted that the management of the property should continue to be coordinated through the Harwich Ecumenical Council for Housing (HECH). He asked the Board for their thoughts on actions that the Town should take. Staff recommendation is for HECH to continue management of the property. The request is for management to go through November 14, 2033.

Ms. Kavanagh moved to allow HECH to continue to manage One and Three North Westgate Road and 1028 Factory Road, Harwich for the next ten years, seconded by Mr. Ballantine. Vote 3:0:1 in favor with Mr. Howell recusing.

C. Discussion on proposed fee schedule increases includingL:
1. Harwich Community Center

Mr. Powers noted the increase on the proposed fee schedule, he is directing staff to work through Administration before fee increases come before the Board. He supports the recommendation coming before the Board in a presentation.

Carol Carey, Director of the Community Center presented the proposed fee schedule. She described the meetings that were held to get feedback from the public. The feedback has been positive. She also described the new definition of “uses”.

Mr. Howell read the Public Meeting Notice.

Ms. Carey asked for the Board’s support of the new fees and the new definition of what a “use” is at the Center.

Mr. MacAskill asked for comments from the public present and on line.

Mr. Powers requested a certain effective date.

Ms. Carey noted that they are requesting July 1, 2023 as an effective date.

Mr. Howell moved to accept the fee schedule as presented, effective July 1, 2023, seconded by Ms. Kavanagh. Vote 4:0 in favor.

D. Vote to approve the Committee Appointments recommended by the Interview Committee:

1. Robert Spencer - Harwich Affordable Housing Trust - Full member - Term to expire June 20, 2023
2. Robert Spencer - harwich Affordable Housing Trust - Full member - Term to begin July 1, 2023 and expire June 30, 2025
3. Claudia Williams - Harwich Affordable Housing Trust - Full member - Term to begin July 1, 2023 and expire June 30, 2025

Mr. Ballantine moved to vote to approve the Committee Appointments as presented, seconded by Ms. Kavanagh. Vote 4:0

CONTRACTS:

A. Approve a License Agreement with the Family Pantry Corp. for use of land at 1343 Queen Anne Road

Mr. Howell moved to approve the License Agreement as presented, seconded by Ms. Kavanagh. Vote 4:0 in favor.

B. Approve change order #2 submitted by Campbell Construction Group, LLC for the Brooks Academy Museum foundation repair in the amount of \$88,690

Mr. Howell moved to approve the change order as presented, seconded by Mr. Ballantine. Vote 4:0 in favor.

C. Approve a license agreement renewal with the Friends of the South Harwich Meetinghouse, Inc. for use of property located at 270 Chatham Road

Mr. Howell moved to approve a license agreement as presented and to authorize the Chair to sign, seconded by Ms. Kavanagh. Vote 4:0 in favor.

D. Approve a contract with Tight & Bond, LLC in the amount of \$199,000 to update the Local Comprehensive Plan

Mr. Howell moved to approve the contract as presented, seconded by Mr. Ballantine. Vote 4:0 in favor.

TOWN ADMINISTRATOR'S REPORT:

No report

SELECT BOARD'S REPORT:

Mr. MacAskill commented on social media and particularly Harwich Old Timers that constantly call out civility and attacks elected officials. He feels they went too far this past weekend and gave his reasons and noted that this is why people don't want to get involved. Noted was the behavior of Sandra Hall and what she promoted on social medial. He thanked the residents that call him to say that they are only on there for the amusement. He stated that, to call out Channel 18 and the hardworking people there for purposely suppressing a debate, is sickening. This is the worst form of bullying and legislation has been proposed because of the effects it has on teenagers. He is not wondering why people didn't want to get involved.

ADJOURNMENT:

Ms. Kavanagh moved to adjourn, seconded by Mr. Howell. Vow 4:0 in favor.

Respectfully submitted,

Judith R. Moldstad
Board Secretary

May 15, 2023



Phone (508) 430-7513

Fax (508) 432-5039

TOWN OF HARWICH

732 MAIN STREET, HARWICH, MA 02645

MINUTES
Utility Hearing – Petition/WO #12304418
Monday, May 22, 2023

THOSE IN ATTENDANCE: Meggan Eldredge, Assistant Town Administrator, Patience Smith-Cabrera, Executive Assistant, and Representative from Eversource, Marissa Jackson along with her counterpart Julie Longa. No Abutters present.

