

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, March 11, 2019*

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

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENTS/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Approve Renewal of Auto Class IV License for All Out Performance

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

A. Public Hearing – Application for a Seasonal, Common Victualler, All Alcoholic Beverages License by Capeside Kitchen Inc. d/b/a Capeside Kitchen, 537 Route 28, Harwich Port – Glen Jamieson, Manager.

VII. **NEW BUSINESS**

- A. Request for attention to town roads – Robert Fratus
1. Hawksnest Road – T-Base for Hawksnest Road/Expenses
  2. Round Cove Road – Paving
  3. Raptor Road – waive the in-lieu-of-sidewalk fee
- B. Golf Cart Lease for Cranberry Valley Golf Course

VIII. **CONTRACTS**

IX. **OLD BUSINESS**

A. Approval of the Annual Town Meeting Warrant Articles – *vote to sign*

X. **WARRANT ARTICLES – REVIEW RECOMMENDATIONS**

**COMMUNITY PRESERVATION FUND ARTICLES**

- Appropriate Sums of Money From The FY 20 Estimated Annual Revenues of The Community Preservation Act Fund
- Fund Land Bank Debt Service
- Community Preservation Activities Under \$50,000
- Brooks Academy Museum
- Harwich Affordable Housing Trust
- Sand Pond Restroom Project
- Whitehouse Field Improvement Project
- Red River Beach Shoreline Stabilization Project

LAND MATTERS

- Approve Easement for Verizon and Eversource Energy at 1464 Orleans-Harwich Road (Rte. 39) for Fire Station 2
- Affordable Housing Trust Fund – List of Town Properties to Designate as Affordable

REVOLVING/STABILIZATION/OPEB FUNDS

- Amend the Code of the Town of Harwich General By-Laws – Chapter 8 Departmental Revolving Funds §8-1. Funds Established
- Rescind the Establishment of the Capital Infrastructure Revitalization Fund at Cranberry Valley Golf Course
- Rescind the Authorization for the Golf Restaurant Lease 53D Revolving Account and Transfer the Balance into the Pro Shop Revolving Account
- Departmental Revolving Funds Authorization
- Stabilization Fund
- OPEB Trust Fund
- Fund Prior Year’s Unpaid Bills

CUSTOMARY ARTICLES

- Herring Fisheries

XI. TOWN ADMINISTRATOR’S REPORTS

- A. Budget Adjustments
- B. Departmental Reports

XII. SELECTMEN’S REPORT

- A. Status of the Harwich Landfill Solar Panel Operation - *discussion*

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:

\_\_\_\_\_  
Sandra Robinson, Admin. Secretary

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

Date: \_\_\_\_\_  
March 7, 2019





The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: All OUT Performance

Address: 136 Factory Road Unit #9

City/State/Zip: Horwich, MA 02645 Phone #: 774-408-7758

Are you an employer? Check the appropriate box:

- 1.  I am an employer with \_\_\_\_\_ employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity.  
[No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 10-19-18

Phone #: 774-408-7758

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

March 11, 2019  
agenda

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

Notice is hereby given under Chapter 138 of the General Laws as amended that application has been made to this Board for a Seasonal, Common Victualler, All Alcoholic Beverages License by Capeside Kitchen Inc. d/b/a Capeside Kitchen, 537 Route 28, Harwich Port, MA 02646, Glen Jamieson, Manager on the following described premises located at 537 Route 28, Harwich Port, MA: First floor occupant consisting of 2 rooms, totaling 96 seats. Total square footage of dining rooms is 1,500 square feet with additional 1,000 square feet for kitchen/bathroom/hallway. Two entrances and 4 exits.

The Board of Selectmen will hold a hearing upon the application on Monday, March 11, 2019 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  
February 27, 2019

Cape Cod Chronicle  
February 28, 2019



# 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

## Memorandum

TO: Board of Selectmen

Christopher Clark  
Town Administrator

FROM: David J. Guillemette  
Chief of Police

DATE: March 6, 2019

SUBJECT: Application for a seasonal All Alcoholic Beverages for Capeside  
Kitchen Inc. dba Capeside Kitchen at 537 Route 28 Harwich Port MA  
02646, Matt Rosadini - Manager

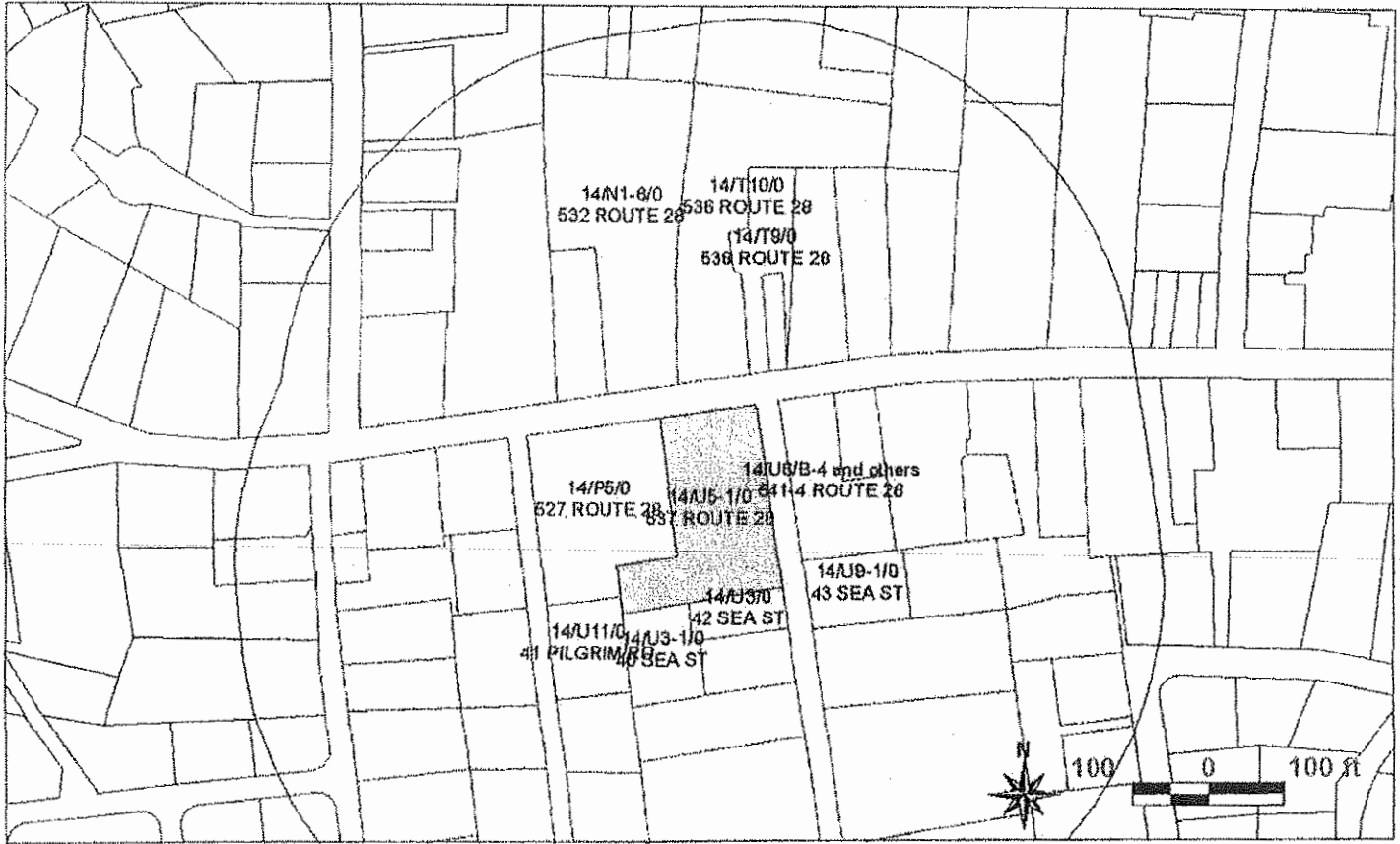
The Police Department has no objections regarding the Application for a seasonal All Alcoholic Beverage License for Capeside Kitchen. A background investigation of the proposed individual(s) indicates no disqualifying history.

If you have any questions or need further clarification, please feel free to contact me at your earliest convenience.



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

Abutters List Within 500 feet of Parcel 14/U5-1/0



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST	ZipCd/Country
1687	14-N1-0-R	CAPE COD FIVE CENTS SAVINGS BA	532 ROUTE 28	532 MAIN ST	HARWICH PORT	MA	02646
10558	14-P5-0-E	PILGRIM CONGREGATION	527 ROUTE 28	527 MAIN ST	HARWICH PORT	MA	02646
1930	14-T8-0-R	OCEANSIDE PROPERTY INVESTMENTS	540 ROUTE 28	PO BOX 121157	BOSTON	MA	02112-1157
8505	14-T9-0-R	GALLAGHER MARTIN L & GALLAGHER MAURA C	536 ROUTE 28	PO BOX 327	HARWICH PORT	MA	02646
1931	14-T10-0-R	CAPE COD BANK AND TRUST COMPAN	536 ROUTE 28	C/O TD BANK GROUP 380 WELLINGTON ST 12TH FL	LONDON ONTARIO		N6A 4S4
2062	14-U3-0-R	KANE MARTIN F & ET ALS MIDDLETON MARGARET E	42 SEA ST	11 LEDYARD ST	WELLESLEY	MA	02181
2063	14-U3-1-0-R	HEAD DAVID G & HEAD FRANCES K	40 SEA ST	PO BOX 287	HARWICH PORT	MA	02646
8506	14-U5-1-0-R	YORK LO TR ROUTE 28 NOMINEE REALTY TRUST	537 ROUTE 28	346 ADAMS ST	QUINCY	MA	02169
2048	14-U6-0-E	541-543 MAIN STREET CONDOMINIUMS TRUST	541 ROUTE 28	C/O BRAX INC 51 OAK ST	HARWICH	MA	02645
23986	14-U6-A-1-R	541 MAIN STREET LLC	541-1 ROUTE 28	541 ROUTE 28 UNIT 1	HARWICH PORT	MA	02646
23987	14-U6-A-2-R	541 MAIN STREET LLC	541-2 ROUTE 28	541 ROUTE 28 UNIT 2	HARWICH PORT	MA	02646
23988	14-U6-B-3-R	541 MAIN STREET LLC	541-3 ROUTE 28	541 ROUTE 28 UNIT 3	HARWICH PORT	MA	02646
23989	14-U6-B-4-R	541 MAIN STREET LLC	541-4 ROUTE 28	541 ROUTE 28 UNIT 4	HARWICH PORT	MA	02646
24727	14-U9-1-0-R	Vranos WILLIAM & Vranos KATHLEEN	43 SEA ST	PO BOX 628 30 GAFFIELD AVE	MONUMENT BEACH	MA	02553
2065	14-U11-0-R	41 PILGRIM ROAD LLC	41 PILGRIM RD	141 WEBSTER ST	W NEWTON	MA	01886



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

APPLICATION FOR A NEW LICENSE

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="\$12 Restaurant"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Seasonal"/>

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.

Is this license application pursuant to special legislation?  Yes  No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

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

Entity Name  FEIN

DBA  Manager of Record

Street Address

Phone  Email

Alternative Phone  Website

**3. 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. You must also submit a floor plan.

Total Square Footage:  Number of Entrances:  Seating Capacity:

Number of Floors:  Number of Exits:  Occupancy Number:

**4. APPLICATION CONTACT**

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

Name:  Phone:

Title:  Email:



**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

Entity Legal Structure	Corporation	Date of Incorporation	04-25-2018
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**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
Matthew Rosadini	5 Collins Road Berlin, MA 01503	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer/Secretary/Director	50	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Glen Jamieson	874 Queen Anne Road Harwich MA 0245	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President/Director	50	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" 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

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

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

**ADDENDUM A**

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

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.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
<input type="text"/>	<input type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

<input type="radio"/> Yes <input type="radio"/> No
--

## APPLICATION FOR A NEW LICENSE

### 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 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

### 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. 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

Lease

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

**APPLICATION FOR A NEW LICENSE**

**8. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	<input type="text"/>
B. Purchase Price for Business Assets	<input type="text"/>
C. Other (Please specify)	<input type="text"/>
D. Total Cost	<input type="text"/>

**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
Total:	<input type="text"/>

**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.
			<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.

**9. 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?

**10. 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
5/1/2018	Current	Owner/chef	Capeside Kitchen	Self
3/03/2008	4/19/2018	Cook	Grumpy's	James Manning
2/19/2002	1/12/2008	Owner/Chef	Sunny Day Cafe	Self

**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.

We are a Breakfast/Lunch Restaurant in the coastal town of Harwich Port. Many of our customers are vacationers looking for brunch/lunch and alcoholic drinks to accompany their food. The restaurants in the vicinity have licenses to sell alcohol and we are looking to be able to as well. We are seeking a seasonal license for full alcohol so we can serve beer/wine and alcohol for mixed drinks.

APPLICANT'S STATEMENT

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

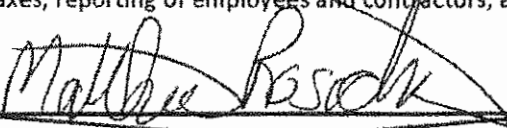
of Capeside Kitchen Inc.  
Name of the Entity/Corporation

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: 01/17/2019

Title:

Treasurer

**CORPORATE VOTE**

The Board of Directors or LLC Managers of  Entity Name  
duly voted to apply to the Licensing Authority of  City/Town and the  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on  Date of Meeting

For the following transactions (Check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name   | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |  | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

"VOTED: To authorize  Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint  Name of Liquor License Manager

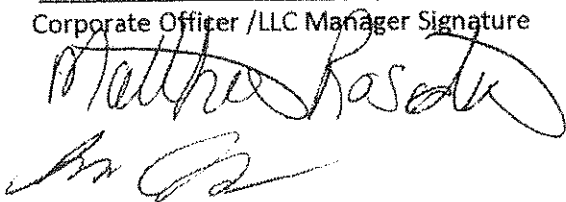
as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer / LLC Manager Signature



Corporation Clerk's Signature







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

EBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

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: <small>(IF EXISTING LICENSE)</small>		LICENSEE NAME:	CapeSide Kitchen	CITY/TOWN:	Harwich
--	--	----------------	------------------	------------	---------

**APPLICANT INFORMATION**

LAST NAME:	Rosadini	FIRST NAME:	Matthew	MIDDLE NAME:	Robert
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]	CURRENT ADDRESS:			
5 Collins Road					
CITY/TOWN:	Berlin	STATE:	MA	ZIP:	01503
FORMER ADDRESS:	412 George Hill				
CITY/TOWN:	Lancaster	STATE:	MA	ZIP:	01523

**PRINT AND SIGN**

PRINTED NAME:	Matthew Rosadini	APPLICANT/EMPLOYEE SIGNATURE:	
---------------	------------------	-------------------------------	--

**NOTARY INFORMATION**

On this Feb 14th 2019 before me, the undersigned notary public, personally appeared Matthew Rosadini (name of document signer), proved to me through satisfactory evidence of identification, which were Drivers Lic 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.

NOTARY

ANTHONY MARGADONNA  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
March 8, 2024

**DIVISION USE ONLY**

REQUESTED BY:	
	SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

THE DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. 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 DCJ via mail or by fax to (617) 660-4814.



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

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

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: <small>IF EXISTING LICENSEE</small>		LICENSEE NAME:	Capeside Kitchen	CITY/TOWN:	Harwich
---	--	----------------	------------------	------------	---------

**APPLICANT INFORMATION**

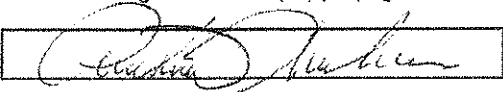
LAST NAME:	Jamieson	FIRST NAME:	Glen	MIDDLE NAME:	Tom
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:		STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]				
CURRENT ADDRESS:	874 Queen Anne Road				
CITY/TOWN:	Harwich	STATE:	MA	ZIP:	02645
FORMER ADDRESS:	39 Tobey Hill Drive				
CITY/TOWN:	Dennis	STATE:	MA	ZIP:	02638

**PRINT AND SIGN**

PRINTED NAME:	Glen Jamieson	APPLICANT/EMPLOYEE SIGNATURE:	[Signature]
---------------	---------------	-------------------------------	-------------

**NOTARY INFORMATION**

On this Feb 14<sup>th</sup> 2019 before me, the undersigned notary public, personally appeared Glen Jamieson  
(name of document signer), proved to me through satisfactory evidence of identification, which were Driver's Lic  
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.

  
 NOTARY

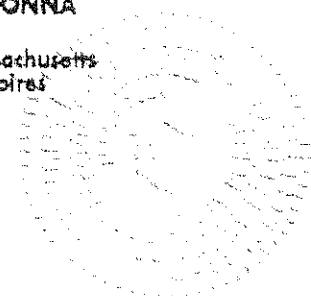
**DIVISION USE ONLY**

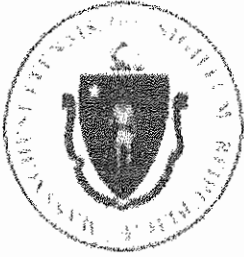
REQUESTED BY:	
SIGNATURE OF CORI AUTHORIZED EMPLOYEE	

The DCJ Identify Theft Index PIN number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. 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 DCJ via email or by fax to (617) 860-4624.



ANTHONY MARGADONNA  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
March 8, 2024





**The Commonwealth of Massachusetts  
William Francis Galvin**

Minimum Fee: \$250.00

Secretary of the Commonwealth, Corporations Division  
One Ashburton Place, 17th floor  
Boston, MA 02108-1512  
Telephone: (617) 727-9640

**Articles of Organization**

(General Laws, Chapter 156D, Section 2.02; 950 CMR 113.16)

Identification Number: 001324559

**ARTICLE I**

The exact name of the corporation is:

CAPE-SIDE KITCHEN INC

**ARTICLE II**

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Please specify if you want a more limited purpose:

TO CONDUCT A RESTAURANT BUSINESS AND DO ALL THINGS NECESSARY, APPROPRIATE, OR REASONABLY RELATED TO THE CONDUCT OF A GENERAL RESTAURANT BUSINESS. TO CARRY ON ANY BUSINESS OR OTHER ACTIVITY WHICH MAY BE LAWFULLY CARRIED ON A BY A CORPORATION ORGANIZED UNDER THE BUSINESS CORPORATION LAWS OF THE COMMONWEALTH OF MASSACHUSETTS.

**ARTICLE III**

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments		Total Issued and Outstanding Num of Shares
		Num of Shares	Total Par Value	
CNP	\$0.00000	100	\$0.00	100

G.L. C156D eliminates the concept of par value, however a corporation may specify par value in Article III. See G.L. C156D Section 6.21 and the comments thereto.

**ARTICLE IV**

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the Business Entity must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

N/A

**ARTICLE V**

1. The Articles of Organization upon the transfer of shares of stock of any class are:

ALL SHARES MUST BE OFFERED TO THE CORPORATION FOR PURCHASE, PRIOR TO ANY SALE TO ANY NON-SHAREHOLDERS.

**ARTICLE VI**

Other lawful provisions, and if there are no provisions, this article may be left blank.

N/A

Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.

**ARTICLE VII**

The effective date of organization and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a *later* effective date is desired, specify such date, which may not be later than the *90th day* after the articles are received for filing.

Later Effective Date: Time:

**ARTICLE VIII**

The information contained in Article VIII is not a permanent part of the Articles of Organization.

a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:

Name: MATTHEW R. ROSADINI  
No. and Street: 537 MAIN STREET  
City or Town: HARWICH PORT State: MA Zip: 02646 Country: USA

c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	GLEN T JAMIESON	874 QUEEN ANNE ROAD HARWICH, MA 02645 USA
TREASURER	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA
SECRETARY	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA
DIRECTOR	GLEN T JAMIESON	874 QUEEN ANNE ROAD HARWICH, MA 02645 USA
DIRECTOR	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA

d. The fiscal year end (i.e., tax year) of the corporation:  
December

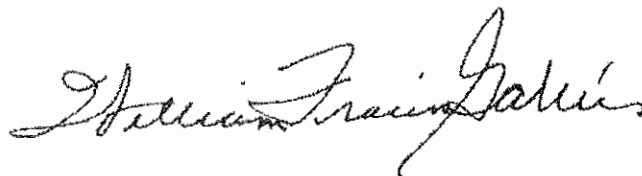
e. A brief description of the type of business in which the corporation intends to engage:



THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

April 25, 2018 02:02 PM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in dark ink and is centered on the page.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*

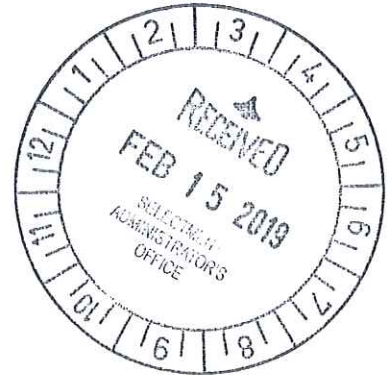
## Robert D. Fratus, Jr.

74 Hawksnest Road  
Harwich MA 02645

Cell Phone (508) 958-1424  
Fax (508) 430-8265  
E-Mail [bob.fratus@verizon.net](mailto:bob.fratus@verizon.net)

January 14, 2019

Attn: Julie Kavanagh, Chair  
Harwich Board of Selectmen  
732 Main Street  
Harwich Center, MA 02645  
508-430-7514



Re: Hawksnest Road

Dear Members of the Board of Selectmen,

I have been working on improving Hawksnest Road to meet with the Minimum Requirements of Access. The road has been widened. I am now wondering if the Town would I would install a layer of T-base (ground up asphalt). The Town is now getting large quantities of T-Base from all of the utility work on Town roads. I asked the gentleman that is running those construction jobs if I could get some of the T-base but he said he is required to give it to the Town.

I believe you could direct him to deliver it to Hawksnest Road and the Town could spread it when they come out to grade the road. I believe they have been doing that in small amounts in the old section but not the newly widened section.

If something like this is acceptable, I could meet with the Town personnel and show them where the bound stakes are located.

Thank you for your time on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Robert D. Fratus, Jr." in a cursive style.

Robert D. Fratus, Jr.

