

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:30 P.M.  
Monday, March 18, 2019*

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

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **WEEKLY BRIEFING**
- IV. **PUBLIC COMMENTS/ANNOUNCEMENTS**
  
- V. **CONSENT AGENDA**
  - A. Minutes:
    1. February 11, 2019 Regular Session
    2. February 19, 2019 Regular Session
  - B. Approve 2019 Seasonal Liquor License Renewals
  - C. Approve 2019 Seasonal General License Renewals
  - D. Approve Hayride Special Permit Application and authorize the Chair to sign
  - E. Approve the 2019 Long Pond Bass Tournaments
  - F. Approve appointments per the recommendation of the Police Chief for the following:
    1. Promotion of Lt. Kevin Considine to position of Deputy Chief
    2. Promotion of Sgt. Adam Hutton to position of Lieutenant
    3. Promotion of Officer Amy Walinski to position of Sergeant
    4. Appointment of Thomas Gagnon as Special Police Officer
    5. Appointment of Joseph A. Stone as Special Police Officer
  
- VI. **PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*
  - A. Public Hearing (**continued from 3/11/19**) – Application for a Seasonal, Common Victualler, All Alcoholic Beverages License by Capeside Kitchen Inc. d/b/a Capeside Kitchen, 537 Route 28, Harwich Port – Glen Jamieson, Manager.
  - B. Presentation - Wastewater Program Updates – David Young, CDM Smith
  - C. Authorization for the Town Administrator to execute all Sewer Collection System – Phase 2 SRF grant or loan activities – *vote to authorize*
  
- VII. **NEW BUSINESS**
  - A. Approve new application for Weekday Entertainment and Innholders Licenses for Harwich Inn and Tavern, 77 Route 28 in West Harwich
  
- VIII. **CONTRACTS**
- IX. **OLD BUSINESS**
  
- X. **WARRANT ARTICLES – REVIEW RECOMMENDATIONS**
  - A. Customary Articles
    - Town Officers & Committees
    - Reports of Town Officers & Committees
    - Elected Officials Salaries
  - B. Petition Articles
    - Defray Costs for the Chase and Harwich Port Libraries
    - Promote the Town of Harwich
    - Supplement Annual Allocation of Mass Cultural Council For Local Cultural Council Grants
    - Pleasant Bay Alliance
    - Amend the Code of the Town of Harwich to prohibit procurement of and dispensing beverages in plastic containers of any size
    - Refrain from Using Town Funds/Resources to Enforce Federal Immigration Laws
    - Support for Legislation to Change State Seal and Motto
    - General By-Law Amendment to Ban the use of Single-Use Plastic Straws
    - Amendment to the Harwich Board of Health Regulations - Flavored Tobacco Products
    - Selectmen's Public Record of Votes
    - Amend the Code of the Town of Harwich Charter – Update the Name “Selectmen” to “Select Board”

- C. Pet Burial Ground Articles
  - Rescind Article 57 of the 2016 Annual Town Meeting – Pet Burial Ground
  - Establish Annual Revolving Fund for the Pet Burial Ground
  - Complete Construction of the Pet Burial Grounds
- D. Cemetery Articles
  - Amendments to Cemetery Rules and Regulations
  - Cemetery Arboretum Project – Mapping and Software
- E. Planning/Zoning
  - Single-family dwelling with accessory apartment
  - Freestanding Portable signs
  - Retaining walls for septic systems
  - Special provisions for lifting existing structure to new and appropriate elevations
  - Provide funding for an Update of the Town’s Local Comprehensive Plan
- F. Land Matters Articles
  - Approve Easement for Verizon and Eversource Energy at 1464 Orleans-Harwich Road (Rte. 39) for Fire Station 2
- G. Miscellaneous Articles
  - Solar Photovoltaic Energy Systems
  - Amendment to the Agreement Between the Towns of Chatham and Harwich for the formation of a Regional School District
- H. Approve the Annual Election Ballot - *sign*

XI. **TOWN ADMINISTRATOR’S REPORTS**

- A. Status of Recruitments:
  1. Assistant Town Administrator
  2. Town Engineer
  3. Executive Assistant to the Town Administrator
- B. Departmental Reports

XII. **SELECTMEN’S REPORT**

XIII. **ADJOURNMENT**

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

Authorized Posting Officer:

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

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

Date: \_\_\_\_\_  
March 14, 2019

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, FEBRUARY 11, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, MacAskill, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carol Coppola, Emily Mitchell, Cyndi Williams, Dana DeCosta, Angelo LaMantia, Richard Larios, Terry Russell, and others.

Vice Chairman Ballantine reported that the Board had just come out of Executive Session where they voted to move forward with the Cornelius Pond property and will bring back the associated Conservation Restrictions. He noted they will reschedule the Pet Burial Ground property discussion for open session.

**WEEKLY BRIEFING**

Ms. Mitchell announced that the Council on Aging has been awarded a two year grant to study aging on Cape Cod and encouraged the public to fill out the associated survey.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Carol Anderson said the agenda should indicate that the meetings are televised over YouTube. She confirmed that she has a meeting this week with Mr. Clark.

**CONSENT AGENDA**

- A. Approve the request for a one-day Beer and Wine License by the Friends of the South Harwich Meetinghouse for March 9, 2019
- B. Approve the recommendation of the Town Administrator for a Dog Hearing held on Wednesday, February 6, 2019
- C. Vote to designate the Town Administrator as the Hearing Official in the matter of a request for a Dangerous Dog Hearing pursuant to M.G.L. Ch 140, §157

Mr. McManus moved approval of the Consent Agenda and adoption of the items thereon. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

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

- A. Public Hearing — Application for an Annual, Common Victualler, All Alcoholic Beverages License for Blue Stripe, LLC d/b/a Cape Sea Grille at 31 Sea Street, Harwich Port — Jennifer Ramler, Manager

Mr. McManus read the hearing notice into record and Vice Chairman Ballantine opened the hearing. Mr. Clark noted that this annual license is through special legislation to convert 3 seasonal licenses to annual licenses. The Board heard from Ms. Ramler who discussed the need

for the license and said it would add to the vibrancy of the Town. With no one providing input from the public and no comments from the Board, Vice Chairman Ballantine closed the hearing. Mr. MacAskill moved to approve the application for an Annual, Common Victualler, All Alcoholic Beverages License for Blue Stripe, LLC d/b/a Cape Sea Grille at 31 Sea Street, Harwich Port. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

#### B. Town Administrator's FY 20 Budget Message

Mr. Clark provided a Power Point presentation of the highlights of the FY20 Budget Message. He noted that the entire budget message is 44 pages and is available on the website. He took questions and comments from the Board as well as from Mr. Larios of the Capital Outlay Committee and Mr. DeCosta of the Finance Committee regarding the bond rating. Mr. LaMantia of the Finance Committee suggested that the Board review the Free Cash Policy and commented on the need to improve transparency. There were no comments from the public. No vote was taken.

#### C. Debt impact on existing and proposed projects — Carol Coppola

Ms. Coppola provided a Power Point presentation including Town of Harwich Existing, Authorized/Unissued & Proposed Debt By Fiscal Year; Estimated Tax Impact - By Project - Average Single Family Home; Estimated Tax Impact - Existing, Authorized Unissued & Proposed Debt Per Average Single Family Home - By Project; Estimated Tax Impact - By Project - Median Single Family Home; Estimated Tax Impact - Existing, Authorized Unissued & Proposed Debt Per Median Single Family Home - By Project; Tax Impact on Existing, Authorized/Unissued and Proposed Debt; and Median Residential Tax Impact - Existing, Authorized/Unissued & Proposed Debt. She took questions from the Board.

### **NEW BUSINESS**

#### A. Request for approval of the Agreement between the Towns of Chatham and Harwich with respect to the formation of a Regional School District — *possible vote to approve*

Terry Russell explained that every five years the agreement needs to be reviewed and the School Committee has forwarded it with no recommendations for additions or subtractions other than the original first two year transition period comments that was really a clean up exercise.

Mr. Howell stated the following:

“I’m right I believe that there was an attempt made last year to change the plan to both towns and it did not pass through Chatham in that one of the central points of contention was that the School Committee would not have to return to a Town Meeting in order to alter the agreement specifically relative to the use of the elementary schools and that was not approved.”

Mr. Russell said the intention was to create an amendment to allow the Monomoy Regional School Committee to identify an issue that may cause a redistricting of the elementary school in this case Chatham.



Mr. Howell referenced Section IX D2. He noted that this Section is relative to a change in the agreement that was not approved last year. He said it presupposed something that hasn't happened yet and you wouldn't need this text that talks about assessing the member towns.

Mr. Russell said he would have to go back to the School Committee.

The Board agreed to bring this item back.

- B. Cornelius Pond Purchase and Sale Agreement (P&S) and Conservation Restriction (CR) — *sign Purchase and Sale Agreement*

It was noted that the Purchase and Sale Agreement was voted in Executive Session.

- C. Authorization for the Town Administrator to execute all Sewer Collection System Phase II loan or grant documents

This item was not addressed. There was no discussion and no action.

- D. Participation in the FY 19 Truro Regional Community Development Block Grant — *approve and authorize the Chair to sign*

Mr. MacAskill moved to approve the Town of Harwich participation in the FY 19 Truro Regional Community Development Block Grant and authorize the Chair to sign. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- E. Preliminary Draft Annual Town Meeting Warrant Articles — *review*

Mr. Clark noted that there are 72 articles and the plan is to go over the articles over the next 2 meetings. He briefly reviewed the list of articles. It was agreed to strike Article 25, Intersection Reconfiguration at Chatham Road and Route 39, from the warrant as Mr. Clark said there was no money to fund it.

- F. Request by Yankee Sprinkler to waive the Fire Protection fee for work to be done at the Harwich Fire Station #2 (municipal project)

Mr. McManus moved to approve the request by Yankee Sprinkler to waive the Fire Protection fee for work to be done at the Harwich Fire Station #2. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

## **OLD BUSINESS**

- A. Wastewater Project Manager RFP

Mr. Clark said he believes the Board voted this but the Chairman remembered differently. Vice Chairman Ballantine said he believes it was voted and the consensus of the Board was to move forward with it.

## **TOWN ADMINISTRATOR'S REPORT**

A. Departmental Reports

There was no discussion on this item.

**SELECTMEN'S REPORT**

Mr. MacAskill stated in response to accusations made on social media, that his mother is on the Cemetery Commission and he called State Ethics and there is certainly no conflict, and he has disclosed this more than once.

**ADJOURNMENT**

Mr. MacAskill moved to adjourn at 9:10 p.m. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, FEBRUARY 19, 2019  
6:30 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, MacAskill, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carolyn Carey, Lincoln Hooper, Cyndi Williams, Cindy Eldredge, Leo Cakounes, Dana DeCosta, and others.

**WEEKLY BRIEFING**

Ms. Carey announced the upcoming Art Week events at the Cultural Center.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

No one appeared before the Board.

**CONSENT AGENDA**

- A. Minutes
  1. December 17, 2018 – Regular Session
  2. January 7, 2019 – Regular Session
  3. January 14, 2019 – Regular Session
- B. Approve application by National Multiple Sclerosis Society Greater New England Chapter for *MS Bike Getaway* to be held on June 30, 2019
- C. Accept the resignation of Lorraine Bossi as a member of the Harwich Cultural Council effective immediately

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. John Giorgio, K P Law – Pet Burial Ground Eminent Domain Taking – *ramifications*

Mr. Giorgio reviewed his memo to the Town Administrator as follows:

You have asked whether the Town may sell land that was previously taken by eminent domain, and, if it may, what are the specific procedures that would apply. This question has arisen because you have learned that a citizens petition may be filed, asking Town Meeting to authorize the sale of the 2.24-acre parcel of land located at 276 Queen Anne Road (the Property), which is currently under the custody of the Cemetery Commissioners for the purpose of a pet crematory and a pet cemetery.

As I understand the facts, at the 1997 Annual Town Meeting, the Selectmen were authorized to take the Property by eminent domain "for open space and other municipal purposes". Since the

purpose of the taking included "other municipal purposes" (in addition to open space), it is my opinion that the Property was acquired for general municipal purposes and was placed in the custody of the Board of Selectmen pursuant to G.L. c. 40, s 3.

At the 2016 Annual Town Meeting, Town Meeting voted under Article 57, by a two-thirds vote, to dedicate the Property "for cemetery purposes, including, without limitation, for the development of a pet crematory and pet cemetery, with the Cemetery Commissioners having the care, custody, management, and control of said property." In my opinion, this vote changed the purpose for which the Property was held from general municipal purposes to the specific purpose of a pet crematory and pet cemetery and vested the Cemetery Commissioners with custody of the Property.

In my opinion, the Town may sell land that it has previously acquired by eminent domain pursuant to the provisions of G.L. e. 40, s. 15. However, before land that has been dedicated to a specific purpose may be sold, the Town must comply with a two-step process. See G.L. c. 40, s. 15A. (Please note that the procedures in s. 15A plainly apply to land acquired by the Town by eminent domain.) First, the custodial board (here, the Cemetery Commissioners) must declare by a majority vote that the land is no longer needed for the purpose for which the land is held (that is, for the purposes of a pet crematory and a pet cemetery). Second, Town Meeting must, by a two-thirds vote, to change the specific purpose for which the Property is held (pet crematory and pet cemetery) to another specific municipal purpose, that is, for the purpose of sale. In *Harris v. Town of Wayland*, 392 Mas. 237 (1984), the Supreme Judicial Court stated that holding municipal land for the purpose of sale is a specific purpose. The Harris court also found that although Section 15A states that the surplus vote of the custodial board must occur prior to the town meeting vote, the surplus vote could in fact occur after Town Meeting votes to transfer custody of the property.

It is imperative to note, however, that absent special legislation, the Town, acting through its Board of Selectmen, may not dispose of municipal land even with a two-thirds vote of Town Meeting if the custodial board does not declare the that the land is no longer needed for the purpose for which the land is currently held. Moreover, Town Meeting's role under both sections 15 and 15A is limited to authorizing the Board of Selectmen to sell land. Town Meeting does not have the authority to compel the Selectmen to sell the Property. See G.L. c. 40, s. 3, which states that municipal land may be "conveyed by a deed of its selectmen thereto duly authorized," and G.L. c. 40, s. 15, which says that upon authorization by Town Meeting, the Selectmen may convey such land, or part thereof "on such terms as the selectmen shall consider proper."

Finally, I note that the Town is required to comply with the terms of G.L. c. 30B, s. 16 before it can convey any land or interest in land. As you know, Section 16 states that if the land or interest in land to be disposed has a value in excess of \$35,000, the Town must issue a Request for Proposals and convey the property to a proposer who best satisfies the criteria set forth in the RFP. 2 In summary, although the Town may convey land originally acquired by eminent domain, it may only do so if: (1) the Cemetery Commissioners declare that the Property is no longer needed for the purposes of a pet crematory and pet cemetery, (2) Town Meeting votes, by two-thirds vote, to transfer the Property from the Cemetery Commissioners to the Board of Selectmen for the purpose of sale, (3) Town Meeting votes to authorize the Selectmen to sell

the Property, and (4) the Board of Selectmen, in its sole discretion, decides that the sale of the Property is in the best interest of the Town.

Mr. Giorgio took questions and comments from the Board and the public on his opinion memo. The Board also took comments from the public on the project. Ms. Eldredge, Cemetery Commission Chair, stated that the Cemetery Commission will not consider this being surplus property, the pet burial ground will come to life and the pet crematory will not come to life.

- B. Appointment of Attorney William August as Special Counsel for the upcoming Cable License Franchise Renewal – *vote to approve and authorize the Town Administrator to sign*

At Mr. Clark's recommendation, Mr. Howell moved that we appoint Epstein and August LLP as our attorneys in the matter of cable negotiations and approve and authorize Town Administrator to sign. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

## **OLD BUSINESS**

- A. Wastewater Project Costs Discussion

At Mr. Clark's recommendation, the Board agreed to have a more comprehensive discussion at a later date.

- B. Round Cove Road Potholes – *discussion*

Mr. MacAskill said he asked for this to be put on the agenda simply to get the Board's authority to instruct the Town Administrator to have DPW fix the potholes on Round Cove Road for our emergency vehicles and citizens. Mr. Howell said he had no problem as long as the remediation is within the footprint of the road and it is just to fill the holes. Mr. Hooper said this is a very minor project and would involve filling the potholes and grading the road so it doesn't reoccur. He said it will not involve widening the road. Mr. McManus moved that we ask the Administrative Officer to direct the Director of Highways and Maintenance to fix the pot holes on a section of Round Cove Road. Mr. MacAskill seconded the motion and the motion carried by a 4-0-1 vote with Mr. Howell abstaining from the vote.

## **DRAFT WARRANT ARTICLE REVIEW**

Mr. McManus moved that we include the customary Articles 1 through 3 (as follows) on the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Town Officers & Committees
- Reports of Town Officers & Committees
- Elected Officials Salaries

Mr. McManus moved that we include the customary Articles 5 through 8 (as follows) subject to further approval of the final amounts. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Town Operating Budget
- Monomoy Regional School District Budget
- Cape Cod Regional Technical School District Budget Water Department Budget
- Water Department Budget

The Board agreed to hold on Article 4 (as follows). Mr. MacAskill noted the need for a public hearing on this article.

- Accept Provisions of M.G.L. Ch. 64G, §3A – Local Excise Tax

Mr. McManus moved to include Article 9 (as follows) in the warrant. Mr. Howell seconded the motion. Mr. MacAskill suggested the motion include final number to be determined and Mr. Ballantine said either the article or motion should include what the money is going to be used for. Mr. Clark said they could include an explanation in the warrant and Mr. McManus included that there be an explanation in the motion. The motion carried by a 4-0-1 vote with Mr. MacAskill abstaining from the vote.

- Wastewater/Sewer Budget

Mr. Ballantine moved we include Article 10 (as follows). Mr. MacAskill seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition.

- Adopt the Capital Plan

Mr. Ballantine moved to include Article 11 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Lease Purchase Agreements

Mr. MacAskill moved to include Article 12 (as follows) in the warrant. Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition. Mr. Howell noted that the term “capital items” is a misnomer in this article.