The Assistant Town Administrator called the hearing to order at 9:01 A.M. and read the Utility Hearing Notice.

Ms. Jackson stated she was present as representative of Eversource.

Ms. Eldredge reviewed information, no concerns from department heads, but did ask if this would be a double pole or individual pole. Ms. Jackson that she was unsure but it would be at the bottom of the existing pole. Ms. Jackson stated that there was one abutter with questions who had called the Select Board office and she did speak to him and provided the map and he was satisfied with her explanation. Ms. Jackson stated that this is a request to install 64' +/- of 1-3" conduit and one handhole 202/H142 at 82 Clearwater Drive.

Ms. Eldredge explained that she would make the recommendation to the Select Board at their next meeting on May 30, 2023 to approve this request.

The hearing was adjourned at 9:06 A.M.

Submitted by:
Patience Smith-Cabrera
Executive Assistant

Attachments

RECEIVED
TOWN CLERK
HARWICH, MA

2023 MAY 22 P 3:30

Judith Underwood
220 Sisson Road
Harwich, MA
judith.underwood.cc@gmail.com

May 19th, 2023

Dear Clerk Mitchell,

As of today, Friday May 19th, 2023, I am formally resigning from the Harwich Affordable Housing Trust of which I am a founding member and have actively and wholeheartedly served since 2018.

I am very proud of the fact that we as a Trust worked together to initiate the siting of affordable housing on Sisson Road adjacent to the Harwich Junior theatre, who were welcoming of the proposed project. I am further proud that the Trust was able to purchase the significant Marceline property from Jimmy Marceline's conscientious and generous family members in June 2021. This piece of property, if (finally) allowed to move forward and indeed is not sold, will afford the Town of Harwich a significant amount of affordable housing.

It has come to my attention; by citizens of Harwich, not by the BOS that I am to be put off the Trust come July 1. This public disregard for volunteers is unbecoming and inexcusable. Because of the egregious behavior of those elected to serve this town I am not comfortable attending the next few meetings and am resigning.

Respectfully submitted,

Judith

Judith Underwood

cc: Cape Cod Chronicle



NEW BUSINESS

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Town Administrator*
Meggan Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



MEMO

TO: Select Board

FROM: Joseph F. Powers Town Administrator

CC: Meggan M. Eldredge, Assistant Town Administrator

RE: Proposed Select Board Summer Meeting Schedule

DATE: May 26, 2023

Below is the proposed Select Board Summer Meeting Schedule.

Monday, July 10th

Monday, July 24th

Monday, August 7th

Monday, August 21st

Tuesday, September 5th

Monday, September 18th



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

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE RENEWAL

LICENSE APPLIED FOR: Lodging House _____ Innholders

Fee: \$50 Annual _____ Seasonal
of rooms 10 Opening date ASAP

Business Name Allen Harbor Inn Phone 508-432-0337

Doing Business As (d/b/a) _____

Business Address 326 lower County Road Harwich Port MA 02646

Mailing Address 326 lower County Rd Harwich Port MA 0264

Winter Address & Phone _____

Email Address Christnescribie@gmail.com ; Joescribie@gmail.com

Name of Owner Joseph ; Christine Scribi

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

INNOLDERS 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.

By signing below, I am certifying that 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.

Christine Scribi 5/18/23
Signature of Applicant, Owner or Manager Date

Federal I.D. # _____

*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.



APPLICATION FOR A SPECIAL LICENSE

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

- One day Entertainment (\$25)
- One day Liquor License – All Alcohol (\$50)
- One day Liquor License – Wines & Malt (\$50)
- Craft Fair (\$50)
- Event (\$25)
- Road Race (\$50)
- Other (please specify) _____

Pouring by the Squire Mobile
Children's Center Birthday Party
Sun June 11th 2023 12-4
204 Sisson outdoor Lawn

