

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, December 2, 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**

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

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Vote to authorize Chairman to sign Powers & Sullivan, LLC Agreement  
B. Vote – Annual liquor license renewals 2020 as listed in the packet material

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

**VII. NEW BUSINESS**

- A. Annual Meetings with the Board:  
1. Harwich Youth Services  
2. Cemetery Commission  
3. Harwich Energy  
A. Vote to approve the appointment of Charles Walkey to the Bikeways Committee as a full member  
B. Vote to approve the appointment of Donald MacAskill to the Harwich Disability Rights Committee as a full member  
C. Vote to approve the appointment of Jeffrey Craig to the Youth Services Committee as a full member  
D. Vote to approve the appointment of Rebecca Craig to the Youth Services Committee as an alternate  
E. Designation of the Local Planning Committee per the request of the Town Planner  
F. Town Administrator Search Process - Discussion

**VIII. CONTRACTS**

- A. Chapter 90 Project Request – Lower Country Road Patching – Discussion & possible vote

**IX. OLD BUSINESS**

- A. The Traffic Safety Committee – New Traffic Calming Policy – Second Reading - first reading on 10/7/19 – Discussion – possible vote  
B. CVEC – Round 1 Adder Extension – Discussion - possible vote

**X. TOWN ADMINISTRATOR'S REPORTS**

- A. ABCC Holiday Memo  
B. Departmental Reports

**XI. SELECTMEN'S REPORT**

**XII. ADJOURNMENT**

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

**Authorized Posting Officer:**

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

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

**Date:** \_\_\_\_\_  
November 26, 2019

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: November 26, 2019

**One Week Look Ahead (12/2-12/6)**

- Mainline Sewer Crew # 1
  - Continue Installation on RT 39 \* West from Spence's Trace \*
    - Service & Sideline Stubs\*\* Detour may be necessary depending on progress \*\*
  - Continue Installation on Old Salty Lane
- Mainline Sewer Crew # 2
  - Continue Installation on RT137\*\* Detour \*\*

**Two Week Look Ahead (12/9-12/13)**

- Mainline Sewer Crew # 1
  - Continue Installation on Route 39
    - Detour may be necessary depending on progress
  - Commence Installation on Old Heritage Way
- Mainline Sewer Crew # 2
  - Continue Installation on RT137\*\* Detour \*\*

**Three Week Look Ahead (12/16-12/20)**

- Mainline Sewer Crew # 1
  - Continue Installation on Old Heritage Way / Liberty Trail
- Mainline Sewer Crew # 2
  - Continue Installation on RT137\*\* Detour \*\*

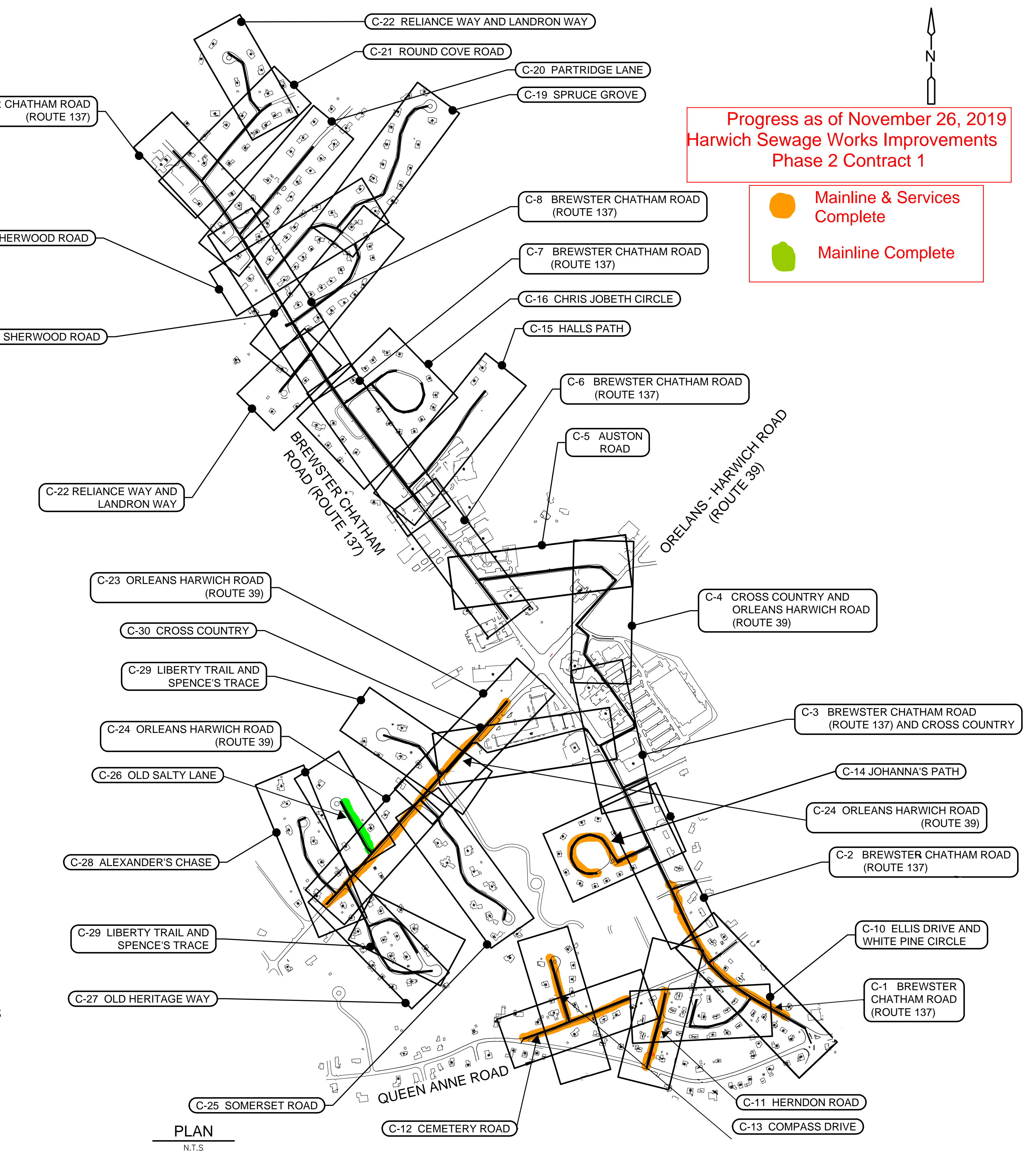
**Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations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



Progress as of November 26, 2019  
Harwich Sewage Works Improvements  
Phase 2 Contract 1

 Mainline & Services Complete

 Mainline Complete



PLAN

N.T.S

# Powers & Sullivan, LLC

Certified Public Accountants



100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
[www.powersandsullivan.com](http://www.powersandsullivan.com)

NOV 20 2019

November 16, 2019

Ms. Carol Coppola  
Finance Director  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

Dear Carol:

I wanted to thank you for the opportunity to continue our professional relationship with the Town of Harwich.

I've enclosed three signed copies of our engagement letter that documents the audit services we are to provide the Town for the fiscal years ended June 30, 2020 through 2022 with an option for 2023, solely at the discretion of the Town.

If you are in agreement with the terms of the engagement, please sign one of the letters and return it to me at your earliest convenience. If you have any questions related to this or any other matters, please do not hesitate to contact me.

Sincerely,

Renee Davis  
Partner





100 Quannapowitt Parkway  
Suite 101

Wakefield, MA 01880

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November 16, 2019

Town of Harwich  
732 Main Street  
Harwich, MA 02645

We are pleased to confirm our understanding of the services we are to provide the Town of Harwich, Massachusetts for the fiscal years ending June 30, 2020, 2021 and 2022. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town of Harwich as of and for the years ended June 30, 2020, 2021 and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Harwich's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Harwich's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) General Fund Budgetary Comparison Schedule.
- 3) Retirement System Schedules.
- 4) Other Postemployment Benefit Plan Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Harwich's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards.
- 2) Combining non-major fund schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) The Introductory and Statistical Sections of the Comprehensive Annual Financial Report (CAFR).

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Selectmen of the Town of Harwich, Massachusetts. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls

and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Harwich's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Harwich's major programs. The purpose of these procedures will be to express an opinion on the Town of Harwich's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Harwich in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.



Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Harwich; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powers & Sullivan, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powers & Sullivan, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable cognizant or oversight agency for audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fixed fee for the audit of the Town's Basic Financial Statements and management letter including assistance in the preparation and submission of the Comprehensive Annual Financial Report (CAFR) will be \$40,000 per year. These fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Any fees charged for bank and similar confirmations or responses from legal representatives or GFOA CAFR filing fees are the sole responsibility of the Town. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

If the Town requires a federal single audit report in any of the years the fee will be \$2,500 for each major program.

The Town and Powers & Sullivan, LLC can agree to extend these services for Fiscal Year 2023 and beyond at the previous year's rate plus 2.5% or both parties can agree to negotiate a new rate. If the services are extended this engagement letter will remain in effect.

As agreed, our fees include meeting with management on an annual basis as part of the planning process to identify any specific areas of concern and/or to conduct up to two site visits of mutually agreed upon Town departments.

In the event we are requested or authorized by the Town of Harwich or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel, the Town will, so long as we are not party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our peer review can be viewed at [www.powersandsullivan.com](http://www.powersandsullivan.com)

We appreciate the opportunity to be of service to the Town of Harwich and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Powers & Sullivan, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Harwich, Massachusetts.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Board of Selectmen**  
**Annual Liquor License Renewal for Approval**  
**12/2/2019**

Blue Stripe LLC DBA Cape Sea Grille – 31 Sea Street, Harwich Port – Wines & Malt, Annual, Restaurant

Hot Stove Inc. DBA Hot Stove Saloon – 551 Route 28, Harwich – All Alcohol, Annual, Restaurant

Harwich Port House of Pizza Inc – 330 Route 28, Harwich – All Alcohol, Annual, Restaurant

A.J Lukes of Harwich Inc. – 224 Route 28, Harwich – All Alcohol, Annual, Package Store

ATJX Inc. DBA Moonshine Liquors – 4 Great Western Road, Harwich – All Alcohol, Annual, Package Store

Spyridon and Aglaia Christakis DBA Georges Pizza House – 564 Route 28, Harwich – Wines & Malt, Annual, Restaurant

Main Street Quik Pik Inc. DBA Main Street Market – 715 Main Street, Harwich – All Alcohol, Annual, Package Store

Harwich Port Seafare Inc. DBA Harwich Port Seafarer – 86 Sisson Road, Harwich – All Alcohol, Annual, Hotel/Innkeeper

BLM Restaurant Group LLC DBA Landyard Bar and Grill – 429 Route 28, Harwich Port – All Alcohol, Annual, Restaurant

Lepinay Inc. DBA Cranberry Liquors – 555 Route 28, Harwich – All Alcohol, Annual, Package Store

Morningstar Restaurant Inc. DBA Villa Roma – 278 Route 28, Harwich – All Alcohol, Annual, Restaurant

Four Hundred East Inc. – 1421 Orleans Road, Harwich – All Alcohol, Annual, Restaurant

Portside Liquors III DBA Portside Liquors – 1421 Route 39, Harwich – All Alcohol, Annual, Package Store

Harwich Inn and Tavern LLC DBA Harwich Inn and Tavern – 77 Route 28, Harwich – All Alcohol, Annual, Hotel/Innkeeper

Bourne Petroleum Ltd DBA Harwich Exxon – 173 Pleasant Lake Ave, Harwich – Wines & Malt, Annual, Package Store

Ember Pizza Inc DBA Ember – 600 Route 28, Harwich – Wines & Malt, Annual, Restaurant



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

**2020**  
**Retail License Renewal**

License Number: 03827-RS-0506

Municipality: HARWICH

License Name : Blue Stripe LLC

License Class: Annual

DBA : Cape Sea Grille

License Type: Restaurant

Premise Address: 31 Sea Street Harwich Port, MA 02646

License Category: Wines and Malt

Manager: Jennifer Rodenhouse Ramler

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I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00061-RS-0506

Municipality: HARWICH

License Name : Hot Stove Inc

License Class: Annual

DBA : Hot Stove Saloon

License Type: Restaurant

Premise Address: 551 Route 28 Harwich, MA 02646

License Category: All Alcoholic Beverages

Manager: Gabriel Leidner

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:







Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00060-RS-0506

Municipality: HARWICH

License Name : Harwichport House Of Pizza Inc

License Class: Annual

DBA :

License Type: Restaurant

Premise Address: 330 Route 28 Harwich, MA 02646

License Category: All Alcoholic Beverages

Manager: Aleks Sotiri

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00026-PK-0506

Municipality: HARWICH

License Name : A.J. Luke's Of Harwich, Inc.

License Class: Annual

DBA :

License Type: Package Store

Premise Address: 224 Route 28 Harwich, MA 02671

License Category: All Alcoholic Beverages

Manager: Arthur Joseph Luke

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:

Empty rectangular box for additional information.



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 89037-PK-0506

Municipality: HARWICH

License Name : ATJX INC

License Class: Annual

DBA : Moonshine Liquors

License Type: Package Store

Premise Address: 4 Great Western Road Harwich, MA 02645

License Category: All Alcoholic Beverages

Manager: Alexander Christos Jamoulis

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

11/15/19

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00068-RS-0506

Municipality: HARWICH

License Name : Spyridon And Aglaia Christakis

License Class: Annual

DBA : Georges Pizza House

License Type: Restaurant

Premise Address: 564 Route 28 Harwich, MA 02646

License Category: Wines and Malt

Manager: Spyridon Christakis

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

2/14/19

Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00023-PK-0506

Municipality: HARWICH

License Name : Main Street Quik Pik Inc

License Class: Annual

DBA : Main Street Market

License Type: Package Store

Premise Address: 715 Main Street Harwich, MA 02645

License Category: All Alcoholic Beverages

Manager: Anil Patel

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Anil Patel

Signature

11-16-19

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

License Number:	00086-HT-0506	Municipality:	HARWICH
License Name :	Harwich Port Seafare Inc	License Class:	Annual
DBA :	Harwich Port Seafarer	License Type:	Hotel/Innkeeper
Premise Address:	86 Sisson Road Harwich, MA 02110	License Category:	All Alcoholic Beverages
Manager:	Damien Wiseman		

I hereby certify and swear under penalties of perjury that:

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3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

**2020  
Retail License Renewal**

License Number: 03964-RS-0506

Municipality: HARWICH

License Name : BLM Restaurant Group Inc

License Class: Annual

DBA : Lanyard Bar And Grill

License Type: Restaurant

Premise Address: 429 Route 28 Harwich Port, MA 02646

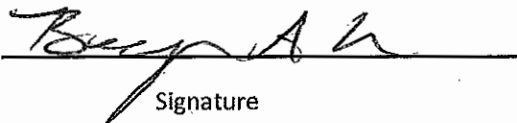
License Category: All Alcoholic Beverages

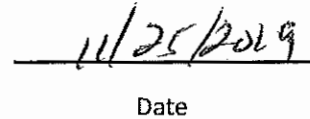
Manager: Benjamin Anthony Porter

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I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

  
Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

**2020**  
**Retail License Renewal**

License Number: 00028-PK-0506

Municipality: HARWICH

License Name : Lepinay Inc

License Class: Annual

DBA : Cranberry Liquors

License Type: Package Store

Premise Address: 555 Route 28 Harwich, MA 02646

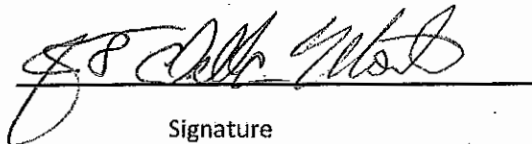
License Category: All Alcoholic Beverages

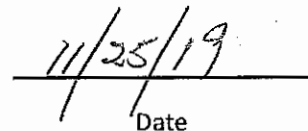
Manager: Joseph V Dellamorte

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

  
Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

**2020**  
**Retail License Renewal**

License Number: 00057-RS-0506

Municipality: HARWICH

License Name : Morningstar Restaurant Inc

License Class: Annual

DBA : Villa Roma

License Type: Restaurant

Premise Address: 278 Route 28 Harwich, MA 02671

License Category: All Alcoholic Beverages

Manager: Douglas R Morrissey

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00033-RS-0506

Municipality: HARWICH

License Name : Four Hundred East Inc

License Class: Annual

DBA :

License Type: Restaurant

Premise Address: 1421 Orleans Road Harwich, MA 02645

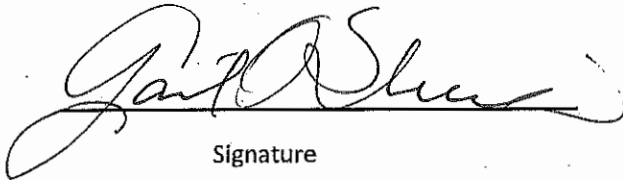
License Category: All Alcoholic Beverages