- Capital Items Funded From Free Cash

Mr. Howell moved to include in the warrant Article 13 (as follows). Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- Facility Maintenance and Repair Fund

Mr. MacAskill moved that we include Article 14 (as follows). Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- Fund the Snow and Ice Deficit for FY18

Mr. McManus moved inclusion of Article 15 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Fund Shortfalls in Budget Transfers for FY18

Mr. MacAskill moved that Article 16 (as follows) be included in the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Purchase/Replace Mini Excavator for Water Department

Mr. McManus moved to include Article 17 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Replacement of Section of water Main Entering Tank

Mr. Ballantine moved we include Articles 18 and 19 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Replace the T1 Main Facility Generator
- Purchase a 2019 Ford F-550 Truck for the Water Department

Mr. Ballantine moved that we include Article 20 (as follows). Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- Phase II Wastewater Utility Easements

Mr. MacAskill moved to include Article 21 (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Purchase and Equip Vehicles for the DPW

Mr. McManus moved that we include Article 22 Reconstruction of Lower County Road. Mr. Ballantine said he would like to hold this article. Mr. Howell said he is not comfortable supporting this and Mr. MacAskill said he isn't comfortable having it on the warrant. Mr. MacAskill said we should look for other money for this project. Mr. Hooper commented that the road is in dire need and he discussed funding for the project and said the actual construction will probably come in around \$4,000,000. He said in his opinion it is the number one project for the Town and asked that it be put before the voters. Mr. Clark said if we wait the cost could go higher. There was extensive discussion about the proposed project and its costs. The motion was not seconded and the Board agreed to hold this article.

- Reconstruction of Lower County Road

Mr. McManus moved to include Article 23 in the warrant (as follows). Mr. Ballantine seconded the motion and the motion carried by a 4-1-0 vote with Mr. MacAskill in opposition.

- Purchase of Mobile Lift System

Mr. McManus moved we include Article 24 (as follows). Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- Road Maintenance Program

Mr. MacAskill moved to include Articles 25 through 28 zoning articles (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Single-family dwelling with accessory apartment
- Freestanding Portable signs
- Retaining walls for septic systems
- Special provisions for lifting existing structure to new and appropriate elevations

Mr. Howell moved to include Article 29 (as follows). Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- Provide funding for an Update of the Town's Local Comprehensive Plan

Mr. Ballantine moved to include Article 30 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Fund Library Technology

Mr. Ballantine moved to include Article 31 and Article 32 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Landscape Reclamation at Cranberry Valley Golf Course
- Bunker Renovation at Cranberry Valley Golf Course

Mr. Ballantine moved to include Article 33 (as follows). Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- Amendments to Cemetery Rules and Regulations

Mr. MacAskill moved to include Article 34 (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Cemetery Arboretum Project – Mapping and Software

The Board agreed to hold the following Articles 35 and 36:

- Solar Photovoltaic Energy Systems
- Amendment to the Agreement Between the Towns of Chatham and Harwich for the formation of a Regional School District



Mr. MacAskill moved that Article 37 (as follows) be included in the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Charter Amendment - Change from Water Commission to Water/Wastewater Commission

The Board agreed to hold Articles 38 and 39 (as follows):

- Proposed Amendments to Harwich Home Rule Charter: Capital Outlay Plan
- Proposed Amendments to Ex-Officio Members – clarify terms of office (Bylaw/Charter Review Committee)

Mr. MacAskill moved to include Articles 40 through 47 (as follows) in the warrant. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

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

Mr. MacAskill moved to include Article 60 in the warrant (as follows). Mr. McManus seconded the motion and the motion carried by a 4-1-0 vote with Mr. Howell in opposition.

- Complete Construction of the Pet Burial Grounds

Mr. MacAskill moved to include Article 61 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Approve Easement for Verizon and Eversource Energy at 1464 Orleans-Harwich Road (Rte. 39) for Fire Station 2

The Board agreed to bring back Article 62 (as follows):

- Affordable Housing Trust Fund

Mr. MacAskill moved to include Article 63 (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Establish Annual Revolving Fund for the Pet Burial Ground

Mr. MacAskill moved to include Article 64 (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Amend the Code of the Town of Harwich General By-Laws – Chapter 8 Departmental Revolving Funds §8-1. Funds Established

Mr. MacAskill moved to include Article 65 (as follows). Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

- Rescind the Establishment of the Capital Infrastructure Revitalization Fund at Cranberry Valley Golf Course

Mr. MacAskill moved to include Article 66 (as follows). Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- Rescind the Authorization for the Golf Restaurant Lease 53D Revolving Account and Transfer the Balance into the Pro Shop Revolving Account

The Board agreed to hold Article 67 (as follows):

- Departmental Revolving Funds Authorization

Mr. MacAskill moved to include Article 68 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Stabilization Fund

Mr. MacAskill moved to include Article 69 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- OPEB Trust Fund

Mr. MacAskill moved to include Article 70 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Fund Prior Year's Unpaid Bills

Mr. MacAskill moved to include Article 71 (as follows). Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- Herring Fisheries

## **TOWN ADMINISTRATOR'S REPORT**

### **A. CDM Smith – Comprehensive Wastewater Management Plan cost update**

This item was not addressed.

B. Departmental Reports

This item was not addressed.

**ADJOURNMENT**

Mr. MacAskill moved to adjourn at 8:53 p.m. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## 2019 SEASONAL LIQUOR LICENSE RENEWALS

The Belmont Condominium Beach Club Corp.  
dba The Beach  
One Belmont Rd.  
West Harwich, MA 02671  
Erica Goldberg, Manager  
Club - All Alcohol

Port Restaurant and Bar, Inc.  
541 Route 28  
Harwich Port, MA 02646  
Justin R. Brackett, Manager  
Common Victualler - All Alcohol

Wychmere Harbor Functions Ltd Partnership  
dba Wychmere Harbor Beach & Tennis Club  
23 Snow Inn Rd.  
Harwich Port, MA 02646  
Christopher C. Kolwicz, Manager  
Common Victualler - All Alcohol

AJG Corporation  
dba The Weatherdeck Restaurant  
168 Route 28  
West Harwich, MA 02671  
George Argyriadis, Manager  
Common Victualler - Wine & Malt

Phoenix Park, Inc.  
dba The Irish Pub  
126 Route 28  
West Harwich, MA 02671  
Brendan O'Reilly, Manager  
Innholder - All Alcohol

Pleasant Bay Group Inc.  
dba Wequassett Inn  
2173 Route 28  
East Harwich, MA 02645  
Mark J. Novota, Manager  
Innholder - All Alcohol

Charles J. Weiss \*  
dba 7-Eleven 34434A  
5 Route 28  
West Harwich, MA 02671  
Charles J. Weiss, Manager  
Package Goods Store - All Alcohol  
\*This license is at ABCC awaiting transfer to new  
Owner. As transfer has not yet been approved,  
Mr. Weiss must renew his license.

Go Industries Inc.  
dba Perks  
545 Route 28  
Harwich Port, MA 02646  
Taylor Powell, Manager  
General On Premise - All Alcohol

Viera LLC  
dba Viera Restaurant  
11 Route 28  
West Harwich, MA 02671  
Benjamin Porter, Manager  
Common Victualler - All Alcohol  
Contingent on receipt of renewal form

MT Group LLC  
dba Mad Minnow Bar & Kitchen  
554 Route 28  
Harwich Port, MA 02646  
Michael Strangfeld, Manager  
Common Victualler - All Alcohol

Hot Stove Saloon, Inc.  
dba Hot Stove at Cranberry Valley  
183 Oak St.  
Harwich, MA 02645  
Ronald Leidner, Manager  
Common Victualler - All Alcohol

Ember Pizza, Inc.  
dba Ember  
600 Route 28  
Harwich Port, MA 02646  
Justin R. Brackett, Manager  
Common Victualler - All Alcohol

30 Earle Road LLC  
dba The Commodore Inn  
West Harwich, MA 02671  
John Foley, Manager  
Common Victualler - All Alcohol  
Contingent on receipt of renewal form

Ten Yen LLC  
dba Ten Yen  
554 Route 28, Suite B  
Harwich Port, MA 02646  
Michael Jacek, Manager  
Common Victualler - All Alcohol

## 2019 SEASONAL GENERAL LICENSE RENEWALS

AJG Corp. d/b/a Weatherdeck Restaurant  
168 Route 28, West Harwich  
**Common Victualler**

AJG Corp. d/b/a Harbor Glen Miniature Golf  
168 Route 28, West Harwich  
**Miniature Golf** - 10:00 a.m. – 10:00 p.m.  
**Sunday Entertainment** – Miniature Golf, 12:00 p.m. – 10:00 p.m., Sundays seasonally

Allen Harbor Breeze Inn Realty Trust\*  
d/b/a Allen Harbor Breeze Inn  
326 Lower County Road, Harwich Port  
**Lodging House**

Belmont Condo Beach Club d/b/a The Beach  
One Belmont Rd., West Harwich  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music with use of amplification, dancing by patrons, 10:00 a.m. – 11:00 p.m.

30 Earle Road LLC d/b/a The Commodore Inn  
30 Earle Rd., West Harwich  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music with use of amplification, 5:00 p.m. to 8:00 p.m.  
Thursdays, Fridays and Saturdays

Edward L. Kenney d/b/a Captain's Quarters B&B  
85 Bank Street, Harwich Port  
**Lodging House**

Go Industries Inc. d/b/a Perks  
545 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment** – Recorded or live music with use of amplification, guitar player, 11:30 a.m. – 10:00 p.m.  
**Sunday Entertainment** – Recorded or live music with use of amplification, 11:30 a.m. – 10:00 p.m.

Grand Slam Entertainment, Inc.\*  
322 Route 28, Harwich Port  
**Automatic Amusement** – 6 video games  
**Batters Box**  
**Sunday Entertainment** – Batters Box, 9:00 a.m. to 10:00 p.m.

Grey Gull\*  
547 Route 28, Harwich Port  
**Lodging House**

March 18, 2019

Hall Karts, Inc.  
9 Sisson Rd., Harwich Port  
**Go Carts**  
**Sunday Entertainment – Go Carts 9:00 a.m. – 11:00 p.m.**

Hot Stove Inc. d/b/a Hot Stove at Cranberry Valley  
183 Oak St., Harwich  
**Common Victualler**

MT Group LLC d/b/a Mad Minnow Bar & Kitchen  
554 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment - Recorded or live music, 12:00 p.m. to 10:00 p.m.**

Phoenix Park, Inc. d/b/a Cape Cod Irish Pub  
126 Route 28, West Harwich  
**Common Victualler**  
**Lodging House**  
**Sunday Entertainment – Recorded or live entertainment with use of amplification, dancing by patrons, 1:00 p.m. – 12:00 a.m. on Sundays seasonally**  
**Weekday Entertainment – Recorded or live music with use of amplification, dancing by patrons, 7:00 p.m. – 1:00 a.m.**

Port Restaurant & Bar, Inc. d/b/a The Port Restaurant  
541 Route 28, Harwich Port  
**Common Victualler**  
**Weekday Entertainment – Recorded or live music with use of amplification, 11:30 a.m. – 12:00 p.m. inside, 11:30 a.m. - 10:00 p.m. on rear deck**  
**Sunday Entertainment – Recorded or live music with use of amplification, 11:30 a.m.– 10:00 p.m**

PRM Foods, Inc. d/b/a Harwich Port Dairy Queen  
441 Main St., Harwich Port  
**Common Victualler**

Schoolhouse Ice Cream & Yogurt LLC\*  
749 Route 28, Harwich Port  
**Common Victualler**

Scribano's Inc.  
d/b/a Scribano's Italian Market & Deli  
302 Route 28, Harwich Port  
**Common Victualler**

Stacia M. Kostecki d/b/a Gingerbread House\*  
141 Division St., West Harwich  
**Lodging House**

Sundae School, Inc. d/b/a Sundae School\*  
606 Route 28, Harwich Port  
**Common Victualler**

March 18, 2019

*Sunday Entertainment – Nickelodeon, 1:00 p.m. – 10:30 p.m., Sundays seasonally*  
*Weekday Entertainment – Nickelodeon, 11:00 a.m. – 10:30 p.m.*

Trampoline Center, Inc. d/b/a Trampoline Center  
296 Route 28, West Harwich  
*Sunday Entertainment – 9:00 a.m. – 11:00 p.m.*  
*Trampolines – 9:00 a.m. – 11:00 p.m.*

Viera LLC\*  
d/b/a Viera Restaurant  
11 Route 28, West Harwich  
*Common Victualler*

Wequassett Inn LLP d/b/a Wequassett Inn Resort & Golf Club  
2173 Route 28, East Harwich  
*Innholder*  
*Sunday Entertainment – Mechanical and/or live music with use of amplification, 1:00 p.m. – 12:00 a.m. on Sundays seasonally*  
*Weekday Entertainment – Recorded or live music with use of amplification, dancing by patrons, 7:00 a.m. – 12:00 a.m.*

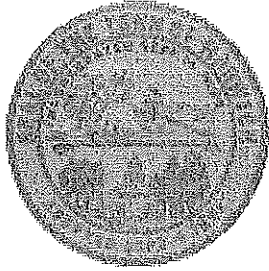
West Harwich Enterprises d/b/a A & W Family Restaurant  
297 Route 28, Harwich Port  
*Common Victualler*

Wychmere Harbor Functions Limited Partnership d/b/a Wychmere Harbor Beach & Tennis Club  
23 Snow Inn Rd., Harwich Port  
*Common Victualler*  
*Sunday Entertainment – Recorded or live music with use of amplification, 11:00 a.m. – 1:00 a.m.*  
*Weekday Entertainment – Recorded or live music with use of amplification, dancing by patrons, 11:30 a.m. – 1:00 a.m.*

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

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

**\*Contingent upon receipt of renewal forms.**



**TOWN OF Harwich**  
 732 MAIN STREET  
 HARWICH, MA 02645  
 508-430-7501

Selectmen Approval Date \_\_\_\_\_

**Harwich Hayride Special Permit Application**

**M.G.L. Ch. 90 sec. 13**

**APPLICANT INFORMATION**

Applicant Name Parker Williams Jr Phone 508 896 6147  
 Street Address 33 Camelot Rd  
 Mailing Address Brewster Mass 02631  
 Business Name Stinky's Hay Ride's Email \_\_\_\_\_

**VENUE INFORMATION**

Location/Route Varies when people call except for Towne functions such as Reed River Beach Family Pic  
 Parking Location (Guests) \_\_\_\_\_  
 Maximum # of Guests Anticipated (Total Event) Varies  
 Proposed Hours \_\_\_\_\_ Open to Public  Invitation Only

**VEHICLE/DRIVER INFORMATION**

Tow Vehicle: Make John Deere Model A Year 1949 Registration JD 1949  
 Trailer: Brand International Model 1 Tone Year 1962 Registration 231681  
 Maximum Occupancy of Trailer \_\_\_\_\_  
 Driver Name Parker Williams Jr License # S97085765 License State Mass  
 Driver Name \_\_\_\_\_ License # \_\_\_\_\_ License State \_\_\_\_\_

**SUBMIT WITH APPLICATION**

Completed application (including the following) to be submitted to the Board of Selectmen

- On **reverse side** of application include narrative describing proposed event(s)
- Sketch of site plan indicating starting location, route, and proposed parking
- Proof of liability insurance



EVENT NARRATIVE

Most of my Hay Rides are for Birthday Parties, Family Gatherings and Weddings usually not for much warning of date.

In Brewster I am Required to call the Police Department and let them know where and the time of any event other than Races

\* must notify Public prior to any Event

Rep Christ 3/6/19  
Police Department Date

DEPTM CHIEF 3/6/19  
Fire Department Date

3-6-19 (if on Beach/Rec Property)  
Recreation/Youth Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/24/2019

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

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

PRODUCER		CONTACT NAME: Donna Ostrowski	
Mark Sylvia Insurance Agency, LLC		PHONE (A/C No. Ext): 508-957-2125	FAX (A/C No.): (508)957-2781
404 Main Street		E-MAIL ADDRESS: mark@marksylviainsurance.com	
Centerville MA 02632		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED		INSURER A: Farm Family Casualty Insurance	000000
Williams, Parker Jr dba Sparkys		INSURER B:	
33 Camelot Lane		INSURER C:	
Brewster MA 02631		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	N	N	2001G1704	05/02/2018	05/02/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Farm liability						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						\$
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Hay/Sleigh Wagon Rides


Insurance coverage is limited to the terms, conditions, exclusions, other limitations and endorsements. Nothing contained in the certificate of insurance shall be deemed to have altered, waived or extended the coverage provided by the policy provisions.

## CERTIFICATE HOLDER

Town of Chatham  
221 Crowell Rd  
Chatham MA 02633

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE 

Fax: Email:

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# Harwich Recreation Department Youth, Park, Beach, & Commission



## Memo

DATE: Friday, March 8, 2019  
TO: Harwich Board of Selectmen  
PHONE: 508-430-7513

FROM: Lee Ames  
Executive Assistant, Recreation and Youth  
PHONE: 508-430-7553  
RE: 2019 Long Pond Bass Tournaments



GROUP	DATE	PAID
Yankee Bassmasters	04/13/19	CK# 4913
Avid Anglers	04/20/19	CK# 361
Baystate Rodbenders	04/28/19	CK# 588
Cape Cod Bass	04/21/19	CASH
American Bass Anglers	04/27/19	CK# 261
Silver City Bass	05/04/19	CK# 1241
Last Cast Anglers	05/5/19	CK# 5460
South Shore Bassmasters	05/11/19	CK# 3592
Plymouth Rock Bassmasters	05/17/19	CK# 4795
Happy Hookers Bass Club	05/18/19	Ck # 3218
Mass Bass Federation	05/19/19	CK# 1111
Coventry Bass Anglers	06/02/19	CK# 3003
American Bass Anglers	09/15/19	CK# 261
Coventry Bass Anglers	09/21/19	CK# 3003
Silver City Bass	09/22/19	CK# 1241
Cape Cod Bass	09/28/19	CASH
Coventry Bass Anglers	09/29/19	CK# 3003
Happy Hookers Bass Club	10/12/19	Ck # 3218
South Shore Bassmasters	10/13/19	CK# 3592

Cc: John Rendon, Harwich Harbormaster  
Chief Guillemette, Harwich Police  
Chris Clarke, Town Administrator

100 Oak Street

Harwich, MA 02645

Fax 508-430-7579

Director:

Executive Assistant:

Recreation Program Specialist II:

Eric J. Beebe 508-430-7552  
[ebeebe@town.harwich.ma](mailto:ebeebe@town.harwich.ma)

Lee A. Ames 508-430-7553  
[leeames@town.harwich.ma.us](mailto:leeames@town.harwich.ma.us)

Susan H. Fraser 508-430-7554  
[sfraser@town.harwich.ma.us](mailto:sfraser@town.harwich.ma.us)



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

**TO:** *Board of Selectmen*  
*Christopher Clark*  
*Town Administrator*

**FROM:** David J. Guillemette  
*Chief of Police*

**DATE:** **March 7, 2019**

**SUBJECT:** **Recommendation for promotion to the rank of Deputy Chief**

### Background

The pending retirement of Deputy Chief Tom Gagnon will create several vacancies within the ranks of the Harwich Police Department. In the fall of 2018 a promotional selection process for the rank of Deputy Chief was initiated. The process consisted of two components: an assessment center and a Chief's interview. A professional testing company specializing in Massachusetts police promotional processes developed and administered the assessment center.