# Hawksnest Road Expenses

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Paid Amount</u>	
<b>Material - Fill</b>				
Check	12/08/2016	549 Cape Sand & Recycling	189.20	
Check	12/09/2016	550 Cape Sand & Recycling	1191.95	
Check	12/10/2016	551 Cape Sand & Recycling	1326.19	
Check	12/12/2016	553 Cape Sand & Recycling	1857.93	
Check	12/13/2016	554 Cape Sand & Recycling	208.07	
Check	12/13/2016	555 Cape Sand & Recycling	2028.97	
Check	12/15/2016	556 Cape Sand & Recycling	430.32	
Check	04/24/2017	568 Cape Sand & Recycling	195.94	
Check	05/12/2017	570 Cape Sand & Recycling	575.31	
Check	05/12/2017	571 Cape Sand & Recycling	255.50	
Check	01/31/2018	641 Cape Sand & Recycling	3,884.59	
Check	02/12/2018	644 Cape Sand & Recycling	3,978.46	
Total Materials - Fill			9,717.39	\$9,717.39
<b>Excavation</b>				
Check	12/21/2005	7971 Tyler Brown	\$230.00	
Check	1/27/2006	7992 Tyler Brown	\$580.00	
Check	2/2/2006	8001 Tyler Brown	\$680.00	
Check	2/9/2006	8004 Tyler Brown	\$680.00	
Check	2/17/2006	8007 Tyler Brown	\$578.00	
Check	3/1/2006	8020 Tyler Brown	\$714.00	
Check	3/3/2006	8026 Tyler Brown	\$544.00	
Check	3/10/2006	8037 Tyler Brown	\$308.00	
Check	7/22/2006	8186 Tyler Brown	\$750.00	
Check	8/3/2006	8201 Tyler Brown	\$300.00	
Check	01/08/2015	438 Sean Smith	1,206.50	
Check	01/20/2015	439 Sean Smith	2,060.00	
Check	04/02/2015	444 Sean Smith	1,240.00	



# Hawksnest Road Expenses

Check	04/02/2015	444 Sean Smith	300.00	
Check	12/22/2016	557 Sean Smith	4,505.00	
Check	12/27/2016	558 Brian Barrows	3,000.00	
Check	01/31/2017	561 Brian Barrows	4,000.00	
Total Excavation			<u>21,675.50</u>	\$21,675.50

## Landscaping / seeding

Check	04/26/2018	647 Craig Brown	688.00	688.00
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## Surveying

Check	05/20/2003	1038 Jim Moore	1,000.00
Check	08/06/2003	1046 Jim Moore	2,975.00
Check	01/08/2004	7139 Jim Moore	240.00
Check	09/04/2009	8916 Richard J Hood, PLS	153.25
General	12/31/2011	11-P&H#6 R.J. Hood & Son, Inc.	2,265.00
General	12/31/2011	11-P&H#6 R.J. Hood & Son, Inc.	1,132.50
Check	02/19/2013	382 Richard J Hood, PLS	3,000.00
Check	03/04/2013	388 Richard J Hood, PLS	1,331.20
Check	05/06/2013	10171 Richard J Hood, PLS	237.50
Check	05/06/2013	10171 Richard J Hood, PLS	475.00
Check	08/27/2013	10199 Richard J Hood, PLS	380.00
Check	08/27/2013	10199 Richard J Hood, PLS	760.00
Check	05/19/2014	10271 Richard J Hood, PLS	1,500.00
Check	05/19/2014	10271 Richard J Hood, PLS	475.00
Check	11/10/2015	10397 Richard J Hood, PLS	1,620.00
Check	11/10/2015	10397 Richard J Hood, PLS	1,890.00
Check	01/06/2016	10407 Richard J Hood, PLS	975.00
Check	06/27/2016	10454 Richard J Hood, PLS	420.00
Check	06/27/2016	10454 Richard J Hood, PLS	285.00
Check	09/08/2016	10481 Richard J Hood, PLS	367.50
Check	09/16/2017	631 Richard J Hood, PLS	1,125.00
Check	01/12/2018	10606 Richard J Hood, PLS	2,110.00

# Hawksnest Road Expenses

Check	07/27/2018	666 Richard J Hood, PLS	660.00	
Check	11/08/2018	10694 Richard J Hood, PLS	2,278.00	
	Total Surveying		27,654.95	\$27,654.95
<b>Engineering</b>				
Check	04/08/2017	566 Down Cape Engineering	180.00	
Check	03/04/2013	390 Lantery Associates- Earl Lantery	1,000.00	
Check	04/14/2013	401 Lantery Associates- Earl Lantery	1,175.00	
Check	02/27/2014	10245 Lantery Associates- Earl Lantery	505.60	
Check	06/28/2017	10555 Lantery Associates- Earl Lantery	875.00	
	Total Engineering		<u>3,735.60</u>	\$3,735.60
<b>Electrical</b>				
Check	07/22/2016	489 John F. Linhares, Electrician	8,000.00	
Check	08/16/2016	10474 John F. Linhares, Electrician	10,250.00	
	Total Electrical		<u>18,250.00</u>	\$18,250.00
<b>Disposal Fees</b>				
CC	4/25/18	S & J Exco	255.00	
CC	4/25/018	S & J Exco	255.00	
	Total Disposal		<u>510.00</u>	\$510.00
				<u><b>\$81,543.44</b></u>

This summary is all the costs of Hawksnest and Raptor Road.

Raptor Road has more surveying costs but I did that project over a long period and got all the fill for free.

Overall, Raptor Road is 1/5th the length of Hawksnest and Raptor combined. So approximately \$65,000 is the cost of Hawksnest.

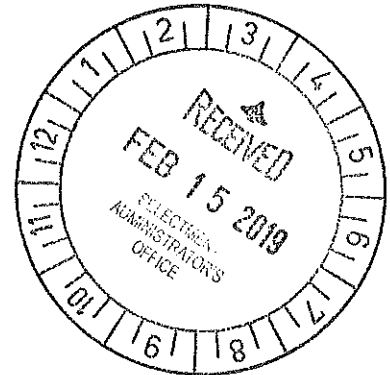
## **Robert D. Fratus, Jr.**

74 Hawksnest Road  
Harwich MA 02645

Cell Phone (508) 958-1424  
Fax (508) 430-8265  
E-Mail [bob.fratus@verizon.net](mailto:bob.fratus@verizon.net)

January 14, 2019

Attn: Julie Kavanagh, Chair  
Harwich Board of Selectmen  
732 Main Street  
Harwich Center, MA 02645  
508-430-7514



Re: Round Cove Road – West of Rt. 137

Dear Members of the Board of Selectmen,

I am asking the Board to review the conditions of this section of Round Cove Road. This section of Road leads from Rt 137 and terminates in Hawksnest State Park at Hawksnest Pond. The section I would like addressed is the section that is unpaved and meets with Hawksnest Road. Beyond that is Hawksnest State Park.

Part of Round Cove Road has been paved. The pavement ends after the last house on the road. The remainder, between the pavement and Hawksnest Road, is in severe and almost unpassable condition. It is a Town road and should be maintained to be at least passable by a regular car. As it is now, the holes in the road are the size of small cars. Sooner or later, someone is going to rupture a gas tank. Every winter, people get stuck in those holes and have to be towed out.

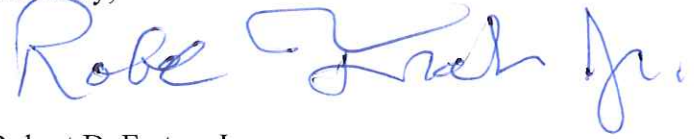
Hawksnest State Park is one of Harwich's attractions. It should be accessible in a safe and pleasant manner. As a Scenic Corridor it should not be in such a state of disrepair. From a safety view point, if there was a fire emergency in the Park or at the Pond, Round Cove Road is the quickest access. In the past few years there have been two large fires. If there is a medical emergency at the Pond, seconds count and an ambulance would have to enter via Hawksnest Road which would takes several more minutes than through Round Cove Road if they were coming from Station 2. Since we are spending millions to make Station 2 better and improve response times, it makes sense to improve this road so it is passable by emergency vehicles.

I believe the Town can get a lot of free fill from RH White who is installing the gas lines. Perhaps some of it could be used on Round Cove Road.

I have spent an enormous amount of money improving Hawksnest Road as well as designing and installing a giant cul-de-sac on Argyle Way North to ensure Adequate Access as required by the Town. I would think the Town would have to meet its own requirements on Town Roads.

Thank you for your time to consider this request.

Sincerely,

A handwritten signature in blue ink that reads "Robt Fratus Jr." The signature is written in a cursive style with a large initial "R" and a distinct "Jr." at the end.

Robert D. Fratus, Jr.

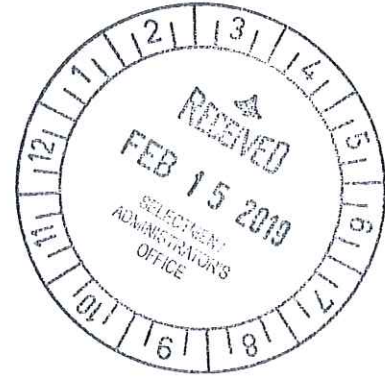
## Robert D. Fratus, Jr.

74 Hawksnest Road  
Harwich MA 02645

Cell Phone (508) 958-1424  
Fax (508) 430-8265  
E-Mail [bob.fratus@verizon.net](mailto:bob.fratus@verizon.net)

January 14, 2019

Attn: Julie Kavanagh, Chair  
Harwich Board of Selectmen  
732 Main Street  
Harwich Center, MA 02645  
508-430-7514



Re: In-lieu-of-Sidewalk fee for Raptor Road

Dear Members of the Board of Selectmen,

I have told by the Planning department that I must pay a fee of \$7,330 called an In-lieu-of-sidewalk Fee upon completing Raptor Road. Since I have spent over \$25,000 on the most recent improvement to Hawksnest Road (between Raptor Road and Round Cove) and over \$25,000 from 74 Hawksnest down to Raptor Road, I am asking for the Board to waive the In-lieu-of-sidewalk fee.

Thank you for considering this request.

Sincerely,

A handwritten signature in blue ink that reads "Bob Fratus Jr".

Robert D. Fratus, Jr.

Project Name: Golf Cart Lease TM Year and Article #: \_\_\_\_\_ Appropriation: \$ \_\_\_\_\_

Low Bidder: New England Golf Carts Bid Price: \$ 16.75%  
Revenue Share


### 7/30/18 Revised Procurement Checklist

Please complete checklist below for contracts requiring Selectmen\* signature **before Wednesday morning\*\*** in order to get sign-off approval from the Town Administrator or the Assistant Town Administrator.

\*Note: contracts (not grants) below \$50,000 can be signed by Town Administrator.

- 1. Please provide a **separate page titled "Summary of Project"** which includes:
  - a. Provide how many bidders there were, the range of bids, and apparent low bidder.
  - b. Identify the funding source, such as article number and amount approved.
  - c. Include what you feel is pertinent, but keep this section to 4 sentences or less.
- 2. Finance Director has signed that funds are available: \_\_\_\_\_ Account # \_\_\_\_\_
- 3. Please provide a single **copy of the bid packet** along with all supporting documents.
- 4. Please use K-P Law provided standardized contracts.

<b>Buildings and Public Works</b>	<b>Goods and Services</b>
<input type="checkbox"/> C1. Please show Prevailing Wage was used.	<input type="checkbox"/> GS1. If procured using the <b>State Bid List</b> :
<input type="checkbox"/> C2. If construction is <b>near \$10,000</b> you also need: <ul style="list-style-type: none"><li><input type="checkbox"/> a. Written spec sheet.</li><li><input type="checkbox"/> b. Advertised for two weeks on Central Register and COMMBUYS.</li><li><input type="checkbox"/> c. Apparent low bidder posted to Town website.</li></ul>	<input checked="" type="checkbox"/> a. Over \$25,000 please show project was on the Capital Plan.
<input type="checkbox"/> C3. If construction <b>over \$25,000</b> you need C1, C2, as well as: <ul style="list-style-type: none"><li><input type="checkbox"/> a. Show project was in the Capital Plan.</li><li><input type="checkbox"/> b. Show that 50% payment bond was in bids.</li></ul>	<input type="checkbox"/> GS2. If project is <b>over \$5,000</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> a. Please provide written spec sheet used and who it was sent to.</li><li><input type="checkbox"/> b. Maximum contract length is three years.</li></ul>
<input type="checkbox"/> C4. If construction <b>over \$50,000</b> you need C1, C2, C3, as well as: <ul style="list-style-type: none"><li><input type="checkbox"/> a. Bid Bond of 5% of total value.</li><li><input type="checkbox"/> b. Sealed Bids.</li><li><input type="checkbox"/> c. <b>End of Public Works construction requirements</b></li></ul>	<input type="checkbox"/> GS3. If project is <b>over \$50,000</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.</li><li><input type="checkbox"/> b. Show project utilized sealed bids.</li><li><input type="checkbox"/> c. Apparent low bidder posted to Town website.</li></ul>
<input type="checkbox"/> C5. If <b>Building</b> estimated construction costs are over \$100,000 <b>and</b> estimated design costs are over \$10,000 you'll need to follow the Designer Selection RFQ process: <ul style="list-style-type: none"><li><input type="checkbox"/> a. Advertise in Central Register and local newspaper for two weeks.</li><li><input type="checkbox"/> b. Set a designer fee or price ceiling.</li><li><input type="checkbox"/> c. Use Standard Designer Application Form</li></ul>	<input type="checkbox"/> GS4. If project is <b>over \$100,000</b> : <ul style="list-style-type: none"><li><input type="checkbox"/> a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.</li><li><input type="checkbox"/> b. Show project utilized sealed bids.</li></ul>
<input type="checkbox"/> C6. If <b>Building</b> construction <b>over \$150,000</b> you'll need C1, C2, C3, C4, C5, as well as: <ul style="list-style-type: none"><li><input type="checkbox"/> a. 100% payment bond was in bids.</li><li><input type="checkbox"/> b. 100% performance bond was in bids.</li><li><input type="checkbox"/> c. DCAMM certified bidders.<ul style="list-style-type: none"><li><input type="checkbox"/> i. DCAMM certified sub-bids if over \$25,000.</li></ul></li></ul>	Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.  Note 2: Bids may be negotiated downwards but never higher than original quote.  Note 3: Municipalities shall not provide a down payment, deposit, or provide funding before possession of purchased item.
<input type="checkbox"/> C7. If <b>Building</b> construction <b>over \$10,000,000</b> you'll need C1, C2, C3, C4, C5, C6, as well as: <ul style="list-style-type: none"><li><input type="checkbox"/> a. Solicit qualifications prior to sealed bids.</li></ul>	

Signature of Town Administrator or Assistant Town Administrator:   
**Christopher Clark**  
Town Administrator

\*\*Note: Failure to gain sign-off **before Wednesday at noon** results in the contract being delayed to the next meeting.

## Summary of Project

The Town of Harwich requested bids under **Massachusetts State Contract, Operational Services Division, Document Number FAC88, Category 5A**, to lease a fleet of golf carts to operate at Cranberry Valley Golf Course as outlined below.

### **Duration of Contract:**

One year, with two one-year optional extensions at the Town's discretion. Cart fleet to be delivered no later than April 1, 2019.

### **Product/Services Requested:**

75 golf carts

One vehicle with cage for pushing the driving range ball picker

Five utility vehicles with rear buckets

Two golf course ranger carts with roofs and windshields

Service agreement to provide regularly scheduled maintenance, repairs and parts (including labor) to above carts

One gas powered, six seat cart for transporting people

### **Lease Terms:**

Seeking a revenue share arrangement with monthly payments documented and paid by Town of Harwich to Lessor.

**Estimated Value of Contract:** \$55,000

### **Summary of Bids:**

All 3 companies listed on the state contract submitted bids. The deadline to submit bids was March 4, 2019.

The bid received from the Town's current cart vendor, New England Golf Cars, was determined by the Director of Golf and the Town Administrator to be the most favorable to the Town on the criteria that the Town will receive the most revenue and that the fleet offered meets requirements of the scope of work.

## **New England Golf Cars (Yamaha)**

Proposed cart – 2014 Yamaha (existing fleet)

Lease terms	1 year with two one-year options
	83.25% Town
Additional costs	none
Service Contract	Included

## **Five Star Golf Cars (EZ-Go)**

Proposed cart – 2019 EZ-Go TXT gas car

Lease terms	3 years – option to upgrade to electric
	74% Town
Additional costs	Rental of six passenger (\$195/month)
Service Contract	\$4,875 per year service contract

## **Country Club Enterprises (Club Car)**

Proposed Cart – 2018 Club Car Tempo

Lease Terms	74% Town
	1 year with two one-year options
Additional Costs	None
Service Contract	Included



**February 25, 2019**

**Scope of work – Golf Cart Lease for Cranberry Valley**

The Town of Harwich is seeking bids under **Massachusetts State Contract, Operational Services Division, Document Number FAC88, Category 5A**, to lease a fleet of golf carts to operate at Cranberry Valley Golf Course as outlined below.

**Duration of Contract:**

One year, with two one-year optional extensions at the Town's discretion. Cart fleet to be delivered no later than April 1, 2019.

**Product/Services Requested:**

75 new or slightly used **(if used the Town reserves the right to inspect and at the Town's sole discretion to void any carts deemed unsatisfactory)** Gasoline powered golf carts, as are standard in the golf industry (2 seats, 2 golf bag wells...) equipped with Suntops, split windshields, bag covers, cart sign holders, (2) sand bottles, rake and holder

One vehicle with cage for pushing the driving range ball picker

Five utility vehicles with rear buckets

Two golf course ranger carts with roofs and windshields

Service agreement to provide regularly scheduled maintenance, repairs and parts (including labor) to above carts

One gas powered, six seat cart for transporting people

**Lease Terms:**

Seeking a revenue share arrangement with monthly payments documented and paid by Town of Harwich to Lessor. The town seeks to utilize the existing or similar lease (attached)

Please respond to request for bid no later than March 4, 2019 by email to:

Roman Greer

[rgreer@town.harwich.ma.us](mailto:rgreer@town.harwich.ma.us)

## AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and New England Golf Cars, with an address of 62 Industrial Way, Seekonk, MA, 02771, hereinafter referred to as "Contractor", effective as of the 11 day of March, 2019. In consideration of the mutual covenants contained herein, the parties agree as follows:

### ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with a fleet of golf carts for use on Cranberry Valley Golf Course, including the scope of services set forth in Attachment A.

### ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing March 15, 2019 through March 15, 2020.

### ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of 16.75% of gross golf cart revenue.

### ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

### ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

**ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

**ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

**ARTICLE 12: INSURANCE:**

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall

purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum Coverage	\$1,000,000 per occurrence
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Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

**ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

**ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This

Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, \_\_\_\_\_, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By:  
Corporate Officer  
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the \_\_\_\_\_ day and year first above written.

CONTRACTOR  
By

TOWN OF HARWICH  
by its Board of Selectmen Over \$50,000

\_\_\_\_\_  
\_\_\_\_\_  
Printed Name and Title

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

Approved as to Availability of Funds:  
\_\_\_\_\_  
Finance Director (\$\_\_\_\_\_) Contract Sum

by its Town Administrator Under \$50,000  
\_\_\_\_\_  
Town Administrator

TOWN OF HARWICH  
LEASE AGREEMENT  
FOR GASOLINE POWERED GOLF CARTS  
FOR CRANBERRY VALLEY GOLF COURSE  
ATTACHMENT A

Agreement made this 11th day of March, 2019 between the Town of Harwich, a municipal corporation situated in Barnstable County with a mailing address of 732 Main Street, Harwich, Massachusetts 02645, hereinafter referred to as "LESSEE" and New England Golf Cars hereinafter referred to as "LESSOR".

Whereas, the parties wish to enter into a lease agreement for gasoline powered golf carts for Cranberry Valley Golf Carts located at 183 Oak Street, Harwich, MA 02645, it is mutually agreed by and between the parties as follows:

DURATION OF CONTRACT

This contract shall be in force for a period of one year, commencing on March 15, 2019 and ending on March 15, 2020. There are two one-year lease extensions at the same terms at the sole discretion of the Town of Harwich.

CONDITIONS

1. Lessor agrees to provide:

75- 2014 Model, gasoline powered golf carts equipped with suntops, split windshields, bag covers, (2) sand bottles, rake and holder. The Lessor agrees to provide at no additional cost to the Town of Harwich the following additional vehicles:

- (1) One vehicle with cage for pushing the driving range ball picker.
- (2) Five utility vehicles with rear buckets.
- (3) Two golf course ranger vehicles for roofs and windshields.
- (4) One six seat concierge cart for transporting people.

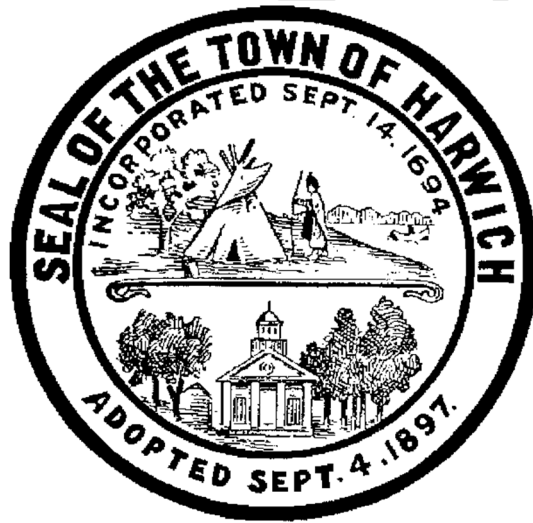
2. All maintenance, repairs, and parts including labor will be at the expense of the Lessor. The Lessee agrees to keep the carts clean and orderly so that they will not detract from the standards, appearance and cleanliness of the golf course. The carts will be rotated daily. The golf course will be responsible for gassing up the carts and performing some minor maintenance (i.e., repairing flat tires).



3. Lessor agrees to furnish a mechanic on request to handle any major maintenance that may be required on carts.
4. Title to said vehicles shall remain at all times the sole exclusive property of the Lessor. Said vehicles may not be removed from the premises of the lessee and\or the Golf Course.
5. The Lessee assumes responsibility for the safe housing indoors or under suitable cover of the golf carts during the night hours. Ignition keys are to be removed from the carts after release by patron and at night time.
6. Lessor shall maintain and keep in effect adequate fire and extended coverage, theft, and collision insurance covering the golf carts.
7. Lessor shall obtain, at the Lessor's expense, but on behalf of the Town, general liability insurance coverage with minimum coverage for bodily injury, including death, of \$1 million for any one person and \$2 million for any single occurrence. Such insurance policy shall name the Town of Harwich as the primary insured. The Lessee and the Lessor shall have the right to obtain and maintain additional policies of liability insurance as each of them in their sole discretion deem appropriate. The insurance coverage provided by the Lessor pursuant to the Lease Agreement shall be the primary insurance, and any other insurance covering Lessor or Town shall be secondary and in excess of such policy.
8. Use of golf carts by Lessee, it's employees, invitees or agents for the purpose of carrying refreshments, picking up balls from the driving range, performing duties as rangers or marshals, maintenance, transportation between residences and golf courses, parades, and any use on thoroughfares or any use other than rental while playing golf is strictly prohibited without the approval from the Lessor and any insurance coverage provided herein does not apply to these unauthorized uses of the golf carts without such approval.
9. Any acts of vandalism to the rental vehicle shall be reported in writing to the Lessor upon discovery together with any names and/or evidence that would lead to the apprehension of the vandals or would aid in filing an insurance claim. Property damage, fire, theft, and injuries resulting from the use of the vehicles shall be reported in the same manner.
10. The Lessee, by authority of this contract, agrees to collect and pay all amusement, sales, or other taxes payable under the laws governing the Lessee's particular location and hereby waives any responsibility of the Lessor to do so.
11. Lessor shall have the right to withdraw any carts at any time for maintenance, inadequate revenue or any reasons and abuses beyond normal wear and tear. Lessor will replace said carts which are removed for certain reasons. Lessee will always have 75 carts on site.

12. Lessor shall have right to withdraw carts for default, non-payment, insolvency, or bankruptcy whereupon the Lessor can enter the premises of the Lessee to take possession. The Lessee shall not be relieved of the liability of past-due payments in the event of such circumstances.
13. The Lessee agrees that there shall be no other electric or mechanically driven golf carts for the lease on the Lessee's grounds except machines furnished by the Lessor during the term of the lease.
14. Normal wear and tear on the golf carts will be expected but abuse to carts will be the responsibility of the Lessee.
15. The Lessor will furnish the Lessee with eight spare tires to keep the golf carts running between service calls.
16. Advertising – Lessee shall not, without the prior consent of the Lessor, use, nor shall it permit others to use, the equipment for the purpose of displaying any advertisements or publicity materials.
17. The Lessor will provide at no expense to the Lessee all supplies related to the customer use documentation.
18. The Lessor will provide the Lessee with special tournament fleet requests at no additional charges above the normal customer use fees. Fee to be charged not to exceed \$20 to the Lessee per cart per day.
19. The Lessee agrees to pay the Lessor as per payment schedule per month. The Lessor will require the renter to sign the rental ticket in each instance the cart was used.
20. The Lessee agrees not to allow the use of said carts by minors or any persons incapable of operating carts safely.
21. The percentage to be retained by the Town is 83.25% of gross revenue collected from the rental of carts with the Lessor retaining 16.75% of gross.