Manager: Gail O Sluis

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I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

11-20-19  
Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358**

**2020  
Retail License Renewal**

License Number: 88849-PK-0506

Municipality: HARWICH

License Name : Portside Liquors III

License Class: Annual

DBA : Portside Liquors

License Type: Package Store

Premise Address: 1421 Route 39 Harwich, MA 02645

License Category: All Alcoholic Beverages

Manager: Zeina B Metri

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 04210-HT-0506

Municipality: HARWICH

License Name : Harwich Inn and Tavern LLC

License Class: Annual

DBA : Harwich Inn And Tavern

License Type: Hotel/Innkeeper

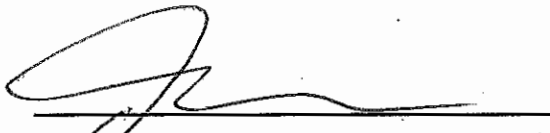
Premise Address: 77 Route 28 Harwich, MA 02671

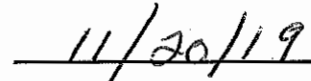
License Category: All Alcoholic Beverages

Manager: James Tsoukalas

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Additional Information:



Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

**2020**  
**Retail License Renewal**

License Number: 00027-PK-0506

Municipality: HARWICH

License Name : Bourne Petroleum Ltd

License Class: Annual

DBA : Harwich Exxon

License Type: Package Store

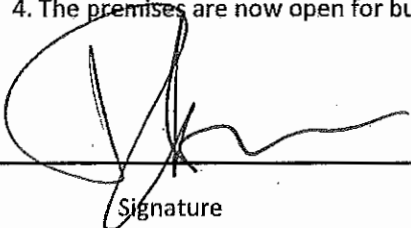
Premise Address: 173 Pleasant Lake Avenue Harwich, MA  
02645

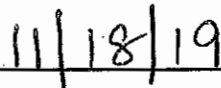
License Category: Wines and Malt

Manager: Jaime Almeida

I hereby certify and swear under penalties of perjury that:

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4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

2020  
Retail License Renewal

License Number: 00082-PK-0506

Municipality: HARWICH

License Name : Ember Pizza Inc

License Class: Annual

DBA : Ember

License Type: Package Store

Premise Address: 600 Route 28 Harwich, MA 02646

License Category: Wines and Malt

Manager: Justin R Brackett

---

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2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

11-13-19  
\_\_\_\_\_  
Date

Additional Information:





# **Town of Harwich**

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

**Monday, December 2, 2019**  
*Presented by Meredith Henderson, Clerk*  
*Harwich Youth Services Committee*

## **Harwich Youth Services Committee Charge**

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

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

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

### **Mission Statement for the Harwich Youth Counselor**

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



*Town of Harwich*  
*Youth Services Committee*

**HIGHLIGHTS OF PAST YEAR 2018-19**

The Harwich Youth Services Committee met 8 times during the past 12 months. Two new members are myself and Holly Tavano, both proud parents of kids in the Monomoy school system. We support the practice and work of the Town Youth and Family Counselor, who has a full caseload and participates on the following boards, groups and commissions:

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

**Harwich Youth Services is a collaborative committee working with schools and the community to inform the public about resources, educational events and supports for Harwich youth and families. During the period of December 2018-November 2019, Harwich Youth Services focused on the following initiatives and events:**

- Sheila House obtained funding for the Monomoy School District to administer the Massachusetts Youth Risk Behavior Survey in June. The data gathered from this anonymous survey informs the schools and the community on trends with regards to risky behavior, as well as offering a comparison in surveys done every 2 years for the past 8 years. Data can be found on the Monomoy schools website. The data also informs Harwich Youth Services and the schools about response to trends in risky behavior.
- Continued support and promotion of the Harwich Children's Fund/Friends of Harwich Youth, a non-profit community collaborative made up of school and community partners, who provide periodic assistance for youth. Any Monomoy School District youth in need from towns other than Chatham can apply for assistance from HCF, through a parent or guardian, with contacts at all schools in the Monomoy district. Areas of help available include: clothing, food, medical/dental, vision/hearing, enrichment, school supplies, and holiday needs. Each situation is assessed and needs are determined. If a referral is needed with regards to the request, HCF/FHY will give the family contact information for support and services. The HCF is currently in the process of the Outerwear Drive and Holiday Gift Drive. Twice as many families applied for the program during its second year.

- Hosted the Monday Night Summer Concert Series sponsored by TD Bank during the month of July. This continues to be a well-attended popular event with similar concerts in 5 other Cape towns (co-host Arts Foundation of Cape Cod who obtained funding).
- Helped promote the 2<sup>nd</sup> annual Yogis Unite for Recovery in June 2019, held at the Monomoy Regional High School. This event raises money to fund important programs at Behavioral Health Innovators, Inc., including an after-school teen program for youth struggling with substance abuse, and development of a prevention toolkit featuring Peer Heroes in Recovery. <https://www.bhinov.org/toolkit/index.html>
- In collaboration with Chatham Recreation (Sharon Stark), we hosted 3 Monomoy Middle School Socials during the months of March, May and October 2019. These events attracted 100+ youth grades 5-7 to both community centers in Harwich and Chatham, to enjoy safe, fun activities. The next social is scheduled for January 2020 at Harwich Community Center.
- Promoted a campaign rolled out by the Barnstable County Regional Substance Abuse Council **ESCAPE THE VAPE**, educating parents, youth and community members about the latest science on vaping, as well as risk factors. For information about the vaping toolkit developed by the county go to <https://www.mychoicematters.net/vaping-toolkit/> Kim Slade from the county presented at a Parent University on October, where parents learned about risks of vaping and the developing brain.
- **Wednesday, December 4 at 6:00 p.m.** Harwich Youth Services will host a Parent University at the high school in the library. The topic is The Importance of Parent Messaging and the Choices made by Teens. The Youth Risk Behavior Survey administered during the past decade overwhelmingly points to the importance about open discussion between teens and their parents about the dangers of early alcohol and drug use and how parents play the most significant role in shaping decisions.

Projects in the works for the coming year are continued support of Middle School Socials in both towns (Harwich and Chatham), and sponsoring speaker events for parents and community members about topics directly related to teen wellness.

Respectfully submitted,

*Meredith Henderson, Secretary*

*Paula McGuire, Chair*

*Joy Jordan, Vice-Chair*

*Holly Tavano*

*Annalise Langelier, Youth Volunteer*

Sheila House, Department Head Liaison



**CITIZENS ACTIVITY RECORD FORM  
ACT NOW – SERVE YOUR COMMUNITY**

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY RECORD PROGRAM  
BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name Charles Walkley Street/P.O. Box \_\_\_\_\_ Town Harwich Zip 02645  
Occupation Ret. Scientist Email CS Telephone \_\_\_\_\_

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

- Agricultural Commission
- Architectural Advisory Committee
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- \*Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER \_\_\_\_\_

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Volunteers
- Wastewater Implementation Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

EDUCATIONAL BACKGROUND: Please see Resume

RELEVANT SKILLS: Have Ridden  $\approx$  1500

Miles over the last year -

90% has been on CCRT.

Rode in "Last Gasp" in Sept 2018/2019

Leader with CHNC biking club

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Have a strong interest in biking  
and maintaining the CCRT,  
Appreciate importance of CCRT,  
for overall enjoyment of Cape  
Cod.

**Charles S. Walkley, D.D.S.**

**Commander (0-5) Retired**

I

S

5<sup>th</sup>

Massachusetts Professional Dental License  
Lifetime Member A.D.A.