### Recommendation

Both candidates performed well in the process. It is my recommendation that Lt. Kevin Considine be promoted to the rank of Deputy Chief with an annual salary of \$102,041 effective April 7, 2019.

### Candidate Information

Kevin started his career with the Harwich Police Department as a Special Police Officer in June of 1996. He was appointed a full time officer in 1999, promoted to Sergeant in 2007 and Lieutenant in 2014. Kevin holds a Bachelor's Degree from Western New England College and a Masters in Criminal Justice from the University of Massachusetts. Kevin served as the Operations Lieutenant for three years prior to assuming his current role as Administrative Lieutenant.

Kevin has always been a very strong supporter of community engagement and community policing and continues to remain active with events such as the Jailhouse BBQ, Toys for Tots and the Special Olympics Law Enforcement Torch Run. Kevin has also been the director of the Citizens Police Academy since 2015 and has done an exemplary job.

**Harwich Police Department – Memorandum**

Board of Selectmen – Recommendation for promotion to the rank of Deputy Chief of Police

March 7, 2019

Page 2

During the course of his career and advancement through the ranks Kevin developed a wide array of experience and skill sets. He has served as a School Resource officer and D.A.R.E. instructor and has been involved with neighborhood watch and crime prevention as well as sex offender management. In addition to being responsible for all patrol operations as a Lieutenant, Kevin has supervised the School Resource Officer program, the Field Training program, the Traffic Unit and the police officer selection process. Kevin's extensive level of training and experience across all aspects of policing coupled with his deep commitment to community service and outreach make him an outstanding candidate for Deputy Chief of Police. I am extremely confident in Kevin's abilities and look forward to working with him as second in command.

CC: Kevin Considine  
Department Personnel (via personnel order)  
Personnel File



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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

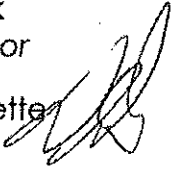


DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

**TO:** Board of Selectmen  
Christopher Clark  
Town Administrator

**FROM:** David J. Guillemette  
Chief of Police 

**DATE:** March 7, 2019

**SUBJECT:** Recommendation for promotion to the rank of Lieutenant

### Background

The pending retirement of Deputy Chief Tom Gagnon will create several vacancies within the ranks of the Harwich Police Department. In the fall of 2018 a promotional selection process for the rank of Lieutenant was initiated. The process consisted of two components: an assessment center (70% of overall score), and a Chief's interview (30% of overall score). A professional testing company specializing in Massachusetts police promotional processes developed and administered the assessment center.

### Recommendation

All of the candidates performed well in the process. It is my recommendation that Sergeant Adam Hutton be promoted to the rank of Lieutenant with an annual salary of \$86,606 as a step one Lieutenant effective April 7, 2019.

### Candidate Information

Adam first served the Harwich Police Department as a Special Police Officer starting in June of 1994 he was appointed a full time officer in 1998 and promoted to Sergeant in 2008. Adam holds a Bachelor's Degree from Western New England College and a Masters in Criminal Justice from Anna Maria College. Adam currently serves as a patrol Sergeant. His other duties include supervisor of special operations unit which consists of the motorcycle unit, ATV unit and Mt. Bike Unit. Adam also supervises dispatch operations and serves at the department's Criminal Justice Information Services representative. Adam is also responsible for organizing and planning the police department's involvement in special events such as the Harwich Cranberry Festival.

**Harwich Police Department – Memorandum**

Board of Selectmen – Recommendation for promotion to the rank of Lieutenant

March 7, 2019

Page 2

Adam has served as a dedicated and extremely competent patrol Sergeant for over ten years. Adam's level of experience and institutional knowledge will assist him in his new role and will continue to benefit the Harwich Police Department. I am very confident in Adam's ability to serve in this capacity and look forward to working with him as a member of our command staff.

CC: Adam Hutton  
Department Personnel (via personnel order)  
Personnel File



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

**TO:** Board of Selectmen  
Christopher Clark  
Town Administrator

**FROM:** David J. Guillemette   
Chief of Police

**DATE:** March 7, 2019

**SUBJECT:** Recommendation for promotion to the rank of Sergeant

### Background

The pending retirement of Deputy Chief Tom Gagnon will create several vacancies within the ranks of the Harwich Police Department. In June of 2018 a promotional selection process for the rank of Sergeant was initiated. The process, which was in accordance with the patrol officer's contract, consisted of three components: a written examination (50% of overall score), an assessment center (30% of overall score), and a Chief's interview (20% of overall score). A professional testing company specializing in Massachusetts police promotional processes developed the written examination and administered the assessment center.

### Recommendation

All of the candidates performed well in the process. Officer Amy Walinski finished first overall in the process. It is my recommendation that Officer Amy Walinski be promoted to the rank of Sergeant with an annual salary of \$72,588 as a step one Sergeant effective April 7, 2019.

### Candidate Information

Amy started her career with the Harwich Police Department in 2007. Amy holds a Bachelor's Degree from Westfield State College and a Masters in Criminal Justice from Curry College. Throughout her career with the Harwich Police Department Amy has been involved in numerous specialized assignments and units to include: Field Training Officer, Elder Affairs Liaison, Mental Health Liaison, Community Crisis Intervention Team, Background Investigation Unit, Bike Officer, ATV Officer and Domestic Violence Liaison. Amy has served as an OIC (Officer in Charge) since 2015. OICs supervise a shift of officers in the absence of a Sergeant.



**Harwich Police Department – Memorandum**

Board of Selectmen – Recommendation for promotion to the rank of Sergeant

March 7, 2019

Page 2

Amy's experience, level of training and her involvement with numerous special units and assignments within the department make her a valuable asset to the Harwich Police Department. Amy has been an exemplary patrol officer and OIC. I am very confident that she will continue her excellent work as a Sergeant for the Harwich Police Department.

CC: Amy Walinski  
Department Personnel (via personnel order)  
Personnel File



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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




DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

TO: **Board of Selectmen**  
**Christopher Clark**  
Town Administrator

FROM: **David J. Guillemette**  
Chief of Police 

DATE: **March 7, 2019**

SUBJECT: **Special Police Officer Appointment Recommendation**

### Background

The Harwich Police Department has an authorized strength of 35 sworn full time officers. The department also employs a number of Special Police Officers who augment our roster and assist with traffic details and special events. With the increase in road construction in town it has become quite challenging to fill all of the traffic details that are requested by various town departments and private companies. Adding qualified Special Officers will help cover the traffic details and increase public safety at these locations.

### Recommendation

I am requesting that Thomas Gagnon be appointed as a part-time Special Police Officer for the Harwich Police Department effective April 7, 2019 with an hourly rate of \$20.43 (PT-5, Step 3).

### Candidate Information

Deputy Chief Tom Gagnon will officially retire from the Harwich Police Department on April 6, 2019 after 33 years of dedicated service. Tom will be added to our roster as a Special Police Officer to assist with working traffic details.



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

**TO:** *Board of Selectmen*  
**Christopher Clark**  
*Town Administrator*

**FROM:** **David J. Guillemette**  
*Chief of Police* 

**DATE:** **March 7, 2019**

**SUBJECT:** **Special Police Officer Appointment Recommendation**

### Background

The Harwich Police Department has an authorized strength of 35 sworn full time officers. The department also employs a number of Special Police Officers who augment our roster and assist with traffic details and special events. With the increase in road construction in town it has become quite challenging to fill all of the traffic details that are requested by various town departments and private companies. Adding qualified Special Officers will help cover the traffic details and increase public safety at these locations.

### Recommendation

I am requesting that Joseph A. Stone be appointed as a part-time Special Police Officer for the Harwich Police Department effective March 18, 2019 with an hourly rate of \$20.43 (PT-5, Step 3).

### Candidate Information

Joseph A. Stone is a resident of Harwich and a recently retired Massachusetts State Trooper who served our Commonwealth for over 25 years. In addition to his training as a State Trooper Joe obtained a Bachelors degree in Criminal Justice from Western New England College and holds instructor certification through the Registry of Motor Vehicles for class A, B, C and D driver training.

March 11, 2019  
agenda  
March 18 (continue)

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

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

The Board of Selectmen will hold a hearing upon the application on Monday, March 11, 2019 no earlier than 6:30 p.m. in the Donn B. Griffin Room at Town Hall, 732 Main Street, Harwich, at which time all interested parties will be heard.

Board of Selectmen  
Local Licensing Authority

Cape Cod Times  
February 27, 2019

Cape Cod Chronicle  
February 28, 2019



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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




DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## Memorandum

**TO:** Board of Selectmen  
Christopher Clark  
Town Administrator

**FROM:** David J. Guillemette   
Chief of Police

**DATE:** March 6, 2019

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

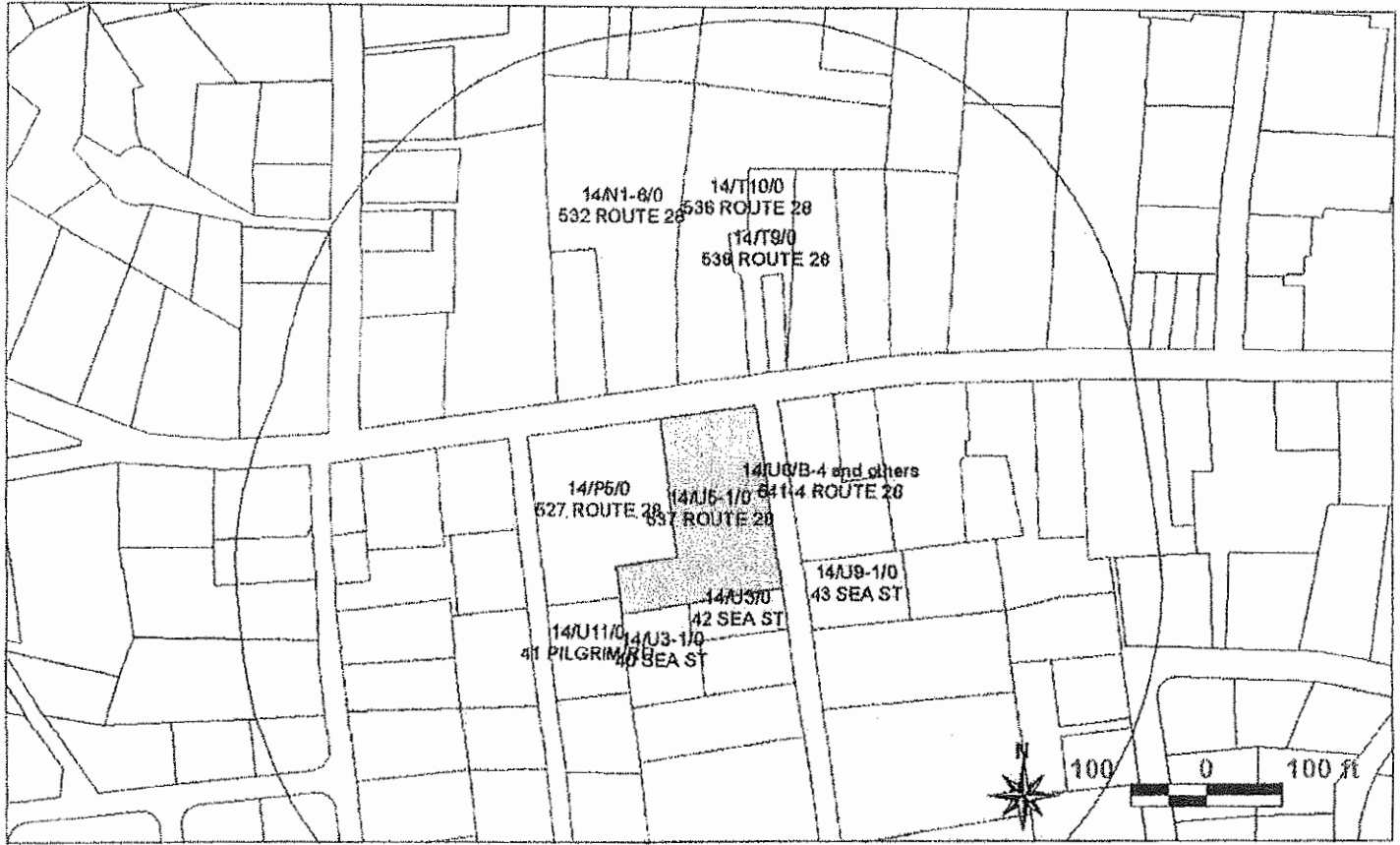
The Police Department has no objections regarding the Application for a seasonal All Alcoholic Beverage License for Capeside Kitchen. A background investigation of the proposed individual(s) indicates no disqualifying history.

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



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

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



Key	Parcel ID	Owner	Location	Mailing Street	Mailing City	ST ZipCd/Country
1687	14-N1-8-0-R	CAPE COD FIVE CENTS SAVINGS BA	532 ROUTE 28	532 MAIN ST	HARWICH PORT	MA 02646
10558	14-P6-0-E	PILGRIM CONGREGATION	527 ROUTE 28	527 MAIN ST	HARWICH PORT	MA 02646
1930	14-T8-0-R	OCEANSIDE PROPERTY INVESTMENTS	540 ROUTE 28	PO BOX 121157	BOSTON	MA 02112-1157
8505	14-T9-0-R	GALLAGHER MARTIN L & GALLAGHER MAURA C	538 ROUTE 28	PO BOX 327	HARWICH PORT	MA 02646
1931	14-T10-0-R	CAPE COD BANK AND TRUST COMPAN	536 ROUTE 28	C/O TD BANK GROUP 380 WELLINGTON ST 12TH FL	LONDON ONTARIO	N6A 4S4
2062	14-U3-0-R	KANE MARTIN F & ET ALS MIDDLETON MARGARET E	42 SEA ST	11 LEDYARD ST	WELLESLEY	MA 02181
2063	14-U3-1-0-R	HEAD DAVID C & HEAD FRANCES K	40 SEA ST	PO BOX 287	HARWICH PORT	MA 02646
8506	14-U5-1-0-R	YORK LO TR ROUTE 28 NOMINEE REALTY TRUST	537 ROUTE 28	346 ADAMS ST	QUINCY	MA 02169
2046	14-U6-0-E	541-543 MAIN STREET CONDOMINIUMS TRUST	541 ROUTE 28	C/O BRAX INC 51 OAK ST	HARWICH	MA 02645
23986	14-U6-A-1-R	541 MAIN STREET LLC	541-1 ROUTE 28	541 ROUTE 28 UNIT 1	HARWICH PORT	MA 02646
23987	14-U6-A-2-R	541 MAIN STREET LLC	541-2 ROUTE 28	541 ROUTE 28 UNIT 2	HARWICH PORT	MA 02646
23988	14-U6-B-3-R	541 MAIN STREET LLC	541-3 ROUTE 28	541 ROUTE 28 UNIT 3	HARWICH PORT	MA 02646
23989	14-U6-B-4-R	541 MAIN STREET LLC	541-4 ROUTE 28	541 ROUTE 28 UNIT 4	HARWICH PORT	MA 02646
24727	14-U9-1-0-R	VRANOS WILLIAM & VRANOS KATHLEEN	43 SEA ST	PO BOX 629 30 GAFFIELD AVE	MONUMENT BEACH	MA 02553
2065	14-U11-0-R	41 PILGRIM ROAD LLC	41 PILGRIM RD	141 WEBSTER ST	W NEWTON	MA 01886



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

APPLICATION FOR A NEW LICENSE

Municipality

Harwich

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	§12 Restaurant	All Alcoholic Beverages	Seasonal

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

Breakfast/Lunch restaurant looking to provide Beer/Wine/Mixed Drinks for a our customers with a Seasonal License.

Is this license application pursuant to special legislation?

Yes  No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

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

Entity Name	Capeside Kitchen Inc	FEIN	82-5315503
DBA	Capeside Kitchen	Manager of Record	Matt Rosadini
Street Address	537 Route 28 Harwich Port MA 02646		
Phone	508-430-5150	Email	capesideharwichport@gmail.com
Alternative Phone		Website	<a href="https://www.capesidekitchen.com">https://www.capesidekitchen.com</a>

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

First Floor Occupant consisting of 2 rooms, Totaling 96 seats. Total sq footage of dining rooms is 1500 sq ft with additional 1000 sq ft for kitchen/bathroom/hallway.

Total Square Footage:	2500	Number of Entrances:	2	Seating Capacity:	90
Number of Floors	1	Number of Exits:	4	Occupancy Number:	135

4. APPLICATION CONTACT

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

Name:	Matthew Rosadini	Phone:	[REDACTED]
Title:	Treasurer	Email:	capesideharwichport@gmail.com

**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

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

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

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

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

Name of Principal	Residential Address	SSN	DOB
Matthew Rosadini	5 Collins Road Berlin, MA 01503	[REDACTED]	[REDACTED]

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

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

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

Name of Principal	Residential Address	SSN	DOB

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

Name of Principal	Residential Address	SSN	DOB

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

Name of Principal	Residential Address	SSN	DOB

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

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**  
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**MANAGEMENT AGREEMENT**  
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.  Yes  No



**ADDENDUM A**

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

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input style="width: 250px; height: 25px;" type="text"/>	<input style="width: 320px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input style="width: 280px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.	<input type="radio"/> Yes <input type="radio"/> No
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## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

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

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

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

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

## 7. OCCUPANCY OF PREMISES

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

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

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

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

**APPLICATION FOR A NEW LICENSE**

**8. FINANCIAL DISCLOSURE**

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

**SOURCE OF CASH CONTRIBUTION**

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

Name of Contributor	Amount of Contribution
<b>Total</b>	<input type="text"/>

**SOURCE OF FINANCING**

Please provide signed financing documentation.

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

**FINANCIAL INFORMATION**

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

**9. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

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

To whom is the pledge being made?