**ANNUAL TOWN MEETING  
WARRANT  
With  
RECOMMENDATIONS**



**MAY 6, 2019**

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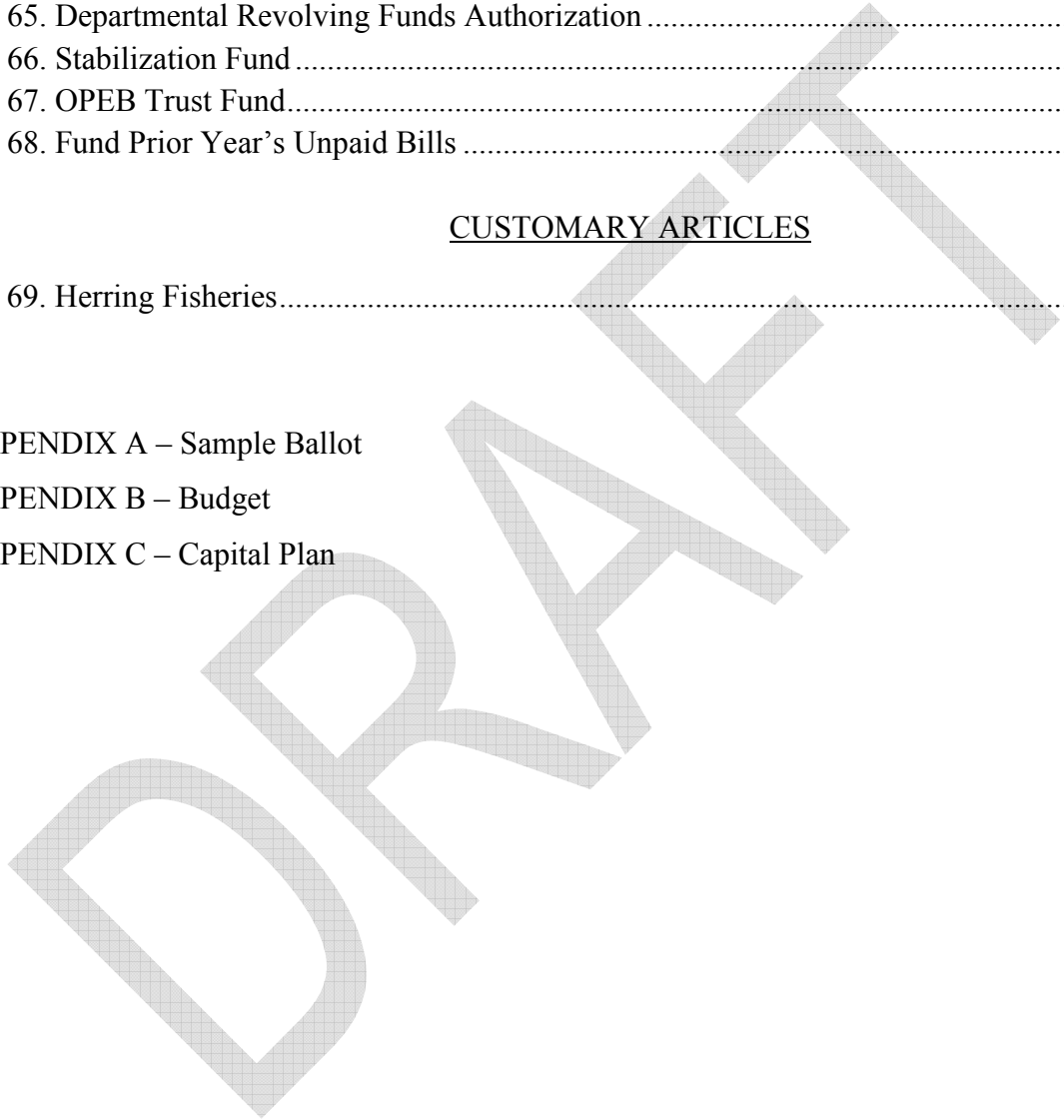
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## VOTING PROCEDURES

- I A quorum, 150 registered voters, must be present in order to conduct business. The only motion in order when no quorum is present is a motion to adjourn.
- II A two-thirds majority of the Town Meeting shall be required for inclusion of any Capital Outlay, unless it was included in the Capital Outlay Plan adopted at the preceding Town Meeting.
- III All motions introduced at the Town Meeting shall be in writing when required by the Moderator.
- IV Voters are limited to two times speaking on any one question; the total time speaking not to exceed 10 minutes.
- V Only registered voters shall occupy the meeting “floor”.
- VI No voter will be allowed to speak until he or she is recognized by the Moderator.
- VII Motion requiring more than a simple majority to pass:
  - A. To reconsider a vote on a motion –  $\frac{3}{4}$  majority (this motion must be made prior to the next adjournment of the meeting).
  - B. To consider articles in an order other than as appears on the warrant –  $\frac{3}{4}$  majority.
  - C. To pay unpaid bills –  $\frac{4}{5}$  majority at the Annual Town Meeting,  $\frac{9}{10}$  majority at a Special Town Meeting.
  - D. To move the previous question (terminate debate) –  $\frac{3}{4}$  majority.
- VIII Quorum cannot be questioned after a motion has been made and seconded.



**MOTION CHART** Section 1-211  
(Application of Rules is indicated by an X)

Motions	Debatable	Non Debatable	Amendable	Non Amendable	Second Required	Second Not Required	Majority Vote	2/3 Vote	¾ Vote	May Reconsider	Cannot Reconsider
Adjourn		X		X	X		X				X
Adjourn (in a time certain)	X		X		X		X			X	
Amendment	X		X		X		X			X	
Adopt a Resolution	X		X		X		X				X
Accept & Adopt	X		X		X		X <sup>1</sup>			X	
Postpone Indefinitely	X			X	X		X			X	
Previous Question Terminate Debate		X		X	X				X		X
Reconsider <sup>2</sup>	X			X	X				X		X
Consider Articles Out of Order	X		X		X				X		X
Point of Order		X								X	
1. Unless a greater than simple majority required by General Laws of Town of Harwich by-laws.											
2. See section 1.207											

## TAX RATE CHART

THE CHART BELOW SHOWS THE AMOUNT OF MONEY REQUIRED TO CHANGE  
THE FY 2019 TAX RATE

TAX RATE CHANGE IN \$/1000	DOLLARS REQUIRED
\$0.01	\$56,835
\$0.05	\$284,175
\$0.10	\$568,349
\$0.15	\$852,524
\$0.20	\$1,136,699
\$0.25	\$1,420,874
\$0.30	\$1,705,048
\$0.35	\$1,989,223
\$0.40	\$2,273,398
\$0.45	\$2,557,572
\$0.50	\$2,841,747
\$0.55	\$3,125,922
\$0.60	\$3,410,096
\$0.65	\$3,694,271
\$0.70	\$3,978,446
\$0.75	\$4,262,621
\$0.80	\$4,546,795
\$0.85	\$4,830,970
\$0.90	\$5,115,145
\$0.95	\$5,399,319
\$1.00	\$5,683,494

## MUNICIPAL FINANCE TERMS

APPROPRIATION: An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes.

AVAILABLE FUNDS: Available funds refer to other funds available for appropriation by the Town Meeting, such as Wetland Protection funds, Cemetery Lot sales and Perpetual Care Interest and old article balances returned to revenue.

OVERLAY, ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS: The overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements granted and avoiding fractions in the tax rate. It cannot exceed 5% of the levy.

FREE CASH: Certified each year by the Director of State Bureau of Accounts, this is the portion of the fund balance which is available for appropriation by a Vote of Town Meeting. It is not cash, but rather is the approximate total of cash and receivables less current liabilities and earmarked reserves.

TRANSFER: The authorization to use an appropriation for a different purpose; in most cases only the Town Meeting may authorize a transfer.

RESERVE FUND: This fund is established by the voters at an Annual Town Meeting only and is composed of an appropriation (not exceeding 5% of the tax levy of the preceding year). Transfers from the Reserve Fund are within the exclusive control of the Finance Committee, and are for “extraordinary or unforeseen” situations, normally emergencies.

STABILIZATION FUND: This is a special reserve for future expenditures. The aggregate amount in the fund shall not exceed, at any time, 10% of the valuation in the preceding year. Money may be voted into the fund by a majority vote at Town Meeting. Money may be appropriated from the fund only by a two-thirds vote at Town Meeting for any municipal purpose.

CHERRY SHEET: An annual statement received from the State Department of Revenue detailing estimated receipts for the next fiscal year from various State Aid accounts and estimated charges payable by the assessors in setting the tax rate. Named for the cherry colored paper, which the State traditionally has printed it on.

## **PROPOSITION 2 ½ TERMS**

Chapter 59, Section 21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop. 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

**LEVY**: The property tax levy is the revenue a Town can raise through real and personal property taxes. The property tax levy is the largest source of revenue for the Town.

**LEVY CEILING**: This is the maximum the levy limit can be. The ceiling equals 2.5% of the Town's full and fair cash value.

**LEVY LIMIT**: The Maximum the levy can be in a given year. The limit is based on the previous year's levy limit plus certain allowable increases.

**LEVY LIMIT INCREASE**: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

**NEW GROWTH**: New construction and new parcel subdivision may also increase the Town's levy limit.

**OVERRIDE**: A community can permanently increase its levy limit by successfully voting at a referendum to exceed the limits. A community may take this action as long as it is below the levy ceiling.

**GENERAL OVERRIDE**: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increase may not exceed the Town's levy ceiling. Override questions must be presented in dollar terms and specify the purpose.

**DEBT EXCLUSION**: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the Town's levy limit is increased only for the amount voted at the referendum for the life of that debt only. The levy limit increase may exceed the Town's levy ceiling.

**CAPITAL OUTLAY EXPENDITURE EXCLUSION**: This override ballot question can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question the additional amount for the payment of the capital project cost is added to the levy limit or levy ceiling only for the year in which the project is being undertaken.

**CONTINGENT VOTES**: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen it must take place within forty-five days of the Town Meeting vote.

## **MUNICIPAL FINANCE TERMS RELATED TO CAPITAL IMPROVEMENTS**

Capital Planning: (See Capital Improvements Program)

Capital Budgeting An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Asset, Fixed Asset)

Capital Outlay The exchange of one asset (cash) for another (capital asset), with no ultimate effect on net assets. Also known as "pay as you go," it is the appropriation and use of available cash to fund a capital improvement, as opposed to incurring debt to cover the cost.

Capital Assets – All tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Asset)

Capital Improvements Program – A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.

Fixed Assets – Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
ANNUAL TOWN MEETING  
May 6, 2019**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said county,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on May 6, 2019 at 7:00 P.M., then and there to act on the following articles:

**ARTICLES**

TOWN OFFICERS AND COMMITTEES

ARTICLE 1: To choose various Town Officers and Committees. Customary Article

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2: To hear reports of all Town Officers and Committees for the year 2018. Customary Article

ELECTED OFFICIALS SALARIES

ARTICLE 3: To see if the Town will vote the salaries of the Elected Officials of the Town for fiscal year commencing July 1, 2019 and ending June 30, 2020 as follows and to act fully thereon. Estimated cost: \$124,474.

Selectmen (5)	\$2,400 each
Moderator	\$1,000
Water Commissioners (3)	\$1,000 each
Library Trustees (7)	\$1,000 each
Town Clerk	\$101,474

TOWN FY 20 OPERATING BUDGET

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray Town charges for Fiscal Year 2020, and to act fully thereon. By request of the Board of Selectmen. (BUDGET – SEE APPENDIX B). Estimated Cost: \$39,759,420.

<b>Operating Budget</b>	
Betterments	99,872
Cable Fund	168,594
CPA	553,700
FEMA	13,815
Free Cash	50,000
Golf Improvement	139,000
Overlay Surplus	100,000
State Aide	687,545
Water Enterprise	726,219
Waterways & Mooring	310,303
Subtotal	2,849,048
Local Receipts	13,518,260
Taxes	23,392,113
<b>Operating Budget</b>	<b>39,759,420</b>

*Explanation* This article is a customary article to appropriate funding for the fiscal year 2020 operating budget of the town. The operating budget includes a provisional appropriation for the first year payment on General Obligation Debt associated with the Lower County Road Project to be presented in Article 20. If the Lower County Road Project fails to reach approval at either Town Meeting or Ballot Vote and the Operating Budget passes then the appropriation associated with the first year debt payment will be removed. A complete summary of the FY 2020 Budget can be found in Appendix B.

MONOMOY REGIONAL SCHOOL DISTRICT FY 20 BUDGET

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2020, and to act fully thereon. By request of the Monomoy Regional School Committee and Superintendent. Estimated cost: \$26,754,276.

<b>MRSD Budget</b>	
Operating Budget	24,280,721
Transportation	554,789
Capital	260,748
Debt - High School	1,658,018
<b>Total</b>	<b>26,754,276</b>

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT FY20 BUDGET

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2020, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$2,332,198.

<b>CCRTHS Budget</b>	
Operating Budget	1,421,763
Debt - New School	910,435
<b>Total</b>	<b>2,332,198</b>

*Explanation: This assessment includes funding for our portion of the construction of the new facility. This is the first installment of debt service. Voters approved a debt exclusion for this project.*

FY20 WATER BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray Water Department Operating Budget for Fiscal Year 2020, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$4,327,977.36.

*Explanation: Water Budget is an Enterprise operation funded from water rates and fees only.*

FY20 WASTEWATER/SEWER BUDGET

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray the Wastewater/Sewer Department Operating Budget for Fiscal Year 2020, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$225,000.

*Explanation: The FY19 Budget included this budget in the amount of \$70,000. It is anticipated that due to the small number of initial users that the town will need to subsidize payments obligated to Chatham IMA for use of their plant. This budget increase to \$125,000 is taxpayer supported. The FY 2020 Budget will be used to fund a \$75,000 Program Administrator to help in transition. The D/H/Y efforts would be funded with \$25K and \$25K to amend the CWMP. \$100,000 from Free Cash would be used to fund a program to help connection costs for income eligible people through the County.*



ADOPT THE CAPITAL PLAN

ARTICLE 9: To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2026 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.  
(APPENDIX C)

DRAFT

CAPITAL PLAN 2020 TO 2026 / ITEMS OVER \$50,000

3/23/2019

Department	Project	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
ADMINISTRATION								
Admin	Harwich Center ADA Sidewalk Project	\$ 700,000						
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$678K of 1 Million)	\$ -						
Admin	Harwich Center Initiative		TBD					
Admin	Albino House - Renovations		TBD					
Admin	Demolition/Remediation-200 Bank Street and Parking Lot Improvements	\$ 80,000						
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)	\$ 576,500						
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)GRANT	\$ -						
Admin	Walkway Reconstruction Bank Street Harwich Center to Rte 28	\$ -	\$ 450,000					
Admin	Insurance work to maintain Former West Harwich School on Bells Neck	\$ 20,000	TBD					
Admin	School House Road Revision to Site Plan Expand Parking Lot	TBD	TBD					
Admin	Preparation and Utilization of Queen Anne Road Solar Farm Expansion	TBD	TBD					
Admin	Updates to the Cultural Center Building (See Facility Maintenance)							
Admin	Green/Fuel Efficient Fleet Replacement Schedule	\$ 27,000	\$ 24,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
CEMETERY								
Cemetery	Part Burial Ground completion (Finalize & Reimbursement) \$57K and \$24K	\$ 131,000						
Cemetery	Arboretum Project Cemetery Mapping and Software	\$ 30,110	\$ 100,000					
CONSERVATION								
Conservation	Harwich Artificial Reef (Additional Project)			\$ 250,000	\$ -			
Conservation	Shore Stabilization/Tetty Extension Red River Beach	\$ 100,000	\$ -					
ENGINEERING								
Engineering	MSA Municipal Surface Drainage Plan and Improvements	\$ 40,000	\$ 100,000	\$ 100,000	\$ 100,000			
Facility Maint.-DPW								
Facility Maint.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	\$ 20,564	\$ 11,605	\$ 75,335				
Facility Maint.-DPW	Energy Management System Brooks Library HVAC		\$ 65,000					
Facility Maint.-DPW	Highway Barn Metal Roof Insulation	\$ 280,750						
Facility Maint.-DPW	DPW Facilities and Mechanic Shop (Formerly Shop Only)	\$ -						\$ 1,200,000
Facility Maint.-DPW	DPW Air Quality Retro-Fit	\$ -	\$ 75,000					
Facility Maint.-DPW	Brooks Library Roof		\$ 135,000					
Facility Maint.-DPW	Cultural Center - Boiler Replacement			\$ 180,000			\$ -	\$ -
Facility Maint.-DPW	Cultural Center - Window Replacement Sash Windows that Failed			\$ -	\$ 100,000		\$ -	\$ -
Facility Maint.-DPW	Cultural Center - Window Replacement -Casements and Picture Windows			\$ -	\$ -	\$ 200,000	\$ -	\$ -
Facility Maint.-DPW	Community Center Generator			\$ 105,000				
Facility Maint.-DPW	Community Center Remove and Replace Privacy Fence			\$ 52,000				
Facility Maint.-DPW	Community Center 3-Condensing Units and Air Handlers				\$ 135,000			
Facility Maint.-DPW	Community Center Roof Replacement					\$ 240,000		
Facility Maint.-DPW	Library Boiler Replacement						\$ 120,000	\$ -
Facility Maint.-DPW	Community Center Boiler Replacement						\$ 120,000	\$ -



Department	Project	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>PUBLIC WORKS</b>								
Public Works	5 Year Road Maintenance Plan	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Public Works	West Harwich Route 28 Design(\$125K In FY 20 & Construction via Fed Funds)			\$ -	\$ 50,000			
	West Harwich Route 28 Design/Construction via Fed Funds			\$ -	\$ 5,600,000			
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	\$ 5,560,475						
	(\$1,000,000 from 5 Year Road Maintenance to be used to decrease DE)							
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	\$ -	\$ 600,000					
Public Works	Highway Barn Metal Roof- Insulation (See Facility Maintenance)							
Public Works	Mobile Lifting System for Large Vehicles	\$ 90,475						
Public Works	Ford F-350 Dump Truck - #42	\$ 80,000						
Public Works	2 - C&D Trailers (\$75,000 each)	\$ 150,000						
Public Works	Johnston Sweeper Body and Pony Motor - Highway #30	\$ 125,000						
Public Works	Vehicle Listing (FY 21 to 26) Summary	\$ -	\$ 355,000	\$ 325,000	\$ 320,000	\$ 325,000	\$ 320,000	\$ 355,000
<b>REC &amp; YOUTH</b>								
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	\$ 112,000	\$ -	\$ -		\$ -		
Rec & Youth	Sand Pond Restrooms and Playground Improvements	\$ 125,000	TBD			\$ -		
Rec & Youth	Whitehouse Rd/ Scoreboard Replacement/Safety Meeting	\$ 55,000						
Rec & Youth	Red River Beach Bulkhead (22) and Restroom Renovations (23)			TBD	\$ 125,000			
Rec & Youth	Cahoon Road Beach Restroom				\$ -	\$ 125,000		
<b>WASTEWATER</b>								
Wastewater	DHY Community Partnership - CWMP Revisions		TBD					
Wastewater	Harwich Wastewater Treatment Plant (DW   2026) & DC (2027)	\$ -	\$ -					\$ 4,000,000
Wastewater	CWMP Phase 3 Pleasant Bay(North)/Watershed Collection Sys. Des. & Con.	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 15,300,000		\$ -
Wastewater	Evaluate Phosphorus Issues In Seymour Pond & Restoration			\$ -	\$ 70,000	\$ 330,000		\$ -
<b>WATER</b>								
Water	Loring Avenue Water Line Replacement(NEW based upon failure of Line)	\$ 100,000						
Water	Pleasant Lake Tank - Fill Pipe Replacement	\$ 300,000						
Water	T3 Generator at Main Treatment Facility	\$ 65,000						
Water	Purchase John Deer 350	\$ 64,000						
Water	New Water Source North Harwich Exploration and Development (D&C)	\$ -	\$ 250,000		\$ 500,000	\$ -		
Water	2023 Ford Super Duty F-350 Replace Truck 9 including Dump Body	\$ 76,551						
Water	Rte 28 Water Main Replacement(Loring Area Design (22) Construction (23)			\$ 100,000	\$ 2,000,000			
Water	Station 8 Generator			\$ 50,000	\$ -	\$ -		
Water	Various Access Road Pavement					\$ 175,000		
Water	Pleasant Lake Avenue Tank Rehabilitation			\$ -	\$ -		\$ 1,750,000	\$ -
Water	Phase 1 Discontinuity of Pipes per Masterplan 5,450 ft of Pipe			\$ -	\$ -	\$ -		\$ 1,500,000
Water	Construction/Renovation Asbestos Pipe Project							TBD
Water	Vehicle Replacements   Replace F-259 & Ranger in FY 23 and Tr 11 in (25)		\$ -	\$ -	\$ 125,000		\$ 75,000	

LEASE PURCHASE AGREEMENTS

ARTICLE 10: To see if the Town will vote to enter into various lease purchase financing agreements for town equipment included in the operating budget for FY 2020, said leases may be for a term not to exceed the useful life of the equipment as determined by the Board of Selectmen; and to act fully thereon. By request of the Board of Selectmen.

*Explanation: The Municipal Modernization Act of 2016 contains a new section requiring a recommendation by the Town Administrator and a two-thirds vote of the legislative body to authorize a tax-exempt lease purchase agreement. To qualify under this new section a qualifying lease must be in excess of three years, must not exceed the useful life of the equipment, must establish a nominal residual value of the equipment at the end of the lease, and must be approved by a two-thirds vote of Town Meeting.*

ADMINISTRATION

CAPITAL EQUIPMENT AND PUBLIC WORKS ITEMS FUNDED FROM FREE CASH  
ITEMS UNDER \$50,000

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the items in the table below included in the FY 2020 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$136,874.

1	ADA Compliance Plan Improvements	\$20,564
2	Community Center Compressors	\$20,000
3	Phase III Town-wide Radio System	\$20,000
4	Auto Extraction Equipment	\$100,000
	Auto Extraction State Grant (appropriation deducted from Grant)	(\$95,000)
5	Taser Replacement (5-yr lease program)	\$14,910
6	Traffic Speed Monitoring Radar	\$26,400
7	Harwich Center ADA Sidewalk Project (Town match toward Grant)	\$30,000
	<b>Gross Total less Grants</b>	<b>\$136,874</b>

FACILITY MAINTENANCE AND REPAIR FUND

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to defray costs related to Facility and Grounds Maintenance and Repair included in the FY 2020 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$774,750.

1	Highway Barn Metal Roof	\$260,750
2	Cultural Center Subsidy	\$125,000
3	203 Bank Street Parking Improvements - demolition	\$60,000
4	Wixon Dock Landside Improvements	\$70,000
5	Allen Harbor Jetty Design	\$57,000
6	Brooks Library Sidewalk Repair	\$90,000
7	Pleasant Road Beach Parking Lot Paving	\$112,000
	<b>TOTAL</b>	<b>\$774,750</b>

FUND SNOW AND ICE DEFICIT FOR FY19

ARTICLE 13 : To see if the Town will vote to transfer from available funds a sufficient sum of money to fund the Fiscal Year 2019 Snow and Ice Deficit Account, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$ 325,000.

FUND BUDGET SHORTFALLS IN BUDGET TRANSFERS FOR FY19

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund shortfalls in various FY 19 budget and fund transfers, and to act fully thereon. By request of the Town Administrator and Finance Director. Estimated cost: \$100,000.

*Explanation: The Water Department discovered serious conditions on pipes by the Lothrop Street Tank that needed immediate repair. Funding may come from within the Water Budget or from retained earnings.*

**WATER DEPARTMENT**

PURCHASE/REPLACE MINI EXCAVATOR FOR WATER DEPARTMENT

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to purchase/replace a John Deere 35D Mini Excavator or equivalent, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$64,000

*Explanation: The existing John Deere 35D was purchased in 2005 and has over 5000 hours of use. It has been determined the Pins/Turntable need to be replaced which will cost more than \$11,000. The current trade in value for the machine is \$15,000. The replacement cost is \$64,000 with anticipated trade in value of \$14,000. The net cost is estimated at \$50,000.*

PLEASANT LAKE AVENUE TANK – FULL REPLACEMENT

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to increase the diameter of the water main entering the Pleasant Lake Tank including vertical pipe at the base of the tank into the tank

and minor structural modifications, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$300,000

*Explanation: The existing 12" pipe fill pipe is undersized. When attempting to fill the tank pressure in the distribution system can exceed 120 PSI. As a result, the tank cannot be filled to its 1.5 million gallon capacity and limits the ability to utilize the tank to control pumping operations.*

#### REPLACE THE T1 MAIN FACILITY GENERATOR AT CHATHAM ROAD

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to replace the T1 Main Facility Generator located on Old Chatham Road, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$65,000

*Explanation: The existing generator was installed in 2005 and has failed to operate in critical times of need multiple times in the past year. This generator is responsible for providing backup power to the SCADA System (controls, monitors, & alarms for the water system) and 3 water production wells.*

#### PURCHASE A 2019 FORD F-550 TRUCK

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase a 2019 Ford F-550 or equivalent, and to act fully thereon. This vehicle will replace a 2005 F-350 Dump Truck. By request of the Water Commissioners and Superintendent. Estimated cost: \$76,551.