- 1972 – 1977 US Coast Guard Dental Technician, assigned to *Mobile Dental Unit #10*, USCG Air Station Cape Cod
- 1977 – 1981 Boston College, B.S. Chemistry, *Summa cum Laude*, Phi Beta Kappa, Scholar of the College
- 1981 – 1985 Georgetown University Dental School, D.D.S., *Magna cum Laude*, Omicron Kappa Upsilon, Outstanding Student Dental Research Award
- 1985 – 1986 US Air Force General Practice Residency, Chanute AFB, IL
- 1986 – 1987 Seymour Johnson AFB, NC: Dentist
- 1987 – 1991 US Public Health Service assigned to USCG Training Center, Cape May, NJ
- 1991 – 1996 USCG Training Center, Petaluma, CA: Senior Dental Officer, Quality Assurance Officer
- 1996 – 2000 USCG Air Station, Clearwater, FL: Division Chief and Senior Medical Officer, Health Services Division
- 2000 – 2018 Partner: Weller, Walkley & Associates, Harwich, MA

**Memberships:**

- Cape Cod District Dental Society
- Chatham Harwich Newcomers Club, Biking Group Ride Coordinator
- Discover R/C Flying Club, Marstons Mills, MA

**Activities:** biking, golf, pickleball, model airplanes





**CITIZENS ACTIVITY RECORD FORM**  
**ACT NOW -- SERVE YOUR COMMUNITY**

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Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZENS ACTIVITY RECORD PROGRAM**  
**BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name Donald A MacAskill Street/P.O. Box Harwich 02645

Occupation Retired Email \_\_\_\_\_ Telephone \_\_\_\_\_

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

- Agricultural Commission
- Architectural Advisory Committee
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- Middle School Repurpose Committee
- \*Planning Board
- Real Estate, Open Space & Land Bank Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Utility & Energy Conservation Commission
- OTHER \_\_\_\_\_

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Volunteers
- Wastewater Implementation Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

Graduated Harwich High School  
Retired Firefighter (Harwich Fire)  
28 years - Full Time 20  
Business owner (Retired) -

RELEVANT SKILLS:

Raised by my Handicapped  
mother

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

personally Handicapped since 2004



**CITIZEN'S COMMITTEE VACANCY FORM  
VOLUNTEER NOW -- SERVE YOUR COMMUNITY**

Town government needs citizens who are willing to give time in the service of their community. This form was adopted by the Selectmen as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees and Commissions

Vacancy Forms are updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name Jeffrey Craig Street/P.O. Box \_\_\_\_\_ Town Harwich Zip 02645  
Occupation Charter Captain Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Bartender

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- \*Planning Board
- Real Estate, Open Space Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Harwich Energy Committee
- OTHER \_\_\_\_\_

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Wastewater Support Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

Bachelors of Science from Ithaca College  
Major - Recreation and Leisure Studies

RELEVANT SKILLS:

Work with a lot of children currently. Also, in previous career was a youth risk counselor, worked with terminally and chronically ill children, and special populations. My most important role is a parent, especially in dealing with my youngest who battled cancer.

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Want to give back to my community and add a voice to the most important part of our town; our future, our children.



**CITIZEN'S COMMITTEE VACANCY FORM  
VOLUNTEER NOW -- SERVE YOUR COMMUNITY**

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Vacancy Forms are updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name REBECCA CRAIG Street/P.O. Box C - 15 Town HARWICH Zip 02645

Occupation TEACHER Email \_\_\_\_\_ Telephone \_\_\_\_\_

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

- Agricultural Commission
- \*Board of Appeals
- Brooks Academy Museum Commission
- Building Code Board of Appeals
- By-law/Charter Review Committee
- Community Preservation Committee
- \*Conservation Commission
- Cultural Council
- Historical/Historic District Commission
- \*Planning Board
- Real Estate, Open Space Committee
- Town Forest Committee
- Traffic Safety Committee
- Trail Committee
- Harwich Energy Committee
- OTHER \_\_\_\_\_

**OTHER**

- \*Board of Assessors
- \*Board of Health
- Capital Outlay Committee
- Cemetery Commission
- Community Center Facilities Committee
- Constable
- Council on Aging
- Disability Rights Committee
- Finance Committee
- Harwich Housing Committee
- Herring Supervisor (Voluntary)
- Saquatucket Development Committee
- Shellfish Constable (Voluntary)
- Treasure Chest Committee
- Wastewater Support Committee
- Youth Services Committee
- Voter Information Committee

**RECREATION**

- Bikeways Committee
- Golf Committee
- Recreation & Youth Commission
- Waterways Committee

*(TO SHARE POSITION WITH  
JEFF CRAIG, IF POSSIBLE)*

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

BACHELORS - THERAPEUTIC RECREATION  
MASTERS - SPECIAL EDUCATION

RELEVANT SKILLS:

I CURRENTLY WORK AT EZRA H. BAICER ELEMENTARY SCHOOL IN DENNIS, WHICH HAS GIVEN ME EXPERIENCE WITH MANY TYPES OF CHILDREN. I PRACTICE YOGA AND MINDFULNESS AND HAVE OUTDOOR LEADERSHIP SKILLS.

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I STRONGLY BELIEVE IN THE BENEFITS OF POSITIVE RECREATIONAL EXPERIENCES FOR EVERYONE AND WOULD LIKE TO BECOME MORE INVOLVED WITH THIS AGE GROUP.



October 22, 2019

To: Christopher Clark, Town Administrator  
Joseph Powers, Assistant Town Administrator  
Board of Selectmen  
Cc: Planning Board  
From: Charleen L. Greenhalgh, Town Planner  
Re: Update of the Harwich Local Comprehensive Plan

As you know the Town Meeting in May 2019 approved \$200,000 for the update of the 2011 Local Comprehensive Plan (LCP); a plan consistent with the recent update of the Cape Cod Commission Regional Policy Plan (RPP). In reality this would be a complete rewrite, as the elements of the RPP and the Guidelines of the LCP were updated earlier this year. The LCP Guidelines are attached for your assistance.

Pursuant to the RPP, Section I. General Provisions, D. Local Planning Committee Authority, the Local Planning Committee (LPC) shall be designated by the Board of Selectmen and has primary responsibility for development of (and any amendments to) a town's LCP. The LPC may be either the Planning Board or a specially designated committee. Other local boards may and should participate in the planning process to develop or amend the LCP. The LPC may also be designated with the primary responsibility for administering and overseeing the town's implementation of the LCP.

It has been my experience in other Cape communities that a LPC consisting of representatives from several boards/committees is the most advantageous form of committee. This allows for much more inclusive participation and fosters better communication with the Town as a whole.

Harwich is at a distinct advantage in that several key elements of the LCP are completed and include, but are not limited to:

Comprehensive Wastewater Management Plan	Open Space and Recreation Plan
Housing Production Plan (Needs Assessment)	Multi-Hazard Mitigation Plan

It would be my recommendation that at the very least, the LPC membership include the following:

Planning Board	Housing Committee or Trust	Waterways Committee
REOS	Historic District Historic	Youth Services
Conservation Commission	Commission	Traffic Safety
Board of Health	Recreation and Youth	Chamber of Commerce
Water Commission	Committee	

I am eager to prepare an RFP for services related to the LCP; however, the appointment of a Committee may be the first order of business.



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

### MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Lincoln S. Hooper, Director 

**DATE:** November 6, 2019

**RE:** Chapter 90 Project Request – Lower County Road Patching

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Attached for your review and signatures is a Chapter 90 Project Request for patching of Lower County Road in the amount of \$164,400. This request is consistent with a plan presented to and approved by the Board at the July 15, 2019 meeting. Currently, we have \$1,038,819 available in uncommitted Chapter 90 funds. Please sign all three copies of the Project Request form and return them to me so that I may submit them for State approval.

It should be noted that we had originally planned to bid a standalone patching project, believing that size and scope of the project would lead to better pricing than is in our County Road Construction Bids. Unfortunately, the Assistant Town Administrator has not had an opportunity to assemble a bid for this project, which needs to get done prior to plowing.

If you have any questions regarding this project, please contact me.

Thank you for your consideration.

Cc: Joe Powers, Assistant Town Administrator

Attachments: Chapter 90 Project Request  
Memo Dated July 10, 2019











**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

**Christopher Clark, Town Administrator**

732 MAIN STREET, HARWICH, MA 02645



**MEMO**

To: Board of Selectmen

From: Christopher Clark *CC* Griffin Ryder *GR* Lincoln S. Hooper *LH*  
Town Administrator Town Engineer DPW Director

Dan Pelletier *DP* Chris Nickerson *CN* Tom Ockerbloom *T.O.*  
Water Superintendent Harwich DPW Engineering Consultant

Re: Lower County Road Recommendations

Date: July 10, 2019

As a follow up to the 2019 Annual Town Meeting and the subsequent June 17, 2019 Board of Selectmen meeting, a meeting on July 10, 2019, was held in the Town of Harwich Administration Office to discuss the potential secondary recommendations for Lower County Road. The meeting was attended by Griffin Ryder, Town Engineer, Lincoln Hooper, DPW Director, Dan Pelletier, Water Department Superintendent, Chris Nickerson, Harwich DPW and Tom Ockerbloom, the Town's Engineering Consultant for the project and myself.