**10. MANAGER APPLICATION**

**A. MANAGER INFORMATION**

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

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

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

**B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

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

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

Date	Municipality	Charge	Disposition

**C. EMPLOYMENT INFORMATION**

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

Start Date	End Date	Position	Employer	Supervisor Name
5/1/2018	Current	Owner/chef	Capeside Kitchen	Self
3/03/2008	4/19/2018	Cook	Grumpy's	James Manning
2/19/2002	1/12/2008	Owner/Chef	Sunny Day Cafe	Self

**D. PRIOR DISCIPLINARY ACTION**

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

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

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

Manager's Signature  Date

## ADDITIONAL INFORMATION

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

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

APPLICANT'S STATEMENT

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

of Capeside Kitchen Inc.  
Name of the Entity/Corporation

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

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

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

Signature: Matthew Rosadini

Date: 01/17/2019

Title: Treasurer

**CORPORATE VOTE**

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

For the following transactions (Check all that apply):

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

"VOTED: To authorize  Name of Person

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

"VOTED: To appoint  Name of Liquor License Manager

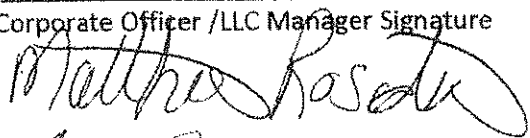
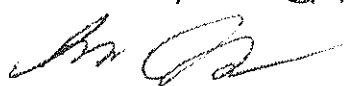
as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth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

A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer /LLC Manager Signature

Corporation Clerk's Signature





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

**CORI REQUEST FORM**

**EBORAH B. GOLDBERG**  
TREASURER AND RECEIVER GENERAL

**JEAN M. LORIZIO, ESQ.**  
CHAIRMAN

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

**ABCC LICENSE INFORMATION**

ABCC NUMBER: <small>(OF EXISTING LICENSEE)</small>		LICENSEE NAME:	CapeSide Kitchen	CITY/TOWN:	Harwich
---	--	----------------	------------------	------------	---------

**APPLICANT INFORMATION**

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

**PRINT AND SIGN**

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

**NOTARY INFORMATION**

On this Feb 14th 2019 before me, the undersigned notary public, personally appeared Matthew Rosadini (name of document signer), proved to me through satisfactory evidence of identification, which were Driver's Lic to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

NOTARY

**DIVISION USE ONLY**

REQUESTED BY:	
	SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

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



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





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

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

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

**ABCC LICENSE INFORMATION**

ABCC NUMBER:  LICENSEE NAME: Capeside Kitchen CITY/TOWN: Harwich

**APPLICANT INFORMATION**

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

**PRINT AND SIGN**

PRINTED NAME: Glen Jamieson APPLICANT/EMPLOYEE SIGNATURE:

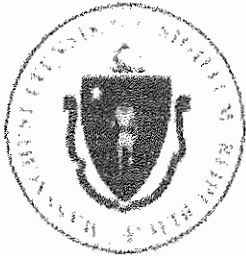
**NOTARY INFORMATION**

On this Feb 14<sup>th</sup> 2019 before me, the undersigned notary public, personally appeared Glen Jamieson  
 (name of document signer), proved to me through satisfactory evidence of identification, which were Driver's Lic  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
  
 NOTARY

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

**DIVISION USE ONLY**

REQUESTED BY:   
 SIGNATURE OF CORI-AUTHORIZED EMPLOYEE:   
 The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 680-4614.



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$250.00

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

**Articles of Organization**

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

Identification Number: 001324559

**ARTICLE I**

The exact name of the corporation is:

CAPESIDE KITCHEN INC

**ARTICLE II**

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

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

**ARTICLE III**

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

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

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

**ARTICLE IV**

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

N/A

**ARTICLE V**

Under the Articles of Organization upon the transfer of shares of stock of any class are:

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

**ARTICLE VI**

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

N/A

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

**ARTICLE VII**

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

Later Effective Date: Time:

**ARTICLE VIII**

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

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

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

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

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	GLEN T JAMIESON	874 QUEEN ANNE ROAD HARWICH, MA 02845 USA
TREASURER	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA
SECRETARY	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA
DIRECTOR	GLEN T JAMIESON	874 QUEEN ANNE ROAD HARWICH, MA 02645 USA
DIRECTOR	MATTHEW R ROSADINI	5 COLLINS ROAD BERLIN, MA 01503 USA

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

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

RESTAURANT

f. The street address (*post office boxes are not acceptable*) of the principal office of the corporation:

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

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (*post office boxes are not acceptable*):

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

which is

- its principal office  
 an office of its secretary/assistant secretary  
 an office of its transfer agent  
 its registered office

Signed this 25 Day of April, 2018 at 2:04:12 PM by the incorporator(s). (*If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.*)

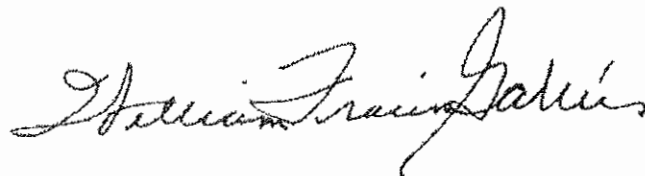
MATTHEW ROSADINI GLEN JAMIESON

THE COMMONWEALTH OF MASSACHUSETTS

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

deemed to have been filed with me on:

April 25, 2018 02:02 PM

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



March 18, 2019

## Wastewater Program Updates

**CDM  
Smith**





# Agenda

- Phase 2 - State Revolving Fund (SRF) Status
- Pumping Station Design
- Easement Status
- Harwich Program Cost Estimates
- DHY Status Update

# Phase 2 - SRF Status



## Phase 2 – SRF Status

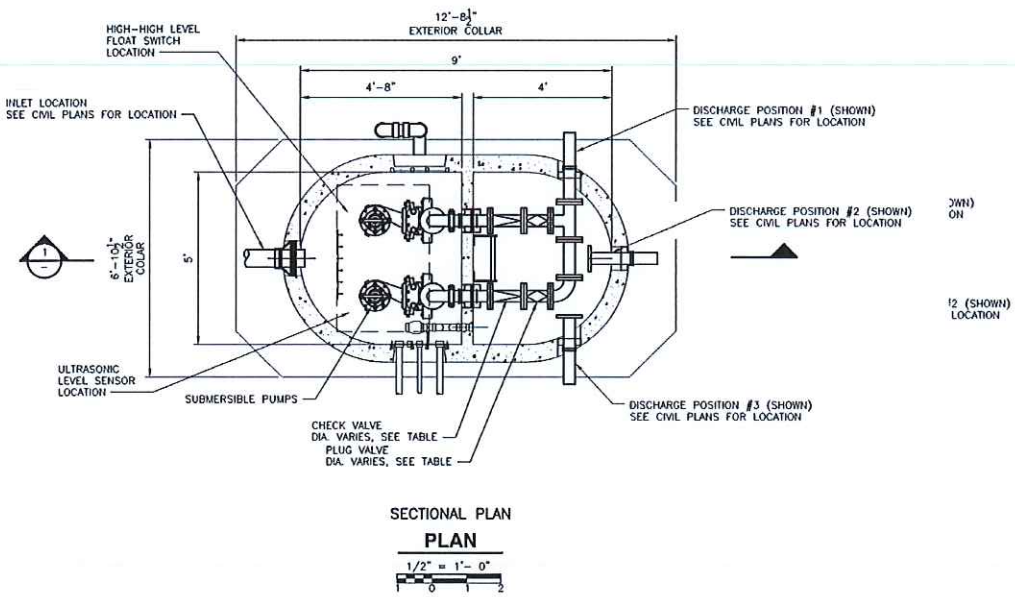
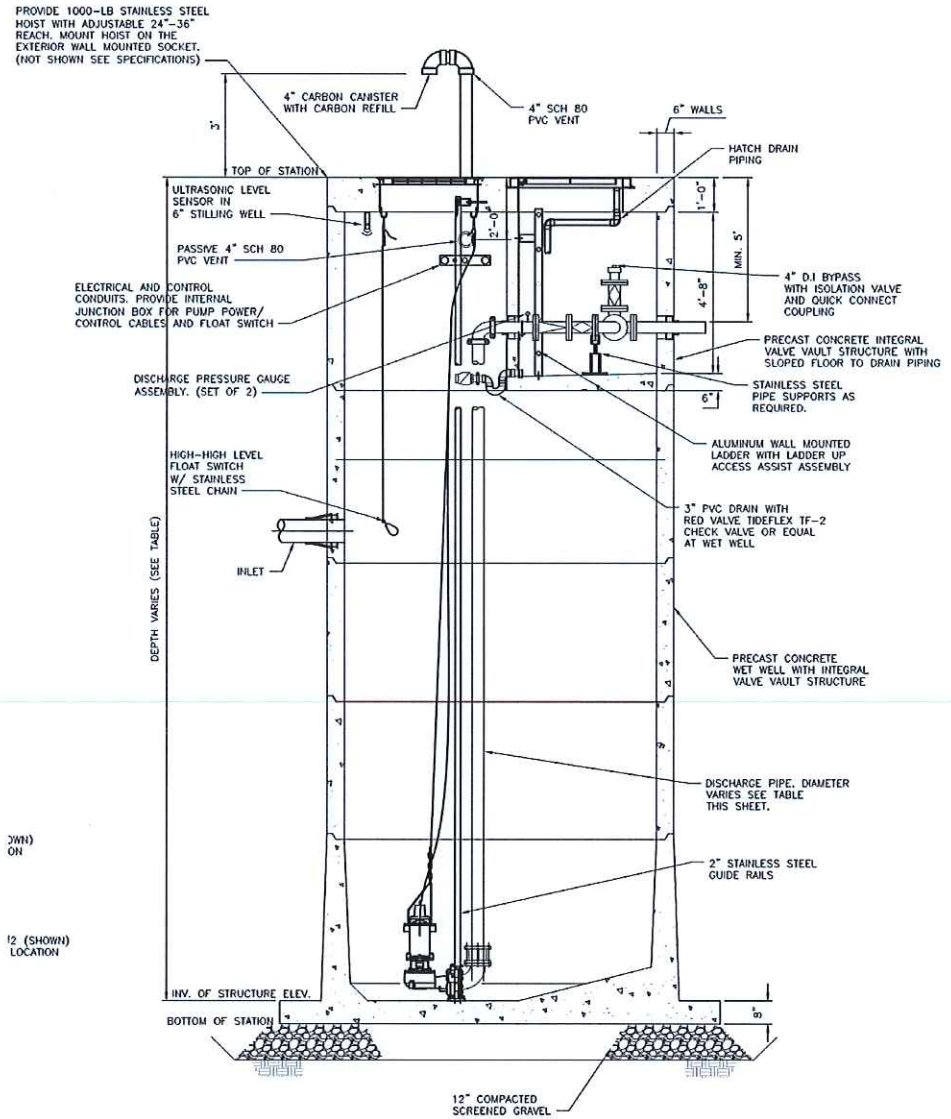
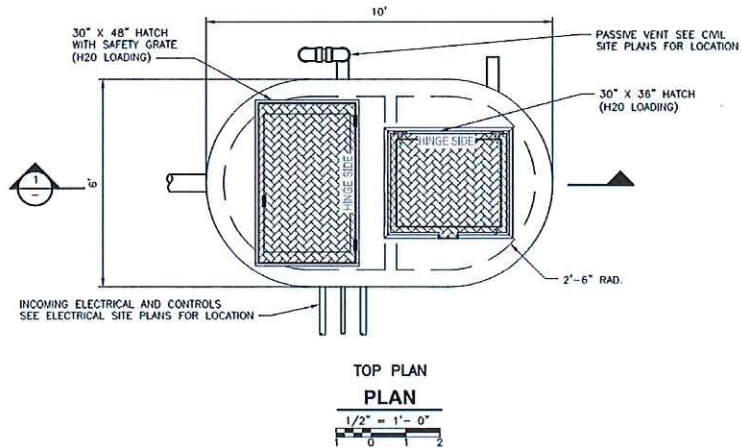
- MassDEP is reviewing design documents and State Revolving Fund (SRF) Loan documents
- Authority to File/Certifying Authority to File Forms
- Order of Conditions issued by Conservation Commission
- Will need Zoning Board waiver for lot line setback at two pumping stations
- Massachusetts Historical Commission signoff pending
- Expect to bid both contracts in March/April 2019

# Pumping Station Design

# Submersible vs. Suction Lift Stations

- Submersible
  - Proven technology of choice
  - Smaller footprint
  - Higher efficient pumps/lower O&M cost
  
- Suction Lift
  - Limitations on station depth (<25 feet lift)
  - Larger footprint
  - Lower efficiency/higher O&M cost
  - Requires more highly-trained maintenance personnel

# Submersible Pumping Station



# Submersible vs. Suction Lift Stations

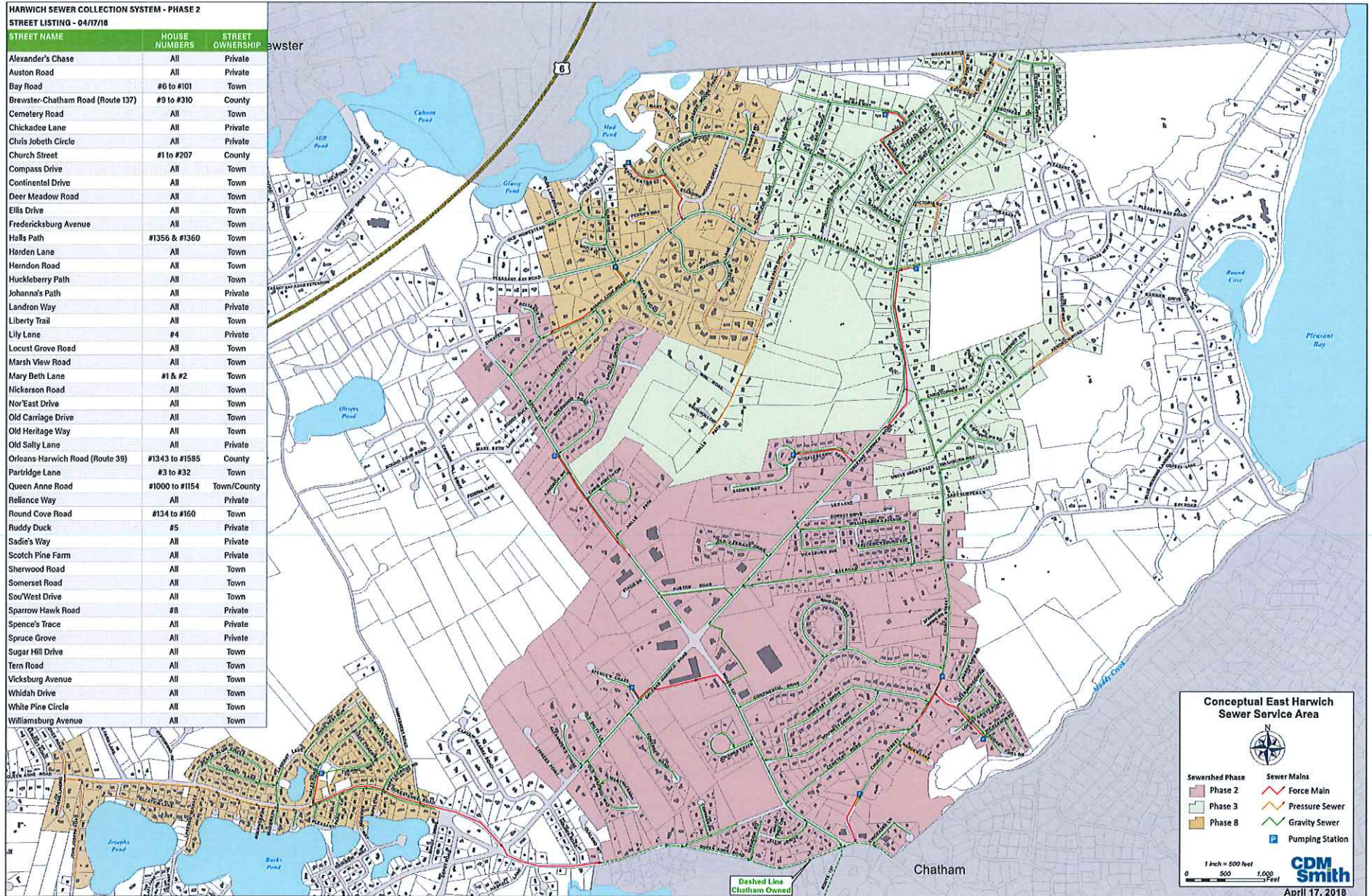
WASTEWATER PUMPING STATION TYPE SUMMARY								
COMMUNITY	TOTAL #	SUBMERSIBLES	SUCTION LIFT	WET PIT/DRY PIT	WET/DRY "CAN"	EJECTOR	GRINDER	VACUUM
Chatham	11	0	5	1	1	1	3	0
Barnstable	27	12	1	4	8	1	0	1
Wareham	43	25	0	13	0	5	0	0
Marion	8	6	0	2	0	0	0	0
New Bedford	29	7	2	13	7	0	0	0
Tewksbury	46	40	1	3	0	0	2	0
Andover	12	10	0	1	0	1	0	0
Revere	15	12	0	2	0	0	1	0
Mansfield	5	5	0	0	0	0	0	0
<b>TOTALS</b>	<b>196</b>	<b>117</b>	<b>9</b>	<b>39</b>	<b>16</b>	<b>8</b>	<b>6</b>	<b>1</b>



**HARWICH SEWER COLLECTION SYSTEM - PHASE 2**

**STREET LISTING - 04/17/18**

STREET NAME	HOUSE NUMBERS	STREET OWNERSHIP
Alexander's Chase	All	Private
Auston Road	All	Private
Bay Road	#6 to #101	Town
Brewster-Chatham Road (Route 137)	#9 to #310	County
Cemetery Road	All	Town
Chickadee Lane	All	Private
Chris Jobeth Circle	All	Private
Church Street	#1 to #207	County
Compass Drive	All	Town
Continental Drive	All	Town
Deer Meadow Road	All	Town
Ellis Drive	All	Town
Fredericksburg Avenue	All	Town
Halls Path	#1356 & #1360	Town
Harden Lane	All	Town
Herndon Road	All	Town
Huckleberry Path	All	Town
Johanna's Path	All	Private
Landron Way	All	Private
Liberty Trail	All	Town
Lily Lane	#4	Private
Locust Grove Road	All	Town
Marsh View Road	All	Town
Mary Beth Lane	#1 & #2	Town
Nickerson Road	All	Town
Nor East Drive	All	Town
Old Carriage Drive	All	Town
Old Heritage Way	All	Town
Old Sally Lane	All	Private
Orleans Harwich Road (Route 39)	#1343 to #1585	County
Partridge Lane	#3 to #32	Town
Queen Anne Road	#1000 to #1154	Town/County
Reliance Way	All	Private
Round Cove Road	#134 to #160	Town
Ruddy Duck	#5	Private
Sadie's Way	All	Private
Scotch Pine Farm	All	Private
Sherwood Road	All	Town
Somerset Road	All	Town
Sou'West Drive	All	Town
Sparrow Hawk Road	#8	Private
Spence's Trace	All	Private
Spruce Grove	All	Private
Sugar Hill Drive	All	Town
Tern Road	All	Town
Vicksburg Avenue	All	Town
Whidah Drive	All	Town
White Pine Circle	All	Town
Williamsburg Avenue	All	Town



