

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, December 17, 2018

**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 M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate, if the Chair declares that a meeting may have a detrimental effect on the negotiating position of the public body – Mid Cape Homes MOU

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

VI. **CONSENT AGENDA**

- A. Vote to accept the gift of \$2,247.53 from the Friends of the Council on Aging toward the purchase of a new convection oven for the Community Center kitchen
- B. Vote to approve request for use of the Caleb Chase Fund in the amount of \$407.68

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

- A. Annual Meetings:
 - 1. Community Preservation Committee
 - 2. Harwich Youth Services Committee
 - 3. Conservation Commission
- B. Lower County Road Capital Project Update – Lincoln Hooper/Tom Okerbloom

VIII. **NEW BUSINESS**

- A. 2019 Annual General License Renewals
- B. Application for transfer of Annual Wine & Malt Package Store License and Seasonal All Alcohol Package Store License from Charles J. Weiss d/b/a 7-Eleven 3443A to Syed Ali Navqi d/b/a 7-Eleven 3443A.
- C. New Application for Weekday Entertainment License for the Hot Stove Saloon in Harwich Port
- D. Wastewater Project Management – Scope of Work
- E. Support for the waiver for the mandatory Environmental Impact Report (EIR) for the Cold Brook Ecological Restoration project – *vote to support and authorize the Chair to sign*
- F. Request by Harwich Center Initiative for two (2) Alternate Members
- G. Letter of Support - Sidewalks

IX. **CONTRACTS**

X. **OLD BUSINESS**

- A. Board of Selectmen policy on noise relative to licensing/Noise By-Law

XI. **TOWN ADMINISTRATOR'S REPORT**

- A. MMA Award – Pleasant Bay Watershed Permit Implementation for Nutrient Mgmt.
- B. CDM Smith Progress Report – Sewer Collection System Phase 2
- C. Natural Attenuation Project at Cold Brook
- D. Sewer Connection Permits
- E. Barnstable County IT Assistance Update
- F. 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

Sandra Robinson, Admin. Secretary

Date: _____
December 13, 2018



Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

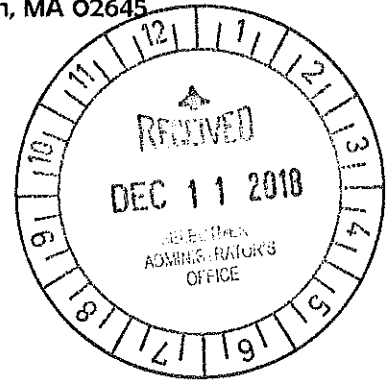
memo

TO: Harwich Board of Selectmen

FROM: Emily Mitchell, Council on Aging Director

DATE: December 12, 2018

RE: Request to Accept Gift from Friends of the Harwich Council on Aging



I am writing to request that the Board of Selectmen accept a gift to the Council on Aging in the amount of \$2,247.53 from the Friends of the Harwich Council on Aging (FHCOA).

The FHCOA has donated these funds to cover half the total cost of a new convection purchased by the Council on Aging and installed in the Community Center kitchen on Tuesday, December 11, 2018. The total cost for the oven was \$4,495.06.

This new oven will better allow Town Chef Linda St. Pierre to perform essential job functions including cooking large meals for events such as the Women's and Men's breakfasts, monthly Supper Club, and larger Town events including elections and the Annual Town Meeting.

The convection oven was purchased using funds from the Executive Office of Elder Affairs Formula Grant. The donation from the FHCOA will be deposited in the same fund (12105412-558000).

Thank you very much.

Sincerely,

Emily Mitchell, Director
Harwich Council on Aging

2018
ANNUAL REPORT
COMMUNITY PRESERVATION COMMITTEE

Harwich adopted the Community Preservation Act (CPA), modified to accommodate the replacement of the so-called Land Bank, effective beginning July 1, 2005. The primary source of revenue for the Community Preservation Fund is a property tax surcharge of 3% that is assessed on each parcel of taxable real estate within the community. The other major sources of revenue for the fund are distributions from the Massachusetts Community Preservation Trust Fund and interest revenue. The Community Preservation Fund may be appropriated and spent for certain open space, historic resource, recreation and community housing purposes.

The committee is comprised of 9 members: 2 selectman appointees, and representatives from the following areas - (1 each) Housing Committee, Housing Authority, Recreation, Historical Commission, Open Space/Real Estate, Conservation and Planning Board.

As of this report, there is one vacancy on the committee - a selectman's appointee. All eight members of the board have been sworn in and have completed the State ethics training. The Committee had thirteen posted meetings this year with 85% attendance. All agendas and minutes are posted according to state regulations.

In 2018 approximately \$3,300,000 (including approx. \$588,000 of land debt) was available for distribution. Sixteen applications were reviewed and fourteen applications were approved for Town Meeting Approval. All fourteen were passed at Town Meeting May, 2018. The awarded distributions were as follows:

Historic Applications: approx. \$523,000.

Comm. Housing Applications: approx. \$800,000.

Open Space Applications: approx. \$410,000.

Applications using Undesignated Funds: approx. \$1,179,804. (The majority were recreation applications totaling \$1,010,500.)

A grand total of approx. \$2,912,515. in CPA funds were awarded.

This Fall the Committee received 8 new applications with requests totaling \$822,450:
Historic - \$130,000; Community Housing - \$347,500;
and Undesignated/Recreation - \$344,950.

In addition, the Committee successfully rescinded and closed out previously funded articles that were either completed, or uncompleted with many years of non-activity, in the amount of approx. \$87,000 - all monies were returned to their respective fund reserve.

The Community Preservation Committee would like to acknowledge and thank Cindy Maule and Dan Tworek who have both served on this committee for several years - they have moved on with our sincere appreciation. In addition we would like to thank Finance Director, Carol Coppola; Town Planner, Charlene Greenhalgh; and Town Administrator, Chris Clark for their continued support throughout the year.

Respectfully Submitted,
David Nixon, Chair
12/10/18



Town of Harwich

Harwich Youth Services Committee *Annual Report to Board of Selectmen*

Monday, December 17, 2018

Presented by James Hartley, Harwich Youth Services Committee

Harwich Youth Services Committee Charge

The Harwich Youth Services Committee is a board comprised of individuals from the community. Some of the organizations and institutions that the committee represents are Harwich Public Schools, Harwich Churches and Parents of Harwich. For a complete listing of committee members, see the attached sheet.

The objective of the committee is to support the mission statement of the Harwich Youth Counselor, as well as assisting the Youth Counselor in the following program components:

- Develop programs and events that enrich the lives of youth. Such programs should promote prevention of dangerous or unhealthy behaviors or actions that interfere with one's quality of life
- Collaborate with area youth enrichment programs to promote the welfare of young people in Harwich
- Provide the public relations and information necessary to maintain the community's support of the Office of the Youth Counselor and activities for Harwich Youth

Mission Statement for the Harwich Youth Counselor

To support and maintain a Harwich Youth Counseling and Referral Service that is universally accessible, visible, confidential, and linked to other support networks.



*Town of Harwich
Youth Services Committee*

HIGHLIGHTS OF PAST YEAR 2017-18

The Harwich Youth Services Committee met 7 times during the past 12 months. We recently welcomed Joy Jordan, a parent and Monomoy Community Engagement Coordinator, to the Committee. Meredith Langelier, a Harwich parent, is also applying for committee membership.

We support the practice and work of the Town Youth Counselor, who has a thriving clinical practice and participates on the following boards, groups and commissions:

1. Barnstable County Regional Substance Abuse Commission (town appointee)
2. Substance Abuse Prevention Council (Prevention Working Group)
3. Massachusetts Opioid Prevention Council (Cape & Islands)
4. Monomoy Regional School District Crisis Response Team (tier 2)
5. Cape & Islands Suicide Prevention Coalition
6. Harwich Children's Fund
7. Behavioral Health Innovators, Inc. (currently running an after-school peer recovery program for teens in Hyannis)

Harwich Youth Services is a collaborative committee which works with schools and community agencies to educate the public about resources, educational events and supports for Harwich families. During the period of November 2017-November 2018, Harwich Youth Services focused on the following initiatives and events:

- Helped to promote the 2nd annual Parent Summit hosted by the Barnstable County RSAC (Regional Substance Abuse Commission). The title of the summit was ***Building Parent Muscle*** and focused on identification of early risk factors for developing a substance abuse/addiction problem, as well as a presentation by Jon Mattleman (formerly of Needham Youth Services) titled ***The Secret Lives of Teens***. Cindy Horgan from Cape Cod Children's Place was the keynote speaker.
- Continued support and promotion of the Harwich Children's Fund, the sister agency to the Chatham Children's Fund. The Harwich Children's Fund/Friends of Harwich Youth is a non-profit community collaborative made up of school and community partners, who provide periodic assistance for youth. Any Monomoy School District youth in need from towns other than Chatham can apply for assistance from HCF, through a parent or guardian, with contacts at all schools in the Monomoy district. Areas of help available include: clothing, food, medical/dental, vision/hearing, enrichment, school supplies, and holiday needs. Each situation is assessed and needs are determined. If a referral is needed with regards to the request, HCF will give the family contact information for support and

services. The HCF is currently in the process of the Outerwear Drive and Holiday Gift Drive. Twice as many families applied for the program during its second year.

- Hosted the Monday Night Summer Concert Series sponsored by TD Bank during the month of July.
- Promoted 3 screenings of the film **ANGST**, a 70- minute documentary exploring the increase in anxiety disorders nationwide, especially in teens and young adults. The Youth Counselor served on the panel for one screening. www.angstmovie.com
- Co-hosted the 1st annual ***Yogathon for Recovery*** event with Behavioral Health Innovators, to continue funding for the **RecoveryBUILD** after school program, a safe peer space where teens can engage in recovery, counseling and healthy, substance-free activities. The 2nd annual Yogathon will be Saturday June 8th at Monomoy High School. www.bhinnov.org

Our main focus in the coming year is to work with middle school students and both recreation departments, to create events at both recreation centers.