The July 10, 2019 meeting attendees agreed that from a pure engineering perspective the recommendation to fully reconstruct the roadway per the Town of Harwich FY 2020 Warrant Article 20 and the Contract Documents included in the public bid process continues to stand. This approach would have provided for a new roadway surface with a lifespan of approximately 25 years. However, as Town Meeting voted 'no' on Article 20 to appropriate the funds for the project the Board of Selectmen requested a secondary recommendation for Lower County Road be presented.

At the July 10, 2019 meeting, options for a Lower County Road secondary recommendation were discussed and reviewed in detail. After discussion, the following secondary recommendation was agreed upon: spend approximately \$350,000 to extend the life of the roadway for approximately 5 to 7 years. The proposed work includes permanent patching, drainage improvements (at 3 locations; Allen Harbor, Wequasset Road and Brooks Road), crack sealing and finally a chipseal surface treatment. The funding for this work would be primarily from the Town's Road Maintenance Plan. A request to the Water Department to share the cost for the permanent patch work associated with the previously installed water improvements would also help to fund the

project. A revised FY2020 Road Maintenance Budget which includes the secondary recommendation for Lower County Road is included as an attachment to this memo.

The tentative schedule for the work is to complete the permanent patching, drainage improvements and crack sealing in the Fall of 2019 and to install the chipseal surface treatment in the Spring of 2020. This proposed schedule is somewhat critical. If nothing is done in the Fall 2019 the roadway would run the risk of further degradation and potential failure of the roadway's base structure. The intent of the secondary recommendation for Lower County Road is to extend the roadway life (5-7 years) and prepare the roadway for winter conditions while maintaining the base structure to the maximum extent possible.

The extended lifespan of 5-7 years for Lower County Road will allow the Board of Selectmen and the Town to revisit the project down the road and to develop a potentially more permanent solution or plan for reconstructing the roadway and sidewalk, installing drainage solutions (beyond the 3 locations noted herein) and other appurtenant work. This future phase of work for Lower County Road could be developed as a Town project or potentially a MassDOT Transportation Improvement Project (TIP). The anticipated volume of land takings and property impacts required to construct a TIP eligible complete streets roadway cross-section could be problematic for the Town and result in the TIP project viability being unrealistic.

The 'do nothing' approach would potentially create other negative unintended consequences. If the permanent patches and the crack sealing is not completed in the Fall 2019, there is the potential for water intrusion into the pavement ultimately resulting in pavement heaving (freeze/thaw). The temporary patches and potential pavement heaving would likely be exacerbated by plow trucks clearing the roadways where the roadway would be further degraded/damaged likely resulting in pot holes developing. This could also result in damage to plow trucks. The main issue with pot holes in the winter is that asphalt mix plants are not open during the winter season and the pot holes would not be able to be repaired until the Spring, creating a potential safety issue for vehicles travelling along Lower County Road.

Please note that the recommendation for the chipseal surface treatment will result in a roadway surface with reduced ride quality as compared the original recommended solution (full resurfacing). Throughout the Town of Harwich chipseal is typically not utilized on main roadways due to the resulting reduced ride quality.

Also note that the proposed secondary recommendation described herein will not do anything to address Americans with Disabilities Act (ADA) accessibility for the existing substandard sidewalks along Lower County Road.

For reference, a copy of the June 13, 2019 Memorandum from DPW Director Lincoln Hooper is also included as an attachment to this Memorandum.

Thank you.

## PROPOSED ROAD MAINTENANCE PLAN FY2020

DEPOT ROAD DRIANAGE PRIOR TO NATIONAL GRID RE-PAVE	\$ 173,500.00
PAVE MAIN STREET EXT. (SIMPLE OVERLAY) DUE TO DETERIORATION	\$ 117,832.00
PATCHING ON LOWER COUNTY ROAD	
	\$ 120,000.00
DRAINAGE AT 3 LOCATIONS LOWER COUNTY ROAD	\$ 80,000.00
20% RUBBER CHIP SEAL ON LOWER COUNTY ROAD	\$ 100,000.00
MISC. PATCHING LOCATIONS	\$ 50,000.00
MISC DRAINAGE LOCATIONS	\$ 100,000.00
CRACK SEAL VARIOUS ROADS	\$ 50,000.00
DESIGN FUNDS FOR GREAT WESTERN RD CULVERT REPLACEMENT	\$ 75,000.00
CONTINGENCY/GREAT WESTERN RD CULVERT	\$ 400,000.00
GUARDRAIL REPLACEMENT VARIOUS LOCATIONS	\$ 30,000.00
	\$ 1,296,332.00

COUNTY OF BARNSTABLE  
PURCHASING

DEPARTMENT OF FINANCE  
SUPERIOR COURT HOUSE  
P.O. BOX 427  
BARNSTABLE, MASSACHUSETTS 02630

Elaine Davis  
Chief Procurement Officer

Phone: (508) 375-6637  
Fax: (508) 362-4136  
Email:  
edavis@barnstablecounty.org

December 20, 2018

MEMORANDUM

TO: County Commissioners  
FROM: Elaine Davis, Chief Procurement Officer  
RE: Bid Renewal

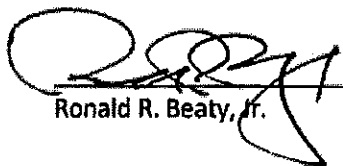
Barnstable County issued Invitation for Bids for a Roadway Construction Items for towns in Barnstable County for the period of April 1, 2018 through March 31, 2019, with the option to renew for one additional year. The bid was awarded at your meeting on February 28, 2018 to the following vendors as the responsive, responsible bidders offering the lowest prices for each town:

P.J Keating Company  
MCE Dirtworks, Inc.  
Lawrence-Lynch, Inc.  
Robert Childs, Inc.  
Murray Paving and Reclamation  
Rafferty Fine Grading  
Garrity Asphalt Reclaiming, Inc.  
Sealcoating, Inc.  
All States Asphalt, Inc.  
Pavement Maintenance Systems, Inc.  
Felix A. Marino, Inc.

At the request of the towns participating in the bid, please vote to renew the contracts with these vendors for one additional year as per the terms of the original bid. The term of the renewal is April 1, 2019 through March 31, 2020.

Thank you.

County Commissioners:

  
Ronald R. Beaty, Jr.