**Conceptual East Harwich Sewer Service Area**

1 inch = 500 feet  
0 500 1,000 Feet

**CDM Smith**  
April 17, 2018

**Sewershed Phase**

- Phase 2
- Phase 3
- Phase 8

**Sewer Mains**

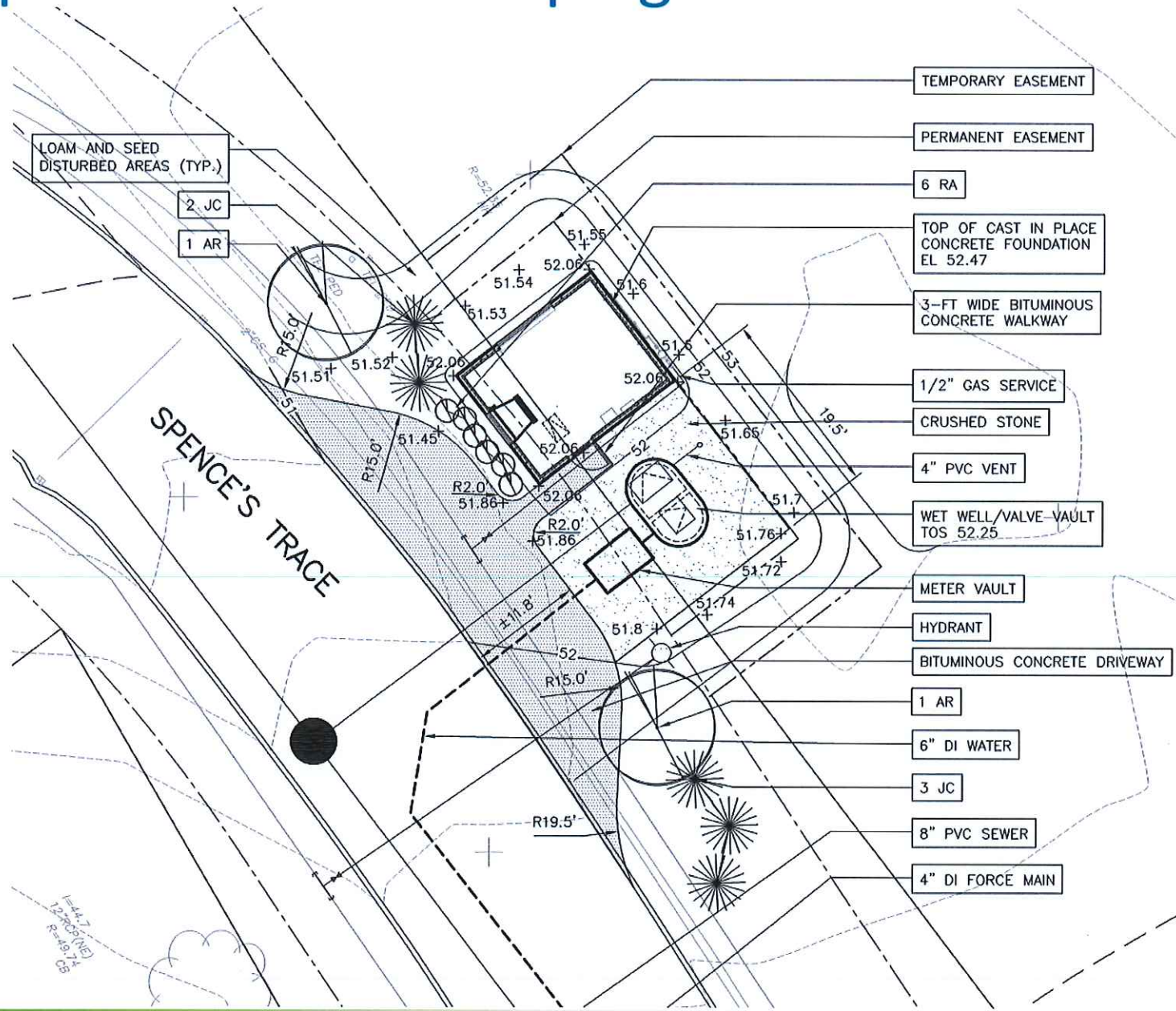
- Force Main
- Pressure Sewer
- Gravity Sewer

Pumping Station





# Spence's Trace Pumping Station Site Plan



LOAM AND SEED  
DISTURBED AREAS (TYP.)