Respectfully submitted,

James Hartley

Barbara Segal

Paula McGuire

Joy Jordan

Meredith Langelier (pending)

Sheila House, Department Head Liaison



TOWN OF

HARWICH

*732 Main Street
Harwich, MA 02645*

CONSERVATION COMMISSION

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

December 10, 2018

To: The Board of Selectmen

From: Brad Chase, Chairman of the Harwich Conservation Commission

Annual Report to Board of Selectmen

1. Review of Application/Hearing Trends for the past year
 - a. Application intake remains very strong.
 - b. Roughly 100 Administrative Review Permits were issued by staff for small projects within jurisdiction.
 - c. 2 public meetings per month. Total of 147 individual hearings.
 - d. Concerted effort to close old permits out.
 - e. Had some issues with quorum earlier in the year; now have a full board
2. Update on Town Conservation Parcels
 - a. Given authorization at Town Meeting to acquire the Judah Eldredge property off of Queen Anne Road for Conservation Purposes.
 - b. Continued to thin out the north side of Thompson's Field with the assistance of the Highway Dept, AmeriCorps, and town volunteers. This is to reduce fire danger in the conservation area as well as to promote coastal sandplain habitat, a globally rare habitat that we do have at Thompson's Field. Also continued removal of invasive plants and conducted annual mowing on the Chatham Road side of the field to maintain/expand the field habitat.
 - c. The Commission voted to issue an RFP to lease out the Bells Neck Cranberry Bogs. One proposal was submitted and then withdrawn. The Commission is looking to make a decision on how to manage the area in the near future.
3. Town Gardens
 - a. We have been able to make more 'perennial' garden plots available for gardeners. This means they can leave fencing up year-round, but we don't till for these plots.
4. Updated Harwich Conservation Commission Wetland Regulations
 - a. 60' from wetland edge no new building regulation, new regs on irrigation, lawns, chemical use on property within jurisdiction
5. Special Projects
 - a. The Commission/Department hosted the following events: Tour de Trash, Coast Sweep, World Fish Migration Day, Arbor Day Seedling Giveaway, assisted with the planning for the Island Pond Cemetery Arboretum.

- b. Issued a permit for a pilot Kelp growing proposal in Nantucket Sound.
- 6. Goals for the next year
 - a. Make decision on management of Bells Neck Cranberry Bogs.
 - b. Continue to maintain trails and access to all of our Conservation Areas, lead more educational walks for the public.
 - c. Catch up with minutes within the first quarter of the New Year.
 - d. Permit and perhaps begin construction of an oyster reef in the Herring River.
 - e. Acquire new material for next deployment to our artificial reef. Have been in touch with Tech School regarding demolition debris.
- 7. Retiring Commissioners/New Commissioners/Staff
 - a. Would like to thank Rob Mador for his past service to the Commission and Town as a member. We would like to welcome Mark Coleman, James Donovan, and John Ketchum as new members to the Commission. We would also like to welcome Nicole Smith as our full time Assistant Conservation Agent, and thank her for her efforts.



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: December 12, 2018 
RE: Lower County Road Capital Project Update

On November 23, 2015, at a Board of Selectmen's meeting, I proposed a stand-alone project to reconstruct Lower County Road to address numerous deficiencies including the poor condition of the road, structural defects with its base, a non-ADA compliant continuous sidewalk and old and failing drainage systems. Further, the sheer scope of the project is more than we could handle under our County Bid Road Construction items and the cost is more than could be absorbed within our road maintenance plan. At that meeting I informed the Board that, although Lower County Road is eligible for State funding in the Transportation Improvement Program, there is no way to meet the Complete Streets criteria (sidewalks and bike lanes on both sides of the street) within the Town's 40' ROW.

To save design and engineering money, we hired Tom Ockerbloom, a retired MassDOT Senior Project Engineer, to assist us in developing Lower County Road as a Book Job, on June 15, 2016. A Book Job is typically utilized where a roadway is being reconstructed in the same place or footprint of the original road, thus not requiring detailed engineering plans. Over the last two years, Mr. Ockerbloom developed Lower County Road as a Book Job and, in the process, saved the Town approximately \$300k. Please note that Mr. Ockerbloom was in charge of the Town's Route 137 corridor project and was a primary reason it went so smoothly.

Attached for your review is a summary of the scope of work and the last page of the Preliminary Office Estimate that Tom has developed utilizing the MassDOT Statewide Weighted Bid Prices. While Mr. Ockerbloom has been developing projects like this for decades at MassDOT and knows roadway construction better than anyone I know, it is my personal belief that this project will solicit extremely competitive bids from contractors that will be considerably lower than the Preliminary Office Estimate that Tom developed. With the Board's consent, I would like to bid the project soon with a bid opening date of April 16, 2018, in order to have a hard number ready for May's Town Meeting.

Attachments – Lower County Road Scope of Work & Preliminary Office Estimate

**HARWICH – LOWER COUNTY ROAD: PROPOSED
RECONSTRUCTION, RESURFACING AND RELATED WORK**

SCOPE OF WORK

PROJECT LIMITS OF WORK: FROM “DIVISION ST.” (DENNIS / HARWICH TOWN LINE) TO INTERSECTION AT ROUTE 28 IN HARWICHPORT. PROJECT LENGTH = 2.25 MILES.

***ROADWAY:** A.) FULL DEPTH ROADWAY RECONSTRUCTION / REPLACEMENT LOCATIONS – DUE TO FAILING PAVEMENT STRUCTURE: 1.) FROM “DIVISION ST.” TO “TRINITY COVE RD.” (APPROX. 1/4 MI.); 2.) FROM “BROOKS RD.” TO RTE. 28 (APPROX. 3/4 MI.);

B.) ROADWAY MILLING AND RESURFACING LOCATION(S) – DUE TO CURRENTLY SATISFACTORY PAVEMENT STRUCTURE: FROM “TRINITY COVE RD.” TO “BROOKS RD.” (APPROX. 1. MI.);

***SIDEWALKS:** RECONSTRUCTION OF ALL SIDEWALK LOCATIONS THROUGHOUT THE PROJECT TO COMPLY WITH THE “AMERICANS WITH DISABILITIES ACT” (ADA);

***VARIOUS / RELATED WORK:**

GUARD RAIL IMPROVEMENTS AND CONCRETE SURFACES PRESERVATION WORK AT THE “ALLEN HARBOR” BRIDGE STRUCTURE LOCATION, DRAINAGE SYSTEM IMPROVEMENTS, PAVEMENT MARKINGS, TRAFFIC SIGNS, SAFETY AND SIGHT DISTANCE CLEARING, SHOULDER LANDSCAPING AND OTHER INCIDENTAL WORK;

***WORK SCHEDULE:** NO WORK WILL BE ALLOWED BETWEEN JUNE 15th AND SEPTEMBER 15th. THE INTENT IS THAT THE PROJECT WILL BE CONSTRUCTED DURING 2 CONSECUTIVE “CONSTRUCTION SEASONS” – EITHER WITH FALL / SPRING CONSECUTIVE SEASONS OR WITH SPRING / FALL CONSECUTIVE SEASONS.

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
852	SAFETY SIGNING FOR TRAFFIC MANAGEMENT	SF	875	\$18.00	\$15,750.00
853.1	PORTABLE BREAKAWAY BARRICADE TYPE III	EA	10	\$156.87	\$1,568.70
854.034	TEMPORARY PAVING MARKINGS - 4 INCH (TAPE)	FT	1755	\$1.75	\$3,071.25
854.035	TEMPORARY PAVING MARKINGS - 4 INCH (REMOVABLE TAPE)	FT	1235	\$2.75	\$3,396.25
856.1	PORTABLE CHANGEABLE MESSAGE SIGN	DAY	395	\$25.00	\$9,875.00
859	REFLECTORIZED DRUM	DAY	23400	\$0.25	\$5,850.00
860.04	4 INCH REFLECTORIZED WHITE LINE - TEMP. (PAINTED)	FT	24000	\$0.25	\$6,000.00
860.12	12 INCH REFLECTORIZED WHITE LINE - TEMP. (PAINTED)	FT	4530	\$0.50	\$2,265.00
861.04	4 INCH REFLECTORIZED YELLOW LINE - TEMP. (PAINTED)	FT	68000	\$0.25	\$17,000.00
865.1	CROSSWALKS AND STOP LINES - REFL. WHITE (THERMOPLASTIC)	SF	4530	\$3.25	\$14,722.50
866.04	4 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	FT	24000	\$1.50	\$36,000.00
867.04	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	FT	25200	\$1.25	\$31,500.00
874.02	STREET NAME SIGN - TOWN STANDARD	EA	52	\$99.00	\$5,148.00
874.1	STREET SIGNS REMOVED AND RESET	LS	1	\$500.00	\$500.00
874.2	TRAFFIC SIGNS REMOVED AND RESET	LS	1	\$500.00	\$500.00
874.3	SIGNS REMOVED AND STACKED	LS	1	\$1,000.00	\$1,000.00
964.2	CONCRETE PROTECTIVE COATING	SF	1500	\$18.00	\$27,000.00
971.2	ASPHALTIC BRIDGE JOINT SYSTEM	LF	60	\$250.00	\$15,000.00
REGULAR CONTRACT ITEM TOTAL / CONTRACT SUBTOTAL =					\$4,670,974.94
Item No.	CONTRACT COMPANION ITEMS	Unit	Quantity	Unit Price	Item Total Price
999.001	TRAFFIC POLICE - REGULAR RATE (@ \$60.00/HR.)	\$	307200	\$1.00	\$307,200.00
999.002	TRAFFIC POLICE - OVERTIME RATE (@ \$90.00/HR.)	\$	115200	\$1.00	\$115,200.00
999.800	CONTINGENCY \$ (10%)	\$	467097	\$1.00	\$467,097.00
CONTRACT COMPANION ITEM TOTAL / CONTRACT SUBTOTAL =					\$889,497.00
ESTIMATED CONTRACT GRAND TOTAL =					\$5,560,471.94

2019 ANNUAL GENERAL LICENSE RENEWALS

Ashwood Food Service, Inc.
d/b/a Jake Rooney's
119 Brooks Road, Harwich Port

Common Victualler

Sunday Entertainment –

Recorded or live music,
1:00 p.m. – 12:00 a.m. inside *

Weekday Entertainment -

Recorded or live music
8:00 p.m. – 12:00 a.m. inside *

***RELEASE OF LICENSES CONTINGENT ON SUBMITTAL OF
CURRENT WORKERS COMPENSATION AND LIQUOR LIABILITY
INSURANCE CERTIFICATES***

Capeside Kitchen Inc.
d/b/a Capeside Kitchen
537 Route 28, Harwich Port

Common Victualler

Harwich Port Seafarer, Inc.
d/b/a Harwich Port Seafarer
86 Sisson Road, Harwich Port

Innholders

Mooncussers Tavern
86 Sisson Road, Harwich Port

Weekday Entertainment

Dancing by patrons,
Live or recorded music with amplification
5:00 p.m. – 12:00 a.m. inside *

*** Inside Entertainment - Noise from entertainment may not create a nuisance or be heard outside the boundaries of the premises.**

**** Outside Entertainment – Noise from entertainment must be at reasonable sound levels which are not plainly audible at a distance of 150 feet from boundary line or source of sound amplification system whichever is further.**



HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

To: Ann Steidel, Administrative Secretary

From: Lt. Kevin Considine 

Date: December 12, 2018

Re: 7/11 Annual Liquor License Transfer

Please be advised this office has received the request for input on the license transfer of 7-Eleven at 5 Route 28, West Harwich from Charles Weiss to Syed Ali Naqvi. A preliminary background on Mr. Syed has not revealed any reasons why this transfer should not be put on the agenda for the Selectmen's Meeting scheduled for Monday December 17, 2018. Please note per the town by-law electronic fingerprints were taken and those results are pending. If there are any further questions or needs on this matter please feel free to contact me. Thank you.