*Explanation: The new vehicle is estimated to cost \$76,551 less anticipated trade in the value of \$6,551. The vehicle to be replaced has considerable rot to the frame & dump body. In the past year the oil pan and PTO that controls the dump body had to be replaced. It has been determined by the DPW's vehicle maintenance division the F-350 should be replaced due to the following:*

- *Frame and body rust/rot is progressing rapidly.*
- *Seat and seat belt attaching points are rotting.*
- *The dump body has holes in the floor that will get larger with use.*
- *The tailgate on the dump body does not fit correctly.*
- *The subframe for the dump body is rotting.*
- *The oil pan is rusty/flaking, will need replacement. Cab off procedure.*

#### DEPARTMENT OF PUBLIC WORKS

#### PURCHASE AND EQUIP VEHICLES FOR THE DPW

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to purchase and equip the following vehicles:

(1) One Ton Dump Truck (Highway)	\$ 80,000
(1) Johnston Sweeper Body/Pony Motor (Highway)	\$ 125,000
(2) C&D Trailers (Disposal)	\$ 150,000
(1) Rolloff Pup Trailer (Disposal)	<u>\$ 40,000</u>
	<b>\$395,000</b>

and to further authorize the trade-in or sale of the following old vehicles toward the purchase price, where the Board of Selectmen find that the vehicles cannot be utilized elsewhere in Town:

1999 Ford F-350 Dump Truck  
2009 Great Lakes Pup Trailer

and to act fully thereon. By request of the DPW Director. Estimated cost: \$395,000

Explanation:

**One Ton Dump Truck** - *The current 1999 Ford dump truck has approximately 160,600 miles on it, is in poor condition, and is a front line vehicle used for snow removal and moving personnel and equipment.*

**Johnston Sweeper Body/Pony Motor** - *The truck/chassis of our 2007 Johnston Sweeper are in good condition, while to sweeper body and pony motor are failing. Replacing the body and pony motor would save us in excess of \$150,000 over purchasing a new sweeper, while prolonging the life for another 10-15 years.*

**C&D Trailers** - *This request is to add to our existing fleet of C&D trailers, which are utilized daily to transport C&D waste off-Cape. The additional trailers would enable us to better manage that function, which provided the Town with approximately \$1.45 million in gross revenue in FY18.*

**Rolloff Pup Trailer** - *We will soon be facing major maintenance on our current 10 year old pup trailer, which is used to transport our recycling products off-Cape. Given the age and amount of use this trailer gets, we feel it is not worth spending the money required for the necessary maintenance.*

RECONSTRUCTION OF LOWER COUNTY ROAD

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow in accordance with Ch.44 of the M.G.L., or any other enabling authority, the sum of \$4,560,475 to fund the Reconstruction of Lower County Road including all costs incidental and related thereto, as requested in the Capital Plan for FY20. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitations on total taxes imposed by M.G.L. ch.59, §21C (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received



by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$4,560,475

*Explanation: The road is in poor condition, with structural defects in its base and a sidewalk that is not ADA compliant. 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. 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' right of way. Since the Water Department completed the \$1.2M worth of water main replacements, the road is in utter shambles and in dire need of this project. The funding is coming from two sources. The first \$4,560,475 from the Debt Exclusion; and \$1.0 million from the Road Maintenance Program.*

#### PURCHASE OF A MOBILE LIFT SYSTEM

ARTICLE 21: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to purchase and equip the following:

Mobile Lift System (Vehicle Maintenance)

and to act fully thereon. By request of the DPW Director. Estimated cost: \$90,475

*Explanation: Mobile Lift System - Our current lifts are unable to lift larger vehicles, such as fire trucks and road tractors and waste trailers, complicating required maintenance. The mobile lift system would allow us to safely elevate all vehicles in the Town fleet.*

#### ROAD MAINTENANCE PROGRAM

ARTICLE 22: To see if the Town will vote to raise and appropriate and/or transfer from available funds, and/or borrow the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY20, including but not limited to Lower County Road and all costs incidental and related thereto. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½ ) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000.

*Explanation: The capital request for road maintenance is for \$700k for FY20, which we anticipate being augmented by approximately \$700k in Chapter 90 funds. The capital project request form lists 5 years of our road maintenance plan with cash flows of approximately \$1.4M each year and has our 5 year Road Maintenance Plan attached.*

**ZONING/PLANNING BOARD**

**SINGLE FAMILY DWELLING WITH ACCESSORY APARTMENT**

**ARTICLE 23:** To see if the Town will vote to amend the Town’s Zoning Bylaw, as follows:

(i) By amending ARTICLE V, Use Regulation, §325.13.A, Paragraph I, Residential Uses, namely Table 1, Use Regulations, Paragraph I – Residential Uses, Use No. 10, Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

**Table 1, Use Regulations**

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR
Paragraph IV – Residential Uses													
10	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>	-	-	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>	-	-	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>	<del>S</del> <b><u>S</u></b>
	Single-family dwelling with accessory apartment ( <del>§325-51.H</del> <b><u>§325-14.T</u></b> )												

and

(ii) By renumbering and repositioning with the Zoning Bylaw ARTICLE X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, as and to ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment; and

(iii) By amending said Article X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, now ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

**T. Single-family dwelling with accessory apartment.**

(1) Purpose. The intent of permitting accessory apartments is to:

- a. Increase the number of small dwelling units available for rent in Town;

- b. Increase the range of choice of housing accommodations;
- c. Encourage greater diversity of population with particular attention to young adults and senior citizens; and
- d. Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods.

(2) Definitions. **OWNER** One or more individuals holding title to the property.

(3) Criteria, ~~for special permit approval. Special permits for single-family dwellings with a~~ **An accessory apartment is allowable within a single-family dwelling**, either attached or detached, ~~may be granted upon determination by the Planning Board that~~ **provided that** the following criteria have been ~~met~~ **satisfied**:

- a. Only one accessory apartment is permitted for each principal dwelling unit.
- b. The accessory apartment may not be held in separate ownership from the principal use.
- c. Only one of the principal dwelling or accessory apartment may be rented at any given time **and, if rented, shall be rented for a term of no less than six (6) consecutive months.**
- d. The accessory apartment shall have a net floor area not exceeding 1/2 of the net floor area of the principal dwelling unit and not more than 900 square feet.
- e. The accessory apartment shall have not more than two bedrooms.
- f. At least one off-street parking space shall be provided for the accessory ~~dwelling unit~~ **apartment**.
- g. The minimum lot area required for a parcel ~~to be eligible for a special permit to allow an accessory apartment shall not be less than 15,000 square feet if the parcel is situated in a RH-1, CV, CH-1, MRL or MRL-1 District; 20,000 square feet if situated in a RL, RM or RR District; and 40,000 square feet if situated in a Water Resource (WR) Overlay District.~~ **For parcels existing within an approved Open Space Residential Development or Cluster Subdivision, the lots size shall be consistent with the endorsed plan.**
- h. The accessory apartment shall be designed so that, to the degree reasonably feasible, the appearance of the property remains that of a single-family property with matching materials, colors, window styles and roof design for one structure, if the apartment is attached, or for both structures, if the apartment is detached.
- i. The principal dwelling unit and accessory apartment shall meet all wastewater treatment requirements for the combined number of bedrooms.
- ~~j. The proposed use shall not create traffic hazards or volume greater than the capacity of the streets affected.~~
- ~~k. i.~~ **j.** The proposed use shall not exceed the building or site coverage for the zoning district.
- ~~l. k.~~ **k.** If an addition is to be built for the proposed use, the addition shall be set back from front, side and rear lot lines the distance required in the zoning district for new construction.

**The Building Commissioner shall determine compliance with said criteria following receipt of the application for a building permit for a change of use and/or for construction of the said accessory apartment.**

~~(4) The applicant shall record with the Registry of Deeds for Barnstable County a certified copy of the special permit decision and the special permit shall lapse if it is not so recorded and if it is not duly exercised within two years as provided for under MGL c. 40A, § 9.~~

~~(5) Transfer of ownership. The provisions of the special permit may be transferred with ownership of the property provided the provisions of this section and all other provisions of the Zoning Code of the Town of Harwich and the State Building Code are met and the Planning Department has approved a transfer for the special permit. The new owner also may request a Planning Board certification for the accessory apartment. To obtain such certification, the owner shall submit a written request with a statement that the conditions at the time of the original special permit approval remain unchanged and with a certification of ownership. The Planning Board certification shall be recorded at the Registry of Deeds.~~

~~(6) (4) A final determination that the owner **has** failed to comply with these **forgoing criteria** provisions or the termination of occupancy by the owner of the subject property shall be evidence that the rights and benefits conferred **hereunder** the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse **are null and void** and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted; and to act fully thereon. By request of the Planning Board~~

**FREE-STANDING PORTABLE SIGNS**

ARTICLE 24: To see if the Town will vote to amend the Town's Zoning Bylaw §325-2 Word usage and definitions and by addition a new §325-26.K as follows

Within §325-2 delete the existing definition of "A-Frame/Easel/Sandwich-Board Signs" and replace with the following definition:

"FREESTANDING PORTABLE SIGN" – A single or double-faced, self-supporting sign made of wood, cardboard, plastic, metal or other lightweight and rigid material.

And, add a new §325-26.K to read as follows:

K. Freestanding Portable Sign.

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;

- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts (except any necessary hinge to fold and unfold said sign);
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
- (11) The sign shall also comply with the requirements of §325-26.D-G, above;

and to act fully thereon. By request of the Planning Board

#### RETAINING WALLS FOR SEPTIC SYSTEMS

ARTICLE 25: To see if the Town will vote to amend the Town’s Zoning Bylaw §325-16, Table 2 and to add a new subparagraph “R. Retaining Wall(s) for Septic Systems” to §325-18, as follows:

§325-16, Table 2, add a Note “3” to the “Front (feet)”, “Side (feet)”, and “Rear (feet)” columns, which shall read as follows:

“<sup>3</sup>May be reduced to 10 feet for Septic System pursuant to §325-18.R.”

And,

§325-18 add a new subsection “R. Retaining Wall(s) for Septic Systems” to read as follows:

“R. Retaining Wall(s) for Septic Systems. The provisions of §325-17 notwithstanding, on an improved parcel, a retaining wall(s) associated with the installation of a septic system (e.g. mounded septic system) required by the Board of Health and/or Title 5, shall be setback no less than 10 feet to any lot line;

and to act fully thereon. By request of the Planning Board

#### SPECIAL PROVISIONS FOR LIFTING EXISTING STRUCTURE TO NEW AND APPROPRIATE ELEVATIONS

ARTICLE 26: To see if the Town will vote to amend the Town’s Zoning Bylaw Article XVII – Flood Plain Regulations by 1) changing §325-108 Definitions to §325-109 Definitions and 2) adding a new §325-108 “Special Provisions for Lifting Existing

Structures to New and Appropriate Elevations” and by adding four new definitions, alphabetically, to the new §325-109 Definitions, and further to amend §325-2 Word usage and Definitions “Building/Structure Height” paragraph B by deleting the existing language and replacing it, as follows:

§325-108 Special Provisions for Lifting Existing Structures to New and Appropriate Elevations

(1) Notwithstanding the provisions of any other provision of the Harwich Zoning By-law to the contrary, except as otherwise provided pursuant to paragraph (3) of this subsection, a person shall be allowed to lift an existing structure located in an Area of Special Flood Hazard to a new and appropriate elevation, or constructing a staircase or other attendant structure necessitated by such raising without the need for Board of Appeals relief, provided, however, this exemption shall apply only to the minimum extent or degree necessary to allow the structure to meet the new and appropriate elevation with adequate means of ingress, egress and accommodation of typical basement facilities.

(2) Appurtenant to lifting an existing structure, the existing structure may be relocated elsewhere on the lot as long as said relocation does not create a new, or increase the intensity of a setback nonconformity.

(3) The exemption established pursuant to paragraph (1) of this subsection shall not be available to a person who has altered or is seeking to alter the original dimensions of a structure if, had the alteration not been made, the structure could have been raised to meet the new and appropriate elevation either without the exemption or with an exemption of lesser degree than is needed with the alteration.

And,  
§325-109 Definitions, as the following:

**ATTENDANT STRUCTURE** means an area to accommodate utilities, laundry facilities or mechanicals which are otherwise typically located within a basement area.

**EXISTING STRUCTURE** means any commercial or municipal structure or residential dwelling that currently exists, or existed prior to the catastrophic event, at the time a request is made to elevate.

**HIGHEST APPLICABLE FLOOD ELEVATION STANDARD** means the one-percent (1%) FEMA base flood elevation plus up to an additional three (3) feet.

**NEW AND APPROPRIATE ELEVATION** means any elevation to which a structure is raised, or is to be raised, that is equal to or higher than the applicable FEMA base flood elevation, provided, however, in no case shall the new and appropriate elevation exceed the highest applicable flood elevation standard.

And,

§325-2 Building/Structure Height

B. For a building or structure located within an area of special flood hazard, refer to §325-108;

And to act fully thereon. By request of the Planning Board

PROVIDE FUNDING FOR AN UPDATE OF THE TOWN'S LOCAL  
COMPREHENSIVE PLAN

ARTICLE 27: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money for the updated of the Town's Local Comprehensive Plan, and to act fully thereon. By Town Planner, Planning Board and Town Administrator. Estimated cost: \$200,000

*Explanation: The Local Comprehensive Plan (LCP) was last updated in 2011. The LCP is written to be consistent with the Cape Cod Commission Regional Policy Plan, which has recently been updated. The LCP is required to be updated every 5 years. The LCP also serves as the Master Plan for the Town pursuant to MGL c.41A, §81D "Such plan shall be a statement, through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts and standards, and shall include the following elements:" Growth and development Goals and policies statement; Land use plan; Housing; Economic development; Natural and cultural resources; Open space and recreation; Services and facilities; Transportation, and; Implementation program. The plan serves as a guide to future development and needs of Harwich and it also assists the Town with potential grant opportunities.*

LIBRARY

FUND TECHNOLOGY HARDWARE AND SOFTWARE FOR BROOKS FREE  
LIBRARY

ARTICLE 28: To see if the Town will vote to transfer from available funds the remaining balance of funds contained in the follow articles funded by Free Cash and Appropriation: Article 39 of 2011 Annual Town Meeting (\$1,037.09), Article 23 of 2014 Annual Town Meeting (\$13,459.46) and Article 10 of 2017 Annual Town Meeting (\$6,826). Said transfer of funds to be used for the purchase and replacement of technology equipment and software for the Brooks Free Library, and to act fully thereon. By request of the Library Trustees. Estimated cost: \$21,322.55

*Explanation: The motion to approve this article will re-purpose the remaining balance of \$1,037.09 in Article 39 of the May 2011 Annual Town Meeting Parking Lot Lights and Reconfiguration, \$13,459.46 from Article 23 of the May 2014 Annual Town Meeting for Library Carpet Replacement, and \$6,826 from the \$110,000 designated for the Library*

generator in Article 10 of the May 2017 Annual Town Meeting for Facility Maintenance and Repair.

Source of Funds

\$1,037.09	Article 39 of the May 2011 ATM - Parking Lot Lights and Reconfiguration
\$13,459.46	Article 23 of the May 2014 ATM – Library Carpet Replacement.
\$6,826.00	Article 10 of the May 2017 ATM for Facility Maintenance and Repair (funds remaining of the \$110,000 designated for Library generator)
<u>\$21,322.55</u>	

**GOLF DEPARTMENT**

**LANDSCAPE RECLAMATION, MAJOR TREE REMOVAL**

ARTICLE 29: To see if the Town will vote to raise and appropriate, transfer and/or borrow a sufficient sum of money from the Golf Improvement Fund to continue landscape reclamation and tree removal according to the FY20 Capital Plan, but not restricted to any other areas that the Golf Director and the Committee deem necessary, and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost: \$35,000.

Explanation: *this is the next phase of tree removal specific to the “front side”, holes 1-9. Removal of growth that restricts both air and light enhances the playability of these fairways as recognized by consultation with the USGA, and with the endorsement of the Golf Committee, the Director, and the Superintendent of the Green.*

**BUNKER RENOVATION AT CRANBERRY VALLEY GOLF COURSE**

ARTICLE 30: To see if the Town will vote to raise and appropriate, transfer and/or borrow a sufficient sum of money from the Golf Improvement Fund to rebuild and renovate hazard features according to the FY20 Capital plan at Cranberry Valley Golf Course commonly referred to as “Bunkers”, but not be restricted to any other areas that the Golf Director or Committee deem necessary, and to act fully thereon. By request of the Director of Golf and the Golf Committee. Estimated cost \$75,000

Explanation: *This type of hazard has a useful life of up to five years. It is imperative to renew and rebuild these important features of our golf operation periodically to insure the maximum playability of the golf course.*



## CEMETERY

### AMENDMENTS TO CEMETERY RULES AND REGULATIONS CEMETERY RULES AND REGULATIONS

ARTICLE 31: To see if the Town will vote to approve the revised Cemetery Department Rules and Regulations as submitted by the Harwich Cemetery Commission, and to act fully thereon. (Changes are in **BOLD UNDERLINED** to be added and **STRIKEOUTS** to be ~~DELETED~~)

#### Harwich Cemetery Commission Rules and Regulations of Harwich Cemeteries

##### I. Rules

1. Town Cemeteries are open daily from dawn to dusk.
2. No vehicle shall be operated in any part of the cemeteries and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.
3. Recreational motorcycling, roller skating, skateboarding, and/or any other types of similar recreational sports are prohibited. The Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property. Any activity that encroaches on individual lots or graves is prohibited.
4. Any person disturbing the quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, will be removed from the grounds and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
5. No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds.
6. Gravestone repairs or rubbings require prior authorization of the Cemetery Commission or its designated agent. A copy of the Association for Gravestones Studies *Gravestone Rubbings Do's and Don'ts* will be provided.
7. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

##### II. Interments

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead including cremation remains.
2. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by Cemetery personnel.
3. All interments shall be enclosed in a cement vault except. Infants shall require an approved container. Cremations shall require an urn or other permanent approved container.

4. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.
5. Single Cremation in Harwich Center Cemetery. Lot usage is for one cremated remain for interment in this section (interment rights are from Plan of Land in Harwich (Center) "Proposed Cremation Section" map prepared by Harwich Engineering Department file # 1529-00.

### III. Cemetery Lots

1. Cemetery personnel shall furnish, to those who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made. The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.
2. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An assignment form needs to be completed, notarized and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.
3. Upon the death of the title owner, a lot passes to heirs-at-law (MGL.Ch.114, s.29) unless specifically devised by will or trust (subject to Ch. 190, sec.3).
6. A full burial lot (minimum 4'x10') containing recorded remains, may, also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.
7. Burial lots for the interment of any indigent resident Veteran are provided at no cost and are set aside for burials of Veterans residing in the Town at the time of their entry into service and /or at the time of their death verified by the Veterans Agent and subject to the approval of the Cemetery Commission.
8. Single grave space may be made available to the resident parents and without charge for the indigent, stillborn or very young infant within the Town at the time of death.
9. All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel in order to preserve as much as possible the natural appearance of cemeteries.
10. Maintenance of all plantings and maintenance and removal of all plantings and holiday arrangement placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Commission reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures. **All Christmas decorations must be removed by January 31<sup>st</sup> anything left on the grave will be removed by the cemetery personnel.**
11. **Items left at or on the lots after burial will be removed after one week.**
12. **The Above Rules will be strictly enforced.**
13. Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures.

14. Fences, borders, curbing, hedges, trees, rampant-growing plantings and crushed stone are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite, unless prior approval by Cemetery Commission. Any bench or structure needs prior approval by Cemetery Commission before installation.
15. Masons, stonecutters and all workmen shall at all times be under the control of Cemetery Commission and must carry off all rubbish and restore roads, avenues and paths, damaged by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
16. The Town reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location may be selected by Cemetery Commission.

#### IV. Markers, Headstones, Monuments

1. SINGLE LOT – 30”width (left to right) x 16” (front to back) and/or two flush markers.
2. CREMATION LOT
  - a. Cremation Lot (4’ x 3’) maximum of 2 flush markers measuring 2’ x 1’ per marker or 1 marker not to exceed 2’ x 2’.
  - b. Harwich Center Cemetery Cremation Lot (size) one flush marker measuring 8” x 6” with 6” x 4” bronze plaque.
3. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lot with a base depth of 18” maximum and height of 48”.
4. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
5. No markers, headstones, monuments, curbing or other structure will be permitted to be erected in the cemeteries without a sufficient foundation. All markers, headstones, monuments and other structures shall be made of granite, marble, slate, or other approved marker. All monuments are to be centered at the head of lot or centered at the mid-line.
6. A marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial; therefore both a monument and a bench are not permitted.
7. The Cemetery Administrator is required to have written notification prior to any foundation work/memorials placement, with all information outlined and submitted on a Cemetery Department Monument Permit Order. Prior to the initiation of any monument work, the lot must be marked/flagged by Cemetery Department personnel. Monuments are required to be set in such manner that they will not conflict with the alignment of neighboring monuments.
8. Monuments and other structures that are not in compliance are subject to removal without notice.

#### V. Administration

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator shall have

overall responsibility for the proper administration of Town Cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and MGL Ch. 114 establish the Cemetery Commission and the appointment of members. Duties of the Cemetery Commissioners are proscribed under MGL Ch. 114 S23 and the Town of Harwich Home Rule Charter, S 7-15-2.

VI. Active Cemeteries (*Burial space available*)

Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich  
Island Pond Cemetery, 15 Island Pond Road, Harwich Center  
Mount Pleasant Cemetery, 95 South Street, Harwich Port  
Kelley Cemetery, 18 Old Brewster Road, North Harwich  
South Harwich Cemetery, 270 Chatham Road, South Harwich  
Pine Grove Cemetery, 32 Pine Grove Road, West Harwich  
North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich  
~~Harwich Center Cemetery, 686 Main Street, AKA Congregational Church Yard Cemetery~~

VII. Inactive Cemeteries (*No burial lots available for sale*)

Bank Street Burial Ground, Bank Street, near Long Road  
Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich  
Herring River, West Harwich, Herring River, West Harwich  
Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich  
Lothrop Cemetery, Off Lothrop Ave, West Harwich  
Methodist Church Cemetery, corner Queen Anne Rd. & 15 Church Street, East Harwich  
Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich  
Old Smith Cemetery, Bells Neck Road, West Harwich  
Ryder Cemetery, Route 39 near water tower, Harwich  
Cemetery office is located @ ~~273 Queen Anne Road~~ 100 Oak Street, mail received at Town Hall, 732 Main Street. Office phone 508-430-7549 Fax 508-430-7598

*Explanation: The Harwich Center Cemetery AKA Congregation Church Yard Cemetery per Land Court Decision is not owned by the Town and will need to be removed from the Active Cemeteries list. Cemetery Office is located at the Community Center 100 Oak Street.*

CEMETERY ARBORETUM PROJECT – MAPPING AND SOFTWARE

ARTICLE 32: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to fund the Arboretum project at the cemetery for the mapping and purchase of software. To be funded by the Cemetery Lot Sales Revolving Fund, and to act fully thereon. By request of the Cemetery Administrator and the Cemetery Commission. Estimated cost: \$30,110.

*Explanation: This article covers only initial cost to acquire and program. Ongoing maintenance costs in future years amount to \$7,000 per year are expected.*

## **MISCELLANEOUS**

### **SOLAR PHOTOVOLTAIC ENERGY SYSTEMS**

**ARTICLE 33:** To see if the Town will authorize the Board of Selectmen to enter into long-term leases, licenses, agreements, or other contractual agreements on behalf of the Town, subject to such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town, for all or part of any of the following Town-owned properties including:

- “As of Right” Site on Queen Anne Road (next to the existing solar field)
- Cranberry Valley Golf Course (grounds and cart barn)
- DPW Maintenance Building on Queen Anne Road
- Community Center on Oak Street parking canopies
- Public Safety Building ground mount on Sisson Road

for the purposes of developing, sponsoring, administering, installing, operating, and maintaining solar photovoltaic energy systems and supplying solar energy, and further to authorize the Board of Selectmen and Town Administrator to take such actions as may be necessary under Massachusetts law to effectuate said agreements; and to act fully thereon. By Request of the Board of Selectmen.