2 JC

1 AR

SPENCE'S TRACE

TEMPORARY EASEMENT

PERMANENT EASEMENT

6 RA

TOP OF CAST IN PLACE  
CONCRETE FOUNDATION  
EL. 52.47

3-FT WIDE BITUMINOUS  
CONCRETE WALKWAY

1/2" GAS SERVICE

CRUSHED STONE

4" PVC VENT

WET WELL/VALVE VAULT  
TOS 52.25

METER VAULT

HYDRANT

BITUMINOUS CONCRETE DRIVEWAY

1 AR

6" DI WATER

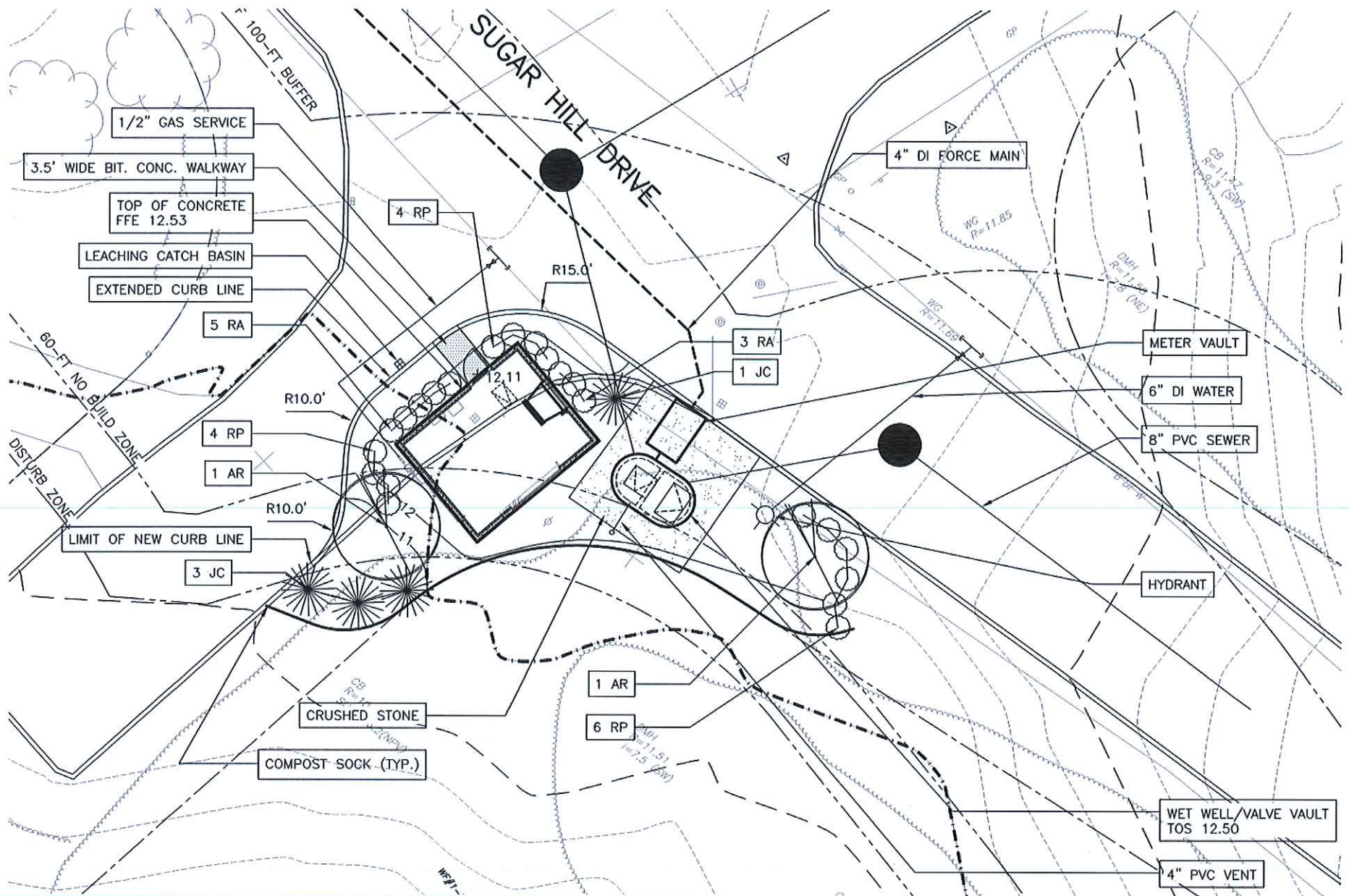
3 JC

8" PVC SEWER

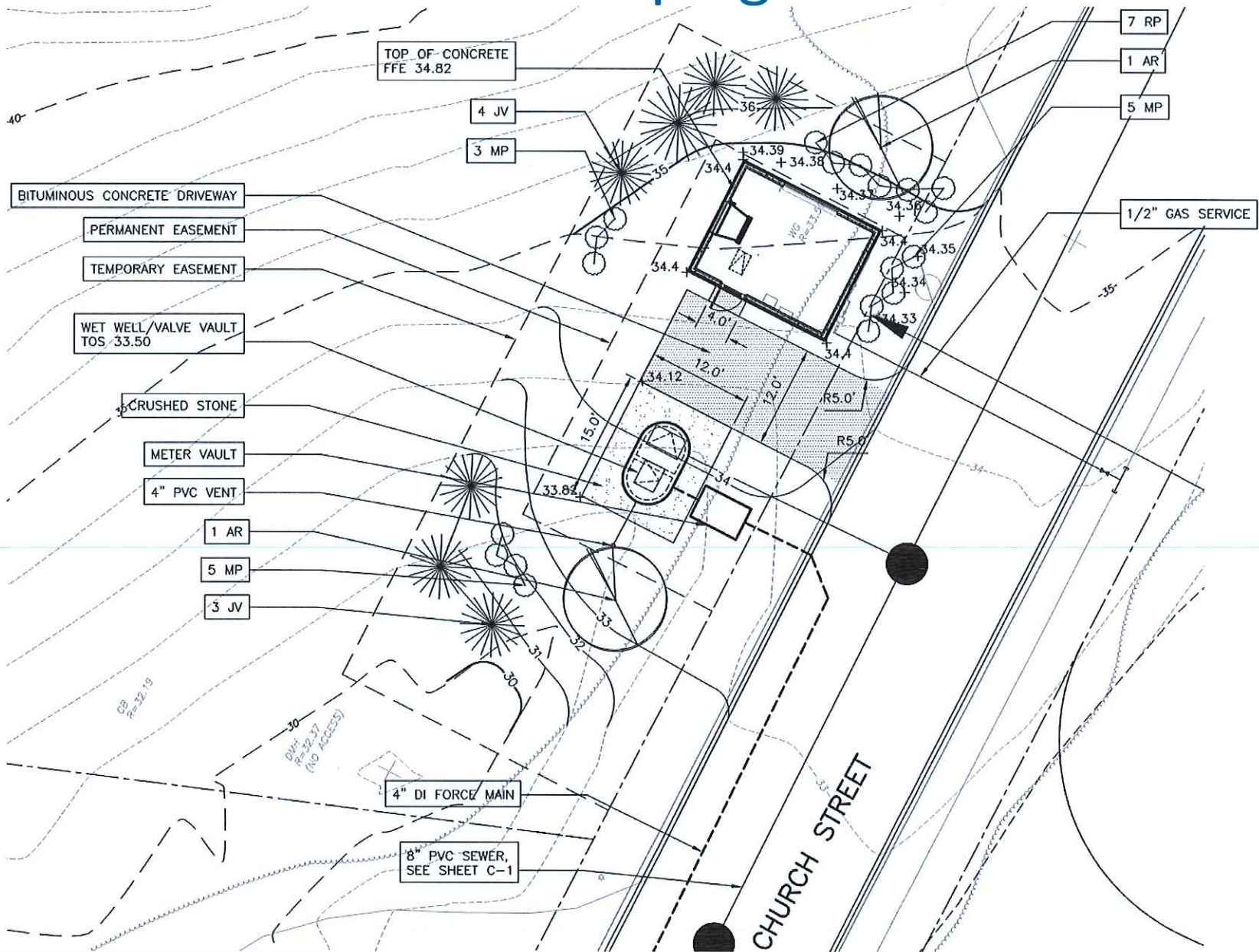
4" DI FORCE MAIN



# Sugar Hill Drive Pumping Station Site Plan

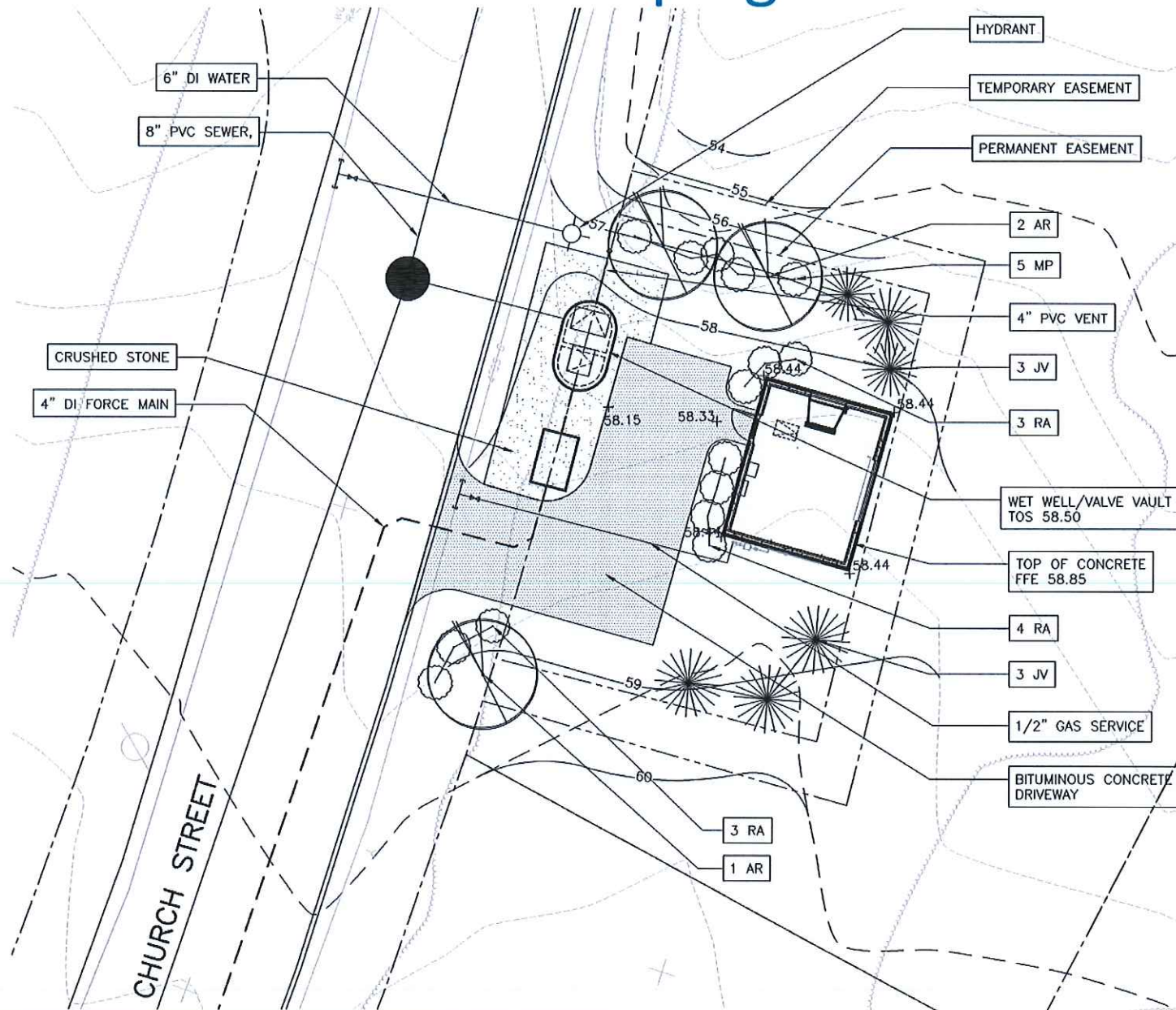


# Church Street South Pumping Station Site Plan

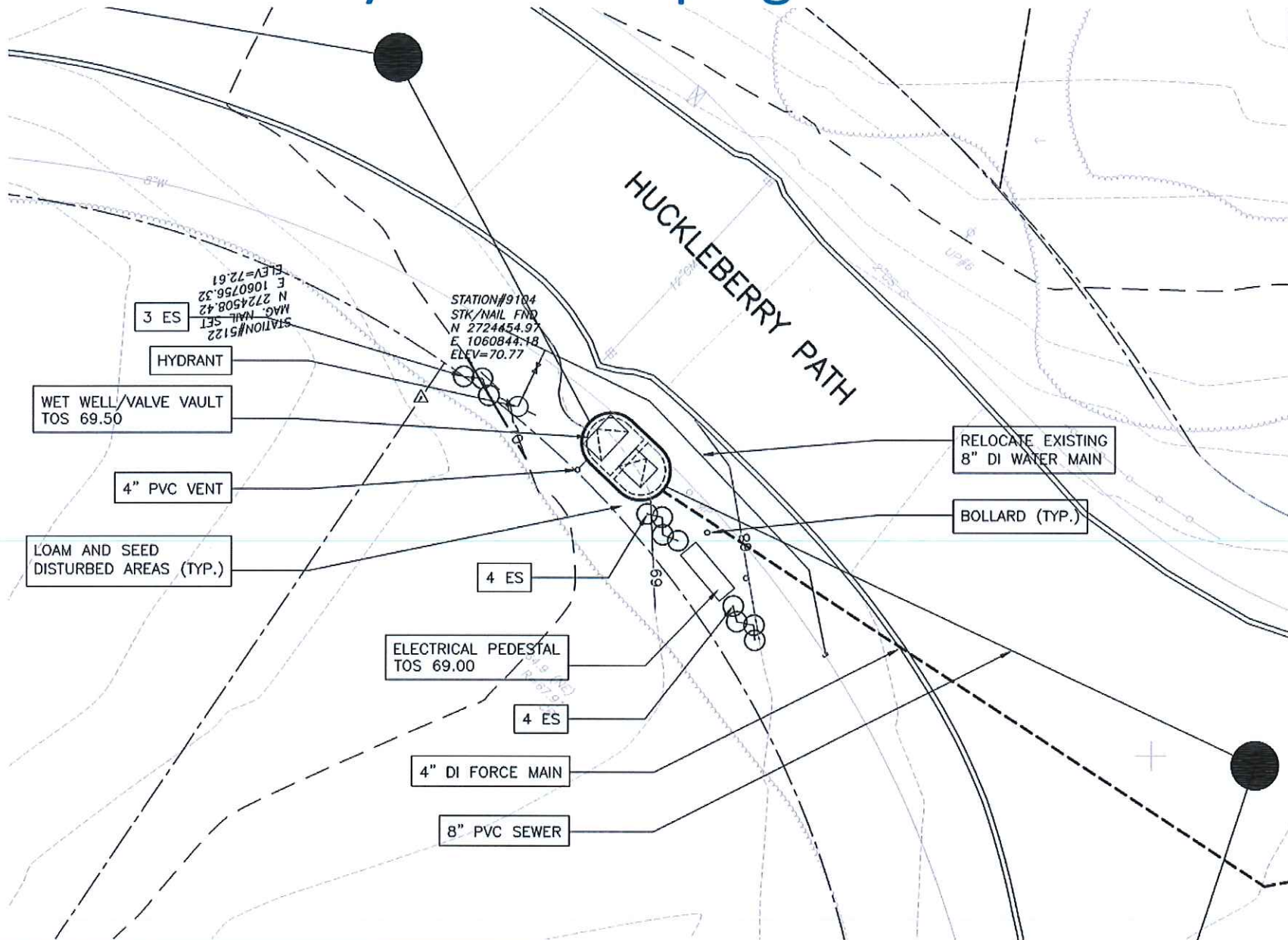




# Church Street North Pumping Station Site Plan

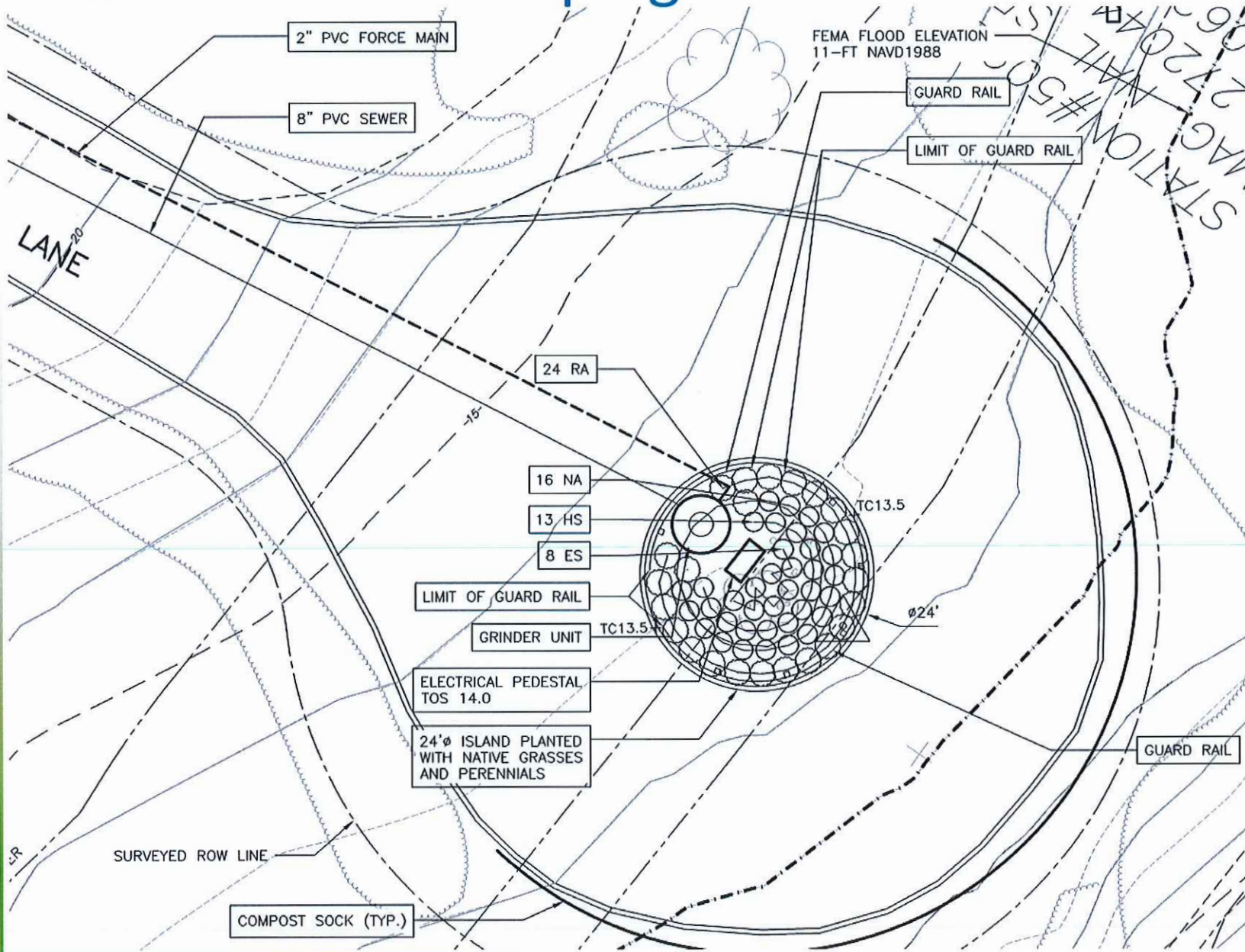


# Huckleberry Path Pumping Station Site Plan





# Harden Lane Pumping Station Site Plan



# Easement Status

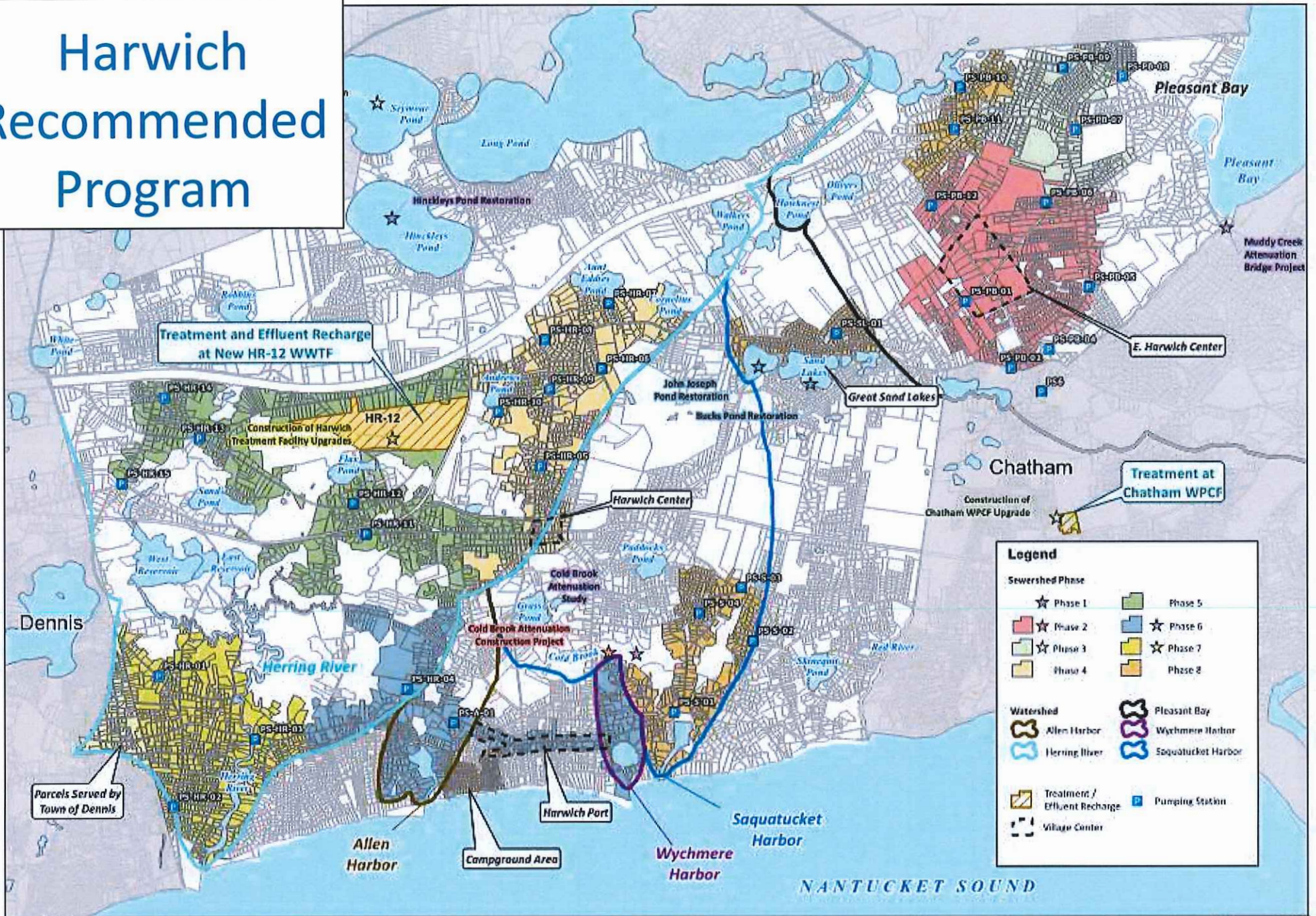
# Easement Status

- Easements required for:
  - Four pumping station sites
  - Stop & Shop parking lot
  - Harwich East Plaza
- Easement plans prepared
- Town Administrator met with individual property owners
- Easement takings prepared by Town Counsel
- Appraisals ongoing

# Harwich Program Cost Estimates



# Harwich Recommended Program



**Legend**

Sewershed Phase	
☆ Phase 1	Phase 5
☆ Phase 2	☆ Phase 6
☆ Phase 3	☆ Phase 7
Phase 4	Phase 8
Watershed	
Allen Harbor	Pleasant Bay
Herring River	Wychmere Harbor
	Saquatucket Harbor
Treatment / Effluent Recharge	Pumping Station
Village Center	

Sewer Service Area by Phase

1 inch = 4,000 feet  
 0 1,000 2,000 4,000 Feet

Figure 13-3 Recommended Phasing Plan





# Harwich Comprehensive Wastewater Management Plan

Capital Costs <sup>1</sup>			
System	Year 2013 <sup>2</sup>	Year 2018	Year 2022 <sup>3</sup>
ENR	9,475	11,183	12,400 (projected)
Non-traditional Technology	\$5.1 Million	\$3.9 Million	\$4.4 Million
Collection and Conveyance (without hookup costs)	\$143.2 Million	\$171.6 Million	\$192.2 Million
Treatment and Effluent Recharge with PRB	\$59.2 Million	\$67.8 Million	\$75.9 Million
Total Capital Cost	\$207.5 Million	\$243.3 Million	\$272.5 Million
<b>Total Capital Cost with Engineering, Contingency, Permitting, Planning (without hookup costs)</b>	\$230.1 Million	\$268.0 Million	\$300.2 Million

<sup>1</sup>Capital costs include 15% for planning, design, and engineering and include 25% for construction contingency.

<sup>2</sup>Year 2013 costs included an additional 10% contingency on top of capital costs. For Years 2018 and 2022, all contingencies are included in the unit costs.

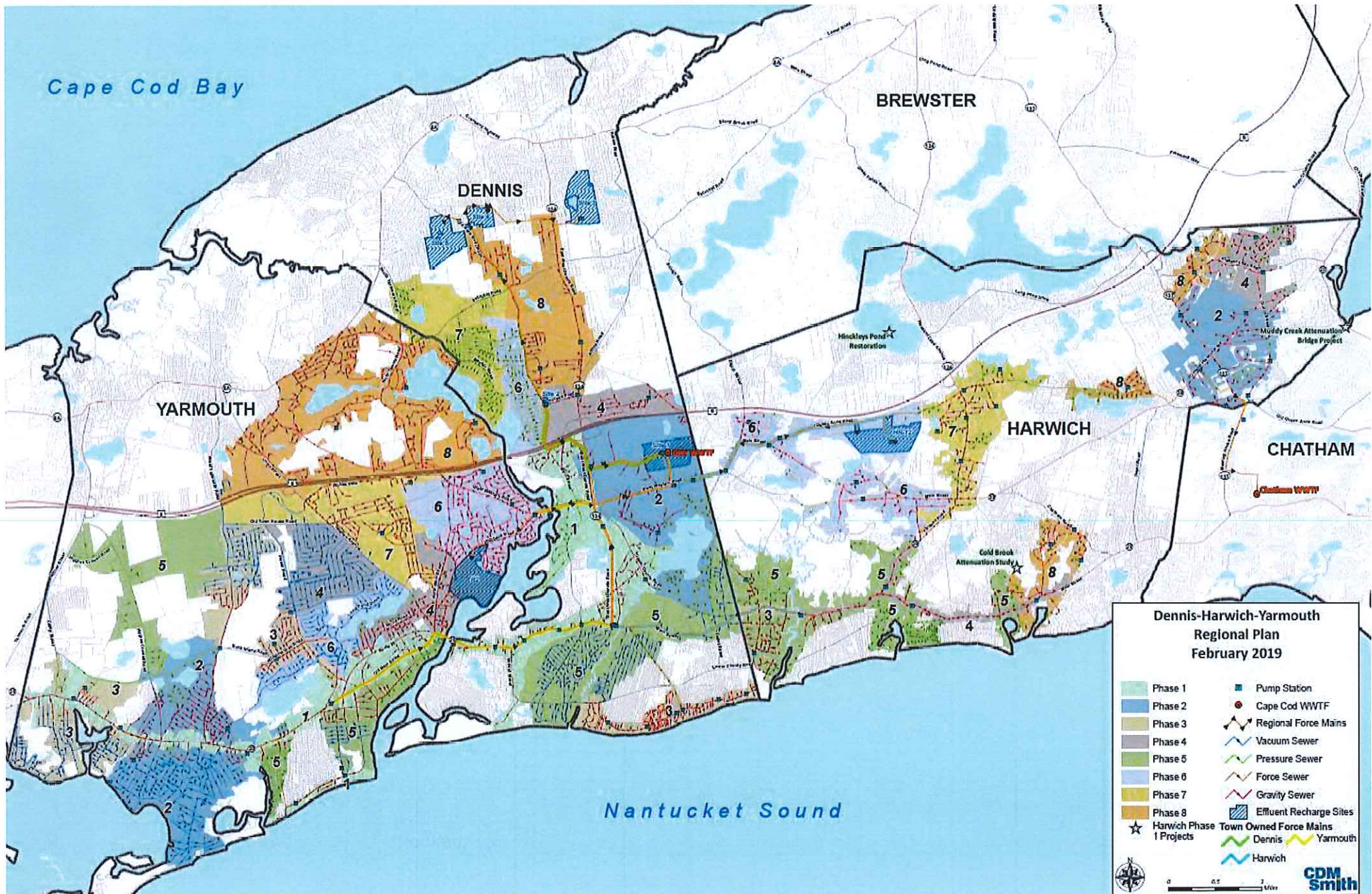
<sup>3</sup>Total Year 2018 costs projected to Year 2022 costs using approximately 3% increase per year.