NOTICE OF PUBLIC HEARING
TOWN OF HARWICH
BOARD OF SELECTMEN
APPLICATION FOR LIQUOR LICENSE
TRANSFER OF LICENSE

Notice is hereby given under Chapter 138 of the General Laws as amended that application has been made to this Board for a transfer of the Annual, Package Store, Wine & Malt Beverages License and Seasonal, Package Store, All Alcoholic Beverages License now held by Charles J. Weiss d/b/a 7-Eleven 3443A, 5 Route 28, West Harwich, MA, Charles J. Weiss, Manager to Syed Ali Naqvi d/b/a 7-Eleven 3443A, 5 Route 28, West Harwich, MA, Syed Ali Naqvi, Manager on the following described premises located at 5 Route 28, West Harwich, MA: One large retail sales floor, a small back room and an 11 door cooler. 1,350 total square footage with 2 entrances and 3 exits.

The Board of Selectmen will hold a hearing upon the application on Monday, December 17, 2018 no earlier than 6:30 p.m. in the Donn B. Griffin Room at Town Hall, 732 Main Street, Harwich, at which time all interested parties will be heard.

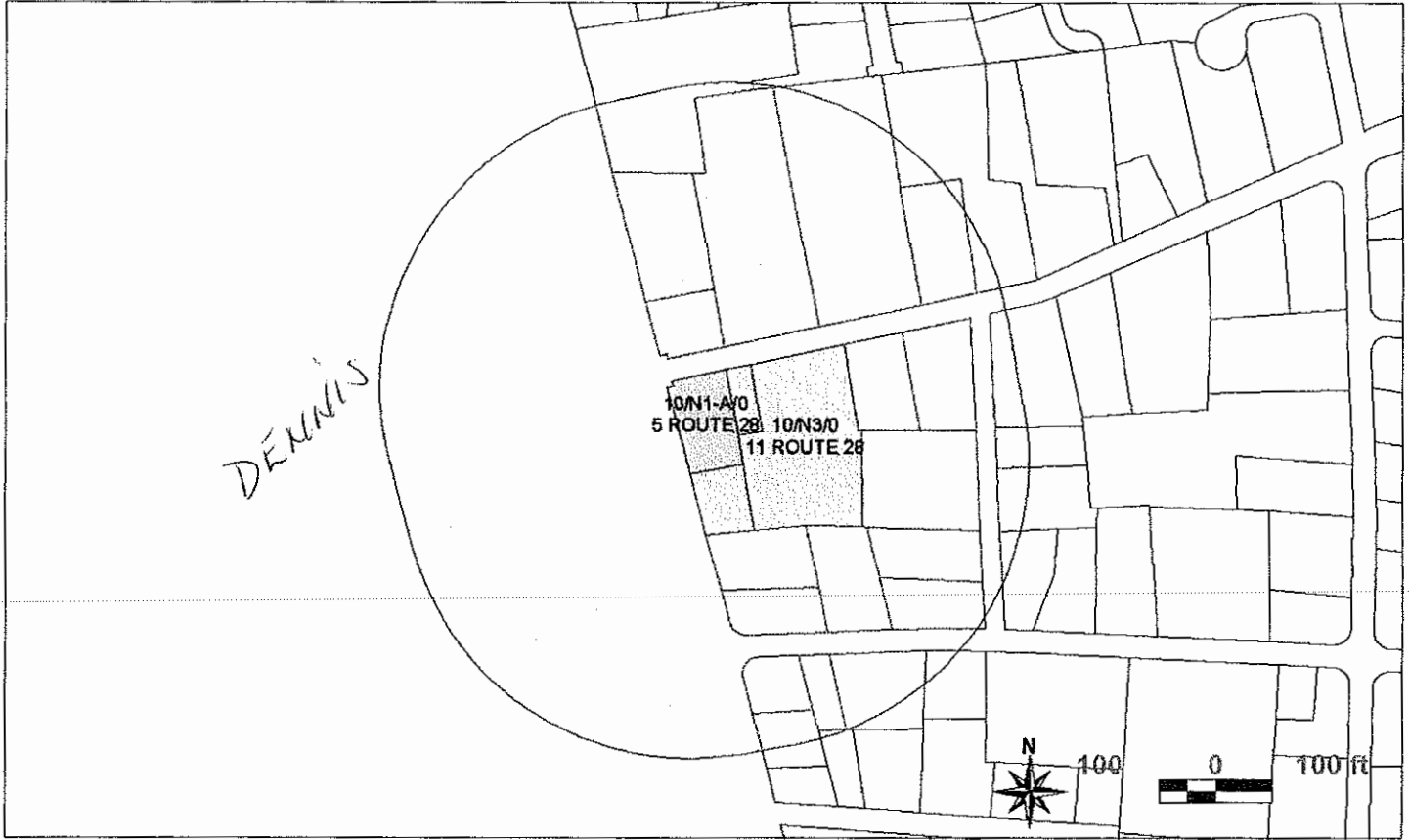
Board of Selectmen
Local Licensing Authority

Cape Cod Times
December 7, 2018

Cape Cod Chronicle
December 13, 2018

TOWN OF HARWICH, MA
 BOARD OF ASSESSORS
 732 Main Street, Harwich, MA 02645

Abutters List Within 500 feet of Parcel 10/N1-A/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1360	10-N1-A-0-R ✓	LINEAR RETAIL WH #2 LLC <i>W.C.W.</i>	5 ROUTE 28	5 BURLINGTON WOODS DR	BURLINGTON	MA	01803
1362	10-N1-B-0-R	ANGJELI EMIL & ANGJELI VALENTINA	113 DIVISION ST	1064 BOYLSTON ST	NEWTON	MA	02461
12700	10-N2-0-E	CHASE LIBRARY ASSOCIATION REVERSION CLAUSE IN DEED	7 ROUTE 28	PO BOX 457	W HARWICH	MA	02671
1363	10-N3-0-R	RIGHTON INVESTMENT LLC	11 ROUTE 28	311 CROOKS AVE	PATERSON	NJ	07503

OFFICE OF THE BOARD OF SELECTMEN

Town of Harwich

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



December 5, 2018

Mr. Charles J. Weiss
7-Eleven
5 Route 28
West Harwich, MA 02645

Re: Application for a Transfer of Annual, Package Store, Wine & Malt Beverages License and Seasonal, Package Store, All Alcoholic Beverages License

Dear Mr. Weiss:

This is to confirm that the Liquor Hearing on the above-referenced application is scheduled for Monday, December 17, 2018 no earlier than 6:30 P.M. in the Donn B. Griffin meeting room at Town Hall, 732 Main Street, Harwich.

Enclosed please find a copy of the Legal Notice to be advertised on Friday, December 7, 2018 in the Cape Cod Times. You must send a copy of the Legal Notice to all abutters (list enclosed) by certified mail, return receipt requested, via U.S. Postal Service within three (3) days of publication. The return receipts must be brought to the hearing.

Please feel free to contact this office should you have any questions.

Sincerely,

Ann Steidel
Administrative Secretary/
Support Staff Supervisor

enclosures



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A TRANSFER OF LICENSE

Municipality

1. TRANSACTION INFORMATION

- Transfer of License
- Alteration of Premises
- Change of Location
- Management/Operating Agreement
- Pledge of Inventory
- Pledge of License
- Pledge of Stock
- Other
- Change of Class
- Change of Category
- Change of License Type
(\$12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

requesting transfer of retail liquor license FROM CHARLES J. WEISS TO SYED ALI NAQUI. THE STORE IS A 7-ELEVEN CONVENIENCE STORE LOCATED AT 5 MAIN ST. W. HARWICH MA. THE STORE HAS A YEAR ROUND WINE + MALT LICENSE AND A SEASONAL ALL ALCOHOL AT THIS TIME.

2. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
Off-Premises-15	\$15 Package Store	Wines and Malt Beverages <i>AND All Alcoholic Beverages</i>	Annual <i>Seasonal</i>

3. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number FEIN

Entity Name

DBA Manager of Record

Street Address

Phone Email

Add'l Phone Website

4. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

one large retail sales floor. a small back room and a 11 door cooler

Total Sq. Footage	<input type="text" value="1350"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text" value="40"/>
Number of Entrances	<input type="text" value="2"/>	Number of Exits	<input type="text" value="3"/>	Number of Floors	<input type="text" value="1"/>

APPLICATION FOR A TRANSFER OF LICENSE

5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name	Charles weiss	By what means is the license being transferred?	Purchase
------------------------	---------------	---	----------

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Charles weiss	owner	100

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
SYED ALI NAQVI	265 FLOWERS RD. NANTUCKET, CT 06357	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
OWNER / FRANCHISEE	100	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

APPLICATION FOR A TRANSFER OF LICENSE

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes No

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

APPLICATION FOR A TRANSFER OF LICENSE

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?
 Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. CORPORATE STRUCTURE

Entity Legal Structure Date of Incorporation

State of Incorporation Is the Corporation publicly traded? Yes No

8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales? Yes No

9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

APPLICATION FOR A TRANSFER OF LICENSE

10. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	n/a
B. Purchase Price for Business Assets	10,000.00
C. Other (Please specify)	
D. Total Cost	10,000.00

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
n/a	
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
n/a			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

11. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply) License Stock Inventory

To whom is the pledge being made?

12. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be a U.S. Citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
		self employed	hotel business	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

SYED IS CURRENTLY IN THE TRAINING PROCESS TO TAKE OWNERSHIP OF THE FRANCHISE AT THE 7-ELEVEN IN WEST HARWICH, MA. HE IS, AT THIS TIME, SEEKING RESIDENCE IN THE AREA OF THE STORE. HE WILL BE A MA. RESIDENT AT THE TIME OF CONVERSION.