  
Mary Pat Flynn

  
Ronald Bergstrom

01/02/19  
Date

Roadway Construction Bids

Opened: 2-15-18

04/01/2018 - 03/30/2019 with one year option to renew

VENDOR		low bid	2nd low bid												
			PJ Kealing	Ditworks	Lawrence Lynch	Childs	Murray Paving	Rafferty	Garity	Sealcoating	All State Asphalt	Pavement Maint.	Felix Marino		
	HOT MIX		Bourne 65.75	91.00	85.35										
			Brewster 100.25	85.99	85.40										
			Chatham 105.00	94.00	85.40										
	ASPHALT PAVEMENT		Dennis 100.00	90.00	95.10										
			Eastham 104.50	92.00	95.10										
			Falmouth 104.00	94.00	80.50										
			Harwich 100.50	97.00	95.10										
1A	(Machine placed)		Provincetown 185.00	110.00	105.60										
			Sandwich 65.75	88.00	85.35										
			Wellfleet 107.00	95.00	92.00										
			Yarmouth 105.00	100.00	84.00										
			Bourne 300.00	300.00	189.00	350.00									
			Brewster	300.00	195.00	310.00									
			Chatham	300.00	195.00	310.00									
	HOT MIX		Dennis	300.00	225.00	275.00									
			Eastham	300.00	235.00	310.00									
			Harwich	300.00	225.00	275.00									
2A	ASPHALT PAVEMENT		Falmouth	300.00	171.25	350.00									
			Orleans	300.00	235.00	310.00									
			Provincetown	350.00	260.00	410.00									
			Wellfleet	300.00	235.00	350.00									
			Yarmouth	300.00	235.00	275.00									
			Bourne 160.00	225.00	155.00	330.00									
			Brewster	225.00	155.00	290.00									
			Chatham	225.00	205.00	290.00									
	HOT MIX		Dennis	225.00	205.00	255.00									
2B			Eastham	225.00	205.00	290.00									
			Falmouth	225.00	142.20	330.00									
			Harwich	225.00	205.00	255.00									
			Orleans	225.00	205.00	290.00									
	ASPHALT PAVEMENT		Provincetown	225.00	240.00	390.00									
			Sandwich 160.00	225.00	155.00	330.00									
	(Greater than 40 tons/day)		Yarmouth	225.00	160.00	255.00									
			Brewster	106.00	115.00										
			Chatham	110.00	115.00										
	HOT MIX		Dennis	110.00	135.00										
3.00	ASPHALT SHIM		Eastham	115.00	135.00										
			Falmouth	150.00	95.60										
			Orleans	120.00	135.00										
			Provincetown	185.00	165.00										
			Yarmouth	150.00	135.00										
	PAVEMENT			no bid											
4.00	RECLAMATION	SQ. YD.	Brewster				1.5890	1.74	2.7000		1.85				
			Dennis				1.7390	2.64	3.0000		1.85				
	Including FG&C		Harwich				1.7390	2.64	3.0000		1.85				
			Bourne				2.6900	2.98	4.5000		2.60				
	PAVEMENT		Eastham				2.4890	2.98	3.5000		2.60				
5.00	RECLAMATION	SQ. YD.	Sandwich				2.3490	2.98	4.5000		2.60				
	Including FG&C		Prov				4.0000	4.50	3.5000		8.00				
	and calcium chloride														
			Bourne 2.15	n/b	3.75			2.74	3.0000						
			Brewster 2.19	1.90	3.75			2.74	2.0000						
			Chatham 2.19		3.75			3.14	3.0000						
	BITUMINOUS		Dennis 2.16	2.20	3.75			3.14	3.0000						
6.00	CONCRETE		Eastham 2.19	2.20	3.75			3.14	2.7500						
	EXCAVATION		Harwich 6.00		3.75			8.00	8.0000						
	BY COLD PLANER		Falmouth 2.19		3.75			3.14	3.0000						
			Provincetown 5.35	5.00	3.75			5.25	4.0000						
			Yarmouth 2.19		3.75			5.25	3.0000						



			P J Keating	Dirtworks	Lawrence Lynch	Chilos	Murray Paving	Rafferty	Garry	Sealcoating	All State Asphalt	Pavement Maintenance	Felix Marino	
		PER SQ YARD	Bourne		50.00			28.00	50.0000					
			Brewster		50.00			28.00	25.0000					
	COLD PLANED		Chatham		50.00			48.00	75.0000					
			Dennis		50.00			48.00	50.0000					
			Eastham		50.00			48.00	75.0000					
7.00	MILLING JOINTS		Falmouth		50.00			48.00	75.0000					
			Harwich		50.00			48.00	75.0000					
			Provincetown		50.00			48.00	75.0000					
			Sandwich		50.00			48.00	75.0000					
			Yarmouth		50.00			68.00	75.0000					
9.00	MICROSURFACING (2 LIFTS)	SQ. YD	Bourne						4.48					
	ASPHALT-RUBBER SURFACE TREAT. (20% RUBBER)	PER SQ YARD	Bourne							4.70				
			Brewster								4.70			
10.00			Dennis								4.70			
			Eastham								4.70			
			Falmouth								4.70			
			Orleans								4.70			
			Provincetown								4.90			
			Sandwich								4.70			
		Yarmouth								4.70				
	ASPHALT RUBBER SURFACE TREAT. (10% RUBBER)	PER SQ YARD	Dennis							3.70				
11.00			Harwich								3.70			
			Orleans								3.70			
			Sandwich								3.70			
			Yarmouth								3.70			
12.00	SINGLE STONE SEAL SURFACE TREAT.	PER SQ YARD	Yarmouth							2.39				
	DOUBLE STONE SEAL SURFACE TREAT.	PER SQ YARD	Eastham							4.30				
13.00			Provincetown							4.50				
			Yarmouth							4.30				
	POUROUS PAVEMENT FULL DEPTH	PER SQ YARD	Dennis	160.00	125.00									
14a			Eastham	160.00	125.00									
			Provincetown	160.00	160.00									
			Yarmouth	160.00	125.00									
	POUROUS PAVEMENT Sidewalk	PER SQ YARD	Dennis	160.00	150.00									
14b			Eastham	160.00	150.00									
			Yarmouth	160.00	150.00									
	BIT PAVEMENT REPAIR	PER SQ YARD	Bourne								33.00	42.50		
			Brewster									33.00	42.50	
			Chatham									33.00	42.50	
15.00			Orleans									33.00	42.50	
	INFRO-RED METHOD		Sandwich									33.00	42.50	
			Yarmouth									33.00	42.50	
	PARTIAL DEPTH PAVEMENT PATCH	PER SQ YARD	Dennis	60.00	70.00	120.00								
16.00			Eastham	60.00	70.00	140.00								
			Harwich	60.00	70.00	140.00								
			Sandwich	65.00	70.00	160.00								
			Yarmouth	60.00	70.00	120.00								
	MISC PAVEMENT PATCH	PER TON	Chatham		265.00	250.00								
			Dennis		265.00	225.00								
			Eastham		265.00	240.00								
			Falmouth		265.00	320.00								
17.00			Harwich		265.00	240.00								
			Orleans		265.00	250.00								
			Provincetown		265.00	500.00								
		Sandwich		265.00	275.00									



# TRAFFIC CALMING POLICY TOWN OF HARWICH, MA

**DRAFT** DATE: October 9, 2019

*Adopted by the Board of Selectmen\_\_\_\_\_*

## I. PURPOSE

This policy has been developed in order to establish a structured process and consistent criteria through which the Town can respond to and address residents' requests for traffic calming measures on Town maintained road. All requests shall be evaluated on a case-by-case basis to determine whether traffic calming in the requested location is warranted.

## II. INTRODUCTION

"Traffic calming" measures are physical road design elements intended to reduce vehicle speeds and improve driver attentiveness. The Institute of Traffic Engineers defines traffic calming as, "the combination of mostly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized users." When used in the appropriate settings, the reduction in vehicle speeds obtained through traffic measures reduces both the frequency and severity of collisions and improves the safety of both pedestrians and bicyclists.

Put simply, traffic calming is building and redesigning roadways with certain features and characteristics to induce drivers to slow down and pay more attention to their surroundings.

Speed bumps and/or humps are prohibited on town roads except as provided by the 2018 International Fire Code (IFC) Section 503.4.1, which states that traffic calming measures placed on fire apparatus access roads "shall be prohibited unless approved by the fire code official." Applicants may seek through the applications process (Appendix B and C) an exemption to the prohibition on speed bumps and speed humps on Town Roads. For private roads, residents are encouraged to contact the Fire Chief for review and assessment

## III. HOW IS TRAFFIC CALMING ACHIEVED?

Successful traffic calming requires a comprehensive approach that does not rely on any single solution (e.g. speed humps) or strategy. While there are various techniques available, a sound approach revolves around **Education, Enforcement, and Engineering**.

**Education:** Informs motorists how they can ease traffic impact through behavioral changes, and advises them about traffic management activities and opportunities for involvement.

**Enforcement:** Engages the Harwich Police Department to focus traffic and speed enforcement efforts in areas of particular concern.

**Engineering:** Combines physical measures to reduce the negative impact of motor vehicles, alter driver behavior, and improve conditions for pedestrian and non-motorized street traffic.

See Description of Traffic Calming Measures Appendix A for a more detailed discussion of traffic calming measures.

#### IV. PROCESS FOR INITIATING A TRAFFIC CALMING REQUEST

For Harwich, the Traffic Calming Policy is designed to provide a strong, consistent framework to guide traffic calming efforts, and to ensure:

- A formal and consistent process for evaluation requests for traffic calming
- A formal and consistent process for evaluating the efficiency of traffic calming efforts
- Maximum community awareness and support for traffic calming
- A clear funding strategy to implement recommended traffic calming measures

**Application:** An application shall be made to the Town of Harwich Department of Public Works (DPW). Please see Appendix B.

Local Review Process. The application shall be reviewed by the DPW, the Harwich Police, Fire and the Town Engineer.

Local Review Process. The application shall be reviewed by the DPW, the Harwich Police, Fire and the Town Engineer. DPW will formally notify the applicant(s) and Traffic Safety Committee of the decision within 45 (forty-five) days.

The following process will be followed when considering requests for developing, designing, and implementing traffic calming measures on Harwich roadways.