Applicants Name HECH-Children's Center Phone 508-432-0015 x9

Mailing Address P.O. Box 638 120 RT 28 3rd Floor W. Harwich, MA 026

Owners Name & Address Donald Howell II, Board Chair

Email Address _____

REQUIRED FOR ONE DAY ENTERTAINMENT - PLEASE PRINT

- The date & time (I.E. 4 P.M. to 10 P.M.) you are requesting to have entertainment

- Location of entertainment (Inside and/or outside)

- Address where entertainment will be playing

- Event Information

REQUIRED FOR ONE DAY ENTERTAINMENT - 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

REQUIRED FOR ROAD RACE/CRAFT FAIR/ANY OTHER EVENT

Address of Event _____

Date & Time _____

Route/Location for Road Race _____

Provide any additional information necessary for the Board of Selectmen _____

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.

On the Board Chair
Signature of applicant & title Federal I.D. #

Harwich Emerica Council for Housing
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 [Signature] Fire Department

[Signature] Police Department [Signature] Recreation Department

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

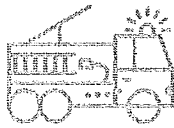
Please note: This permit does not exempt the applicant from the Town of Harwich Chapter 189 Noise by-law

Food permits must be applied for 30 days prior to Event

THE CHILDREN'S CENTER 30TH BIRTHDAY CELEBRATION!



GOOD TIMES
ICE CREAM TRUCK



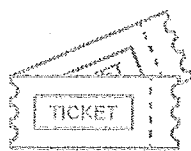
POLICE AND FIRE
TOUCH A TRUCK



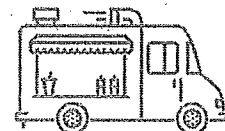
CAR SHOW WITH
ANTIQUE CARS



FACE
PAINTING



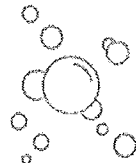
RAFFLES INCLUDING
A 50/50 RAFFLE



SQUIRE FOOD
TRUCK



CRAZY DAVY THE
MAGICIAN

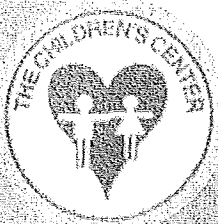


BUBBLE STATION

& MORE!

JUNE 11 2023 12-2 P.M.

HARWICH CULTURAL CENTER
AT 204 SISSON ROAD



OPEN TO THE PUBLIC ☔ RAIN OR SHINE!



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

APPLICATION FOR A SPECIAL PERMIT

- One day Entertainment (\$25)
- One day Liquor License - All Alcohol (\$50)
- One day Liquor License - Wines & Malt (\$50)
- Craft Fair (\$50)
- Event (\$25)
- Road Race (\$50)
- Other (please specify) _____

Applicants Name Pleasant Bay Community Phone 508.922.0134
 Mailing Address Boat # PO Box 21, N. Chatham, MA
 Owners Name & Address Director of Development 02650
 Email Address Jennifer Curran jcurran@pbcb.ca

REQUIRED FOR ONE DAY ENTERTAINMENT - PLEASE PRINT

- The date & time (I.E. 4 P.M. to 10 P.M.) you are requesting to have entertainment
June 15 5-7 PM
- Location of entertainment (Inside and/or outside)
Outside under tent on campus
- Address where ~~entertainment will be playing~~
Chamber of Commerce network event

NA REQUIRED FOR ONE DAY ENTERTAINMENT - 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

REQUIRED FOR ROAD RACE/CRAFT FAIR/ANY OTHER EVENT

Address of Event 228 Rte 28 Harwich
 Date & Time June 15 5-7 PM
 Route/Location for Road Race _____

Provide any additional information necessary for the Board of Selectmen _____
Chamber of Commerce

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]
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.