APPLICANT'S STATEMENT

I, Charles weiss the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

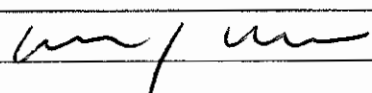
of 7-eleven 34434
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date: 10/29/2018

Title:

owner



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

CORI REQUEST FORM

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

JEAN M. LORIZIO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: 00056-PK-0506 LICENSEE NAME: CHARLES J. WEISS DBA 7-ELEVEN CITY/TOWN: Harwich

APPLICANT INFORMATION

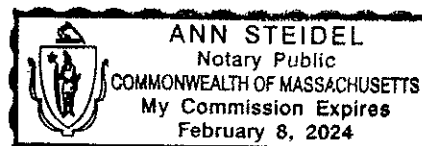
LAST NAME: NAQVI FIRST NAME: SYED MIDDLE NAME: ALI
 MAIDEN NAME OR ALIAS (IF APPLICABLE): - PLACE OF BIRTH: PAKISTAN
 DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [REDACTED]
 MOTHER'S MAIDEN NAME: ZOHRA DRIVER'S LICENSE #: [REDACTED] STATE LIC. ISSUED: CONNECTICUT
 GENDER: MALE HEIGHT: [REDACTED] WEIGHT: [REDACTED] EYE COLOR: BROWN
 CURRENT ADDRESS: 265 FLANDERS ROAD
 CITY/TOWN: NIANTIC STATE: CT ZIP: 06357
 FORMER ADDRESS: [REDACTED]
 CITY/TOWN: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

PRINT AND SIGN

PRINTED NAME: SYED A. NAQVI APPLICANT/EMPLOYEE SIGNATURE: [Signature]

NOTARY INFORMATION

On this first day of Nov. 2018 before me, the undersigned notary public, personally appeared Syed Ali Nagvi
 (name of document signer), proved to me through satisfactory evidence of identification, which were Drivers License
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.
[Signature]
 NOTARY



DIVISION USE ONLY

REQUESTED BY: [REDACTED]
 SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.



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

APPLICATION FOR ENTERTAINMENT LICENSE

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

Business Name Hot Stone Saloon Phone 508-432-9911
Business Address 551 RT 28/Harwich Port, MA/ 02640
Mailing Address _____
Owners Name & Address Gabe Lidner/206 Setucket rd./S. Dennis/02660
Email Address Mgt@hotstonesaloon.com
Managers Name & Address _____

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

Friday & Saturday Nights 9:00 pm - 12:30 am

ENTERTAINMENT TYPE: (Check all appropriate boxes)

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

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

___ Yes No

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

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

Days/Hours of Business Operation _____

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

Signature of applicant & title

Federal I.D. #

Signature of individual or corporate name

Federal I.D. #

Signature of Manager

Federal I.D. #

Signature of Partner

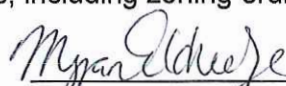
Federal I.D. #

REGULATORY COMPLIANCE FORM

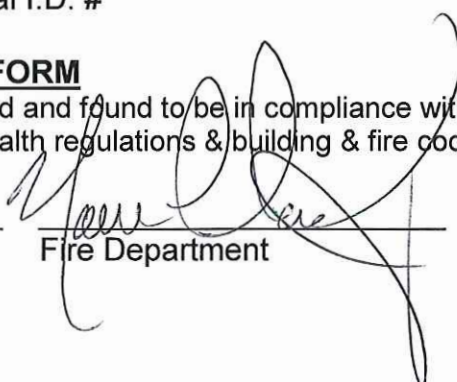
The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes & regulations, including zoning ordinances, health regulations & building & fire codes.



Building Commissioner



Board of Health



Fire Department



Police Department

comments:

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

Project Management Contract
Harwich Comprehensive Wastewater Management Plan

It's envisioned that this contract will be led by an experienced Project Manager with relevant technical experience to provide Project Management services on a contractual basis as needed and requested by the Town and to aid the Wastewater Support Committee in providing direct and easily accessible wastewater information to residents and businesses in the Town. Project Management support tasks with an outreach strategy with specific actions will be part of this contract to enhance the capabilities of town officials and committees, and to encourage input from residents utilizing a single point of contact for a direct and efficient response. The services contracted is intended to resolve potential issues.

The Project Manager contract is to be awarded by the Town to assist the Harwich Wastewater Support Committee in providing needed technical support and community outreach to residents and businesses to be served by the Phase 2 sewer extension project scheduled for construction in the spring of 2019. In addition to focusing on Phase 2, the Project Manager will provide support to help ensure the entirety of the CWMP is progressing as required by regulatory agencies and according to schedule. The contract for such services will include identified, and yet to be determined, tasks in both technical and public information/outreach efforts in FY 19 and FY 20. Services are expected to start in the spring of 2019.

It is expected a minimum effort of twenty hours/week will be required.

Tasks to be assigned for Project Manager assistance could include, but not be limited to, the following:

Services for Phase 2 Comprehensive Wastewater Management Plan & Ongoing CWMP Activities

- Develop a project plan including an organization chart to identify town departments and contractors involved in Phase 2 into a single document showing responsibilities/schedules/activities for each.
- Update the Project Plan on a monthly basis.
- Develop and maintain a detailed property data base, including Owner, Address, Contact Information, Age of Septic System, Year-Round /Seasonal Occupancy, Status of Stub Location Determination, Sewer Service System Connection Complete and Other Information as needed. The data base will be coordinated with the Harwich Board of Director and Water Department Superintendent.
- Meet weekly with Collection System Contractor(s) to review current week's activities versus plan, define workarounds and plans for the following week(s).
- Hold regular status meetings with Wastewater Support Committee; include a list of outstanding unanswered or unaddressed issues.
- Provide status report each month summarizing the activities of all involved including CDM-Smith Progress Reports and adherence to schedules and budgets. Issues of concern will be reported.

Public Engagement / Outreach

- Assume role of point person to work with Harwich residents to listen to concerns and provide information regarding the project
- Maintain a public calendar with public meetings, neighborhood meetings, project activity dates, channel 18 times/dates, neighborhood construction, project deadlines, etc. The calendar should provide a single point of access for wastewater activities.
- Establish a regular schedule of office hours with a minimum of 4 hours per week and one Saturday morning per month.
- Help prepare and implement community sewer collection plans to organize neighborhood activity in an efficient and user-friendly manner. Help organize and work with neighborhood liaisons.
- Communicate major dates and activities to news outlets
- Communicate project information to Board of Selectmen on a monthly basis
- Organize broader town-wide meetings as appropriate
- Help facilitate multiple communication strategies, i.e., web-site, Channel 18, letters, newspapers
- Develop and maintain social media forums
- Utilize up to two town-retained summer students for a ten-week period to support the outreach effort with a focus on social media and engagement of the public in the Phase 2 area.

Wastewater Plan Coordination Tasks

- Work with responsible town departments to ensure the Harwich CWMP Development of Regional Impact Decision Document requirements are met as listed in the 9.22.16 letter from the Cape Cod Commission. Create a list and track plan submissions, contract deliverables, document requests and submissions to Cape Cod Commission, other legal and/or regulatory agencies.
- Coordinate Pleasant Bay Alliance activities as related to the Harwich Comprehensive Wastewater Management Plan.
- Develop and maintain a comprehensive Wastewater Information Library (hardcopy & electronic) as a community resource.

Financial

- Report budget/spending accounts on a quarterly basis.
- Develop and maintain a financial database to document all identified grant opportunities and status of planned and ongoing grant/aid applications and deadlines. Coordinate with other town departments and establish a calendar of dates for each grant application submitted, completion, sign off, etc.
- Communicate financial concerns and questions received while working with the public to the WSC and Administration.

Reporting Structure

- The Program Coordinator will report to the Harwich Town Administrator with dotted-line responsibility to work with the Wastewater Support Committee.

12/12/18

Evan Melillo

From: Young, David F. <YoungDF@cdmsmith.com>
Sent: Monday, December 10, 2018 4:11 PM
To: Christopher Clark; Evan Melillo; Sandy Robinson
Cc: Michael Lach - Harwich Conservation Trust; Young, David F.
Subject: FW: draft EIR waiver support letter: Selectmen
Attachments: draft-Harwich-Select-Board-EIR-waiver-support-letter-Cold-Brook-Project-10Dec2018.docx

Hi,
I reviewed Mike's draft letter and it reads fine for the intended purpose. I would encourage the Selectmen to endorse and the town to send in.
Let me know if you have any questions.
Thanks
Dave

From: Mike Lach <mike@harwichconservationtrust.org>
Sent: Monday, December 10, 2018 3:49 PM
To: Young, David F. <YoungDF@cdmsmith.com>
Cc: Christopher Clark <cclark@town.harwich.ma.us>; 'Evan Melillo' <emelillo@town.harwich.ma.us>; Ford, Eric (FWE) <eric.ford@state.ma.us>; 'Nick Nelson' <nnelson@interfluve.com>; 'Hackman, Alex (FWE)' <alex.hackman@state.ma.us>
Subject: draft EIR waiver support letter: Selectmen

Hi Dave,

Can you please review and if necessary adjust the attached draft support letter by this Wed., Dec. 12 so that it can appear on the Dec. 17 Select Board agenda and be mailed by Dec. 18 to EEA?

The MEPA comment period closes soon thereafter.

Thanks,
Mike

*Michael Lach
Executive Director
Harwich Conservation Trust*

*Ph: 508-432-3997
www.HarwichConservationTrust.org*

Mailing address: P.O. Box 101, South Harwich, MA 02661

RE: MEPA EENF EEA No. 15948
(support for waiver of the mandatory EIR for the Cold Brook Eco-Restoration Project)

Secretary Matthew A. Beaton
Executive Office of Energy and Environmental Affairs
Attn: MEPA Office
100 Cambridge Street, Suite 900
Boston, MA 02114

Dear Secretary Beaton:

The Town of Harwich Select Board supports the waiver of a mandatory Environmental Impact Report (EIR) for the Cold Brook Ecological Restoration Project led by project site location owner Harwich Conservation Trust. This forward-thinking eco-restoration project is further described under the Massachusetts Executive Office of Energy & Environmental Affairs (EEA) Project No. 15948 for Massachusetts Environmental Policy Act (MEPA) review purposes.

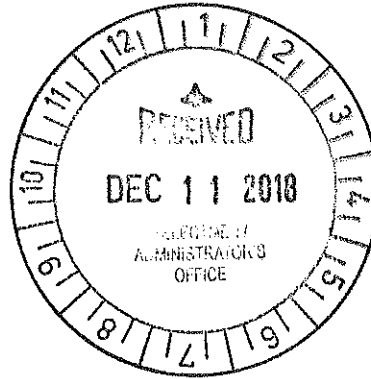
Data regarding the nitrogen loads flowing through the Cold Brook watershed that drains to Saquatucket Harbor on Nantucket Sound was originally provided by the School for Marine Science and Technology (SMAST) at UMass-Dartmouth in 2010 as part of the Massachusetts Estuaries Project (MEP) technical assessment and formed the basis for the nitrogen Total Maximum Daily Load (TMDL) that was finalized in 2016 by the Massachusetts Department of Environmental Protection (DEP). The TMDL report combined with a baseline evaluation requested by the Town of Harwich and completed by SMAST in 2016 outlines current nitrogen attenuation conditions and predicts increased nitrogen attenuation as a result of ecological restoration of the site. Increased nitrogen attenuation within this watershed will reduce nitrogen loads to Saquatucket Harbor and therefore help improve coastal water quality.