*Explanation: Town is participating CVEC PUI Storage Initiative Round 4 with these sites under consideration.*

### **AMENDMENT TO THE “AGREEMENT BETWEEN THE TOWNS OF CHATHAM AND HARWICH WITH RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT**

**ARTICLE 34:** To see if the Town will vote to authorize the Board of Selectmen to execute an amendment to the “Agreement between the Towns of Chatham and Harwich with Respect to the Formation of a Regional School District” as available at the Town Clerks Office of each respective town, and to act fully thereon. By Request of the Board of Selectmen and Monomoy Regional School District.

*Explanation: The Monomoy Regional School District Agreement calls for a review of the document after five years. This review has been completed and amendments are recommended. Most of the revisions include elimination of the transition elements contained in the original agreement and an updating of language to include the Monomoy name. Based on feedback from the community and Select Boards, the Assignment of Schools language makes no change to the current regional agreement wording about assignment to elementary schools. Both towns retain their elementary schools with their town's children attending elementary school in the town of their residence. The Capital*

*Expenditure and Borrowing costs shares have been updated to reflect the cost sharing of the operating budget. The amendment must be approved by both Harwich and Chatham respective Board of Selectmen and Town Meeting before becoming effective.*

## **M.G.L./CHARTER /BY-LAW AMENDMENTS**

### **AMEND THE TOWN OF HARWICH - CHARTER TO THE WATER COMMISSION TO WATER/WASTEWATER COMMISSION**

**ARTICLE 35:** To see if the Town will vote pursuant to M.G.L. c.43B, §10 to amend Chapters 6 and 10 of the Town Charter, which amendment will be subject to approval by the voters at the 2020 Annual Town Election, as set forth below, with strikethrough text to be deleted and bold text to be inserted:

1. Amend Chapter 6, subsection 6-1-1, General Provisions, as follows:

6-1-1 The officers and town agencies to be elected by vote of the town shall be: a moderator, a town clerk, a board of selectmen as provided in chapter 3, members of the Monomoy regional school district committee, a water **and wastewater** commission, a board of library trustees, and a housing authority.

2. Amend Chapter 6, Section 6, Water Commission, as follows:

#### **Section 6. Water and Wastewater Commission**

6-6-1 A water **and wastewater** commission of ~~3~~ **5** members shall be elected for 3-year overlapping terms.

6-6-2 The water **and wastewater** commission shall possess and exercise all powers given to ~~this~~ **the board of water commissioners** under chapter 165 of the acts of 1935, **and boards of sewer commissioners under chapter 83 of the General Laws. The water and wastewater commission shall be responsible for the administration, maintenance and operation of the water and sewer systems and facilities.**

6-6-3 The **water and wastewater** commission shall appoint a water **and wastewater** superintendent, ~~and shall request this officer to cooperate with, and be responsive to, requests from~~ **who shall work cooperatively with the town administrator.** ~~the town administrator's office.~~

6-6-4 **Notwithstanding any other provision of this section to the contrary, the board of selectmen shall be responsible for the design and construction of the town sewer systems and for implementation of the comprehensive wastewater management plan.**

3. Amend Chapter 10, Additional Provisions, by inserting the following new section:

#### **Section 4. Water and Wastewater Commission Transition**

**10-4-1 The vote of the May 6, 2019 Annual Town Meeting to amend Section 6 of the Town Charter shall take effect upon approval by the voters at the 2020 Annual Town Election (“amendment”).**

**10-4-2 As of the effective date of the amendment, the water commission shall have the additional powers, duties and responsibilities of a sewer commission under the general laws, except as otherwise specified in the amendment. No contracts or liabilities in force on the effective date of the amendment shall be affected by the expansion of the powers and duties of the water commission, and the newly established water and wastewater commission shall in all respects be the lawful successor of the water commission. All records, property and equipment whatsoever of the water commission shall be assigned to the water and wastewater commission, and any appropriation for the operations of such water commission and water system, and for the sewer system, shall be available for expenditure by the water and wastewater commission consistent with the purposes for which such funds were appropriated.**

**10-4-3 Any incumbent elected water commissioner shall serve as a member of the water and wastewater commission for a period equivalent to the remainder of their elected term, and shall be entitled to have the words “candidate for re-election” appear next to their name on the ballot if they choose to run for election to the water and wastewater commission while serving in that capacity. At the first annual town election held after the effective date of this Charter amendment, two additional offices of water and wastewater commissioner shall be included on the election warrant, one for a two-year term and one for a three-year term; provided, however, that until said election, the water and wastewater commission shall be deemed to consist of three members.**

And to act fully thereon. By request of the Board of Selectmen and Water Commissioners.

CHARTER AMENDMENTS – CAPITAL OUTLAY COMMITTEE

ARTICLE 36: To see if the Town will vote pursuant to M.G.L. c.43B, §10 to amend Chapter 9, Sections 5 and 6 of the Town Charter, which amendment will be subject to approval by the voters at the 2020 Annual Town Election, as set forth below, with strikethrough text to be deleted and bold text to be inserted:

CHAPTER 9. FINANCIAL PROVISIONS AND PROCEDURES

Section 5. Capital Outlay Committee

9-5-1 A capital outlay committee of 7 members shall be appointed for 3-year overlapping terms. Two members shall be appointed by the finance committee, 2 members shall be appointed by the board of selectmen, 1 member shall be appointed by the planning board, and 2 members shall be appointed by the town administrator.

9-5-2 The capital outlay committee shall assist the town administrator in the development of the capital outlay plan ***to be adopted and/or amended each year at the Annual Town Meeting; and may, at the request of the Town Administrator and/or the Board of Selectmen, assist the Town Administrator in the preparation of a Capital Outlay Budget.***

Section 6. Capital Outlay Plan [Amended 5-23-2012 by Ch. 103 of the Acts of 2012] 9-6-1

The purpose of the 7-year capital outlay plan shall be to provide the town with a long-range forecast of the town's ***major*** capital improvement needs and to attempt to keep debt borrowing levels as even as possible from year to year.

9-6-2 A "capital outlay" shall mean the acquisition, construction or renovation of buildings, equipment or land having a total cost of ***\$50,000*** during any budget year and planning funds for any such capital outlay.

9-6-3 The town administrator and the capital outlay committee shall submit a 7-year capital outlay plan to a joint public meeting of the board of selectmen and the finance committee during the month of December of each year.

9-6-4 The board of selectmen shall prepare articles to be included in the May annual town meeting warrant seeking adoption of the 7-year capital outlay plan and funding of the current year of the plan.

9-6-5 A simple majority vote of the town meeting shall be required to adopt the 7-year capital outlay plan as submitted. ***Any amendment to a previously adopted Capital Plan shall require a two-thirds vote at the Annual Town Meeting.***

9-6-6 If any part of the current year of the plan receives funding support at the annual town meeting, but fails at any necessary debt exclusion, capital exclusion or proposition 2 1/2 override ballot votes, the unsupported portion shall be returned to the 7-year capital plan in year 1 of the next 7-year plan.

9-6-7 ***With the exception of petition articles,*** any article submitted for the annual or special town meeting warrant which requests a capital outlay as defined in section 9-6 2, but which is not included in the current year of the capital outlay plan as adopted by town meeting ***shall require approval of the*** capital outlay committee, the board of selectmen and the finance committee ***and any such article shall require*** a 2/3 majority vote of the town meeting, and to act fully thereon. By Request of the Board of Selectmen and the Bylaw Review Committee.

#### CHARTER AMENDMENTS – EX-OFFICIO MEMBER APPOINTMENTS

ARTICLE 37: To see if the Town will vote pursuant to M.G.L. c.43B, §10 to amend Chapter 7, Section 7 of the Town Charter, which amendment will be subject to approval by the voters at the 2020 Annual Town Election, by adding a new subsection 5 as set forth below, with strikethrough text to be deleted and bold text to be inserted:



**7-1-5 Ex-Officio Appointments (New Section)**

**In order to ensure that the terms of ex-officio appointees do not exceed the terms of their appointments by the sending official, board, commission or committee, all such appointments shall run for one year or less to end on June 30<sup>th</sup> of the then current fiscal year. In the event of a resignation or inability to serve by an ex-officio appointee either from the sending entity or as ex-officio appointee, the term of the replacement shall expire in accordance with the term of the original appointee. Any ex-officio appointment made by a board, committee or commission under the jurisdiction of Board of Selectmen shall be subject to approval by vote of 3 or more members of the Board of Selectmen.**

**And further to amend Chapter 7, Section 2, Item 7-2-2 of the General Provisions, Item (b) to read:**

**Elect necessary officers including ex-officio appointments under the jurisdiction of the sending board, commission or committee.**

and to act fully thereon. By Request of the Board of Selectmen and the Bylaw Review Committee.

**COMMUNITY PRESERVATION**

**APPROPRIATE SUMS OF MONEY FROM THE FY20 ESTIMATED ANNUAL REVENUES OF THE COMMUNITY PRESERVATION ACT FUND**

ARTICLE 38: To see if the Town will vote to appropriate the following sums of money from the FY 20 estimated annual revenues of the Harwich Community Preservation Act Fund as required by the G.L. Chapter 44B and Chapter 149, §298 of the Acts of 2004 as follows:

- A sum of money for the acquisition, creation and preservation of open space;
- A sum of money for the acquisition, preservation, restoration and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation and support of community housing; and
- A sum of money for the Community Preservation Act Fund FY 2018 Undesignated Fund Balance (including Recreation)

and to act fully thereon. By request of the Board of Selectmen.

<b><u>Appropriation</u></b>	<b><u>FY 20</u></b>
Community Housing Reserve	\$168,411
Open Space Reserve	\$168,411
Historic Preservation Reserve	\$168,411

*Explanation:* To see if the town will reserve for future appropriations amounts from the FY 20 Community Preservation Act Fund estimated annual revenues for the purpose of

*acquisition, creation and preservation of open space and community housing, for the purpose of acquisition, preservation, restoration and rehabilitation of historic resources.*

FUND LAND BANK DEBT SERVICE

ARTICLE 39: To see if the Town will vote to appropriate from the Community Preservation Act Funds – Undesignated Fund Balance, \$553,700, to fund the Debt Service on the outstanding Land Bank Debt. Any funds left unspent from this Article are to be returned to the Community Preservation Act funds – Undesignated Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Finance Director. Estimated Cost: \$553,700.

COMMUNITY PRESERVATION ACTIVITIES UNDER \$50,000

ARTICLE 40: To see if the Town will vote to raise and appropriate, and/or transfer from the Community Preservation Act Funds, a sufficient sum of money to fund the items in the table below consistent with their respective applications. Any funds left unspent from this Article are to be returned to the Community Preservation Act Fund from which the appropriation is made as specified in the chart below, and further authorize the Community Preservation Committee to enter into an agreement with the Community Development Partnership, and to act fully thereon. By request of the Community Preservation Committee, Recreation Department, the Community Development Partnership, and the Bikeways Committee. Estimated Cost: \$72,450

	<u>Project</u>	<u>Purpose</u>	<u>Amount</u>	<u>Appropriation Source</u>
1	Community Development Partnership	Cape Housing Institute	\$7,500	Community Housing Reserve
2	Lifeguard Stands	Replace 11 Lifeguard Stands at Town Beaches	\$37,950	Undesignated Reserve
3	Depot Street North Crossing System	Installation of pedestrian warning lights on the bike trail	\$27,000	Undesignated Reserve
		<b>TOTAL</b>	<b>\$72,450</b>	

BROOKS ACADEMY MUSEUM

ARTICLE 41: To see if the Town will vote to raise and appropriate and/or transfer from the Community Preservation Act Funds – Historic Preservation Reserve, a sufficient sum of money to fund first, a structural engineering study pertaining to the foundation of the building; second, to be used to make said foundation structurally sound; and third, once both of the above are completed, to be used to restore and preserve the outer shell of the building and/or protect the building from further damage due to water and dampness, including any appurtenant interior work. Any funds left unspent from the Article are to be returned to the Community Preservation Act Fund - Historic Preservation Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Brooks Academy Museum Commission. Estimated Cost: \$130,000

## AFFORDABLE HOUSING TRUST

ARTICLE 42: To see if the Town will vote to appropriate from Community Preservation Act Funds – Community Housing Reserve, \$304,384.47 and \$35,615.53 from the Estimated FY 20 Community Housing Revenue for a total of \$340,000 to fund the Harwich Affordable Housing Trust to create and preserve affordable housing in the Town of Harwich in the amount of \$310,000, and to fund a part-time Housing Coordinator in the amount of \$30,000. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Community Housing Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Board of Selectmen. Estimated Cost: \$340,000

## SAND POND RESTROOM PROJECT

ARTICLE 43: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Estimated FY 20 Revenue, \$125,000 to replace current restroom facility at Sand Pond, Harwich. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$125,000

## WHITEHOUSE FIELD IMPROVEMENT PROJECT

ARTICLE 44: To see if the Town will vote to appropriate from Community Preservation Act Funds-Undesignated Fund Estimated FY 20 Revenue, \$55,000 to replace the scoreboard at Whitehouse Field and to purchase and install safety netting and poles in front of spectator berms on first and third base lines. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds-Undesignated Fund Balance, and to act fully thereon. By request of the Community Preservation Committee and the Harwich Recreation and Youth Commission. Estimated Cost: \$55,000

## RED RIVER BEACH SHORELINE STABILIZATION PROJECT

ARTICLE 45: To see if the Town will vote to appropriate from Community Preservation Act Funds-Open Space Reserve in the amount of \$50,000 and from the Undesignated FY 20 Estimated Revenue \$50,000 to preserve and protect the Red River Beach Shoreline. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Open Space Reserve and Undesignated Reserve, and to act fully thereon. By request of the Community Preservation Committee and the Conservation Commission. Estimated Cost: \$100,000

## PRIVATE PETITIONS

### DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT LIBRARY

ARTICLE 46: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$20,000 to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be expended under the direction of the Chase Library and Harwich Port Library Trustees, and to act fully thereon. By Petition. Estimated cost: \$20,000

*Explanation: Chase Library and Harwich Port Library are free, publicly supported libraries. Town funds have been appropriated either through the general budget or by articles since 1911 (Chase) and 1926 (Harwich Port). These funds are essential for continued operation and for the customary State reimbursements.*

### PROMOTE THE TOWN OF HARWICH

ARTICLE 47: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town and its businesses and cultural endeavors to advance economic development initiatives for and with the Town of Harwich. Said monies to be used to manage and fulfill year-round visitor/resident/business information services, to promote and market the Town, to generate and initiate materials and activities that encourage the establishment, growth and sustainability of businesses in Harwich, and to implement economic development objectives and activities in partnership with the Town, and to act fully thereon. By petition. Estimated cost: \$30,000

*Explanation: For more than 60 years, Harwich Chamber of Commerce (HCC) has worked in the best interest of Harwich and for the people living in, working in and visiting the Town of Harwich. Since 1995, the citizens of Harwich, through the annual Town Meeting, have voted to fund warrant articles submitted by the Harwich Chamber of Commerce in support of its work promoting the community, providing needed informational services, and developing and advancing economic sustainability and development strategies. We are again requesting the Town's support for the Chamber's efforts in:*

- (a) providing year-round informational services to residents, visitors, second homeowners, and businesses (over 78,000 visits to our Information Center in 2018)*
- (b) Support of the Chamber's efforts, in partnership with the Town of Harwich, to develop and implement economic development initiatives to benefit the Town as defined by objectives in the Town's Local Comprehensive Plan, and marketing Harwich's Cultural Districts; the simultaneous designation of both Harwich Port and Harwich Center in 2019.*
- (c) Promoting the Town of Harwich and its brand: The Warm Side of the Cape, thereby continuing to grow the vitality and economy in the community.*

*(a) **Year-Round Information Services:** Harwich's Information Center is open 52 weeks a year. Combining this valuable resource with the Chamber's internet/website portals, New*

explore boards located at Logan Airport, North and South Stations as well in many locations throughout Massachusetts, New England and Nationally and continued telephone and mail inquiries, Harwich Chamber annually provides more than 320,000 instances of contact with visitors, seasonal and year-round homeowners and residents, organizations and businesses. These connections offer the opportunity to market and promote the Town utilizing our new brand “The Warm Side of the Cape.” By being available to meet the needs of our “customers” we are able to encourage patronage of our local amenities and businesses and to connect individuals and businesses with the appropriate Town offices and officials 12 months a year in a friendly, warm and upbeat fashion.

**(b) Promoting the Town of Harwich:** The Harwich Chamber continues to be the lead force in promoting the Town of Harwich. By utilizing a multi-faceted approach, HCC strives to position Harwich as a premier destination for local, regional, national and international individuals and families. The marketing strategies are aimed at encouraging residents, second homeowners (current and potential), and visitors to avail themselves of Harwich’s recreational amenities, as well as for shopping, dining, vacations, day trips, events and festivals. The plan, which positions Harwich as a desired vacation destination and an outstanding place in which to live and work, includes:

1. The 2019 Harwich Magazine will celebrate our history and our future as well as continue to share our Arts and Culture, the Town’s primary comprehensive printed and online publication for attracting visitors to Harwich, and a year round resource for our residents, second home-owners and businesses.
2. The HCC website’s robust content complements the Magazine and links to a wide range of Town resources.
3. Ancillary printed and on-line pieces, including specialized maps (cranberry bogs, lodging locator, dining locator, beaches, bike trail) that target market segments and interests. As well as the new Cultural District maps for Harwich Port and Harwich Center.
4. Media placements in local, regional and national publications.

Special events and festivals are about more than attracting people to town to enjoyable experiences. They are about defining key elements of Harwich’s brand and about parlaying those assets into support for our businesses, non-profit organizations, and the community. In 2017 the Harwich Chamber of Commerce in partnership with sponsorships from Harwich Chamber of Commerce members we brought back after a 10 year absence the much loved Fireworks as part of the Harwich Cranberry Festival and continues to grow today. In addition, Fall for Harwich provided the umbrella under which thousands of people were invited to participate in a wide array of more than 30 events, including the half-marathon road race, music festival, bog walks, concerts, teas, arts & crafts, our second sidewalk sale and more. Fall for Harwich and Christmas in Harwich also provide opportunities for our local non-profits to raise much needed funds and increase their visibility. In addition, the Chamber continues to actively engage in creating and implementing new events as well as expanding existing events. In 2018, the Chamber coordinated ten Port Summer Night Musical Strolls in Harwich Port, (traditionally every Wednesday in July & August in 2018 we added the last Wednesday in August and the first Wednesday in September as a thank you to our residents) several musical concerts that combined opportunities with restaurants and other businesses to increase meals, shopping

and a night out with a show. We look forward to continuing to expand these offerings in 2019.

**Economic Development:** HCC will continue to collaborate with the Town on economic development strategies and initiatives. Over this past year, HCC has worked tirelessly on behalf of the Town and its businesses and continues to do so with sponsoring gatherings with key partners at the state level bringing them into our town. The Chamber has also provided training, counsel and support to dozens of small businesses challenged to survive in the current economic climate, and has met with several individuals considering locating their business in Harwich.

HCC continues to strengthen its collaboration with other local chambers of commerce through the Local Cape Chambers Collaborative (LC3) and the Lower Cape Chambers group. Among the many activities currently underway are:

- With LC3 meeting with the Economic Development Council on regional economic development priorities, identified by local chambers in consultation with town officials
  - With LC3 continued advocacy on transportation issues, including real time information, bridge issues, issues relating to drug use, attracting more traffic to the Regional Airport and more.
  - With Lower Cape Chambers hosting the Annual Lower Cape Home & Garden Show this year again to be held at the Cape Cod Tech, trainings, inter-chamber networking (giving greater business-to-business opportunities)
  - Parking and Connectivity continue to explore opportunities for remote parking lots and transit service for harbors, beaches and other sites with high seasonal demand
- The Chamber is honored to partner with the Town on building a better community, but the Chamber relies on the Town's support to help achieve its goals. Without this support, the Chamber's marketing activities will be significantly reduced. We appreciate the past support of the Town of Harwich and request funding for these important, revenue-generating initiatives. Thank you for your consideration

#### SUPPLEMENT ANNUAL ALLOCATION OF MASS CULTURAL COUNCIL FOR LOCAL CULTURAL COUNCIL GRANTS

**ARTICLE 48:** To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for community grant awards to artists, performers, and interpretive scientists who bring events and programs to local venues which enhance the cultural experience of Harwich citizens of all ages, and to act fully thereon. By request of the Harwich Cultural Council. Estimated Cost: \$3,600.

#### PLEASANT BAY RESOURCE MANAGEMENT PLAN UPDATE

**ARTICLE 49:** To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow the sum of \$26,170 to cover the Town's share of matching funds for conducting an update of the Massachusetts Estuaries Project Linked Watershed Model for Pleasant Bay. The funds will be combined with a total of \$119,220 in matching funds from the Towns of Brewster, Chatham and Orleans, and \$72,610 from the Southeast New England Estuaries Program Watershed Grant awarded to the Pleasant Bay Alliance. The

model update is an implementation activity specified in the Pleasant Bay Watershed Permit issued to the Town by Massachusetts Department of Environmental Protection, and to act fully thereon. By request of the Pleasant Bay Alliance. Estimated cost: \$26,170.

AMEND THE CODE OF THE TOWN OF HARWICH TO PROHIBIT THE  
PROCUREMENT OR DISPENSING OF BEVERAGES IN PLASTIC CONTAINERS

ARTICLE 50: To see if the Town will vote to adopt the following as a General Bylaw and to insert it into the Cod of the Town of Harwich as Chapter 125, Article I, §125-1:

The procurement by the Town of Harwich of either water or any other beverage in plastic containers of any size is prohibited, and the dispensing of water or any beverage in plastic containers is prohibited on Town property, and to act fully thereon. By Petition.