**For Local Roads:** For requests for traffic calming on Town roads, the DPW will make a decision as to whether the application is appropriate after reviewing recommendations and comments from the Police, Fire and Town Engineer and after reviewing the criteria outlined under “Traffic Study”, herein.

**For State Roads:** For requests for traffic calming on State Roads under the jurisdiction of MassDOT, the DPW will make a decision as to whether the application is appropriate after reviewing recommendations and comments from the Police, Fire and Town Engineer and after reviewing the criteria outlined under “Traffic Study”, below. The DPW may then make a request to MassDOT on behalf of the applicant.

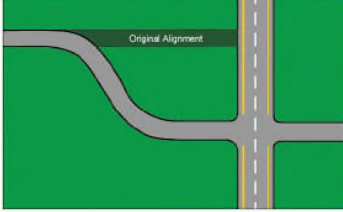

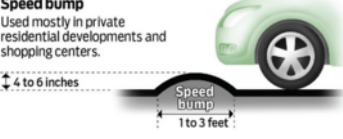
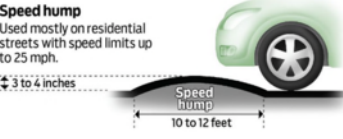
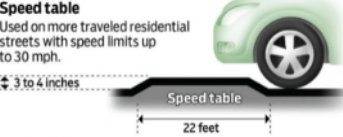
**Traffic Study:** A traffic study *may* be required to assist in determining if the criteria are satisfied for the installation of traffic calming measures at a particular location. The components of a traffic engineering study will vary by location, but may include consideration of:

- Speed and volume on the street(s) involved
- Accident data reports, and other relevant reports
- Existing sidewalk network and ramps
- Adequacy of sight distances (absence of sight obstructions)
- Street characteristics including grade, curvature, pavement widths, number of vehicle and bicycle lanes
- Location of adjacent curb-cuts
- On-street parking
- Street lighting
- Location of drainage structures
- Traffic signal progression
- Other field observations, as needed

**Appendix A: Description of Traffic-Calming Measures**

<b>Devices &amp; Techniques</b>	<b>Descriptions</b>	<b>Photos</b>
<b>Bulbouts/Neckdowns/Chokers</b>	Curb extensions at intersections that reduce curb-to-curb roadway travel lane widths.	
<b>Center Islands</b>	Raised islands located along the centerline of a roadway that narrow the width at that location.	
<b>Chicanes/Lateral Shifts</b>	Curb extensions that alternate from one side of the roadway to the other, forming s-shaped curves.	
<b>Diverter</b>	Barriers placed diagonally across an intersection, blocking certain movements.	
<b>Education</b>	Instructions given to the residents on safe on-street vehicle travel.	
<b>Police Enforcement</b>	Involve employing the services of law enforcement agencies to impose the local safe vehicle laws, including those for posted speeds and traffic signal/signs.	



<p><b>Realigned Intersections</b></p>	<p>Changes in alignments that convert T-intersections with straight approaches into curving roadways meeting at right angles.</p>	
<p><b>Roundabouts</b></p>	<p>Barriers placed in the middle of an intersection, directing all traffic in the same direction.</p>	
<p><b>Speed Bumps</b></p>	<p>A ridge or bump set in a road surface, typically at intervals, to control the speed of vehicles.</p>	<p><b>Speed bump</b> Used mostly in private residential developments and shopping centers.</p> 
<p><b>Speed Humps</b></p>	<p>Rounded raised pavement devices placed across roadways to slow and/or discourage traffic.</p>	<p><b>Speed hump</b> Used mostly on residential streets with speed limits up to 25 mph.</p> 
<p><b>Speed Tables/ Textured Pavement/ Raised Crossings</b></p>	<p>Flat-topped speed humps often constructed with a brick or other textured material to slow traffic.</p>	<p><b>Speed table</b> Used on more traveled residential streets with speed limits up to 30 mph.</p> 

## Appendix B – TRAFFIC CALMING APPLICATION FORM

This form is used to request traffic calming measures on a Town maintained street or to request the Town make a request to MassDOT jurisdiction streets/roads. When this form is submitted, Town staff will evaluate the request to determine if the application is acceptable and make sure that the location is a Town maintained street. After the initial evaluation Town staff will explain how residents may put together a petition to promote community involvement in regard to the potential traffic calming measure. **Application to be submitted to the Harwich DPW, Highway & Maintenance, 273 Queen Anne Road, PO Box 1543, Harwich, MA 02645, with a copy to the Traffic Safety Committee, 732 Main Street, Harwich, MA 02645.**

### **Contact Information**

Name (please print) \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### **Description of Request:**

Please describe the requested traffic calming location. Attach a map or picture if necessary: \_\_\_\_\_

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Please describe the nature of the neighborhood traffic and why it may be beneficial to institute traffic calming measures (attach additional sheet if necessary): \_\_\_\_\_

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## Appendix B – NEIGHBORHOOD PETITION FORM (page 1)

### Traffic Calming

Please fill out this form and return with attached sheets to: **Harwich DPW, Highway & Maintenance, 273 Queen Anne Road, PO Box 1543, Harwich, MA 02645, with a copy to the Traffic Safety Committee, 732 Main Street, Harwich, MA 02645.**

THE UNDERSIGNED AGREE TO THE FOLLOWING:

- i. All persons signing this petition do hereby certify that they own property or reside within the following area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ii. All persons signing this petition do hereby agree to the following problem in the defined area:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Name of key contact person #1 (please print) \_\_\_\_\_

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Name of key contact person #2 (optional) (please print) \_\_\_\_\_

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

*Please attach additional pages if necessary to discuss the request.*

Date Submitted: \_\_\_\_\_





**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039


Joseph F. Powers, *Interim Town Administrator*

732 MAIN STREET, HARWICH, MA



# MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, Interim  Town Administrator

RE: Agenda IX Old Business Item B CVEC – Round 1 Adder Extension

DATE: December 2, 2019

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As you may know, Cape & Vineyard Electric Cooperative, Inc. (CVEC) is following up on their prior notice from June, 2018 of this adder extension as outlined in the attached document.

**Recommendation:** That the Board approve the Round 1 Adder extension as outlined in the October 2, 2019 letter from CVEC to the town and further that the Chair be authorized to sign a Memorandum of Agreement similar to the draft in Exhibit A of the letter.



# Cape & Vineyard Electric Cooperative, Inc.

23H2 White's Path, Suite 2, South Yarmouth, MA 02664

774-722-1812 [www.cvecinc.org](http://www.cvecinc.org)

10.2.19

*RE: Extension of the CVEC Round 1 Adder for FY21 at continued reduced rate*

Dear Administrator,

FY19 has been a noteworthy year for the Cape & Vineyard Electric Cooperative with the completion of seven Round 3 PV projects on member municipal roofs, successful negotiations with developers for twenty-one more PV projects in CVEC's PV/Storage Initiative Round 4, the launching of CVEC's PV/Storage Initiative Round 5, and CVEC's facilitating municipal member's acquirement of grant-based electric vehicles and charging stations. We are proud to report that at by June 30, 2019, CVEC had provided over \$13,000,000 in savings to our participants. Adding over 25 PV projects through Rounds 4 & 5 will not only boost the current \$3,000,000 saved yearly by our towns in electric costs, it will also help shore up CVEC's operations funding.

However, in reviewing the budget for FY22 at the March 2019 Board meeting, CVEC's Board of Directors determined that to keep CVEC as productive and ground-breaking as it has been in this last year, it is premature to eliminate the Round 1 Adder. Thus, the Board voted to request the extension of the Round 1 Adder, again at the reduced rate of \$0.0025.

To facilitate the extension, the following clause exists in the Round 1 Operational Adder Memorandum of Agreement signed by all of you last year:

- 4. Extension.** On or before December 1, 2019, the CVEC Board of Directors shall determine the necessity of the Round 1 Adder, and, upon determining the necessity of the Round 1 Adder to CVEC operations, CVEC shall solicit the Town for a one-year extension to this Agreement. If the Town elects to exercise its option to extend this Agreement for one year, it shall notify CVEC in writing on or before January 1, 2020 and the extended duration of the agreement shall be effective from July 1, 2020 until June 30, 2021.

A template one-year extension letter is included as Exhibit A. Also included as Exhibit B are the projected effects on all participants.

Please do not hesitate to contact me with questions or concerns.

The appreciation of CVEC's work, shown through town support, is critical to CVEC's success. With continued member support, CVEC can build on current successes and provide further benefits to our community.