The nitrogen attenuation quality of this site has been cited in the Town of Harwich Comprehensive Wastewater Management Plan, which has received MEPA approval (EEA# 15022). Restoration of stream sinuosity and creation of in-channel open water features are among the project design elements that will create the environmental conditions for enhanced nitrogen attenuation. Restoration of surface micro-topography and revegetation of wetland habitats should also result in added nitrogen attenuation, which in turn will improve the water quality of Saquatucket Harbor.

Thank you for your consideration of a waiver of the mandatory EIR for EEA Project No. 15948.

Sincerely,

Julie Kavanaugh
Chair
Town of Harwich Select Board



March 11, 2018

Ms. Sandra Robinson
Town Hall
Harwich, MA 02645

RE: Harwich Center Initiative Committee

Dear Ms. Robinson,

This letter is to respectfully request that the Board of Selectmen to permit the addition of up to two Alternate Members of the above referenced committee.

Sincerely,

Paul Doane
Vice Chair

December 8, 2018

To Whom it May Concern:

The Board of Selectmen for the Town of Harwich wholeheartedly endorse the Monomoy Regional School District's Safe Routes to Schools Grant application on behalf of Harwich Elementary School located on South Street. The grant application focuses on improvements to an existing but inadequate sidewalk network around the Harwich Elementary School. The existing routes are on Main Street which connects our Harwich Center area, South Street in which the school itself is located and Sisson Road which is also known as state Route 39. This area connects the elementary school to the Harwich Center area which includes Town Hall, the town's public library, several recreational assets, connection to the rail trail, public safety facilities and various restaurants and other businesses.

The Board of Selectmen's concern primarily for the safety of schoolchildren and other pedestrians who currently utilize an aged and incomplete sidewalk network. The current network in many areas have sidewalks that are only 3 feet wide made of various materials with virtually no updated Americans with Disability Act features. This condition leads to concerns when mixed with the intersection of two state numbered routes Route 124 and Route 39. The mixing of numerous vehicles with school-age children and pedestrians walking along sidewalk networks that are inadequate are of great concern.


The state support for the town to undergo a significant upgrade to the sidewalk network by allowing for Americans with Disability Act transitions at crosswalks and sidewalks, as well as the widening of the sidewalk network to 5 feet in lieu of the current 3 foot areas will allow for snow clearing operations to be significantly more effective. The grant will also facilitate children who may require wheelchair or other device assistance who may not currently feel comfortable trying to traverse this route to now consider it more so.

Our elementary school is part of the Harwich Center area and allowing for parents, students, teachers and visitors to be able to walk through this corridor with a greater peace of mind and to strongly encourage making the Harwich Center area a more walkable place. This initiative will also facilitate intermodal elements by allowing the greater use of the rail trail which receives heavy bicycle traffic to also have greater connection to the school.

Harwich Elementary is one of the most heavily populated schools on Cape Cod which makes it a far greater generator of both vehicular and pedestrian traffic. We welcome and encourage state support for this important grant opportunity.



Sincerely,

HARWICH BOARD OF SELECTMEN



MASSACHUSETTS
Safe Routes to School

Infrastructure Funding Overview



Infrastructure Project Funding: Eligibility

- Schools must partner with the SRTS program for at least 6 months before applying
 - Demonstrated commitment to SRTS is important
- Projects must be within 2 miles of a school
- Projects must be for K-8 students
- Public and charter schools are eligible (not private)



massDOT
Massachusetts Department of Transportation

MASSACHUSETTS
Safe Routes to School

Schools that are **NOT** Eligible

- Any High School (unless they have 8th grade or below in the building)
 - Examples: Sandwich High School, Dennis-Yarmouth Regional High School, Barnstable High School
- Schools that are not Safe Routes to School Partners
 - Nauset Middle School, Orleans
 - Mashpee Middle School, Mashpee
 - Cape Cod Lighthouse Charter School, Harwich
 - Morse Pond School, Falmouth



Infrastructure Project Funding

- Large (\$100K to \$1M) project funding
 - Sidewalk improvements, traffic calming, crossing improvements, on- and off-street bicycle & pedestrian facilities, traffic diversion
- New application: Massachusetts Project Intake Tool (MaPIT)
 - Streamlines and simplifies application process
 - Asks new questions
 - Eliminates requirement of walking assessment

Before



After



Infrastructure Project Funding

- School is the proponent
- Requires coordination with municipalities
 - Municipal Co-Applicant
- Completed application is due **January 11, 2019**



massDOT
Massachusetts Department of Transportation

MASSACHUSETTS
Safe Routes to School

Infrastructure Project Funding: Process

- Submissions reviewed by Project Selection Committee
 - Comprised of various MassDOT main office staff
 - Projects are selected based on scoring and discussion
- Selected projects advanced to complete PNF & PIF
 - Filled out by community MaPIT representative
 - MassDOT consultant assists municipality with completion
- Projects presented to Project Review Committee
 - Programmed into State Transportation Improvement Program for design and construction
- Application accompanied by Guidance Document

massDOT
Massachusetts Department of Transportation

MASSACHUSETTS
Safe Routes to School

Infrastructure Project Funding: Process

- To begin application, first create a geodot account to access the MaPIT application: <https://www.mass.gov/forms/request-a-geodot-account>
 - Account creation may take a few days
- Then go to MaPIT at: <https://massdothpi.esriemcs.com/mapit>
- Click "Initiate Workflow" or "Create Project" and choose SRTS

massDOT MaPIT - Massachusetts Project Intake Tool (2.1)

massDOT Massachusetts Department of Transportation

MASSACHUSETTS Safe Routes to School

Infrastructure Project Funding: Examples

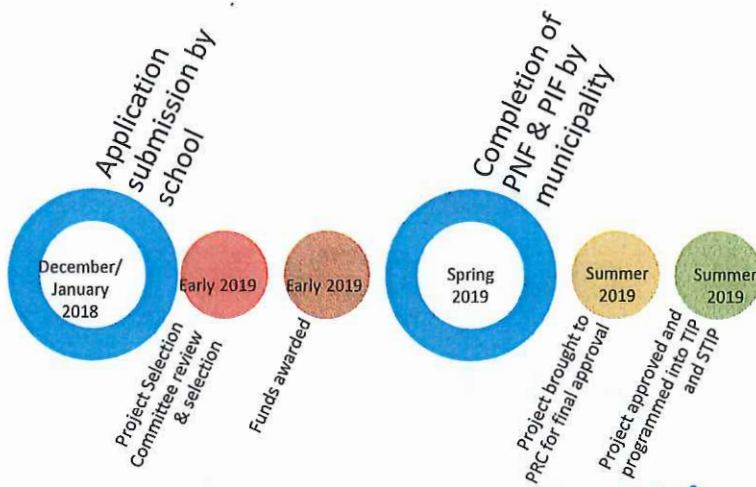
Eligible

- Sidewalk improvements
- Traffic calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Secure bicycle parking facilities
- Traffic diversion improvements

Not Eligible

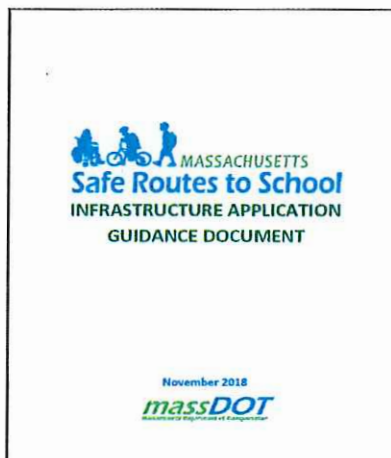
- Reoccurring costs
- Pavement maintenance
- Vehicle travel lane improvements
- School bus improvement projects
- Portable enforcement equipment
- Gifts

Infrastructure Project Funding: Timeline



Infrastructure Project Funding: Process

- Confusing? Don't worry- it is all explained in Guidance Document



Questions?

Email:

Emily.Budzynkiewicz@dot.state.ma.us

or

SRTS@dot.state.ma.us

massDOT
Massachusetts Department of Transportation



Christopher Clark

From: Steven Tupper <stupper@capecodcommission.org>
Sent: Thursday, December 13, 2018 1:35 PM
To: Oldach, Mary; Christopher Clark; Link Hooper
Cc: Colleen Medeiros
Subject: Harwich Elementary SRTS Application - Support Materials
Attachments: SRTS_Harwich_Elementary_Existing_Conditions_12122018.pdf

Good afternoon,

It was nice meeting you earlier this week to discuss the Harwich Elementary SRTS application. Below and attached are the items I promised to collect in support of the application.

Context Map

Attached is a map identifying the existing pedestrian infrastructure in the vicinity of the proposed project. Note that data comes from the regional fly-over that was completed in 2014. If there is anything that doesn't match on-the-ground conditions we can modify the map.

The narrative will need to describe the elements of the network that are not up to current standards.

Plan or Formal Document Reference (Question 33/34)

The proposed SRTS project is identified specifically or is contained within larger efforts identified in the following plans produced by the Cape Cod Commission:

- Cape Cod Safe Route to Schools – Opportunities for Bicycle/Pedestrian Network Connections (2018)
- Connecting Town Centers to the Regional Pedestrian & Bicycling Network on Cape Cod (2014)
- A Plan for Improved Pedestrian and Bicycle Facilities in Harwich (2011)
- Harwich Center Technical Assistance Memorandum (2009)

I would also think it would be appropriate to include reference to Harwich Center Cecil report and any of the ADA improvement documentation you have.

Crash Numbers

There were 64 crashes in the vicinity of the proposed SRTS project between 2012 and 2016 (most recent 5 years in the RMV records). This includes the roads in the triangle we discussed and down Main Street to the Library.

While there were no pedestrian crashes reported in that period, I believe the crashes indicate a challenging roadway environment where it would be important that pedestrian crossings are up to standard.

Sample Letter of Support

The BOS draft I saw earlier today looked good to me. I think adapting that one for the different boards/groups would be the best approach.