*Explanation: The by-law is a municipal by-law. It eliminates town procurement and distribution of plastic bottled beverages. It is not a commercial ban. We are taking the perspective that the town, being a government entity, has within its oversight the responsibility to protect human and environmental health, with the latter also having a relationship to human health. Arguably, plastic is a known human health issue based on the fact that it cannot biodegrade and will enter the human food chain. Further, plastic production relies on non-renewable resources and creates toxic emissions at the point of production, recycling and incineration-based waste disposal. Also, there is evidence that chemicals within plastic leach into the beverage within a bottle thereby presenting yet another entry point for adverse health consequences.*

REFRAIN FROM USING TOWN FUNDS/RESOURCES TO ENFORCE FEDERAL  
IMMIGRATION LAWS

ARTICLE 51: To see if the Town of Harwich will vote to request the Selectmen to authorize Town law enforcement and Town officials to refrain from using Town funds and/or other Town resources to enforce federal immigration laws to the extent permissible by law, including, but not limited to, 8 U.S.C. §1373 and 8 U.S.C. §1644, in keeping with current practices, unless presented with a criminal warrant, court order or other evidence of probable cause as required by the Fourth Amendment of the United States Constitution, and to act fully thereon. (Non-binding resolution) By Petition. No funding requested

*Explanation: This article is a non-binding resolution that asks the Town of Harwich to affirm its current policy regarding immigration enforcement and its Police Mission Statement to provide "legitimate and equitable law enforcement with a strong focus on active community engagement and community service." When everyone feels free to approach police or other officials, including people concerned about their immigration status, then it is more likely that suspicious activity will be reported, that people will step forward as witnesses, that an abused woman will come for help, that people will call in an emergency. This approach has already been favored in several Cape Cod towns, and also by police chiefs throughout the country. Reports show that decreases in crime with this approach – just as multiple studies show that immigrants in general are less likely to*

*commit crimes than U.S. born persons. Those are facts. The Town of Harwich has a clear interest in unbiased community interactions and the Harwich Police Department is committed to the “health, well-being, and safety” of all town residents. This article will help in achieving these goals.*

#### SUPPORT FOR LEGISLATION TO CHANGE STATE SEAL AND MOTTO

ARTICLE 52: To see if the Town will vote to support proposed legislation providing for the creation of a special commission to (1) investigate the features of the official seal and motto of the Commonwealth, and (2) ensure that they accurately reflect and embody the historic and contemporary commitments of the Commonwealth to peace, justice liberty and equality as well as basic respect for members of Native Nations residing in the Commonwealth, and to act fully thereon. By Petition

*Explanation: Resolution in Support of Changing the State Flag and Seal of Massachusetts: Whereas the history of the State of Massachusetts is replete with instances of conflict between the European Colonists and the Native Nations of the region, who first extended the hand of friendship to the Colonists on their shores in 1620, and helped them to survive starvation during the settlers’ first winters on their land; Whereas members of the Native Nation for whom the State of Massachusetts is named were ambushed and killed by Myles Standish, first commander of the Plymouth Colony, in April of 1623, barely two years after the Pilgrims arrived on their shores; Whereas the naked Colonial broadsword brandished above the head of the Native man on the Massachusetts state Flag and Seal is copied from Myles Standish’s own broadsword, borrowed from the Pilgrim Hall in Plymouth by the illustrator Edmund Garrett in 1884; Whereas the belt binding the Native’s cloak on the Flag and Seal is modeled after a belt worn by Metacomet, known to the English as King Philip, who was among the Wampanoag leaders who resorted to a mutually destructive war in 1675-76 in defense of Native lands against Euro-Colonial encroachment; Whereas the proportions of the body of the Native man in the Flag and Seal were taken from a Native skeleton kept in Winthrop, the bow modeled after a bow taken from a Native man shot and killed by a colonist in Sudbury in 1665, and his features taken from a photograph of an Ojibwe chief from Great Falls, Montana, considered by the illustrator to be a “fine specimen of an Indian,” though not from Massachusetts; Whereas the history of relations between Massachusetts since Colonial times and the Native Nations who continue to live within its borders includes the forced internment of thousands of so-called “praying Indians” on Deer Island, in Boston Harbor, where they died by the hundreds of exposure in 1675; their subsequent enslavement in Boston, Bermuda, and the Caribbean Islands; the offering of 40 pounds sterling as bounty for the scalps of Native men, women and children in Massachusetts beginning in 1686, increased to 100 pounds sterling for the scalps of Native adult males by 1722, half the amount for Native women and children; Whereas Native Nations within the boundaries of Massachusetts were kept in a state of serfdom, and their members legally considered incompetent wards of the state until the nonviolent action of the so-called Mashpee Rebellion of 1833 led to the granting of Native*



*self-rule by the Massachusetts legislature in 1834, as if the sovereign right of Native self-government was the Massachusetts legislature's to confer;  
Whereas Native Americans were legally prohibited from even stepping foot into Boston from 1675 until 2004, when that law was finally repealed;  
Whereas the 400<sup>th</sup> anniversary of the landing of the European Colonists at Plymouth Plantation, which gave rise to the long chain off genocidal wars and deliberate policies of cultural destruction against Native Nations of this continent, is approaching in the year 2020, affording every citizens of the Commonwealth a chance to reflect upon this history and come to a new awareness of a better relationship between the descendants of the Euro-Colonial immigrants and the Native Nations of these shores;  
And whereas members of Native Nations have long suffered the many abuses of racism, the appropriation of their symbols for public schools and sports teams, the diminution and pollution of their ancestral lands and the encroachment of their cultural lifeways;  
Therefore, we the voters of the Town of Harwich hereby adopt this resolution in support of HD.2968 and SD.1495, a Resolve providing for the creation of a Special Commission relative to the Seal and Motto of the Commonwealth, such commission to include members of the legislature and members of Native Nations residing in the Commonwealth. We believe that this effort is long overdue and is necessary to ensure respectful treatment of a people long denied the full experience of citizenship in the Commonwealth*

GENERAL BYLAW AMENDMENT. SINGLE USE PLASTIC STRAW BAN BYLAW

ARTICLE 53: To see if the Town will vote to amend the Harwich General Bylaw Chapter 122 Hazardous Materials as follows:

Article III Single-Use Plastic Straws

122-9. Single-Use Plastic Straw Ban

122-9-1. Intentions and Findings.

It has been found that:

- 1) Plastic straws are rarely recycled.
- 2) Harwich's proximity to bodies of salt and fresh water means that plastic straws that go uncollected by DPW have a high chance of ending up on the beaches or in the water.
- 3) Plastic straws take up to 200 years to degrade.
- 4) Accidental ingestion of plastics, including straws, kills and injures many animals.
- 5) The degrading of plastic straws releases chemicals toxic to wildlife and the environment.
- 6) The United States currently uses approximately 500 million straws per day.
- 7) There is a national movement to reduce and ban the use of plastic straws and reasonable affordable alternatives are available.

Because Harwich has a duty to protect the natural environment, and its preservation affects the economy and the health of its citizens, this amendment proposes to ban the sale or dispensing of single use plastic straws, including those made from polyethylene,

polypropylene, and polystyrene, by any food establishment, retail establishment, or public venue in the Town of Harwich.

#### 122-9-2. Definitions

“Plastic straw” shall mean any single use plastic straw including but not limited to those made from polyethylene, polypropylene, and polystyrene.

“Food Establishment” shall mean any operation, including without limitation schools, farmers markets and other public venues, that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a Food Establishment for the purposes of this bylaw.

“Retail Establishment” shall mean any commercial business facility that sells goods directly to consumers including but not limited to grocery stores, pharmacies, liquor stores, convenience stores, retail stores and vendors selling clothing, food, and personal items, dry cleaning services, theaters and all other food service establishments.

“Public Venues” shall mean operations including but not limited to meeting halls, churches, schools, Town buildings and offices.

#### 122-9-3. Use Regulations

Plastic straws shall not be used, dispensed, or sold by any Food Establishments or any Retail Establishment within the Town of Harwich on or after January 1, 2020. Any stock remaining after that date shall be accepted for disposal free of charge, through January 31, 2020, at the Harwich Transfer Station.

#### 122-9-4. Administration and Enforcement

This Bylaw may be enforced by any Town Police Officer or agent of the Board of Health through any lawful means in law or in equity, including but not limited to non-criminal disposition pursuant to MGL Chapter 40 Section 21D and Article VII General Section 37. Penalties And Enforcement of the Town’s General Bylaws. If non-criminal disposition is elected, then any Establishment which violates any provision of this Bylaw shall be subject to the following penalties:

First Offense: \$100 fine

Second Offense: \$200 fine

Third and Subsequent Offenses: \$300 fine for each offense

Offenses occurring within two years of the date of first reported offense will be considered as subsequent offenses. Each day or portion thereof shall constitute a separate offense, to do or act anything thereon.

The Board of Health, after a hearing conducted in accordance with the procedures set forth in 105 CMR 590.14 and 590.15, may suspend or revoke the food service permit for any establishment failing to comply with this Bylaw.

122-9-5. Severability

If any provision of this bylaw is declared invalid, or unenforceable, the other provisions shall not be affected thereby. Or take any other action relative there to. By Petition.

AMENDMENT TO THE HARWICH BOARD OF HEALTH REGULATIONS –  
RESTRICT THE SALE OF FLAVORED TOBACCO

ARTICLE 54: To amend the Regulation of the Harwich Board of Health Restricting the Sale of Tobacco Products by adding the additional language:

C. Definitions:

Flavored Tobacco Product: Any tobacco product or component part thereof that contains a constituent that has or produces a characterizing flavor. A public statement, claim or indicia made or disseminated by the manufacturer of a tobacco product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such tobacco product, that such tobacco product has or produces a characterizing flavor shall constitute presumptive evidence that the tobacco product is a flavored tobacco product.

N. Prohibition of the Sale of Flavored Tobacco Products [subsequent sections relettered]

The sale of flavored tobacco products is prohibited. No person shall sell or distribute or cause to be sold or distributed any flavored tobacco product.

and to act fully thereon. By Petition.

SELECTMEN AND FINANCE COMMITTEE PUBLIC RECORD OF VOTES

ARTICLE 55: To see if the Town will vote to require the individual voting records of Selectmen and Finance Committee members as recorded in the minutes of relevant meetings be included in the Warrant with any Article before Town Meeting for a vote at any Annual or Special Town Meeting, and to act fully thereon. Estimated cost: \$0.00. By Petition.

*Explanation: Many voters do not follow any selectmen's meetings, or Finance Committee meetings. Many are not substantially informed about the pros and cons of an article until the requirement to vote is at hand. This proposal will establish an easily verifiable record for voters, and so should be of assistance at Town Meeting, when explanations may be required or a full sense of the Board of Selectmen needs to be understood. It will also serve as a readily available record for and about any individual seeking an appointment or reelection.*

AMEND THE CODE OF THE TOWN OF HARWICH CHARTER TO UPDATE THE  
NAME “SELECTMEN” TO “SELECT BOARD”

ARTICLE 56: To see if the Town will vote to propose the following amendment to the Harwich Home Rule Charter, to be approved by the voters at the next annual Town election as follows: (new text shown as underlined)

Amend Chapter 3, §1-1 as follows:

A board of selectmen of 5 members shall be elected at-large for 3-year overlapping terms. For purposes of this Charter, the Board of Selectmen shall be referred to as the Select Board.

And further, by deleting, in every other instance in which they appear, the words “Board of Selectmen” and inserting in their place, the words, “Select Board”, and to act fully thereon. By Petition.

*Explanation: To amend the charter to reflect that not only men are elected to the Board of Selectmen and to ensure that the Town is viewed as inclusive to all.*

**PET BURIAL GROUND**

RESCIND ARTICLE 57 OF THE MAY 2016 ANNUAL TOWN MEETING  
AUTHORIZING THE PET BURIAL GROUND

ARTICLE 57: To see if the Town will vote to rescind its previous action on Article 57 of the 2016 Annual Town Meeting and take the parcel of land containing 2.25 acres, more or less, located at 276 Queen Anne Road, shown on Assessors Map 69 as Parcel M1, and being a portion of the premise acquired by the Town pursuant to order of taking recorded with the Barnstable Registry of Deeds in Book 11666, Pages 103-105 from the jurisdiction of the Cemetery Commission and return such jurisdiction to the Board of Selectmen for the care, custody, management and control of said property, and to act fully thereon. By Petition.

*Explanation: 1. The Cemetery Commissioners do not have the jurisdiction to solicit or evaluate alternative proposals for this valuable parcel of land, therefore, the best interests of the taxpayers cannot be assured under their purview. The Town Selectmen have such jurisdiction and it’s within their purview to maximize and protect taxpayer interests.  
2. The proposal for using this land as a pet burial ground relies on a significant but unspecified portion of its revenue coming from residents of other towns, as well as unknown levels of “donations.” Any shortfalls from these unspecified revenue sources will result in Harwich taxpayers having to foot larger shares of the burden in effect providing potentially higher and higher levels of subsidy into the future. Accordingly, this taxpayer petition requests that the jurisdiction of this land be returned to the Town Selectmen.*

ESTABLISH ANNUAL REVOLVING FUND FOR THE PET BURIAL GROUND

ARTICLE 58: To see if the Town will vote to amend the Departmental Revolving Funds By-law by adding a new revolving fund to be known as the Harwich Pet Memorial Gardens & Walking Park Fund, as set forth below:

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>
Harwich Pet Memorial Gardens & Walking Park Fund	Cemetery Administrator, Cemetery Commission	Revenue received from the sale of pet burial lots and fees	Maintenance, improvements, care and support of pet burial ground to the pet burial ground

Or to act fully thereon. By request of the Cemetery Commission.

COMPLETE THE CONSTRUCTION OF THE PET BURIAL GROUNDS

ARTICLE 59: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to fund the completion of the pet burial grounds, \$60,720 and to reimburse the General Fund \$70,280 for the initial cost of preparing and improving the burial grounds. Funds contained within this appropriation are to come from the sale of pet burial lots and fees, and to act fully thereon. By request of the Cemetery Administrator and the Cemetery Commission. Estimated cost: \$131,000.

**LAND MATTERS**

APPROVE EASEMENT FOR VERIZON AND EVERSOURCE ENERGY AT 1464 ORLEANS-HARWICH ROAD (RTE. 39) AT FIRE STATION 2

ARTICLE 60: To see if the Town will vote to authorize the Board of Selectmen to grant to Verizon New England Inc. and NStar Electric Company d/b/a Eversource Energy perpetual rights and easements for telephone and electric services to be installed on (1) parcel of land at 1464 Orleans Road (Rt. 39). This parcel is identified on Assessor's Map 87, Parcel J1, being the site of the new Fire Station 2, on such terms and conditions and for such consideration as the Selectmen may determine, which may be nominal consideration, and to act fully thereon. By request of the Board of Selectmen.

HARWICH AFFORDABLE HOUSING TRUST – LIST OF TOWN PROPERTIES TO DESIGNATE AS AFFORDABLE

ARTICLE 61: To see if the Town will vote to transfer the care, custody and control of the parcels of land described below from the tax custodian, the Board of Selectmen or other board or officer having custody thereof for tax title, affordable housing or other purposes for which such parcels are currently held to the Harwich Affordable Housing Trust for

affordable housing purposes including the purpose of conveyance, and to authorize the execution of any deeds and other documents as may be necessary or appropriate to accomplish the foregoing, which parcels of land are described more particularly as follows:

- (a) Two parcels of land located on Oak Street, one identified on Assessors Map 61 as Parcel B1-A (containing 1.58 acres, more or less) and the other on Assessors Map 61 as Parcel B1-B (containing 1.32 acres, more or less), shown on a plan recorded with the Barnstable Registry of Deeds in Plan Book 337, Page 62, and being the premises described in a deed recorded in Book 6233, Page 206;
- (b) The parcel of land located on Depot Street, identified on Assessor's Map 56 as Parcel P12 (containing one acre, more or less), and being a portion of the premises described in Book 652, Page 71 and being the premises described in Foreclosure in Tax Lien Case in Book 21728, Page 319;
- (c) The following parcels of land located on or near: 0 Depot Street, identified on Assessors Map 63 as Parcel J1 (containing 1.41 acres, more or less), and being the premises described in a deed in Book 8241, Page 226; 0 Orleans Road, identified on Assessors Map 63 as Parcel J2 (containing 4.59 acres, more or less) and being the premises described in Book 8241, Page 230; 0 Depot Road, shown on Assessors Map 63 as Parcel J3 (containing 17.35 acres, more or less) and being the premises described in Book 8241, Page 234; 0 Middle Road, identified on Assessor Map 63 as Parcel J4 (containing 2.7 acres, more or less) and being the premises described in Book 8241, Page 238; 0 Depot Road, identified on Assessor's Map 63 as Parcel J6 (containing 2.06 acres, more or less) and described in Book 8241, Page 242, all as shown on a plan recorded in Plan Book 491, Page 4;
- (d) A parcel of land located at 728 Main Street, identified on Assessor's Map 41 as Parcel B8 (containing 1.38 acres, more or less), and being the premises described in Book 1368, Page 738 and Book 9770, Page 17; and
- (e) A parcel of land located at 265 Sisson Road, identified on Assessor's Map 40 as Parcel Z5 (containing 1.11 acres, more or less), and being the premises described in Book 9770, Page 13.

and to act fully thereon. By request of the Board of Selectmen.

*Explanation: The newly founded Affordable Housing Trust will use these properties to create housing for qualified persons. The Trust will explore the ability to develop each for affordable housing over the next few years. The Board of Selectmen does have the ability to transfer some such as Willow Street under previous Town Meeting Action.*

### **REVOLVING/STABILIZATION/OPEB FUNDS**

#### **AMEND THE CODE OF HARWICH GENERAL BY-LAWS – CHAPTER 8 DEPARTMENTAL REVOLVING FUNDS § 8-1. FUNDS ESTABLISHED.**

**ARTICLE 62:** To see if the Town will vote to amend the Departmental Revolving Funds By-law as set forth below: by amending the revenue sources for the following Revolving Funds: Golf Pro Shop and Restaurant Lease to include the lease revenue for the Restaurant

located at the Clubhouse, for the Golf Infrastructure fund to include a portion of membership fees and for the Community Center to decrease receipts from weight room members to 75%. To amend the uses of the Cemetery Revolving fund to revert back to the original narrative of ATM 2010 Article 51, approved on May 3, 2010 to include maintenance, care and support of town cemetery properties, and by inserting the following Revolving Funds: Middle School, Sidewalks and Tax Title previously approved at various Annual Town Meetings; and to act fully thereon. By request of the Finance Director, Golf Committee and Cemetery Commission.

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>
Golf Pro Shop and Restaurant Lease Revenue	Director, Golf Committee & ATA	Golf Lessons, Pro Shop Sales and Restaurant Lease Revenue	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor
Golf Infrastructure Fund	Director, Golf Committee	Surcharge on all green fees and cart fees as well as a portion of golf membership fees.	CVGC Infrastructure including Club House facilities, maintenance facilities
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance, care and support of town cemetery properties
Community Center	Director & Facilities Committee	75 % of the fees from use of the weight room	Weight Room Equipment (and repair)
Middle School Cultural Center	Community Center Director and Facilities Manager	Funds generated from receipt of lease or fees collected for short term, year-round, temporary or otherwise, room (s) use and rental	Funding restorations, maintenance, care and support
Sidewalks	Town Planner and Planning Board	Sidewalk improvements including consulting services and construction	Monies generated from receipts paid to the Town in lieu of sidewalks required to be installed in new subdivisions
Tax Title Collection	Treasurer/Collector	Fees collected for certain costs, charges, and fees incurred by the Treasurer/Collector and collected upon redemption of tax titles or sales of real property acquired through foreclosures of tax titles	To offset expenses incurred in connection with tax takings or tax title foreclosures

*Explanation: The golf department would like to establish additional funding to support necessary kitchen renovations, upgrades and modernization of equipment of the restaurant facility located at the Cranberry Golf Course Clubhouse. Allocating the amounts received for the lease of the restaurant will help to support this initiative. The golf department would also like to establish a portion of membership fees to support the ongoing infrastructure needs of the golf course. All entities authorized to spend from any revolving*

*funds are required to submit a quarterly report of spending to the Town Administrator and Board of Selectmen.*

*According to ATM 2010, Article 51 approved on May 3, 2010 the cemetery revolving fund was established to support the maintenance and care of town cemeteries, when the by-law was established the use of the fund was reduced to the maintenance only of cemeteries thereby limiting the uses of the fund, this amendment strives to revert the use of the funds back to the original intention. The Municipal Modernization Act requires Revolving funds to be established by by-law or ordinance, the Middle School Revolving Fund was established by vote of ATM 17 Article #46, the Sidewalk Revolving Fund was established by vote of ATM 17 Article #47 and the Tax Title Revolving Fund was established by vote of ATM 18 Article #65.*

RESCIND THE ESTABLISHMENT OF THE CAPITAL INFRASTRUCTURE  
REVITALIZATION FUND AT CRANBERRY VALLEY GOLF COURSE

ARTICLE 63: To see if the Town will vote to rescind the establishment of a Capital Infrastructure Revitalization Fund at Cranberry Valley Golf Course which was established pursuant to the provisions of Massachusetts General Laws Chapter 40 5F originally established by vote at the Annual Town Meeting 2016 by Article 15; and to act fully thereon. By request of the Finance Director

*Explanation:* The Capital Infrastructure Revitalization Fund was subsequently established as a revolving fund by vote at the Annual Town Meeting 2017 Article 48 therefore this fund is no longer necessary.

RESCIND THE AUTHORIZATION FOR THE GOLF RESTAURANT LEASE 53D  
REVOLVING ACCOUNT AND TRANSFER THE BALANCE INTO THE PRO SHOP  
REVOLVING ACCOUNT

ARTICLE 64: To see if the Town will vote to rescind Article 49 of the 2010 Annual Town Meeting and to transfer the unexpended balance in said account into the Golf Pro Shop Lease Revenue Revolving Account; and to act fully thereon. By request of the Finance Director

*Explanation:* Article 49 of the 2010 Annual Town Meeting referenced MGL Chapter 44, Section 53D and should have referenced MGL Chapter 44, Section 53E ½. This rescission corrects the oversight, the additional source of funding for the Golf Pro Shop and Restaurant Lease Revenue is authorized through the Revolving By-law.

DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE 65: To see if the Town will vote to set spending limits for various revolving funds that have been authorized pursuant to Section 8.1 of the Town Code: and to act fully thereon. By request of the Finance Director.



<u>Revolving Fund</u>	<u>FY 20 Spending Limit</u>	<u>Disposition of FY19 Fund balance</u>
Golf Pro Shop and Restaurant Lease Revenue	\$250,000	Available for expenditure
Golf Infrastructure fund	\$140,000	Available for expenditure
Council on Aging	\$125,000	Available for expenditure
Cemetery	\$100,000	Available for expenditure
Community Center	\$100,000	Available for expenditure
Recreation	\$175,000	Available for expenditure
Albro House	\$10,000	Available for expenditure
ADA	\$2,500	Available for expenditure
Wetlands	\$6,000	Available for expenditure
Middle School Cultural Center	\$100,000	Available for expenditure
Sidewalks	\$50,000	Available for expenditure
Tax Title Collection	\$36,000	Available for expenditure
Pet Burial Ground	\$140,000	Available for expenditure

#### STABILIZATION FUND

ARTICLE 66: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the Stabilization Fund, and to act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$400,000.

#### OPEB TRUST FUND

ARTICLE 67: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the OPEB Trust Fund, and to act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$500,000

#### FUND PRIOR YEAR'S UNPAID BILLS

ARTICLE 68: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in M.G.L. Ch. 44, Section 64, and to act fully thereon. By request of the Finance Director. Estimated cost: \$1,000

Explanation:

*Water Department \$90.70*

*MA Frazier Inc. \$128.00*

*Duffy Health Center \$250.00*

*Monomoy Regional School District \$401.65 (to be funded from School Trust Funds)*

**CUSTOMARY**

**HERRING FISHERIES**

**ARTICLE 69:** To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.

DRAFT

**SAMPLE  
COMMONWEALTH OF MASSACHUSETTS  
TOWN OF HARWICH  
ANNUAL ELECTION BALLOT  
MAY 21, 2019**

**BARNSTABLE, ss:**

To either of the Constables of the Town of Harwich in said County,

**Greetings:**

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street, in said Town on Tuesday, May 21, 2019, then and there to act on the following ballot:

POLLS WILL BE OPEN AT 7:00 A.M. and CLOSE AT 8:00 P.M.

To choose on one (1) ballot the following Town Officers and Committees: two (2) Selectmen for three (3) years; one (1) Town Clerk for three (3) years; one (1) Monomoy Regional School Committee Member for three (3) years; **one (1) Monomoy Regional School Committee Member to fill a 1-year unexpired term**; two (2) Library Trustees for three (3) years; one (1) Water Commissioner for three (3) years; **one (1) Housing Authority member to fill a 2-year unexpired term**

***BALLOT QUESTIONS***

1. Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order to fund the Reconstruction of Lower County Road including all costs incidental and related thereto, as requested in the Capital Plan for FY20?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Shall the Town of Harwich be allowed to exempt from the provisions of Proposition 2 1/2, so called, the amounts required to pay for the bond issued in order to fund the Road Maintenance Program, including, but not limited to Lower County Road and other roads on the Program, and all costs incidental and related thereto, as requested in the Capital Plan for FY20?