# Harwich Funding Requests (2022 \$)

Funding Request Year	Fiscal Year	Phase	Total (without Hookup Costs)	Description
2013	2014	1	\$1.0 M	(1) Design and Implementation of Muddy Creek Attenuation Project
2017	2018	2-Design	\$11.0 M	(1) Design of Pleasant Bay (South) Sewer System (2) Design of Chatham Interconnector System (3) Design, Construction, and Implementation of Cold Brook Project
2018	2019	2-Construction	\$24.8 M	(2) Capacity Purchase at Chatham WPCF (3) Construction of Interconnection with Chatham and sewers in southern section of Pleasant Bay (4) Sewer Enterprise Fund (5) Hinckley Pond Remediation Improvements
2022	2023	3-Design	\$1.1 M	(1) Design of Pleasant Bay (North) Sewer System
2023	2024	3-Construction	\$17.1 M	(1) Construction of Pleasant Bay (North) Sewer System (2) Seymour Pond Restoration
2027	2028	4-Design	\$7.5 M	(1) Design of Herring River Collection System (Northeast) (2) Design of Harwich Treatment Facility
2028	2029	4-Construction	\$67.4 M	(1) Construction of Herring River Collection System (Northeast) (2) Construction of Harwich Treatment Facility
2032	2033	5-Design	\$3.0 M	(1) Design of Herring River Collection System (Northwest)
2033	2034	5-Construction	\$27.6 M	(1) Construction of Herring River Collection System (Northwest)
2037	2038	6-Design	\$2.8 M	(1) Design of AWS and Herring River (SE) Collection Systems
2038	2039	6-Construction	\$25.2 M	(1) Construction of AWS and Herring River (SE) Collection Systems (2) Bucks Pond Restoration (3) John Joseph Pond Restoration
2042	2043	7-Design	\$6.2 M	(1) Design of Harwich WWTF Upgrade (2) Design of Herring River Collection System (SW)
2043	2044	7-Construction	\$56.2 M	(1) Construction of Harwich WWTF Upgrade (2) Construction of Herring River Collection System
2047	2048	8-Design	\$4.5 M	(1) Design of Campground Area, GSL, and Final PB Area Collection Systems
2048	2049	8-Construction	\$40.3 M	(1) Construction of Campground Area, GSL, and Final PB Area Collection Systems
22		Total	\$300.2 M	



# DHY Clean Waters Community Partnership









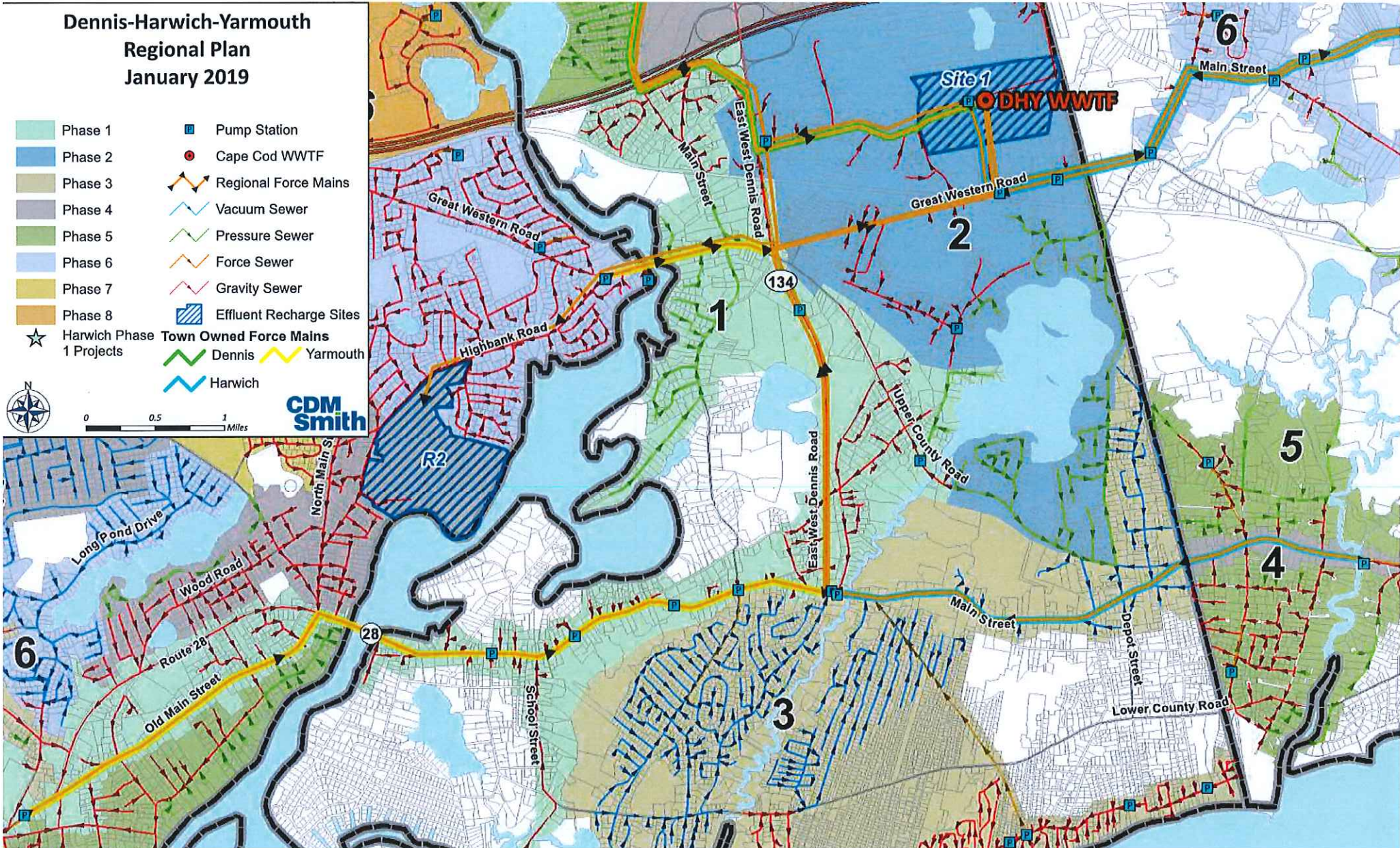
# Regional Conveyance: North and South Connections

Dennis-Harwich-Yarmouth  
Regional Plan  
January 2019

- Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5
- Phase 6
- Phase 7
- Phase 8
- Harwich Phase 1 Projects
- Pump Station
- Cape Cod WWTF
- Regional Force Mains
- Vacuum Sewer
- Pressure Sewer
- Force Sewer
- Gravity Sewer
- Effluent Recharge Sites
- Town Owned Force Mains
- Dennis
- Yarmouth
- Harwich

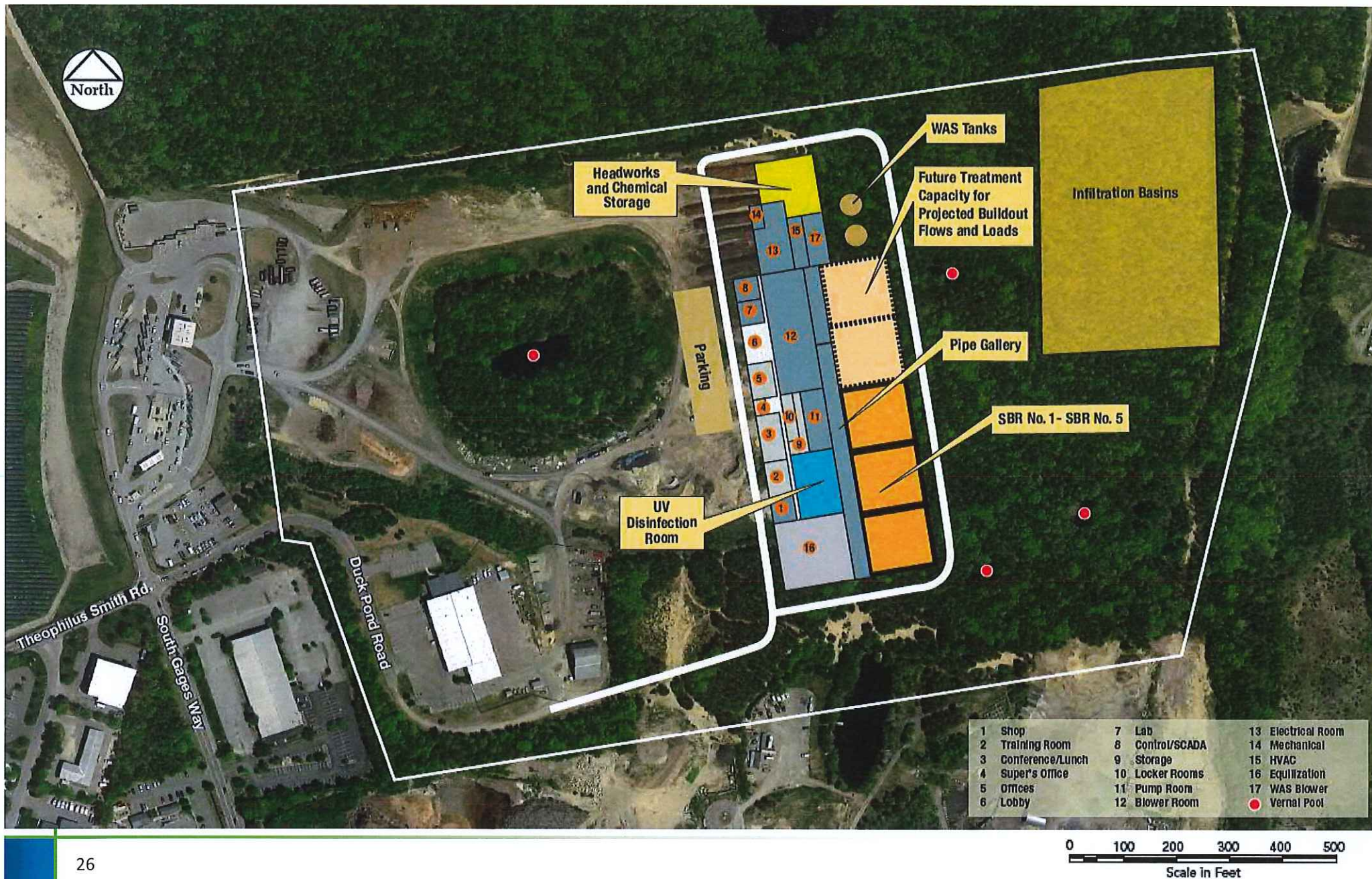


CDM Smith





# Conceptual DHY WWTF at Dennis DPW Site





## Shared Infrastructure - Cost Savings

**-34%**



# DHY Shared Infrastructure Costs and Savings

DHY Shared Conveyance, WWTF, and Effluent Recharge Cost Comparison	Capital Costs		O&M Costs		Equivalent Annual Costs*		Annual Savings (Rounded)	
	Town	Regional	Town	Regional	Town	Regional	\$ / year	%
Dennis	\$85 M	\$64 M	\$4.5 M	\$2.3 M	\$8.3 M	\$5.2 M	\$3.1 M	38%
Harwich	\$76 M	\$32 M	\$2.1 M	\$1.4 M	\$5.5 M	\$2.8 M	\$2.7 M	48%
Yarmouth	\$113 M	\$106 M	\$6.3 M	\$3.9 M	\$11.4 M	\$8.6 M	\$2.8 M	25%
<b>Total</b>	<b>\$274 M</b>	<b>\$202 M</b>	<b>\$12.9 M</b>	<b>\$7.6 M</b>	<b>\$25.2 M</b>	<b>\$16.6 M</b>	<b>\$8.6 M</b>	<b>34%</b>

\*EAC assumes 30 year loan at 2% interest

<b>Dennis Program Costs</b>	<b>Capital Costs</b>		<b>O&amp;M Costs</b>		<b>Equivalent Annual Costs</b>		<b>Annual Savings</b>
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Collection System	\$194 M	\$190 M	\$2.3 M	\$2.2 M	\$10.9 M	\$10.7 M	\$0.2 M
Shared Conveyance to WWTF	\$0.0 M	\$3 M	\$0 M	\$0.1 M	\$0.0 M	\$0.3 M	-\$0.3 M
WWTF	\$61 M	\$45 M	\$4.3 M	\$2.0 M	\$7.0 M	\$4.0 M	\$3.0 M
Effluent Recharge with PRB	\$25 M	\$16 M	\$0.2 M	\$0.2 M	\$1.3 M	\$0.9 M	\$0.4 M
Non-Traditional Technologies	\$10 M	\$10 M	\$0.1 M	\$0.1 M	\$0.5 M	\$0.5 M	\$0
<b>Total</b>	<b>\$290 M</b>	<b>\$264 M</b>	<b>\$6.9 M</b>	<b>\$4.6 M</b>	<b>\$19.7 M</b>	<b>\$16.4 M</b>	<b>\$3.3 M</b>



Harwich Program Costs	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Collection System	\$212.7 M	\$217 M	\$1.2 M	\$1.2 M	\$10.7 M	\$10.9 M	-\$0.2 M
Shared Conveyance to WWTF	\$0.0 M	\$2 M	\$0.0 M	\$0.1 M	\$0.0 M	\$0.1 M	-\$0.1 M
WWTF	\$71.3 M	\$29 M	\$1.9 M	\$1.3 M	\$5.1 M	\$2.6 M	\$2.5 M
Effluent Recharge with PRB	\$11.5 M	\$8 M	\$0.1 M	\$0.1 M	\$0.6 M	\$0.4 M	\$0.2 M
Non-Traditional Technologies	\$4.4 M	\$4.4 M	\$0.1 M	\$0.1 M	\$0.3 M	\$0.3 M	\$0
<b>Total</b>	<b>\$300 M</b>	<b>\$260 M</b>	<b>\$3.3 M</b>	<b>\$2.7 M</b>	<b>\$16.7 M</b>	<b>\$14.3 M</b>	<b>\$2.4 M</b>

<b>Yarmouth Program Costs</b>	<b>Capital Costs</b>		<b>O&amp;M Costs</b>		<b>Equivalent Annual Costs</b>		<b>Annual Savings</b>
	<b>Town</b>	<b>Regional</b>	<b>Town</b>	<b>Regional</b>	<b>Town</b>	<b>Regional</b>	<b>\$ / year</b>
Collection System	\$294 M	\$299 M	\$3.8 M	\$4.0 M	\$16.9 M	\$17.3 M	-\$0.4 M
Shared Conveyance to WWTF	\$0 M	\$5 M	\$0.0 M	\$0.2 M	\$0.0 M	\$0.5 M	-\$0.5 M
WWTF	\$91 M	\$74 M	\$6.1 M	\$3.3 M	\$10.2 M	\$6.6 M	\$3.5 M
Effluent Recharge with PRB	\$22 M	\$26 M	\$0.3 M	\$0.3 M	\$1.2 M	\$1.5 M	-\$0.2 M
Non-Traditional Technologies	\$0.2 M	\$0.2 M	\$0.1M	\$0.1 M	\$0.1 M	\$0.1 M	\$0
<b>Total</b>	<b>\$407 M</b>	<b>\$404 M</b>	<b>\$10.3 M</b>	<b>\$7.9 M</b>	<b>\$28.4 M</b>	<b>\$26.0 M</b>	<b>\$2.4 M</b>



# Overall Wastewater Program Costs: Together vs. Go it Alone

Wastewater Program Cost Comparisons	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Dennis	\$290 M	\$264 M	\$6.9 M	\$4.6 M	\$19.7 M	\$16.4 M	\$3.3 M
Harwich	\$300 M	\$260 M	\$3.3 M	\$2.7 M	\$16.7 M	\$14.3 M	\$2.4 M
Yarmouth	\$407 M	\$404 M	\$10.3 M	\$7.9 M	\$28.4 M	\$26.0 M	\$2.4 M
<b>Total</b>	<b>\$997 M</b>	<b>\$928 M</b>	<b>\$20.5 M</b>	<b>\$15.2 M</b>	<b>\$64.8 M</b>	<b>\$56.7 M</b>	<b>\$8.1 M</b>

# Harwich Funding Requests Under DHY (2022 \$)

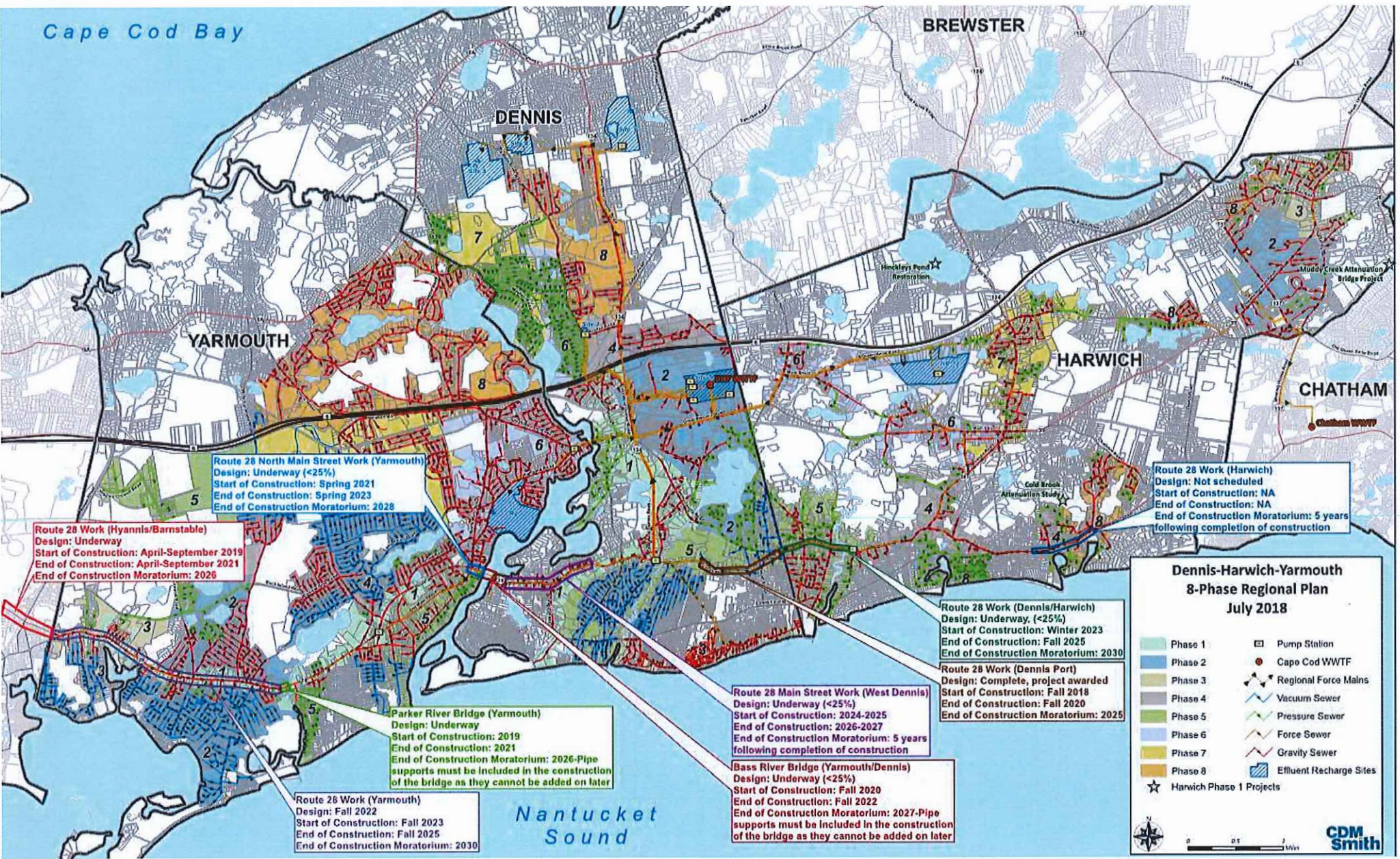
Funding Request Year	Fiscal Year Budget	Phase	Total
2013	2014	H1	\$1.0 M
2017 and 2018	2018 and 2019	H2	\$35.8 M
2019 and 2020	2020 and 2021	D1/Y1/DHY1	\$18.8 M
2020 and 2022	2021 and 2023	H3	\$7.0 M
2024 and 2025	2025 and 2026	D2/Y2/DHY2	\$0.0 M
2027 and 2028	2028 and 2029	H4	\$39.6 M
2029 and 2030	2030 and 2031	D3/Y3/DHY3	\$0.0 M
2032 and 2033	2033 and 2034	H5	\$39.9 M
2034 and 2035	2035 and 2036	D4/Y4/DHY4	\$10.1 M
2037 and 2038	2038 and 2039	H6	\$32.7 M
2039 and 2040	2040 and 2041	D5/Y5/DHY5	\$1.2 M
2042 and 2043	2043 and 2044	H7	\$32.0 M
2044 and 2045	2045 and 2046	D6/Y6/DHY6	\$0.9 M
2047 and 2048	2048 and 2049	H8	\$39.6 M
2049 and 2050	2050 and 2051	D7/Y7/DHY7	\$0.8 M
2054 and 2055	2055 and 2056	D8/Y8/DHY8	\$0.0 M
		<b>Total</b>	<b>\$259 M</b>

# Potential Future Savings

- Coordination with MassDOT Projects
- Yarmouth tie into Dennis system on Route 28 and Highbank Road at town lines (savings for Dennis and Yarmouth)
- Harwich tie into Dennis system on Route 28 and Great Western Road at town lines (savings for Dennis and Harwich)
- 0% Interest Loans



# Coordination with MassDOT Projects





# DHY Status Update

# Agreement

# Remaining Agreement Item

- Joint three-town Board of Selectmen meeting for vote to approve annual budget.
- Need to revise Special Legislation to add this in.
- Once Special Legislation enacted then town meeting in each community needs to approve the Agreement.