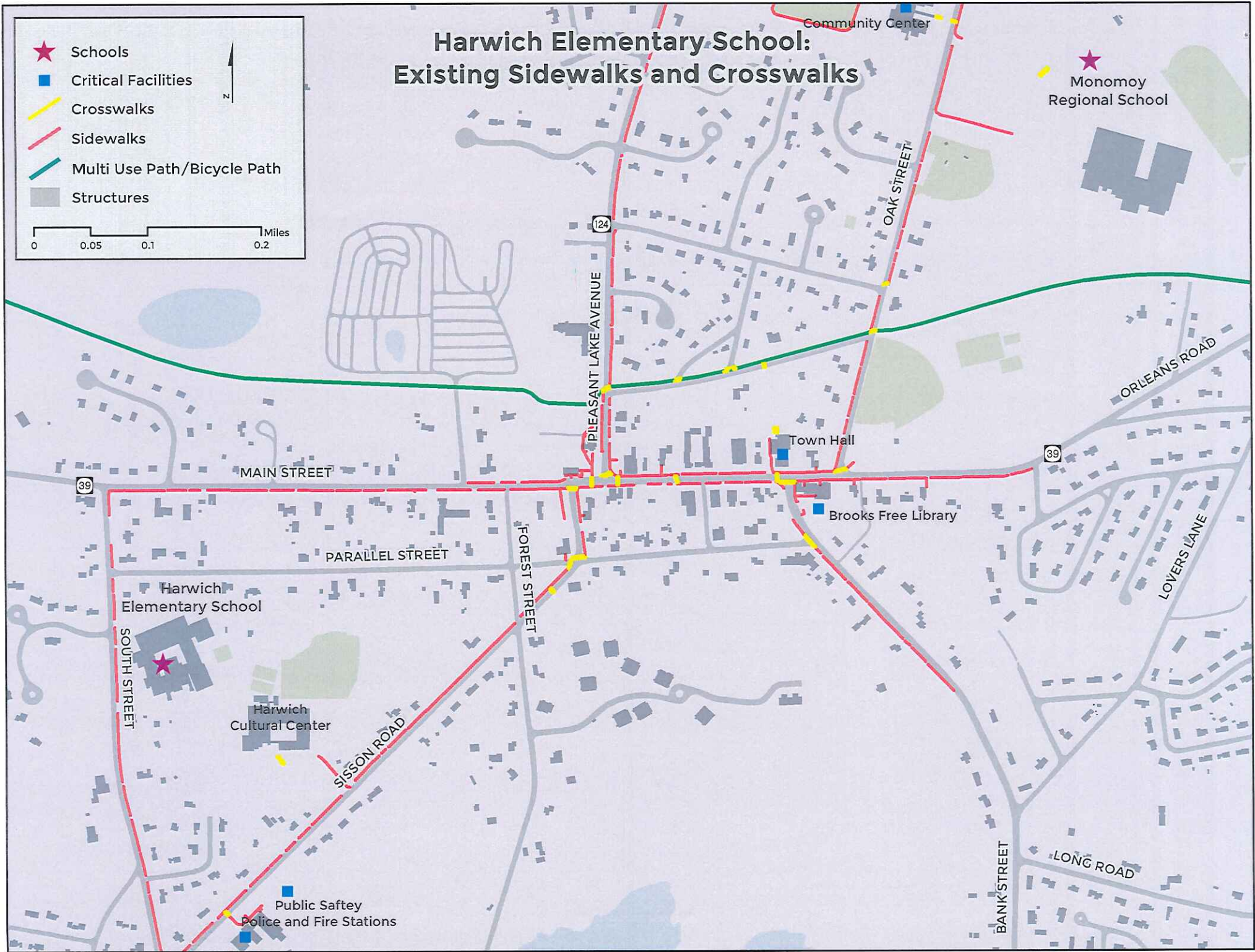
If there is anything else we can help with please let me know.

Thanks,
Steve

Harwich Elementary School: Existing Sidewalks and Crosswalks

- ★ Schools
- Critical Facilities
- Crosswalks
- Sidewalks
- Multi Use Path/Bicycle Path
- Structures

0 0.05 0.1 0.2 Miles



★
Monomoy
Regional School

Community Center

Town Hall

Brooks Free Library

Harwich
Elementary School

Harwich
Cultural Center

Public Safety
Police and Fire Stations

124

39

39

MAIN STREET

PARALLEL STREET

FOREST STREET

SOUTH STREET

SISSON ROAD

PLEASANT LAKE AVENUE

OAK STREET

ORLEANS ROAD

LOVERS LANE

BANK STREET

LONG ROAD

Christopher Clark

From: Lincoln Hooper <lhooper@harwichdpw.com>
Sent: Thursday, December 13, 2018 4:56 PM
To: Oldach, Mary; Christopher Clark
Cc: Sandy Robinson; stupper@capecodcommission.org; Scott Carpenter; Kathleen Isernio; Chris Nickerson
Subject: Re: BOS Support Letter for Safe Routes to School Dec 17 2018
Attachments: Safe Routes Estimates.pdf

Hi Mary,

Attached please find the estimate that the DPW committed to developing to support the Safe Routes to School Grant. If you have any questions please contact me. Good Luck.

Link

Lincoln Hooper, Director
Town of Harwich DPW
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645
508-430-7555

From: [Oldach, Mary](#)
Sent: Thursday, December 13, 2018 10:07 AM
To: cclark@town.harwich.ma.us
Cc: srobinson@town.harwich.ma.us ; lhooper@harwichdpw.com ; stupper@capecodcommission.org ; [Scott Carpenter](#) ; [Kathleen Isernio](#)
Subject: Re: BOS Support Letter for Safe Routes to School Dec 17 2018

Hello Chris,

We are so thankful for the support of the Town for this grant and our playground project too. Yesterday morning, the DPW promptly removed the playground equipment that was an immediate safety issue for our students. The work was so thorough that you could not even tell that the area had been disturbed. And, most importantly, the children went out safely to recess without any delays.

Most sincerely,
Mary

Mary Oldach, M.Ed.
Principal, Harwich Elementary School
508-430-7216

On Thu, Dec 13, 2018 at 9:34 AM Christopher Clark <cclark@town.harwich.ma.us> wrote:

| Sandy and Link,

SAFE ROUTES TO SCHOOL GRANT ESTIMATE

<u>PARALLEL STREET (NEW CONSTRUCTION)</u>		1,050 L.F.
VERTICAL FACED GRANITE (L.F.)		
1,050 L.F.	\$40.00	\$42,000.00
BITUMINOUS ASPHALT SIDEWALK (SQ.YD.)		
583 SQ.YDS.	\$45.00	\$26,235.00
ADA COMPLIANT PEDESTRIAN RAMPS (EA)		
4 RAMPS	\$1,000.00	\$4,000.00
RELOCATED/NEW DRAINAGE SYSTEMS (EA)		
4 SYSTEMS	\$5,800.00	\$23,200.00
UNCLASSIFIED EXCAVATION (CU.YD.)		
700 CU.YDS.	\$20.00	\$14,000.00
LANDSCAPE (SQ.YDS.)		
233 SQ.YDS.	\$7.00	<u>\$1,631.00</u>
TOTAL		\$111,066.00
 <u>SISSON ROAD, SOUTH STREET AND MAIN STREET (RECONSTRUCTION)</u>		 8,705 L.F.
VERTICAL FACED GRANITE (L.F.)		
1,350 L.F.	\$40.00	\$54,000.00
BITUMINOUS ASPHALT SIDEWALK (SQ.YD.)		
4,836 SQ.YDS.	\$45.00	\$217,620.00
ADA COMPLIANT PEDESTRIAN RAMPS (EA)		
24 EA.	\$1,000.00	\$24,000.00
RELOCATED/NEW DRAINAGE SYSTEMS (EA)		
6 SYSTEMS	\$5,800.00	\$34,800.00
UNCLASSIFIED EXCAVATION (CU.YD.)		
1,290 CU.YDS	\$20.00	\$25,800.00
RETAINING WALL (SQ.FT.)		
1,200 SQ.FT.	\$35.00	\$54,000.00
PUSH BUTTON SOLAR PEDESTRIAN CROSSING LIGHTS (EA.)		
4 LIGHTS	\$6,000.00	\$24,000.00
LANDSCAPE (SQ.YDS.)		
5,800 SQ.YDS	\$7.00	<u>\$40,600.00</u>
TRIANGLE TOTAL		\$474,820.00
PARALLEL STREET TOTAL		<u>\$111,066.00</u>
PROJECT TOTAL		<u><u>\$585,886.00</u></u>

Chapter 189: Noise

[HISTORY: Adopted by the Special Town Meeting of the Town of Harwich 5-5-2009 by Art. 1; amended in its entirety 5-3-2011 STM by Art. 20. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Peace and good order — See Ch. 214.

§ 189-1 Definitions; regulations; exemptions; special permits; violations and penalties.

[Amended 5-7-2012 ATM by Art. 23]

A. Definitions. As used by this bylaw, the following terms shall have the meanings indicated:

PLAINLY AUDIBLE

Any sound from a source regulated by this bylaw that can be detected above routine or normal ambient background noise by unaided human hearing.

SOUND AMPLIFICATION SYSTEM

Any fixed or portable system to operate or amplify sound, including, but not limited to, phonograph, radio, television, stereo, record player, tape player, cassette player, compact disk player, digital music player, "boom box," or loud speaker.

- B. It shall be unlawful for any person or persons to cause or allow any noise which emanates from any building, boat, structure, vehicle, premises, or any sound amplification system, which is plainly audible at a distance of 150 feet from any such building, boat, structure, vehicle, premises or sound amplification system. The fact that the noise is plainly audible at a distance of 150 feet from the building, structure, vehicle, boat, premises or sound amplification system in which or from which it originates shall constitute prima facie evidence of a violation of this section. Each such act, which constitutes a violation of this section, which either continues or is reported more than 30 minutes after the issuance of a warning or citation to cease said activities, shall be considered a separate offense and shall be prosecuted as a separate offense in accordance with § 189-1E.
- C. Sounding horns excessively. It shall be unlawful to sound or use automobile, truck or other motor vehicle horns or similar signaling devices upon the public streets, alleys, parking lots, or thoroughfares of the Town in excess of those signals necessary for the preservation of safety and is a violation of this bylaw at anytime.
- D. For the purposes of this bylaw, noises which disturb the reasonable quiet, comfort, repose, or health of others shall include loading or unloading activities, use of power tools and equipment, use of lawn or landscaping equipment, loud outcries, and other loud or boisterous noises which are not specifically exempted by § 189-1F and which are plainly audible at a distance of 150 feet from their source between 10:00 p.m. and 7:00 a.m., except as otherwise indicated as outlined in § 189-1B.
- E. Procedure upon violation. It shall be the duty of any police officer of this town to order any person or persons so acting as to violate the provisions of this bylaw to cease any prohibited activities which are specified in this bylaw, and if the person or persons so ordered does not forthwith obey, the officer may issue a noncriminal citation with a fine of \$150 for the first violation and \$300 for each subsequent violation.
- (1) If the person or persons responsible for violation(s) of this bylaw cannot be determined, then the person in lawful custody and/or control of the premises where the violation(s) occurred, including but not limited to the owner, lessee, manager, or occupant of the property, may be deemed responsible for the violation(s).
 - (2) Any person or persons who commit, in the presence of a police officer, a violation of this article, which amounts to a breach of the peace or anticipatory breach of the peace, may be arrested without a warrant.
 - (3)

Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation or offense shall be \$300.