YES \_\_\_\_\_ NO \_\_\_\_\_

BUDGET FY 2020 REVENUES	Actual	Actual	Budget	Town Meeting	%
	FY2017	FY2018	FY2019	Budget FY2020	Change
<b>Real Estate &amp; Personal Property Taxes</b>	<b>\$44,226,259</b>	<b>\$46,774,148</b>	<b>\$49,305,550</b>	<b>\$53,360,608</b>	<b>8.2%</b>
<b>Local Receipts:</b>					
Excise Tax	2,324,772	2,372,767	2,325,000	2,350,000	1.1%
Hotel/Motel & Meals	1,084,691	1,098,022	1,080,000	1,437,500	33.1%
Ambulance	1,478,899	1,452,109	1,460,000	1,450,000	-0.7%
Waste Disposal	2,748,461	3,110,693	2,889,000	3,050,000	5.6%
Beach, Recreation & Youth	371,252	413,637	381,000	401,500	5.4%
Harbors & Landings	918,546	929,773	851,500	898,500	5.5%
Golf Operations	1,775,101	1,856,221	1,759,000	1,776,500	1.0%
Other Local Receipts	3,869,975	2,306,362	5,352,318	2,154,260	-59.8%
<b>Total Local Receipts</b>	<b>14,571,696</b>	<b>13,539,583</b>	<b>16,097,818</b>	<b>13,518,260</b>	<b>-0.2%</b>
<b>State Aid:</b>					
Cherry Sheet	683,884	705,430	670,753	687,544	2.5%
School Building Assistance	993,193	-	-	-	0.0%
<b>Other:</b>					
Free Cash		-	378,038	585,748	54.9%
Overlay Surplus	125,000	100,000	100,000	100,000	0.0%
Harbor Capital Improvement - Wychmere	107,163	110,930	62,808	72,227	15.0%
Cable Fund (Comcast)	129,237	143,417	158,450	168,594	7.8%
Septic Loan	17,358	17,358	17,358	13,574	-21.8%
Water Enterprise Indirect Costs	587,382	650,178	732,843	726,219	-0.9%
FEMA	13,736	13,508	13,608	13,815	1.5%
Road Betterments	52,750	49,194	58,277	56,973	-2.2%
Allan Harbor Betterments	151,000	185,550	182,250	29,325	-83.9%
Golf Improvement Fund			75,600	139,000	83.9%
SAQ Mooring			103,125	136,888	32.7%
SAQ Waterways			70,125	101,188	44.3%
CPA Funds (Land Bank)	633,400	608,950	588,750	553,700	-6.0%
Town Clerk State Aid			15,585	0	0.0%
<b>Total Revenue</b>	<b>\$62,292,058</b>	<b>\$62,898,246</b>	<b>\$68,628,938</b>	<b>\$70,263,662</b>	<b>11.7%</b>

<b>TOWN OPERATION BUDGET 2020</b>		<b>Actual FY2017</b>	<b>Actual FY2018</b>	<b>Voted Budget FY2019</b>	<b>Town Meeting Budget FY2020</b>	<b>PCT CHANGE</b>
1	MODERATOR S&W	-	-	1,000	1,000	0.0%
2	SELECTMEN S&W	7,500	7,500	12,000	12,500	4.2%
3	SELECTMEN - EXP	6,303	7,077	8,575	8,575	0.0%
4	<b>Sub-Total</b>	<b>13,803</b>	<b>14,577</b>	<b>20,575</b>	<b>21,075</b>	<b>2.4%</b>
5	FINANCE COMMITTEE S&W	2,239	745	4,000	4,000	0.0%
6	FINANCE COMMITTEE - EXP	221	809	500	1,000	100.0%
7	<b>Sub-Total</b>	<b>2,460</b>	<b>1,554</b>	<b>4,500</b>	<b>5,000</b>	<b>11.1%</b>
8	FINANCE COMMITTEE RESERVE FUND	-	-	125,000	125,000	0.0%
9	TOWN ACCOUNTANT - SAL	216,511	233,658	250,386	254,601	1.7%
10	TOWN ACCOUNTANT - EXP	2,919	3,626	3,600	10,875	202.1%
11	AUDIT - EXP	41,000	37,900	44,500	40,000	-10.1%
12	<b>Sub-Total</b>	<b>260,430</b>	<b>275,183</b>	<b>298,486</b>	<b>305,476</b>	<b>2.3%</b>
13	ASSESSORS - S&W	172,706	153,113	196,212	215,571	9.9%
14	ASSESSORS - EXP	71,150	68,266	107,390	107,780	0.4%
15	<b>Sub-Total</b>	<b>243,856</b>	<b>221,379</b>	<b>303,602</b>	<b>323,351</b>	<b>6.5%</b>
16	TOWN COLLECTIONS - S&W	12,140	12,476	15,500	16,000	3.2%
17	TOWN COLLECTIONS - EXP	4,700	3,154	3,760	3,800	1.1%
18	<b>Sub-Total</b>	<b>16,840</b>	<b>15,631</b>	<b>19,260</b>	<b>19,800</b>	<b>2.8%</b>
19	POSTAGE	52,104	46,452	55,000	55,000	0.0%
20	<b>Sub-Total</b>	<b>52,104</b>	<b>46,452</b>	<b>55,000</b>	<b>55,000</b>	<b>0.0%</b>
21	TREASURER - S&W	227,049	234,025	256,196	281,585	9.9%
22	TREASURER - EXP	81,993	102,106	103,250	106,974	3.6%
23	<b>Sub-Total</b>	<b>309,042</b>	<b>336,131</b>	<b>359,446</b>	<b>388,559</b>	<b>8.1%</b>
24	VACATION & SICK LEAVE BUY BACK			47,590	70,932	49.1%
25	MEDICARE	202,561	217,264	217,004	221,042	1.9%
26	ADMINISTRATION - S&W	409,417	418,242	449,807	454,908	1.1%
27	ADMINISTRATION - EXP	113,789	75,450	89,312	81,879	-8.3%
28	ADMINISTRATION - CAP OUTLAY	3,416	4,958	5,500	5,500	0.0%
29	UNION CONTRACTS	5,000	5,000	-	-	-
30	<b>Sub-Total</b>	<b>531,623</b>	<b>503,651</b>	<b>544,619</b>	<b>542,287</b>	<b>-0.4%</b>
31	LEGAL SERVICES - EXP	204,738	159,374	170,000	185,000	8.8%
32	CLAIMS & SUITS	-	-	500	500	0.0%
33	<b>Sub-Total</b>	<b>204,738</b>	<b>159,374</b>	<b>170,500</b>	<b>185,500</b>	<b>8.8%</b>
34	INFORMATION TECHNOLOGY - S&W	97,501	99,800	101,790	178,233	75.1%
35	INFORMATION TECHNOLOGY - EXP	176,207	211,708	276,362	274,682	-0.6%
36	<b>Sub-Total</b>	<b>273,709</b>	<b>311,507</b>	<b>378,152</b>	<b>452,915</b>	<b>19.8%</b>
38	IT CHANNEL 18 - S&W	98,307	106,300	125,450	137,114	9.3%
39	IT CHANNEL 18 - EXP	18,673	24,790	31,000	31,480	1.5%
40	<b>Sub-Total</b>	<b>116,979</b>	<b>131,091</b>	<b>156,450</b>	<b>168,594</b>	<b>7.8%</b>
41	CONSTABLE S & W	250	356	708	708	0.0%

APPENDIX B - BUDGET

<b><u>TOWN OPERATION BUDGET 2020</u></b>		<b>Actual</b>	<b>Actual</b>	<b>Voted Budget</b>	<b>Town Meeting</b>	<b>PCT</b>
		<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>Budget</b>	<b>CHANGE</b>
					<b>FY2020</b>	
42	TOWN CLERK - S&W	213,478	202,280	230,930	253,418	9.7%
43	TOWN CLERK - EXP	48,008	30,684	41,322	37,368	-9.6%
44	<b>Sub-Total</b>	<b>261,486</b>	<b>232,964</b>	<b>272,252</b>	<b>290,786</b>	<b>6.8%</b>
45	CONSERVATION - S&W	81,732	111,527	136,070	154,865	13.8%
46	CONSERVATION - EXP	5,957	6,673	9,941	9,185	-7.6%
47	<b>Sub-Total</b>	<b>87,689</b>	<b>118,200</b>	<b>146,011</b>	<b>164,050</b>	<b>12.4%</b>
48	TOWN PLANNER - S&W	57,331	69,515	87,324	93,443	7.0%
49	TOWN PLANNER - EXP	2,279	1,928	4,531	4,531	0.0%
50	<b>Sub-Total</b>	<b>59,610</b>	<b>71,443</b>	<b>91,855</b>	<b>97,974</b>	<b>6.7%</b>
51	BOARD OF APPEALS - S&W	-	-	-	-	0.0%
52	BOARD OF APPEALS - EXP	439	594	735	735	0.0%
53	<b>Sub-Total</b>	<b>439</b>	<b>594</b>	<b>735</b>	<b>735</b>	<b>0.0%</b>
54	ALBRO HOUSE - EXP	2,890	3,148	5,835	6,355	8.9%
55	OLD RECR BUILDING - EXP	4,710	5,321	6,989	7,627	9.1%
56	W. HARWICH SCHOOL - EXP	577	408	1,425	1,424	-0.1%
57	<b>Sub-Total</b>	<b>8,177</b>	<b>8,876</b>	<b>14,249</b>	<b>15,405</b>	<b>8.1%</b>
58	COMMUNITY DEVELOPMENT - S&W	230,386	218,879	221,032	235,636	6.6%
59	COMMUNITY DEVELOPMENT - EXP	10,379	10,834	11,630	14,762	26.9%
60	<b>Sub-Total</b>	<b>240,765</b>	<b>229,713</b>	<b>232,662</b>	<b>250,398</b>	<b>7.6%</b>
61	PUBLIC BUILDINGS REPAIRS	1,100	-	2,133	2,133	0.0%
62	TOWN/FIN COM REPORTS	7,869	7,658	10,000	10,000	0.0%
63	ADVERTISING	13,514	21,671	7,500	17,000	126.7%
64	POLICE - S&W	3,058,309	3,384,205	3,825,308	3,918,557	2.4%
65	POLICE - EXP	313,061	544,305	570,476	569,514	-0.2%
66	POLICE - CAP OUTLAY	165,151	121,482	126,000	120,000	-4.8%
67	<b>Sub-Total</b>	<b>3,536,521</b>	<b>4,049,992</b>	<b>4,521,784</b>	<b>4,608,071</b>	<b>1.9%</b>
68	FIRE - S&W	3,297,282	3,353,682	3,870,083	4,030,150	4.1%
69	FIRE - EXP	365,663	394,875	416,211	450,761	8.3%
71	<b>Sub-Total</b>	<b>3,662,945</b>	<b>3,748,556</b>	<b>4,286,294</b>	<b>4,480,912</b>	<b>4.5%</b>
72	AMBULANCE - S&W	143,001	112,767	169,389	172,693	2.0%
73	EMS - EXP	129,183	136,314	119,536	122,495	2.5%
74	<b>Sub-Total</b>	<b>272,184</b>	<b>249,081</b>	<b>288,925</b>	<b>295,188</b>	<b>2.2%</b>
75	EMERG. TELECOM - S&W	391,025	-	-	-	0.0%
76	EMERG. TELECOM - EXP	133,120	-	-	-	0.0%
77	<b>Sub-Total</b>	<b>524,146</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
78	BUILDING - S&W	227,995	246,408	311,233	322,832	3.7%
79	BUILDING - EXP	14,955	11,349	20,906	20,197	-3.4%
80	<b>Sub-Total</b>	<b>242,950</b>	<b>257,757</b>	<b>332,139</b>	<b>343,029</b>	<b>3.3%</b>
81	EMERG. MGMT - S&W	4,458	2,444	5,108	5,315	4.1%
82	EMERG. MGMT - EXP	3,126	3,317	8,500	8,500	0.0%
83	<b>Sub-Total</b>	<b>7,584</b>	<b>5,761</b>	<b>13,608</b>	<b>13,815</b>	<b>1.5%</b>
84	NATURAL RESOURCES - S&W	93,375	96,343	102,233	110,639	8.2%

APPENDIX B - BUDGET

<u>TOWN OPERATION BUDGET 2020</u>		<u>Actual</u>	<u>Actual</u>	<u>Voted Budget</u>	<u>Town Meeting</u>	<u>PCT</u>
		<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Budget</u>	<u>CHANGE</u>
					<u>FY2020</u>	
85	NATURAL RESOURCES - EXP	26,798	226,998	27,900	28,380	1.7%
86	<b>Sub-Total</b>	<b>120,173</b>	<b>323,341</b>	<b>130,133</b>	<b>139,019</b>	<b>6.8%</b>
87	PLEASANT BAY ALLIANCE	16,920	17,343	20,160	23,760	17.9%
88	TOWN ENGINEER - S&W	170,185	174,256	180,860	182,150	0.7%
89	TOWN ENGINEER - EXP	17,738	9,831	25,670	45,670	77.9%
90	<b>Sub-Total</b>	<b>187,923</b>	<b>184,088</b>	<b>206,530</b>	<b>227,820</b>	<b>10.3%</b>
91	HIGHWAY - S&W	2,402,760	2,495,639	2,589,991	2,724,594	5.2%
92	HIGHWAY - EXP	2,331,328	2,501,442	2,691,641	2,971,182	10.4%
93	<b>Sub-Total</b>	<b>4,734,087</b>	<b>4,997,081</b>	<b>5,281,632</b>	<b>5,695,776</b>	<b>7.8%</b>
94	SNOW/ICE - S&W	108,597	104,576	40,000	40,000	0.0%
95	SNOW/ICE - EXP	271,908	260,924	95,000	95,000	0.0%
96	<b>Sub-Total</b>	<b>380,505</b>	<b>365,500</b>	<b>135,000</b>	<b>135,000</b>	<b>0.0%</b>
97	STREET LIGHTS	38,130	31,372	37,500	40,000	6.7%
98	INTERGOVERNMENTAL TRANS - WW COUNTY WW SUPPORT FUND			70,000	150,000 100,000	114.3% 100.0%
99	CEMETERY ADMIN - S&W	58,830	63,203	64,847	69,431	7.1%
100	CEMETERY ADMIN - EXP	4,799	3,164	4,742	5,613	18.4%
101	<b>Sub-Total</b>	<b>63,629</b>	<b>66,367</b>	<b>69,589</b>	<b>75,044</b>	<b>7.8%</b>
102	BOARD OF HEALTH - S&W	181,111	139,795	177,593	193,863	9.2%
103	BOARD OF HEALTH - EXP	12,252	16,209	17,038	16,930	-0.6%
104	<b>Sub-Total</b>	<b>193,364</b>	<b>156,004</b>	<b>194,632</b>	<b>210,793</b>	<b>8.3%</b>
105	COMMUNITY CENTER S&W	152,894	165,498	188,468	185,367	-1.6%
106	COMMUNITY CENTER EXP	109,636	131,306	119,521	142,556	19.3%
107	<b>Sub-Total</b>	<b>262,529</b>	<b>296,804</b>	<b>307,989</b>	<b>327,923</b>	<b>6.5%</b>
108	COUNCIL ON AGING - S&W	359,322	370,042	370,480	377,594	1.9%
109	COUNCIL ON AGING - EXP	68,198	63,690	77,286	77,507	0.3%
110	<b>Sub-Total</b>	<b>427,521</b>	<b>433,732</b>	<b>447,766</b>	<b>455,101</b>	<b>1.6%</b>
111	YOUTH COUNSELOR - S&W	75,637	81,511	85,203	93,443	9.7%
112	YOUTH COUNSELOR - EXP	3,932	4,017	4,310	4,310	0.0%
113	<b>Sub-Total</b>	<b>79,569</b>	<b>85,528</b>	<b>89,513</b>	<b>97,753</b>	<b>9.2%</b>
114	VETERANS EXPENSE/BENEFITS	96,671	99,997	134,500	122,400	-9.0%
115	DISABILTY RIGHT - EXP	-	-	300	500	66.7%
116	HUMAN SERVICES	79,980	72,605	81,580	82,250	0.8%
117	LIBRARY - S&W	597,668	630,719	676,741	707,968	4.6%
118	LIBRARY - EXP	252,696	269,410	274,111	282,372	3.0%
119	<b>Sub-Total</b>	<b>850,363</b>	<b>900,128</b>	<b>950,852</b>	<b>990,340</b>	<b>4.2%</b>
120	RECREATION - SEASONAL - S&W	175,732	174,725	215,988	228,507	5.8%
121	RECREATION - S&W	212,853	228,268	250,115	264,615	5.8%
122	RECREATION - EXP	44,636	41,735	45,575	45,575	0.0%
123	RECREATION - CAP OUTLAY	7,319	-	12,000	12,000	0.0%
124	<b>Sub-Total</b>	<b>440,540</b>	<b>444,728</b>	<b>523,678</b>	<b>550,697</b>	<b>5.2%</b>

APPENDIX B - BUDGET

<b>TOWN OPERATION BUDGET 2020</b>		<b>Actual FY2017</b>	<b>Actual FY2018</b>	<b>Voted Budget FY2019</b>	<b>Town Meeting Budget FY2020</b>	<b>PCT CHANGE</b>
125	HARBORMASTER -S&W	280,246	289,490	311,576	333,851	7.1%
126	HARBORMASTER - EXP	108,556	171,596	173,300	253,280	46.2%
127	<b>Sub-Total</b>	<b>388,803</b>	<b>461,086</b>	<b>484,876</b>	<b>587,131</b>	<b>21.1%</b>
128	BROOKS ACAD MUSEUM COMMISSION	10,138	10,754	12,894	12,894	0.0%
129	HISTORICAL COMMISSION	80	540	-	-	0.0%
130	HISTORICAL COMMISSION	-	-	350	350	0.0%
131	<b>Sub-Total</b>	<b>80</b>	<b>540</b>	<b>350</b>	<b>350</b>	<b>0.0%</b>
132	CELEBRATIONS	-	1,299	1,600	1,600	0.0%
133	GOLF - S&W	762,933	798,628	870,333	917,841	5.5%
134	GOLF - EXP	578,068	621,381	676,367	676,766	0.1%
135	GOLF CAP OUTLAY	69,548	66,277	73,000	73,000	0.0%
136	<b>Sub-Total</b>	<b>1,410,549</b>	<b>1,486,286</b>	<b>1,619,700</b>	<b>1,667,607</b>	<b>3.0%</b>
137	GOLF IMA MRSD			84,363	82,760	-1.9%
138	ELECTRICITY - CVEC	64,315	66,254	65,925	69,610	5.6%
139	<b>Total Departmental Budgets</b>	<b>21,001,165</b>	<b>21,737,254</b>	<b>23,873,100</b>	<b>25,321,862</b>	<b>6.1%</b>
140	<b>Total Debt Service (Prin &amp; Int)</b>	<b>3,730,596</b>	<b>2,494,459</b>	<b>4,652,464</b>	<b>5,881,626</b>	<b>26.4%</b>
141	STATE ASSESSMENTS	245,490	261,135	269,897	284,978	5.6%
142	BARNS CTY RETIREMENT	2,364,925	2,681,194	2,763,836	3,024,763	9.4%
143	CAPE COD COMMISSION ASSESSMENT	207,455	217,944	229,452	203,498	-11.3%
144	BARNSTABLE COUNTY ASSESSMENT	193,497	203,280	202,302	213,571	5.6%
145	UNEMPLOYMENT COMPENSATION	2,567	5,087	10,000	15,000	50.0%
146	GROUP HEALTH INSURANCE	3,563,522	4,296,270	4,778,977	4,815,339	0.8%
147	OPEB	100,000	100,000	125,000	150,000	20.0%
148	GENERAL INSURANCE	450,389	656,366	681,000	790,830	16.1%
149	GENERAL INSURANCE DEDUCTIBLE	8,151	4,603	5,000	10,000	100.0%
150	<b>TOTAL TOWN</b>	<b>31,867,758</b>	<b>32,657,592</b>	<b>37,591,028</b>	<b>40,711,467</b>	<b>8.3%</b>
151	<b>OVERLAY (Abatements/Exemptions)</b>			<b>460,000</b>	<b>460,000</b>	
152	<b>C C REGIONAL TECH HIGH</b>	<b>1,437,053</b>	<b>1,437,053</b>	<b>1,581,237</b>	<b>2,332,198</b>	<b>47.5%</b>
153	<b>MONOMOY REG. SCH. DISTRICT</b>					
154	Operating	21,644,248	21,644,248	23,282,215	24,280,721	4.3%
155	Capital/ other	224,723	224,723	260,038	260,748	0.3%
156	Transportation	412,558	412,558	430,896	554,789	28.8%
157	Debt Service- Middle School	1,776,772	1,776,772	24,328	-	-100.0%
158	Debt Service H.S.			1,611,913	1,658,018	2.9%
159	<b>TOTAL MRSD ASSESMENT</b>	<b>24,058,301</b>	<b>24,058,301</b>	<b>25,609,390</b>	<b>26,754,276</b>	<b>4.47%</b>
160	<b>TOTAL</b>	<b>57,363,112</b>	<b>58,152,946</b>	<b>65,241,655</b>	<b>70,257,941</b>	<b>7.7%</b>
	<b>Reconciliation to Article 5:</b>					
	<b>Total from line 160</b>				<b>\$ 70,257,941</b>	
	<b>Less:</b>					
	<b>State &amp; County Assessments</b>				<b>702,047</b>	
	<b>Overlay</b>				<b>460,000</b>	
	<b>Wastewater/Sewer</b>				<b>250,000</b>	
	<b>Cape Cod Technical High School</b>				<b>2,332,198</b>	
	<b>Monomoy Regional School District</b>				<b>26,754,276</b>	
	<b>Total Reductions</b>				<b>30,498,521</b>	
	<b>Article 5</b>				<b>\$ 39,759,420</b>	

APPENDIX B - BUDGET



APPENDIX C - CAPITAL PLAN

APPENDIX C - FISCAL & CAPITAL PLAN - Town Administrator & Capital Outlay		Committee							Original 9/25/2018			2/22/2019
Department	Project	ADM/Working		CPC	ESC/Sec	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
		#	Source	Approved	Est. Amt.							
<b>ADMINISTRATION</b>												
Admin	Harwich Center ADA Sidewalk Project	12	FC		\$ 38,808	\$ 388,080						
	Harwich Center ADA Sidewalk Proj. ADA/CDAS Grant (\$800K of 1 Mill/lev)		Grant		\$ -	\$ -						
Admin	Harwich Center Interior							700				
Admin	After Hours - Renovations			\$ -	\$ -			700				
Admin	Dredging/Restoration-285 Barn Street and Parking Lot Improvements	12	FC		\$ 60,000	\$ 60,000						
Admin	Hollisway Reconstruction Rte 28 S&J to Harwich/Spent (Supplemental)		FC		\$ -	\$ 376,500						
Admin	Hollisway Reconstruction Rte 28 S&J to Harwich/Spent (Supplemental)/MMWT		Grant		\$ -	\$ -						
Admin	Hollisway Reconstruction Back Street Harwich Center to Rte 28						\$ -	\$ 490,000				
Admin	Insurance work to maintain former West Harwich School on Balls Rock	4	Oper./Bud.		\$ 38,808	\$ 38,800	700					
Admin	School House Road Revision to Site Plan Expand Parking Lot		FC				700					
Admin	Preparation and Utilization of Green Lane Road Solar Farm Expansion		Other				700					
Admin	Updates to the Cultural Center Building (See Facility Maintenance)											
Admin	Simon/Paul St/Street Fleet Replacement Schedule		Oper./Budget		\$ -	\$ 27,800	\$ 34,000	\$ 38,000	\$ 38,800	\$ 30,000	\$ 30,000	\$ 30,000
<b>ADMIN SUB-TOTAL</b>				\$ -	\$ 138,608	\$ 1,888,500	\$ 474,000	\$ 38,000	\$ 38,800	\$ 30,000	\$ 30,000	\$ 30,000
<b>CEMETERY</b>												
Cemetery	Put Barbed Ground completion (Widow & Reimbursement) \$170 and 174K	33	Fin. Revolv.		\$ 131,000	\$ 131,000						
Cemetery	Anderson Project Cemetery Mapping and Software	33	Gen. Revolv.	\$ -	\$ 30,130	\$ 38,138	\$ 180,000					
<b>Cemetery SUB-TOTAL</b>					\$ 161,130	\$ 169,138	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMUNITY CENTER</b>												
Community Center	Roof Replacement (See Facility Maintenance)							\$ -	\$ -	\$ -		
Community Center	Generator Replacement (See Facility Maintenance)							\$ -	\$ -	\$ -	\$ -	
<b>COMMUNITY CENTER SUB-TOTAL</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONSERVATION</b>												
Conservation	Harwich Artificial Reef (Additional Project)							\$ 250,000	\$ -			
Conservation	Shore Rehabilitation/Catty Extension Red River Beach	48	DPC	\$ 100,000	\$ 100,000	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -
<b>CONSERVATION SUB-TOTAL</b>				\$ 100,000	\$ 100,000	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -
<b>ENGINEERING</b>												
Engineering	M54 Municipal Surface Drainage Plan and Improvements	4	Spec. Dev.		\$ 40,000	\$ 40,000	\$ 200,000	\$ 300,000	\$ 180,000			
Engineering	Crossing Lights - Super Street North	40	DPC-Inv/Spec	\$ 37,000	\$ 37,000	\$ 37,000						
<b>ENGINEERING SUB-TOTAL</b>					\$ 67,000	\$ 67,000	\$ 200,000	\$ 300,000	\$ 180,000	\$ -	\$ -	\$ -
<b>FACILITY MAINTENANCE</b>												
Facility Maint-DPW												
Facility Maint-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	11	FC		\$ 20,504	\$ 20,504	\$ 14,605	\$ 75,236				
Facility Maint-DPW	Implement Facilities Wide ADA Compliance Plan Improvements		MMWT		\$ -	\$ -	\$ -	\$ -				
Facility Maint-DPW	Energy Management System Breaks Library/MAC							\$ 65,808				
Facility Maint-DPW	Community Center - Replace Two 4/C Compressors	11	FC		\$ 20,800	\$ 20,000		\$ -				
Facility Maint-DPW	Highway Barn Metal Roof Insulation	12	FC		\$ 260,730	\$ 260,730						
Facility Maint-DPW	DPW Facilities and Mechanic Shop (Formerly Shop Only)					\$ -						\$ 1,200,000
Facility Maint-DPW	DPW Air Quality Extra-Fit					\$ -	\$ 35,000					
Facility Maint-DPW	Breaks Library Roof						\$ 135,000					
Facility Maint-DPW	Cultural Center - Boiler Replacement							\$ 100,000		\$ -	\$ -	\$ -
Facility Maint-DPW	Cultural Center - Window Replacement South Windows and Porch							\$ -	\$ 200,000	\$ -	\$ -	\$ -
Facility Maint-DPW	Cultural Center - Window Replacement -Ceasements and Picture Windows							\$ -	\$ -	\$ 280,000	\$ -	\$ -
Facility Maint-DPW	Community Center Generator							\$ 105,000				
Facility Maint-DPW	Community Center Remove and Replace Heavy Floor							\$ 32,000				
Facility Maint-DPW	Community Center 2 Compacting Units and Air Handlers							\$ 275,000				
Facility Maint-DPW	Community Center Roof Replacement							\$ 240,000				
Facility Maint-DPW	Library Boiler Replacement									\$ 120,000	\$ -	\$ -
Facility Maint-DPW	Community Center Boiler Replacement									\$ 120,000	\$ -	\$ -
<b>FACILITY MAINTENANCE SUB-TOTAL</b>					\$ 301,314	\$ 301,314	\$ 280,005	\$ 362,235	\$ 475,808	\$ 480,000	\$ 280,000	\$ 1,200,000