Sincerely,

Liz Argo  
Manager

Cape & Vineyard Electric Cooperative, Inc.

EXHIBIT A

Template Letter to Extend CVEC Agreement

Dear President Cakounes,

The Town of \_\_\_\_\_ wishes to extend the Memorandum of Agreement for the Round One Operational Administrative Adder previously agreed to on or before March 2017. The Adder paid to CVEC for management of the Round 1 projects will continue to be \$0.0025 per kilowatt hour of production. The extension for the Memorandum of Agreement for the Round One Operational Administrative Adder of \$0.0025 is to be for one year with the duration extending from July 1, 2020 through June 30, 2021.



## EXHIBIT B

# Projected Effects of Quarter Penny Adder on Round 1 Participants Using FY17 Production

## Lowered Potential Annual Savings

ROUND 1						
Hosts of R1 Projects - Green signifies Project has Offtakers (OT)	Project's annual kWh of production to Host in FY17	FY 2017 Income to Host	Adder @ quarter penny for Host's kWh (share X Adder)	\$\$ to CVEC from Host @ \$0.0025 R1 Adder		% of earned \$\$ to go to CVEC
			\$ 0.0025			
Barnstable	5,150,520	\$ 382,604.72		\$ 12,876.30		3%
Brewster	1,543,380	\$ 97,611.57		\$ 3,858.45		4%
Chatham	2,381,400	\$ 183,613.13		\$ 5,953.50		3%
Eastham	514,271	\$ 40,833.00		\$ 1,285.68		3%
Harwich	3,592,642	\$ 364,920.95		\$ 8,981.61		2%
Tisbury	1,337,040	\$ 177,683.68		\$ 3,342.60		2%
<b>Totals</b>	<b>16,564,323</b>	<b>\$ 1,376,666.38</b>		<b>\$ 36,298.13</b>		
Offtakers of R1 Projects -	Annual kWh of production to Offtaker in FY17	FY 2017 Income to Offtaker	Adder @ eighth penny for Offtaker's kWh (share X 1/2 Adder)	\$\$ to CVEC from Offtaker share of Adder @ \$0.00125		% of earned \$\$ to go to CVEC
			\$ 0.00125			
Barnstable County	684,732	\$ 25,044.69		\$ 855.92		3%
Brewster	418,071	\$ 15,293.55		\$ 522.59		3%
Chatham	180,569	\$ 6,605.98		\$ 225.71		3%
Chilmark	35,371	\$ 1,279.32		\$ 44.21		3%
Dukes County	60,031	\$ 2,171.86		\$ 75.04		3%
Monomoy Schools	240,414	\$ 7,478.09		\$ 300.52		4%
Oak Bluffs	183,238	\$ 6,680.64		\$ 229.05		3%
Provincetown	488,009	\$ 17,805.37		\$ 610.01		3%
Yarmouth	920,073	\$ 33,594.23		\$ 1,150.09		3%
<b>Totals</b>	<b>3,210,508</b>	<b>\$ 115,953.73</b>		<b>\$ 4,013.14</b>		
	19,774,831					
<b>CVEC Earns from Adder using FY17 Production:</b>				<b>\$ 40,311.27</b>		



## Cape & Vineyard Electric Cooperative Highlights – June 30, 2018

### Since CLC Founding in 2007:

#### 4 CVEC PV Initiatives:

- CVEC-7 Initial Round = 750kW on roofs
- Round 1 = 16MW, mostly on landfills
- Round 2 = 12MW, on roofs & municipal lands
- Round 3 = 1MW, on 7 roofs (Installed Dec. 2018)

#### CVEC Net Metering Credit Sales:

- 3 PV Power Sales Agreement = 7MW
- Wind Power Sales Agreement = 3MW

#### CVEC NMC Consultancy Management Services:




- Sandwich
- Provincetown
- Dennis



- Since 2014, savings of over \$8,000,000 to members & participants
- Reduction of greenhouse gases: = 10,000 homes, electricity



### Coming in 2019:

-  Grant for battery back-up at DY High School Emergency Shelter
-  Grant for microgrid at Oak Bluffs Landfill/Wastewater Plant
-  CVEC community solar offering

Round 1 Adder request for FY18 & FY19 was \$0.005 for debt of \$100,000  
Round 1 Adder request for FY20 is \$0.0025 for projected debt of \$36,000





*Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
95 Fourth Street  
Chelsea, Massachusetts 02150-2358*

**Jean M. Lorizio, Esq.**  
*Chairman*

COMPLIANCE ISSUES DURING THIS HOLIDAY SEASON

The Alcoholic Beverages Control Commission extends our best wishes to you for the upcoming holiday season. Towards that end, the Commission would like to remind you of certain practices, which are prohibited under the Liquor Control Act (G.L. c. 138) and Commission regulations, specified in 204 C.M.R. 4.00, *et seq.*, (commonly referred to as the “Happy Hour” regulation). These prohibited practices are available on the Commission’s website at [www.mass.gov/abcc](http://www.mass.gov/abcc).

The “Happy Hour” regulation prohibits any licensee or employee or agent of a licensee from engaging in or permitting any of the following activities:

1. offering or delivering any free drinks to any person or group of persons;
2. delivering more than two drinks to one person at one time;
3. selling, offering to sell or delivering to any person or group of persons any drinks at a price less than the price regularly charged for such drinks during the same calendar week, except at private functions not open to the public;
4. selling, offering to sell or delivering to any person an unlimited number of drinks during any set period of time for a fixed price, except at private functions not open to the public;
5. selling, offering to sell or delivering drinks to any person or group of persons on any one day at prices less than those charged the general public on that day, except at private functions not open to the public;
6. selling, offering to sell or delivering malt beverages or mixed drinks by the pitcher except to two or more persons at any one time;
7. increasing the volume of alcoholic beverages contained in a drink without increasing proportionately the price regularly charged for such drink during the same calendar week; and
8. encouraging or permitting, on the licensed premises, any game or contest, which involves drinking or the awarding of drinks as, prizes.

Therefore, licensees may not legally offer an “open bar” to customers for a fixed price or offer discounted prices for drinks during a limited time period. Furthermore, no licensee shall advertise or promote in any way, whether within or without the licensed premises, any of the practices prohibited under 204 CMR 4.03.

In addition, licensees who intend to host private functions must be aware of Commission decisions<sup>1</sup> that issued in May 2004. These decisions list the factors that the Commission will consider in determining whether an individual § 12 licensee is holding an event that will be considered a “private function” within the meaning of 204 C.M.R. §§ 4.00, et seq. The licensee must demonstrate that:

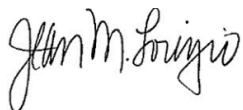
1. the private function has a host;
2. access to the private function is restricted to invited guests;
3. invited guests are not charged indirectly or directly;
4. the host is the only individual responsible for payment to the licensee;
5. the private function was not publicly advertised; and
6. written records containing the guest list exist and are available for inspection by the licensing authorities.

Please be advised that a licensee’s obligation to comply with the Liquor Control Act and Commission Regulations cannot be circumvented by using a third party. Allowing a third party to sell tickets, or any other means of admission, where the price of admission includes any alcoholic beverages results in the licensee transferring the privilege of its license to that third party. This is a violation of the Liquor Control Act. Prior approval from both the local licensing authorities and the Commission must be secured before transferring any interest in a license.

We are hopeful that your business operations are structured, advertised and conducted in compliance with the laws and regulations of the Commonwealth. Working together, we can ensure that each license serves the public need and is operated in such a manner as to protect the common good.

Thank you for your anticipated attention, assistance and cooperation. We appreciate your efforts and wish you a safe & joyful holiday season, and a Happy New Year.

**ALCOHOLIC BEVERAGES CONTROL COMMISSION**



Jean M. Lorizio, Esq.  
Chairman  
(Re-issued: November 18, 2019)

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<sup>1</sup> The Commission reads its regulation to include these elements of proof for an activity to be considered a “Private Function.” In re: Bedford Dining, Inc. dba White Horse Tavern, (ABCC Decision dated May 24, 2004); In re: The Boston Leco Corporation dba Matrix, (ABCC Decision dated May 24, 2004); In re: Boylston Entertainment, Inc. dba The Big Easy, (ABCC Decision dated May 24, 2004); In re: K.M.F. Hospitality, Inc. dba Jose McIntyre’s, (ABCC Decision dated May 24, 2004).