- (4) The Town may enforce this bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

F. Exemptions. The following uses and activities shall be exempt from the noise level regulations:

- (1) Any law enforcement motor vehicle equipped with any communication or signaling device necessary in the performance of law enforcement duties.
- (2) Any fire apparatus, ambulance, rescue, or emergency response vehicle in performance of their public safety responsibilities.
- (3) Any emergency vehicle equipped with any communication device necessary in the performance of any emergency procedures.
- (4) Any highway maintenance, water department, or public utilities vehicle utilizing an amplified communications system in the performance of their responsibilities.
- (5) Announcing systems at sanctioned sporting or other authorized public events.
- (6) Noises of safety signals, warning devices and emergency pressure relief valves during public emergencies.
- (7) Noises resulting from any authorized vehicle(s) responding to an emergency call or acting in time of emergency.
- (8) Noises resulting from activities of a temporary duration permitted by law and/or for which a license or permit has been granted by the Town.
- (9) Parades, music festivals, public gatherings, and events for which the Selectmen have issued a permit.
- (10) Bells, chimes or carillons, or their amplified, recorded, or other electronic substitution while being used for religious purposes, in conjunction with religious services or to denote time intervals between the hours of 7:00 a.m. and 10:00 p.m.
- (11) Snow removal from private parking lots, drives, roadways, and other vehicle- or pedestrian-traveled surfaces.
- (12) Noises for which the Board of Selectmen has granted a special permit.
- (13) Noise resulting from activities of any agricultural operation.

G. Application for special permit.

- (1) Application for a permit for relief from the noise level designated in this chapter on the basis of undue hardship may be made to the Board of Selectmen.
- (2) Any permit granted by the Selectmen shall set forth all conditions pertaining to the specified noise and a reasonable time limit for its abatement.
- (3) The holders of licenses to provide alcoholic beverages and/or entertainment shall comply with any noise allowances and/or restrictions imposed upon such licenses, and in the case of a conflict between individual license allowances or restrictions and this bylaw, the terms of the license shall apply, and a violation of any such allowances or restrictions shall also constitute a violation of this bylaw.

H. Severability clause. If any part of this bylaw is deemed to be contrary to state or federal law by the Attorney General, that part can be severed without affecting any other part of this bylaw.

TA Rpt.



Massachusetts
Municipal
Association

One Winthrop Square, Boston, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314
www.mma.org

December 3, 2018

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645



Dear Mr. Clark,

Congratulations! I am writing with great pleasure to inform you that the MMA has selected the joint project of Brewster, Chatham, Harwich, and Orleans to be a recipient of the Kenneth E. Pickard Municipal Innovation Award. Your submission, *Pleasant bay Watershed Permit Implementation for Nutrient Management*, has demonstrated your dedication, commitment and ability to increase the effectiveness of local government by successfully implementing a unique and creative program.

We will present the innovation awards to the three winning projects at the President's Reception and Awards Ceremony as part of the MMA's 2019 Annual Meeting and Trade Show at the Hynes Convention Center and Sheraton Boston Hotel. The awards ceremony and reception will be on Saturday, January 19, 2019 at 6:00 p.m. in the Constitution Ballroom of the Boston Sheraton Hotel. The other winners of the Innovation Contest, as well as the winners of the Town Report Contest and Municipal Website Awards, will also be honored at this reception. Please let us know who will be accepting this award on behalf of Harwich by contacting Alandra Champion at 617-426-7272 x121 or achampion@mma.org. In addition, if you are interested in purchasing tickets for the Saturday Night Banquet, tables close to the entertainment can be reserved upon request for all winning communities.

Again, congratulations! We are proud to honor you and the Town of Harwich for the creativity and insight you have shown in establishing this outstanding program. We look forward to seeing you at the reception.

Best wishes for a happy and healthy New Year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Geoffrey C. Beckwith'.

Geoffrey C. Beckwith
Executive Director & CEO



260 West Exchange Street, Suite 300
Providence, Rhode Island 02903
tel: 401 751-5360
fax: 401 274-2173

November 28, 2018

Mr. Christopher Clark
Town of Harwich
Town Administrator
732 Main Street
Harwich, MA 02645



Subject: Sewer Collection System – Phase 2
Progress Report and Invoice No. 17

Dear Mr. Clark:

Enclosed please find Progress Report and Invoice No. 17 for the Sewer Collection System – Phase 2 project. The attached progress report details the work that was completed during the invoice period. The invoice is for work from October 14, 2018 to November 10, 2018.

If you have any questions, please contact me at (401) 457-0310.

Very truly yours,

Michael P. Guidice, P.E.
Associate
CDM Smith Inc.

Enclosure

cc: David Young, CDM Smith





260 West Exchange Street, Suite 300
Providence, Rhode Island 02903
tel: 401 751-5360
fax: 401 274-2173

Harwich Sewer Collection System – Phase 2 Progress Report No. 17 Services from October 14, 2018 to November 10, 2018

- CDM Smith costs incurred during this period are \$111,169.66
- Previously, CDM Smith invoiced the Town \$990,134.68
- This invoice (No. 17) will bring the total invoiced amount up \$1,101,304.34
- The total contract amount is \$2,020,000 per the agreement dated June 2, 2017
- Contract balance remaining is \$918,695.66

CDM Smith Activities During This Reporting Period

1. Continued development and refinement of detailed design drawings including sewer profiles for the Phase 2 collection system.
2. Continued refinement of pumping station site layouts and delineated proposed easements.
3. Continued detailed design of the six proposed pumping stations including civil/site, mechanical, electrical, structural, architectural, HVAC and instrumentation.
4. Continued preparation of permitting documents including the Notice of Intent filing for the Harwich Conservation Commission and flagging of wetlands.
5. Continued coordination of geotechnical drilling program with Town and drilling subcontractor - New England Boring Contractors, Inc. (NEBC). CDM Smith providing part-time inspection during drilling program.
6. Prepared and submitted State Revolving Fund (SRF) loan application along with design plans and specifications for Phase 2 to the Department of Environmental Protection (DEP) on October 15, 2018.

Work Planned During Next Invoice Period

1. Continue development of design drawings of pipelines and pumping stations.
2. Complete coordination/oversight of geotechnical drilling program.
3. Attend coordination meeting with Harwich and Chatham officials on November 20, 2018.
4. Conduct monthly Progress Meeting with the Town.





75 State Street, Suite 701
Boston, Massachusetts 02109
tel: 617 452-6000

COPY



November 30, 2018

Mr. Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich Center, MA 02645

Subject: Natural Attenuation Project at Cold Brook - Invoice for Period of July 15, 2018 through November 10, 2018

Dear Mr. Clark:

Enclosed please find an invoice for the period of July 15, 2018 through November 10, 2018 in the amount of \$1,774.43 for engineering services related to the Natural Attenuation Project at Cold Brook work, in accordance with our contract dated July 21, 2017 and Amendment No. 1 dated March 2, 2018. The following progress update describes the work completed during this period.

Work Completed During This Period

- CDM Smith and subcontractors, SMAST and Ed Eichner, prepared for and attended a project meeting on September 19th, CDM Smith prepared the meeting minutes;
- Prepared the new design contract.

Upcoming Work

- Continue to provide technical assistance as needed;
- Prepare subcontracts for SMAST and Ed Eichner for new design contract.

Schedule and Budget Status Update

- The project is proceeding on budget. A new Contract has been executed that includes additional scope and budget for the future design, in coordination with Harwich Conservation Trust.





Mr. Christopher Clark
November 30, 2018
Page 2

Please send remittance to the address shown on the invoice. If you have any questions, please call me at 617-452-6694.

Very truly yours,

A handwritten signature in cursive script that reads "Michaela Bogosh".

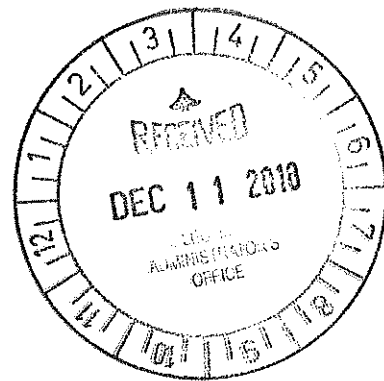
Michaela Bogosh, P.E.
Project Manager
CDM Smith Inc.

cc: David Young, CDM Smith

TA Rpt.



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



To: The Board of Selectmen
From: Meggan Eldredge, Health Director *ME*
Date: December 12, 2018
RE: Sewer Connection Permits

At the regular meeting of the Board of Health on December 11, 2018 the members voted to approve the application forms for a Licensed Utility Installer as well as the Sewer Connection. The applications are formatted similarly to existing license applications.

During the meeting, a discussion took place regarding an appropriate fee to charge for a sewer connection permit. A spreadsheet of departmental costs for the intake, review, inspection and associated documentation was presented. The costs considered the hourly salary of staff members' time from permit submission to completion. The projected average cost per permit according to FY19 salary statistics comes to just over \$63.00.

After considerable review and discussion, it was the consensus of the Board to *not* charge a fee for a sewer connection permit. The Board of Health feels that any fee charged by the town to obtain a permit to connect to the municipal sewer would be an added burden on the residents. As with all Board of Health fees, the members expressed their right to revisit the fee amount in the future.

A public hearing will be held on January 15, 2019 to discuss and vote on the proposed Licensed Utility Installer fee (proposed at \$125.00/year). The Board will also solicit public comments and officially vote on the fee for the Sewer Connection Permit at this hearing. If any members of the Board of Selectmen would like to provide comments or recommendations regarding these proposed fees, please feel free to forward them to me.