[Signature]
Building Commissioner

[Signature]
Board of Health

[Signature]
Fire Department

[Signature]
Police Department

[Signature]
Recreation Department

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

Please note: This permit does not exempt the applicant from the Town of Harwich Chapter 189 Noise by-law

Food Event Permit must be applied for 30 days prior to Event

SELECT BOARD
2023-2024 - Liaisons to Town Committees

May 2025	Michael D. MacAskill, Chairman	Ambulance Waiver Administrator Waterways Committee Real Estate and Open Space Water/Wastewater Commission Board of Health Agricultural Commission
May 2026	Donald F. Howell	Brooks Academy Museum Commission Conservation Commission Cemetery Commission Golf Committee Planning Board Housing Authority Historic District/Historic Commission
May 2026	Larry G. Ballantine Jeffrey Handler	Board of Appeals Accessibility Rights Committee Treasure Chest Volunteer Committee Council on Aging Library Trustees Community Preservation Committee Board of Assessors
May 2024	Mary E. Anderson, Clerk	Voter Information Committee Housing Committee Youth Services Committee Finance Committee Cultural Council Chamber of Commerce Capital Outlay Committee
May 2025	Julie E. Kavanagh	Monomoy Regional School Committee Bikeways Committee Traffic Safety Committee Harwich Energy & Climate Action Committee Recreation & Youth Commission Bylaw Charter Review Community Center Facilities Committee

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	ANN CLARK TUCKER (APPOINTED)
Title or Position:	Harwich Planning Board (VOLUNTEER)
Agency/Department:	Harwich Planning
Agency address:	Harwich Town Hall Office of Planning 732 Main St. / Harwich / MA 02645
Office Phone:	508-430-7511
Office E-mail:	sdelaney@harwich-ma.gov
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	The Family Pantry of Cape Cod is requesting a waiver, on an issue before the Planning Board. I am a volunteer at The Family Pantry of Cape Cod.
What responsibility do you have for taking action or making a decision?	I am a voting member of The Planning Board. I am making my position at The Pantry known to fellow members and The public.
Explain your relationship or affiliation to the person or organization.	I am a volunteer.
How do your official actions or decision matter to the person or organization?	My vote could be viewed as a conflict of interest.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	<i>I am not in a position of authority at The Food Pantry.</i>
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Ann C. Tocher</i>
Date:	<i>May 23, 2023</i>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

Form revised July, 2012



OLD BUSINESS



OFFICE OF THE TOWN ADMINISTRATOR

732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513
Fax (508) 432-5039

MEMO

TO: Select Board

FROM: Joseph F. Powers,  Town Administrator

CC: Meggan M. Eldredge, Assistant Town Administrator

RE: Agenda packet material regarding Old Business Item A: Town Administrator's update on ongoing projects

DATE: Friday, May 26, 2023

This memorandum is submitted relative to your agenda item under Old Business Item A: Town Administrator's update on ongoing projects.

As I stated during your meeting on Monday, May 22, 2023, I was scheduled to meet with our department heads to review project planning related to various items arising from the 2023 Annual Town Meeting in addition to managing existing projects (mostly procurements) prior to the 2023 Annual Town Meeting.

In this meeting, I provided the following information to the department heads:

- An overview and list of expectations regarding the ongoing management of the items referenced above (see attached);
- A preliminary spreadsheet outlining the fifty-seven items (39 of which are procurement-specific) resulting from the 2023 Annual Town Meeting; as well as
- A modified procurement spreadsheet identifying the roughly fifty (50) deliverables from prior years' town meetings.

Additionally, I am presently cataloging other projects of which I am aware (or may become aware) that are not presently captured in either of the spreadsheets referenced above.

I look forward to your review and discussion of this matter at your meeting.

DEPARTMENT HEAD MEETING

Wednesday, May 24, 2023

9:30am via TEAMS

Procurement & Project Timeline/Deliverables

OVERVIEW

- There are (at present) 111 “projects” that require management at the department head level;
- “Project” = procurement, personnel hiring or an actual project;
- 57 as a result of 2023 Town Meeting actions; 54 carry-over from previous years;
- Top priority are projects funding by free cash at the 2023 ATM;
- Total project list may not include other projects which may be priorities of the Select Board (traffic flow at 204 Sisson Road, etc.)

EXPECTATIONS

- Every department head will be assigned to projects;
- Department heads should be cascading project deliverables through staff resources;
- Projects assigned constitute goals for FY 2024 for all relevant staff

PROCUREMENT PRIMER

- Most procurements will fall under the scope of MGL, c.30B
- Review of process and forms

We will meet twice monthly beginning the week of June 12, 2023; one week for progress reports on these projects; the other week for general updates and discussions. Each department head is expected to participate in each session as a top priority.

TOWN
ADMINISTRATOR'S
REPORT