APPENDIX C - CAPITAL PLAN

Department	Project	ATM/Funding		CPC Approved	GSC Rep								
		#	Source		T4 Inc	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	
<b>FIRE</b>													
Fire	Phase 1 Townwide FY 20/Police and Fire Radio System (Phased)	11	FC		\$ 28,500	\$ 48,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Phase 2 Townwide FY 20/Police and Fire Radio System (Phased)				\$ -	\$ -	\$ 205,800	\$ 205,000	\$ 280,000	\$ 280,000	\$ 208,000	\$ -	\$ -
Fire	Lockers MC				\$ -	\$ -	\$ 65,000						
Fire	Ambulance Replacement Program				\$ -	\$ -	\$ -	\$ 268,225	\$ -	\$ 280,000	\$ -	\$ 405,000	
Fire	Auto Extrication Equipment - (Town Funded Portion)	11	FC		\$ 5,000	\$ 5,000		\$ -	\$ -				
Fire	Auto Extrication Equipment - (Federal/State Grant Funded Portion)	11	GRANT		\$ 95,000	\$ 95,000		\$ -	\$ -				
Fire	Air Fork Replacement Program - (Town Funded Portion)				\$ -	\$ -	\$ 28,500	\$ -	\$ -				
Fire	Air Fork Replacement Program - (Federal/State Grant Funded Portion)				\$ -	\$ -	\$ 340,500	\$ -	\$ -				
Fire	Pumper and Ladder Request converted to Pumper/Ladder rolled District				\$ -	\$ -	\$ 1,500,000						
Fire	Ladder Truck Replacement (See Above)							\$ -	\$ -	\$ -			
<b>FIRE SUB-TOTAL</b>					\$ 278,500	\$ 248,000	\$ 1,865,000	\$ 268,225	\$ 280,000	\$ 280,000	\$ 208,000	\$ 405,000	
<b>GOLF</b>													
Golf	Landscape Reclamation and Major Tree Removal	29	Golf Income		\$ 15,000	\$ 15,000	\$ -						
Golf	bunker Renovation (Various locations on course)	20	Golf Income		\$ 75,000	\$ 75,000							
Golf	Build New Cart Path (Hole #18-19, FY 20/NEW FC/20, #5 FY 20 (SAR) #1 FY 21)	4	Golf Budget		\$ 18,000	\$ 18,000	\$ 18,000						
Golf	Kilowatt Heating Equipment per Lease	4	Golf Budget		\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	
Golf	Improvements to Hit or Driving Range						\$ 28,000	\$ 30,000					
Golf	New Tee Box Improvements (Two New Projects)						\$ 115,000	\$ 115,000					
Golf	Golf Course Irrigation Update				\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
<b>GOLF SUB-TOTAL</b>					\$ 247,000	\$ 247,000	\$ 240,000	\$ 232,000	\$ 262,000	\$ 262,000	\$ 262,000	\$ 262,000	\$ 262,000
<b>MARBONMASTER</b>													
Marbonmaster	Wigan Dock Landside Improvements	12	FC		\$ 70,000	\$ 70,000		\$ -					
Marbonmaster	Moring River Ramp Replacement (Study, Design and Construction)						\$ -	\$ 15,000	\$ 208,000				
Marbonmaster	Allen Harbor Jetty Reconstruction (Study, Design and Construction)	12	FC		\$ 37,000	\$ 37,000	\$ 2,080,000						
Marbonmaster	S&D Harbor North & East Bulkhead (Dredging Area) Reconstruction							\$ -	\$ -	\$ -	\$ 150,000	\$ 1,500,000	
Marbonmaster	Wychewere Outer Harbor Dredging							\$ -	\$ -	\$ -	\$ 500,000		
Marbonmaster	Round Cove Bulkhead Replacement (Study, Design and Construction)						\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ 480,000	
Marbonmaster	Marbonmaster Truck Replacement						\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
<b>MARBONMASTER SUB-TOTAL</b>					\$ -	\$ 127,000	\$ 2,080,000	\$ 15,000	\$ 208,000	\$ 248,000	\$ 650,000	\$ 2,540,000	
<b>LIBRARY</b>													
Library	Library Interior Modification/Restoration				\$ -	\$ -	\$ 40,000			\$ 150,000			
Library	Brooks Library Delinquent Repair and Renovation (Part of Restoration)	12	FC		\$ 80,000	\$ 80,000	\$ 40,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -	
<b>LIBRARY SUB-TOTAL</b>					\$ 80,000	\$ 80,000	\$ 40,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -	
<b>NATURAL RESOURCES</b>													
Natural Resources	System's Pond Restoration (See Mainwater)		CPC-OS/On		\$ -	\$ -							
Natural Resources	Ford F-250 for Natural Resources Dept		FC		\$ -	\$ -	700						
<b>NATURAL RESOURCES SUB-TOTAL</b>					\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PLANNING</b>													
Planning	Meeting Trans/VT Meeting Coordinator (\$280 for Trans & \$800 for PT Co.)	41	CPC-Meeting		\$ 240,000	\$ 240,000	\$ 240,000	700	700	180	180	180	
Planning	Local Comprehensive Plan Update	27	GRANTS		\$ 200,000	\$ 200,000							
Planning	Local Comprehensive Plan Update	27	FC		\$ 240,000	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>PLANNING SUB-TOTAL</b>					\$ 480,000	\$ 480,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>POLICE</b>													
Police	Truck Replacement (5 year Program - 2 of 5 years to Pay)	11	FC		\$ 24,500	\$ 24,500	\$ 24,500	\$ -	\$ -	\$ 17,000	\$ 15,000	\$ 15,000	
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 686)							\$ 24,000					
Police	Replacement of Bullet Resistant Vests (Federal 40% State 7 Max Item 48%)							\$ 26,000					
Police	Traffic Speed Monitoring Radar	11	FC		\$ 26,400	\$ 26,400							
Police	Walkie Talkies											\$ 30,000	
Police	Digital Fingerprint Machine (Normal Replacement)						\$ 26,000						
Police	Electronic Sign Board								\$ 24,000				
<b>POLICE SUB-TOTAL</b>					\$ 41,500	\$ 41,500	\$ 24,500	\$ 26,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 30,000	





**FY 20 Selectmen's Proposed Budget Adjustments (Revised for No Increase on Rooms Fees)**

**Revenue Changes**

011414/469901	Hotel Tax (BOS Budget Shortfall)	337,500
	Free Cash Funding (Sick & Vacation Buyback)	(50,000)
<b>Total Revenue Changes</b>		<b>287,500</b>

**Budget Reductions/Adjustments**

<b>ORG/OBJ</b>	<b>Description</b>	<b>Amount</b>
014212/554000	DPW Road Supplies	(25,000)
012201/513000	Fire OT	(46,211)
012311/513000	Ambulance OT	(3,943)
011452/573500	Treas - Citizen Self Serve	(5,924)
011551/516000	IT Administrator	(69,840)
014111/511900	Surveyor	(69,840)
015411/516000	COA - 8 additional hours	(9,391)
019142/575000	Group Health	(50,544)
01/596000	Transfer to Sewer Ent	(25,000)
TBD	Police - TBD	(50,000)
	Legal Budget	(5,000)
	Town Report and Fin Com	(2,000)
	Streetlights	(2,000)
	Unemployment	(5,000)
<b>Total Reductions</b>		<b>(369,693)</b>

**Budget Increases**

<b>ORG/OBJ</b>	<b>Description</b>	<b>Amount</b>
011501/511900	Non Union Salary Adjustments	15,000
011482/515000	Vacation Leave Retirement	13,675
011482/515005	Sick Leave Retirement	12,622
015432/530900	Veteran Assessment	2,863
	IT Support Contracts	20,000
	Surveying Support Contract	20,000
<b>Total Increases</b>		<b>84,159</b>

<b>All Adjustments</b>	<b>Revenue + Reductions + Increases</b>	<b>\$ 1,966</b>
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<b>Category</b>	<b>FY 19 Budget</b>	<b>FY 20 Budget</b>	<b>\$\$ Increase</b>	<b>% Increase</b>
Salaries & Wages	16,914,202	17,556,858	642,656	3.8%
Utilities	591,912	630,641	38,729	6.5%
Maintenance & Repair	751,231	755,885	4,654	0.6%
Professional/Technical Services	937,962	990,093	52,131	5.6%
Education	27,190,627	29,086,474	1,895,847	7.0%
Communication/Purchases Services	2,084,752	2,351,980	267,229	12.8%
Office Supplies	194,315	228,615	34,300	17.7%
Departmental Supplies	1,639,994	1,660,836	20,842	1.3%
State & County Assessments	3,465,487	3,726,810	261,323	7.5%
Dues & Travel	80,657	86,444	5,787	7.2%
Insurance	5,623,885	5,718,325	94,440	1.7%
Other Expenses	277,412	301,320	23,908	8.6%
Capital Outlay	306,600	370,500	63,900	20.8%
Debt Service	4,652,464	5,881,626	1,229,161	26.4%
Transfer to Other Funds	73,600	225,000	151,400	205.7%
	64,785,101	69,571,407	4,786,306	7.4%

**Departmental Budget**

<b>Category</b>	<b>FY 19 Budget</b>	<b>FY 20 Budget</b>	<b>\$\$ Increase</b>	<b>% Increase</b>
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	29,402,923	30,651,498	1,248,575	4.2%

## Health Director Monthly Report February 2017

- **Departmental news-**

I was asked to attend a “Girl Power” session at the Community Center. This program matches a 3<sup>rd</sup> grade girl to a mentor-an adult woman who volunteers her time to provide leadership and guidance to the young lady. Each week the group gets together and learns something new. I presented the group with a healthy hand washing program. I brought the County’s “glo germ” system over and explained proper and washing techniques in a fun session. We worked on a word cross and definition quiz. It was a lot of fun to see the enthusiasm in these kids.

I chaired the Cape and Island Health Agent Coalition Meeting. We discussed the new Food Code and conferenced called the State Department of Public Health to get a better handle on the changes.

We also had a presentation from Cape Cod Healthcare regarding Quality of Life Planning/health care proxies. CCHC has a program that has been well received but requires more outreach on the importance of having end of life discussions with loved ones. The Health Care Proxy documentation is important to be on file with the healthcare system in order for it to be effective. The organization is looking for avenues to pursue education opportunities-presenting this information to large numbers of people.

- **Wastewater-**

Attended the Wastewater Support Committee meeting, updated them on the BOH decisions over the last few months. They have developed a “contact card” that was mailed out to all residents in Phase 2. This card requests an email and cell phone number so future information can be sent out electronically.

Attended the Harwich/Chatham sewer coordination meeting. Things are on track for the design and installation of the sewer connector between Harwich and Chatham. Chatham has received comments back on their application for funding through the State. We are on track for putting the Phase 2 construction out to bid at the end of March, early April.

- **Food Service Program-**

Mark and I attended a seminar presented by the Massachusetts Environmental Health Association on the new Food Code. This day-long seminar reviewed the majority of the changes chapter by chapter. The inspection form and code references are different, many definitions and requirements have changed as well. I am still planning on doing an informational seminar for food establishments in the next few months.

- **Wellness Committee-**

February wellness challenge was successful-yoga challenge. I attended the wellness committee budget meeting. We are presenting a balanced budget for FY 20 with new monthly challenges.



## 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

February 2019

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:

#### February Collections

	FY 2019	FY 2018
Tax/Water Collections:	\$4,055,656.93	\$2,802,748.72
Departmental turnovers:	\$2,021,251.18	\$1,183,131.42
Total:	\$6,076,908.11	\$3,985,880.14

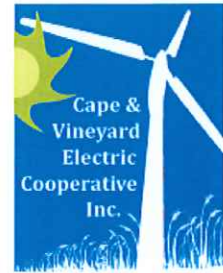
#### February Disbursements

	FY 2019	FY 2018
Accounts Payable	\$6,643,061.66	\$2,723,540.60
Payroll	\$1,289,091.59	\$1,226,418.64
Total:	\$7,932,153.25	\$3,949,959.24

Respectfully submitted,  
Amy Bullock, Treasurer/Collector



# CVEC Net Metering: FY 2018 Participant Report



## Participant

Harwich

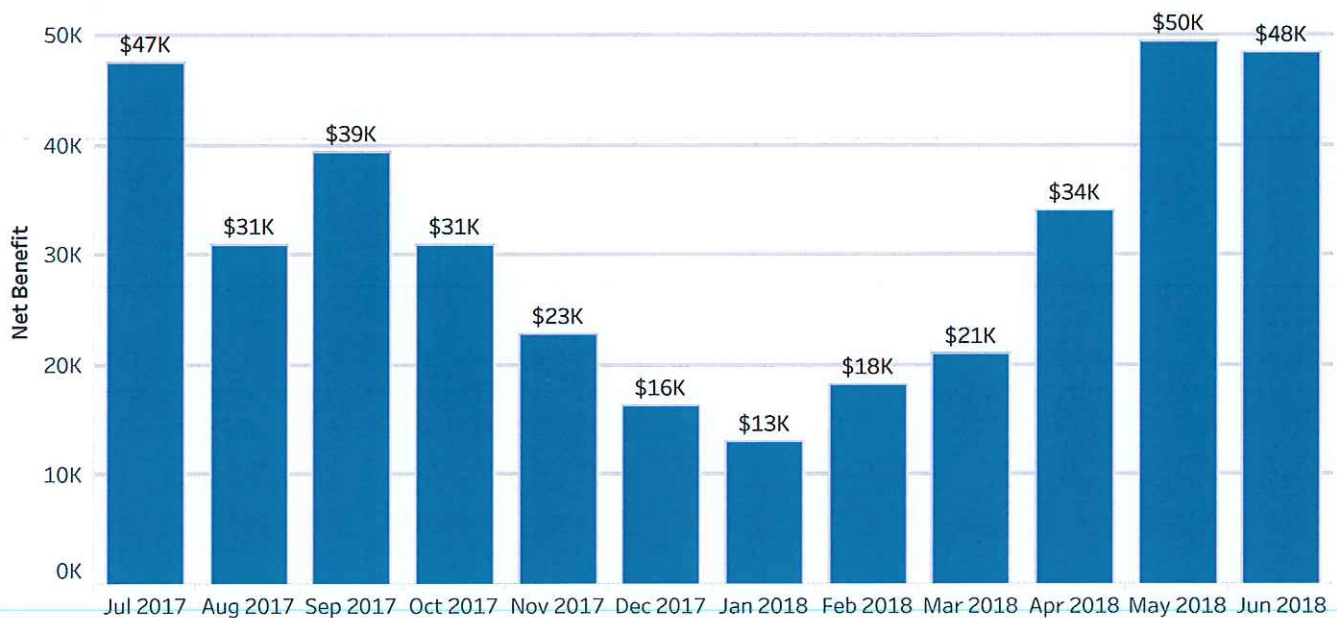
## Benefits and Costs by Year

	kWh Share	NMC Share	Developer Cost Share	CVEC Admin Cost Share	Revenue Sharing Share	Net Benefit
FY 2015	2,555,095	\$438,583	(\$181,413)	\$0	\$71,191	\$328,362
FY 2016	3,465,668	\$560,843	(\$246,062)	\$0	\$97,410	\$412,191
FY 2017	3,592,642	\$533,759	(\$255,078)	\$0	\$86,239	\$364,921
FY 2018	3,252,635	\$529,625	(\$230,937)	(\$14,658)	\$87,894	\$371,925
<b>Total</b>	<b>12,866,040</b>	<b>\$2,062,810</b>	<b>(\$913,490)</b>	<b>(\$14,658)</b>	<b>\$342,735</b>	<b>\$1,477,398</b>

## FY 2018 Benefits and Costs by Project

Participant Type	System Name	kWh Share	NMC Share	Developer Cost Share	CVEC Admin Cost Share	Revenue Sharing Share	Net Benefit
Host	Harwich Landfill	3,252,635	\$529,625	(\$230,937)	(\$14,658)	\$87,894	\$371,925

## FY 2018 Benefits and Costs by Month



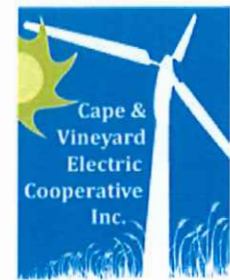
# CVEC Net Metering: Commercial Year-End Report



## Round 1 Systems: Years 1 - 4

System Name	System Year	Start Date	End Date	Est. Ann. Output (kWh)	Guar. Ann. Output (kWh)	Actual Output (kWh)	Actual vs Est. (%)	Actual vs Guar. (%)
Eastham Landfill	1	4/14/2014	5/4/2015	498,600	398,400	785,460	158%	197%
	2	5/4/2015	5/3/2016	496,107	396,408	755,280	152%	191%
	3	5/3/2016	5/3/2017	493,626	394,426	689,040	140%	175%
	4	5/3/2017	5/3/2018	491,158	392,454	556,860	113%	142%
Harwich Landfill	1	7/10/2014	8/9/2015	4,888,500	3,910,000	5,388,120	110%	138%
	2	8/9/2015	8/8/2016	4,864,058	3,890,450	5,642,640	116%	145%
	3	8/8/2016	8/8/2017	4,839,737	3,870,998	5,770,980	119%	149%
	4	8/8/2017	8/8/2018	4,815,539	3,851,643	5,335,740	111%	139%
Katama Farm	1	6/9/2014	5/31/2015	1,239,622	991,697	1,373,740	111%	139%
	2	5/31/2015	5/30/2016	1,233,424	986,739	1,555,560	126%	158%
	3	5/30/2016	5/30/2017	1,227,257	981,805	1,415,580	115%	144%
	4	5/30/2017	5/30/2018	1,221,120	976,896	915,900	75%	94%
Nunnepog Well	1	6/9/2014	5/21/2015	1,686,186	1,348,949	1,186,380	70%	88%
	2	5/21/2015	5/22/2016	1,677,755	1,342,204	1,817,340	108%	135%
	3	5/22/2016	5/22/2017	1,669,366	1,335,493	1,500,000	90%	112%
	4	5/22/2017	5/22/2018	1,661,019	1,328,816	1,447,140	87%	109%
Tisbury Landfill	1	7/25/2014	8/6/2015	1,244,077	995,231	1,406,160	113%	141%
	2	8/6/2015	8/5/2016	1,237,857	990,255	1,598,400	129%	161%
	3	8/5/2016	8/7/2017	1,231,667	985,304	1,475,760	120%	150%
	4	8/7/2017	8/7/2018	1,225,509	980,377	1,226,640	100%	125%

# CVEC Net Metering: Commercial Year-End Report



## Round 1 Systems: Years 1 - 3

System Name	System Year	Start Date	End Date	Est. Ann. Output (kWh)	Guar. Ann. Output (kWh)	Actual Output (kWh)	Actual vs Est. (%)	Actual vs Guar. (%)
Barnstable Landfill 1	1	9/15/2014	9/20/2015	2,663,718	2,131,016	3,039,360	114%	143%
	2	9/20/2015	9/20/2016	2,650,399	2,120,361	3,077,160	116%	145%
	3	9/20/2016	9/20/2017	2,637,147	2,109,759	2,948,760	112%	140%
Barnstable Landfill 2	1	9/2/2014	9/20/2015	2,453,682	1,962,984	2,393,040	98%	122%
	2	9/20/2015	9/20/2016	2,441,414	1,953,169	2,004,960	82%	103%
	3	9/20/2016	9/20/2017	2,429,207	1,943,403	2,064,480	85%	106%
Brewster Landfill	1	9/11/2014	9/4/2015	1,496,387	1,197,110	1,439,640	96%	120%
	2	9/4/2015	9/7/2016	1,488,905	1,191,124	1,567,980	105%	132%
	3	9/7/2016	9/7/2017	1,481,461	1,185,169	1,511,100	102%	128%
Chatham Landfill	1	9/29/2014	10/5/2015	2,179,700	1,743,700	2,438,880	112%	140%
	2	10/5/2015	10/5/2016	2,168,802	1,734,982	2,383,200	110%	137%
	3	10/5/2016	10/5/2017	2,157,957	1,726,307	2,308,680	107%	134%

# CVEC Net Metering: Commercial Operation Report



## Round 2 Systems: Years 1 - 3

System Name	System Year	Start Date	End Date	Est. Ann. Output (kWh)	Guar. Ann. Output (kWh)	Actual Output (kWh)	Actual vs Est. (%)	Actual vs Guar. (%)
Airport - Section 2	1	4/15/2015	3/17/2016	6,748,131	5,398,504	6,788,640	101%	126%
	2	3/17/2016	3/17/2017	6,714,390	5,371,511	7,181,760	107%	134%
	3	3/17/2017	3/19/2018	6,680,818	5,344,654	6,885,840	103%	129%
Barnstable Fire District	1	4/21/2015	4/18/2016	997,164	797,731	1,179,000	118%	148%
	2	4/18/2016	4/18/2017	992,178	793,742	1,147,800	116%	145%
	3	4/18/2017	4/18/2018	987,217	789,774	1,068,600	108%	135%
DYHS Ground Mount	1	4/14/2015	4/12/2016	817,392	653,914	871,440	107%	133%
	2	4/12/2016	4/12/2017	813,305	650,644	851,360	105%	131%
	3	4/12/2017	4/12/2018	809,239	647,391	807,224	100%	125%
Marguerite Small School	1	2/27/2015	3/15/2016	997,196	797,757	1,074,060	108%	135%
	2	3/15/2016	3/15/2017	992,210	793,768	1,108,860	112%	140%
	3	3/15/2017	3/13/2018	987,249	789,799	984,240	100%	125%
Orleans Landfill	1	5/5/2015	5/4/2016	678,876	543,101	667,272	98%	123%
	2	5/4/2016	5/4/2017	675,482	540,385	743,784	110%	138%
	3	5/4/2017	5/4/2018	672,104	537,684	692,640	103%	129%
West Tisbury Landfill	1	1/5/2015	1/11/2016	801,442	641,154	869,760	109%	136%
	2	1/11/2016	1/10/2017	797,435	637,948	915,540	115%	144%
	3	1/10/2017	1/10/2018	793,448	634,758	857,100	108%	135%