Barnstable County

Regional Government of Cape Cod

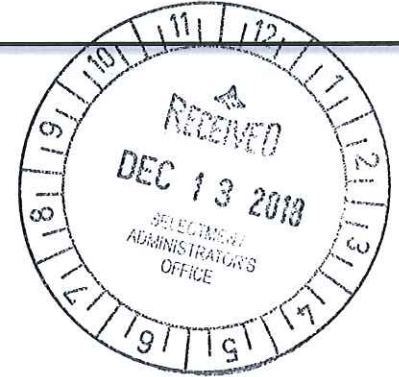
William Traverse
Director of Information Technology
wtraverse@barnstablecounty.org
508-744-1244



Information Technology Department

MEMO

DATE: December 12th, 2018
TO: Christopher Clark, Harwich Town Administrator
FROM: William Traverse, Director, Barnstable County IT 
SUBJECT: Assessment update – December 2018



To date, over 70 documents have been collected. This includes financial reports, network diagrams, and inventory listings. Two pre-existing reports have been reviewed; the "IT Infrastructure and Resource Review" (2017), and "Cyber Risk Audit" (2018). Conducted interviews with 5 Town of Harwich personnel and 1 outside contractor, other key personnel where interviewed in previous reports or had sufficient documentation associated with their respective departments.

Challenges/delays:

- 1) Decentralized procurement and other operational elements posed a problem in gaining an accurate understanding of IT requirements and usage.
- 2) Spam filtering prevented the transfer of certain essential materials via email. Unfortunately, this was not immediately obvious and resulted in delays compounded by scheduling difficulties and deferred review time.

The last of the critical materials as mentioned above were received on 12/10, and currently the draft report is being compiled according to phase #4 of the Assessment agreement and will be delivered for review by 12/17.

Thank you,



William Traverse
Director, Barnstable County IT



Sandy Robinson

To: Amy Duffy
Subject: RE: Monthly Report to the BOS

Fairly simple explanation for this one; there were 5 payrolls in November this year and 4 last year. Oddly enough, that happened this past August as well ☺

Amy Bullock, CMMC – CMMT
Treasurer/Town Collector
abullock@town.harwich.ma.us

Town of Harwich
732 Main Street Harwich, MA 02645
508-430-7501, fax 508-430-7504

From: Sandy Robinson
Sent: Wednesday, December 12, 2018 9:39 AM
To: Amy Duffy <abullock@town.harwich.ma.us>
Subject: Monthly Report to the BOS

Hi Amy - I have attached your Monthly Report that you submitted last week. The Board of Selectmen want to know what there is such a difference in the payroll from 2018 and 2019. (Chris circled it on the attachment). Can you let me know so that I can let Chris know – so that he can explain to the board?

Sandra Robinson
Selectmen/Administrator's Office
Town of Harwich
srobinson@town.harwich.ma.us
(508) 430-7513 ext. 3320



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7501 FAX: 508-430-7504

Amy Bullock
Treasurer / Collector

Nancy Knepper
Assistant Treasurer/Collector

Monthly Report to the Board of Selectmen

November 2018

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

November Collections

	FY 2019	FY 2018
Tax/Water Collections:	\$3,531,274.71	\$2,161,172.66
Departmental turnovers:	\$930,646.29	\$1,832,698.15
Total:	\$4,461,921.00	\$3,993,870.81

November Disbursements

	FY 2019	FY 2018
Accounts Payable	\$8,087,485.78	\$7,739,077.22
Payroll	\$1,652,838.50	\$1,207,007.98
Total:	\$9,740,324.28	\$8,946,085.20

Respectfully submitted,
Amy Bullock, Treasurer/Collector



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

Fire Prevention – Inspections

November 1 - November 30

Inspection Type	
Resale	25
Annual	16
Final	8
Lockbox	4
Liquid Propane	10
Oil Burner	4
Oil Tank	2
Pre-Inspection	2
Re-Inspection	5
Safety Inspection	
Town Hall – Plans (hours)	14
Town Hall – Meeting (hours)	4
Tank Truck	2
Fire Drills	
Meetings – Misc	5
Joint Inspection	2

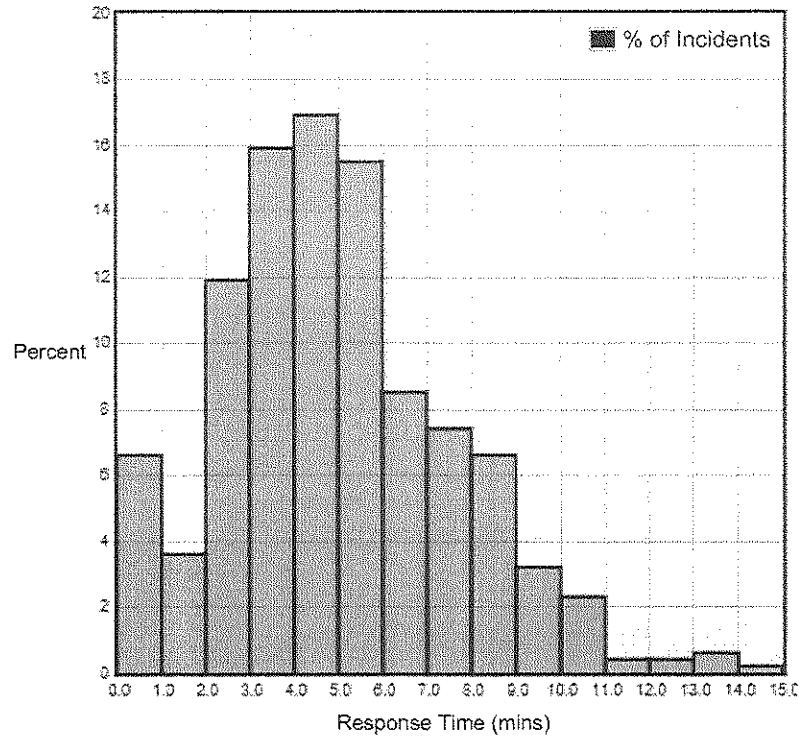


Incident Type Report (Summary)
 From 11/01/18 To 11/30/18
 Report Printed On: 12/03/2018

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	4	1.20%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
	6	1.80%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
EMS call, excluding vehicle accident with injury (321)	234	70.27%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	11	3.30%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
	247	74.17%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Gas leak (natural gas or LPG) (412)	4	1.20%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
	8	2.40%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	8	2.40%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	6	1.80%	\$0.00	\$0.00	\$0.00	0.00%
Ring or jewelry removal (512)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	6	1.80%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
	26	7.80%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	3	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	6	1.80%	\$0.00	\$0.00	\$0.00	0.00%
	9	2.70%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
System malfunction, other (730)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	5	1.50%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	4	1.20%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	5	1.50%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	10	3.00%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.30%	\$0.00	\$0.00	\$0.00	0.00%
	32	9.60%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.60%	\$0.00	\$0.00	\$0.00	0.00%
Not Recorded						
Not Recorded	3	0.90%	\$0.00	\$0.00	\$0.00	0.00%

Incident Response Time Analysis
 Date Range 11/01/2018 to 11/30/2018
 Total # of Runs Fitting Criteria 472 runs
 Average Response Time 4.5 mins
 Service(s) Harwich Fire Department
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	31	6.6%
1 mins	17	3.6%
2 mins	56	11.9%
3 mins	75	15.9%
4 mins	80	16.9%
5 mins	73	15.5%
6 mins	40	8.5%
7 mins	35	7.4%
8 mins	31	6.6%
9 mins	15	3.2%
10 mins	11	2.3%
11 mins	2	0.4%
12 mins	2	0.4%
13 mins	3	0.6%
14 mins	1	0.2%
15 mins	0	-



Report Description

Back To Filters

HARWICH HARBORMASTER DEPARTMENT

November 2018 Monthly Report

Operations

- Removed seasonal channel and no wake buoys from Herring River, Allen Harbor, Wychmere, and Saquatucket Harbors (SAQ).
- Investigated a report of an unmanned skiff floating across Long Pond. The aluminum skiff, belonging to Cape Cod Youth rowing, was found near Cahoon Landing and secured. The Parks and Recreation Director was contacted and stated that he would contact someone from the Youth Rowing Program.
- 8 Vessel/Cart pump-outs - 538 gallons

Administration

- Drafted Mooring Servicing Agent (MSA) renewal memo and solicited new 2019 Insurance Certificates for BOS approval.
- Drafted annual evaluation for Department Dockhand position.
- Modified Reservation Form and Dockage Permit for Recreational Winter Dockage Rate.
- Contacted MSA's for outstanding Inspection Reports.
- Finalized staff Holiday Scheduled.
- Contacted Water Department for Seasonal Shut-offs at Allen Harbor, Saquatucket East/West Docks and Wychmere for after November 15.
- Sent email to all mooring permit holders to remind them to remove dinghy's from public landings by November 15.
- Went to waitlist with open Herring River Mooring Permit.
- Updated in Munis the FY20 budget for both Harbor/NR, provided reports to TA's Office.
- Contacted 11 boaters to remind them of required haul-out date.
- Reached out to Orleans Harbormaster for information on boater with somewhat abandoned boat in harbor and outstanding dockage.
- Provided accounting with signed CVA Grant Contract and Amendment for FY19.
- Sent email reminders for 1/3 dockage deposit to 60 slip holders.
- Put together October/November CVA Grant Reimbursement request.
- Processed 18 Transient slip reservations.

Maintenance

- Landside and portable pump-out systems were shut down and winterized.
- The water systems for SAQ, Wychmere, and Allen Harbors were shut down and winterized.
- Backflow for new Harbormaster building water service tested as required.

Meetings

- Met with CC Construction Sup, Moran Engineering and Town Engineer to discuss reported over dig amounts & associated increase cost relating to the construction of SAQ septic leach field.
- Met with rep from Shoreline Consulting for review proposed plans for private dock in Wychmere Harbor.
- Bi-weekly progress meetings for SAQ Landside project.
- WWC meeting (11/28)



HARWICHPolice
DEPARTMENT
183 Sisson Road, Harwich, MA 02645
Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE
Chief of Police

THOMAS A. GAGNON
Deputy Chief

WEEKLY ACTIVITY REPORT FOR WEEK OF 12/02/18 THROUGH 12/08/18

PATROL

- 332 Calls and patrol-initiated activity logged
 - 5 Arrests
- 47 Traffic Enforcement Assignments completed
- 46 motor vehicle stops resulting in:
 - 31 Verbal warnings
 - 10 Written warnings
 - 2 Criminal complaints
 - 2 Investigations
 - 1 Arrest
- 4 Motor vehicle accidents investigated
- 1 Fatal machinery accident investigated

ADMINISTRATION

- Add posted for full time police officer
- Command staff meeting held
- Chief, Deputy Chief, Exec Admin Assistant attended Gordon Graham seminar on liability
- Officer Amy Walinski graduated from the Roger Williams two week First Line Supervisor School

COMMUNITY POLICING / SRO

- Lt. Considine attended Tip-A-Cop and the Jolly Jaunt events benefiting Special Olympics
- Evacuation drills held at Harwich Elementary
- Several Harwich officers attended the services for 7 year old Damien Larsen who was tragically killed in an accident
- Toys for Tots drive concluded with public safety parade to Stuff A Bus in Hyannis