# Budget Process

- November 1<sup>st</sup> Draft Fiscal Year budget (majority vote) distributed to three communities. Also 5-yr budget plan.
- Commission discusses Draft budget with communities during November/December.
- Selectmen from each town hold a joint three-town public meeting to approve Draft budget by majority vote of those present. Quorum requires at least two selectmen from each community and a total of eight selectmen from the three towns be present. If rejected, then the Commissioners need to revise or respond until a positive vote is attained.
- January 15<sup>th</sup> Final Fiscal Year budget (2/3rds vote) adopted by Commission with appropriate revisions incorporated based on Selectmen vote and send to town treasurers by February 1st. Also 5-yr budget plan.

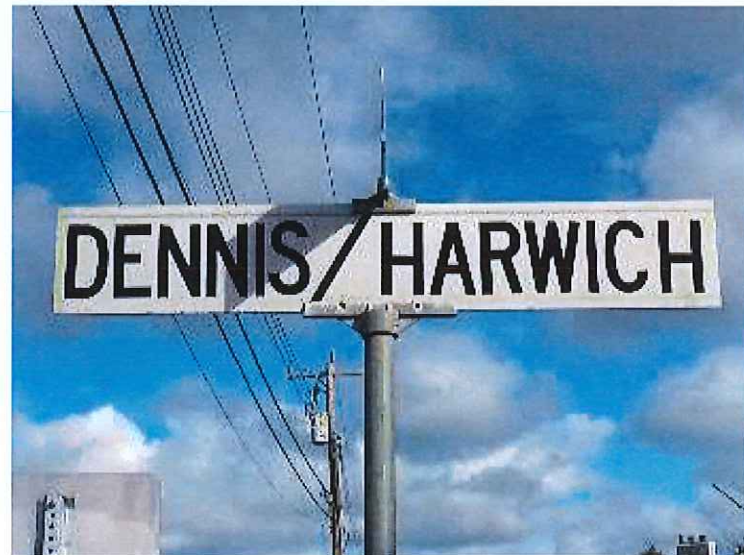
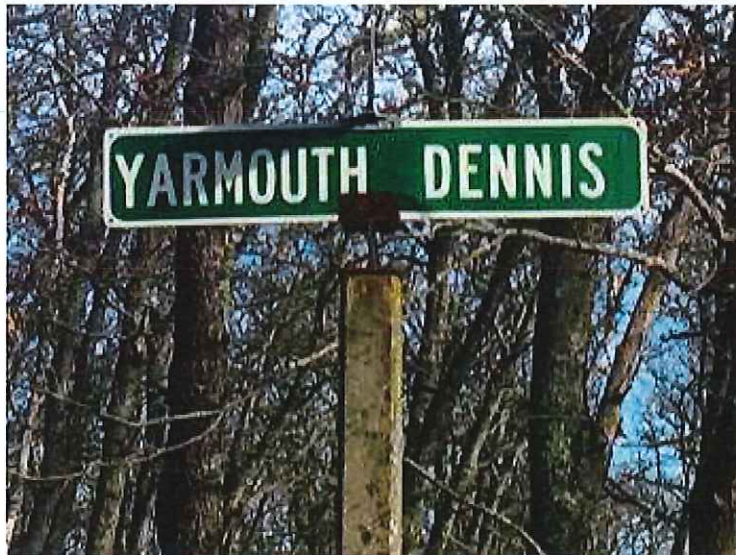
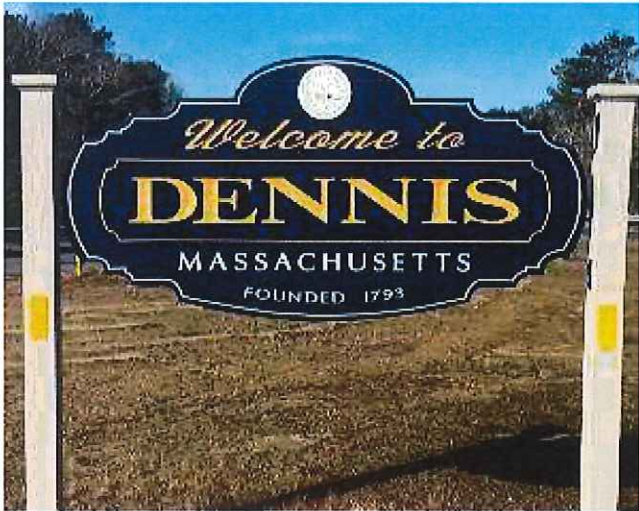
# Next Steps - Schedule

# DHY Schedule – 2019

- Revise Special Legislation – March 2019
- Three Town public information meeting – April 2019
- Town Meetings to address Agreement – May 2019 or Fall 2019
  - Article to adopt DHY Agreement;
  - Article to fund completion of CWMP or file NPC;
  - Articles for cost recovery (i.e., Water Infrastructure Investment Fund (WIIF), other).
- DHY State Grant closeout – June 2019
- Commission established in 2019-2020
- DHY WWTP design funding – May 2020
- Dennis and Yarmouth sewer design funding – May 2020



# Questions and Comments





# Estimated Wastewater Flow by Town

Build-out Annual Average Wastewater Use With I/I (ADF, gpd)					
Phase	Dennis @ DHY WWTF	Harwich @ DHY WWTF	Harwich @ Chatham WWTF	Yarmouth @ DHY WWTF	Total @ DHY WWTF
H1	-	-	0	-	-
H2	-	-	162,000	-	-
DY1/H3	304,375	0	119,000	540,300	844,675
DY2/H4	670,889	188,000	0	482,900	1,998,464
DY3/H5	204,841	196,000	0	453,200	2,656,504
DY4/H6	66,426	172,000	0	292,600	3,203,531
DY5/H7	346,778	204,000	0	278,400	4,024,709
DY6/H8	98,538	218,000	0	509,000	4,804,246
DY7	119,859	0	0	241,300	5,369,405
DY8	145,212	0	0	455,100	6,187,717
<b>Total (Rounded)</b>	<b>1,956,917</b>	<b>978,000</b>	<b>281,000</b>	<b>3,252,800</b>	<b>6,187,717</b>
<b>% of DHY</b>	<b>32%</b>	<b>16%</b>	<b>0%</b>	<b>53%</b>	<b>100%</b>



## AUTHORITY TO FILE

Whereas, the Town of Harwich, after thorough investigation, has determined that the work activity consisting of:

### **Sewer Collection System – Phase 2 (CWSRF 4424)**

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Department of Environmental Protection (the "Mass DEP") and the Massachusetts Water Pollution Abatement Trust (the "Trust") of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the **Town of Harwich** as follows:

1. That the **Town Administrator** is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.





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

**APPLICATION FOR ENTERTAINMENT LICENSE**

- Weekday Entertainment (\$75)
- Batters Box (\$50)
- Go Carts (\$50)
- Miniature Golf (\$50)
- Trampolines (\$25)
- Theater (\$150 per cinema)
- Automatic Amusement:
  - Juke Box (\$100 each)
  - Video Games (\$100 each)

- New application
- Renewal
- Annual
- Seasonal
- Opening Date \_\_\_\_\_

Other \_\_\_\_\_

Business Name Harwich Inn + Tavern LLC Phone 617 947 7600

Business Address 77 Route 28 w Harwich ma 02671

Mailing Address Same

Owners Name & Address James Tsoukalas 77 Route 28 w Harwich

Managers Name & Address James Tsoukalas 77 Route 28 w Harwich, ma

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

Monday to Saturday 12:00 noon to 12:00 midnight *INSIDE and OUTSIDE*

**ENTERTAINMENT TYPE: (Check all appropriate boxes)**

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



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

**APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE**

LICENSE APPLIED FOR: Lodging House  Innholders   
Fee: \$50 New application  Annual  # of rooms 6  
Renewal  Seasonal  Opening date \_\_\_\_\_

Business Name Harwich Inn + Tavern LLC Phone 617 947 7600

Doing Business As (d/b/a) Harwich Inn

Business Address 77 Route 28 W Harwich ma 02671

Mailing Address Same

Winter Address & Phone Same

Name of Owner James Tsoukalas

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

James Tsoukalas 19 Keenan St Watertown, MA 02472

[Signature] manager 82-4920911  
Signature of applicant & title Social Security # or Federal I.D. #

**INNOLDERS ONLY** – List total number of seats in dining/lounge area. 97

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

Harwich Inn + Tavern LLC By James Tsoukalas manager  
Signature of individual or corporate name Corporate officer (if applicable)

**REGULATORY COMPLIANCE FORM**

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

[Signature]  
Building Commissioner

[Signature]  
Board of Health

[Signature]  
Fire Department

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

## ARTICLES

### TOWN OFFICERS AND COMMITTEES

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

### REPORTS OF TOWN OFFICERS AND COMMITTEES

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

### ELECTED OFFICIALS SALARIES

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

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



## PRIVATE PETITIONS

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

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

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

### PROMOTE THE TOWN OF HARWICH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### PLEASANT BAY RESOURCE MANAGEMENT PLAN UPDATE

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

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

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

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

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

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

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

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

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



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

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

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

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

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

#### GENERAL BYLAW AMENDMENT. SINGLE USE PLASTIC STRAW BAN BYLAW

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

#### Article III Single-Use Plastic Straws

#### 122-9. Single-Use Plastic Straw Ban

#### 122-9-1. Intentions and Findings.

It has been found that:

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

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

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

#### 122-9-2. Definitions

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

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

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

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

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

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

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

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

First Offense: \$100 fine

Second Offense: \$200 fine

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

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

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

122-9-5. Severability

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

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

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

C. Definitions:

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

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

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

and to act fully thereon. By Petition.

SELECTMEN AND FINANCE COMMITTEE PUBLIC RECORD OF VOTES

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

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



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

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

Amend Chapter 3, §1-1 as follows:

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

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

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

**PET BURIAL GROUND**

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

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

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

**ESTABLISH ANNUAL REVOLVING FUND FOR THE PET BURIAL GROUND**

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

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

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

**COMPLETE THE CONSTRUCTION OF THE PET BURIAL GROUNDS**

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

## CEMETERY

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

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

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

##### I. Rules

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

##### II. Interments

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



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

### III. Cemetery Lots

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

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

#### IV. Markers, Headstones, Monuments

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

#### V. Administration

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

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

VI. Active Cemeteries (*Burial space available*)

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

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

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

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

CEMETERY ARBORETUM PROJECT – MAPPING AND SOFTWARE

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

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



**ZONING/PLANNING BOARD**

**SINGLE FAMILY DWELLING WITH ACCESSORY APARTMENT**

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

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

**Table 1, Use Regulations**

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

and

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

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

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

- (1) Purpose. The intent of permitting accessory apartments is to:
- a. Increase the number of small dwelling units available for rent in Town;
  - b. Increase the range of choice of housing accommodations;
  - c. Encourage greater diversity of population with particular attention to young adults and senior citizens; and
  - d. Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods.

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

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

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

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

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

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

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

#### FREE-STANDING PORTABLE SIGNS

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

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

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

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

K. Freestanding Portable Sign.

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;
- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts (except any necessary hinge to fold and unfold said sign);
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more

- than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
  - (11) The sign shall also comply with the requirements of §325-26.D-G, above;

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

### RETAINING WALLS FOR SEPTIC SYSTEMS

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

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

"3May be reduced to 10 feet for Septic System pursuant to §325-18.R."

And,

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

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

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

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

ARTICLE 26: To see if the Town will vote to amend the Town's Zoning Bylaw Article XVII – Flood Plain Regulations by 1) changing §325-108 Definitions to §325-109 Definitions and 2) adding a new §325-108 "Special Provisions for Lifting Existing Structures to New and Appropriate Elevations" and by adding four new definitions, alphabetically, to the new §325-109 Definitions, and further to amend §325-2 Word usage and Definitions "Building/Structure Height" paragraph B by deleting the existing language and replacing it, as follows:

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



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

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

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

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

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

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

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

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

And,  
§325-2 Building/Structure Height

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

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

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

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

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

## LAND MATTERS

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

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

## MISCELLANEOUS

### SOLAR PHOTOVOLTAIC ENERGY SYSTEMS

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

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

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

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

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

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

*Explanation: The Monomoy Regional School District Agreement calls for a review of the document after five years. This review has been completed and amendments are recommended. Most of the revisions include elimination of the transition elements contained in the original agreement and an updating of language to include the Monomoy name. Based on feedback from the community and Select Boards, the Assignment of Schools language makes no change to the current regional agreement wording about assignment to elementary schools. Both towns retain their elementary schools with their town's children attending elementary school in the town of their residence. The Capital Expenditure and Borrowing costs shares have been updated to reflect the cost sharing of the operating budget. The amendment must be approved by both Harwich and Chatham respective Board of Selectmen and Town Meeting before becoming effective.*





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

**BARNSTABLE, ss:**

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

**Greetings:**

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

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

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

***BALLOT QUESTIONS***

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

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

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

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



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., Chief of Department

David J. LeBlanc, Deputy Fire Chief

## Fire Prevention – Inspections February 2019

Inspection Type	
Resale	16
Annual	10
Final	5
Lockbox	2
Liquid Propane	4
Oil Burner	2
Oil Tank	1
Pre-Inspection	1
Re-Inspection	2
Safety Inspection	
Town Hall – Plans (hours)	8
Town Hall – Meeting (hours)	4
Tank Truck	1
Fire Drills	
Meetings – Misc	
Joint Inspection	

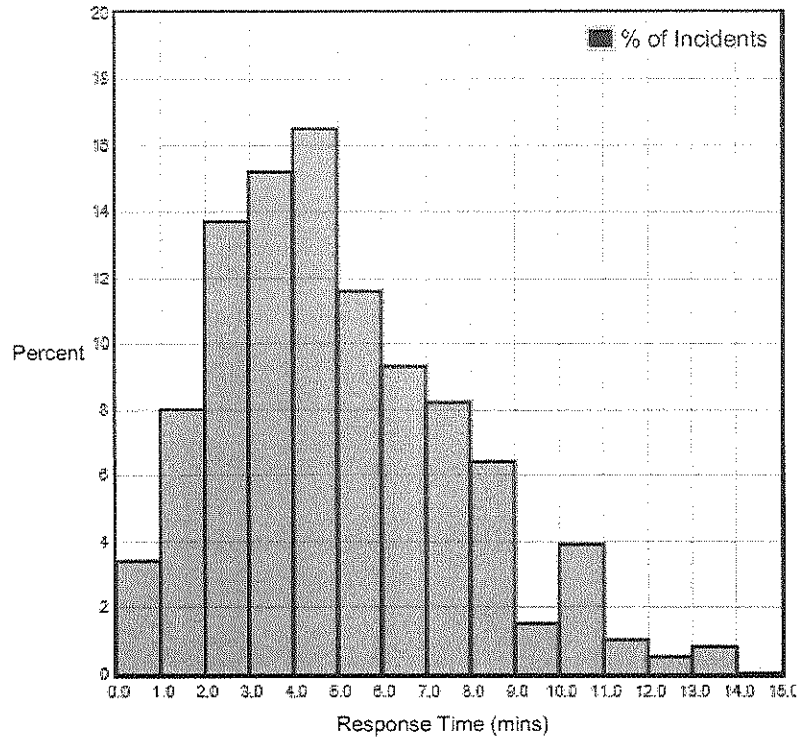


Incident Type Report (Summary)  
 From 02/01/19 To 02/28/19  
 Report Printed On: 03/12/2019

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Passenger vehicle fire (131)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
	<b>8</b>	<b>2.82%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
EMS call, excluding vehicle accident with injury (321)	204	72.34%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	5	1.77%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
	<b>211</b>	<b>74.81%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>						
Hazardous condition, other (400)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	2	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Oil or other combustible liquid spill (413)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	2	0.71%	\$0.00	\$0.00	\$0.00	0.00%
	<b>10</b>	<b>3.53%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>5 Service Call</b>						
Service Call, other (500)	8	2.84%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	4	1.42%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	2	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
	<b>16</b>	<b>5.67%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>						
Good intent call, other (600)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	10	3.55%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
	<b>14</b>	<b>4.96%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>						
Telephone, malicious false alarm (713)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	4	1.42%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	1	0.35%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	2	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	7	2.48%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	3	1.06%	\$0.00	\$0.00	\$0.00	0.00%
	<b>21</b>	<b>7.43%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

**Incident Response Time Analysis**  
 Date Range 02/01/2019 to 02/28/2019  
 Total # of Runs Fitting Criteria 388 runs  
 Average Response Time 4.5 mins  
 Service(s) Harwich Fire Department  
 Incident Type(s) All

Response Time	# of Incident Responses	% of Incident Responses
0 mins	13	3.4%
1 mins	31	8%
2 mins	53	13.7%
3 mins	59	15.2%
4 mins	64	16.5%
5 mins	45	11.6%
6 mins	36	9.3%
7 mins	32	8.2%
8 mins	25	6.4%
9 mins	6	1.5%
10 mins	15	3.9%
11 mins	4	1%
12 mins	2	0.5%
13 mins	3	0.8%
14 mins	0	-
15 mins	0	-



 Report Description

[Back To Filters](#)

## Monthly Report for Selectman

3/13/19

### **Golf Operations**

- The golf course remains open on temporary greens, when weather allows.
- Currently booking tee times for 2019 golf season
- Early membership drive has generated 258 early renewals and 16 new memberships
- Pro shop counter has been installed and shop and hall carpeted.
- Currently advertising for seasonal positions
- Selectmen approved one year lease for golf carts with New England Golf Cars in a revenue share agreement on 3/11
- Presented FY20 Golf Budget to Selectmen and FinCom on 3/2

### **Golf Course Maintenance**

- ▶ Off-season cart path projects are complete (hole 6 tee/cart path & hole 12 green cart path)
- ▶ Tree work is currently underway

### **Golf Course Infrastructure Project**

- ▶ Temporary electric power (100amp service) has been installed in new building
- ▶ Solar project is currently out to bid as part of CVEC round 4. Bids are due on 3/27
- ▶ Old cart storage buildings have been prepped for demo, demo application has been submitted.





# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

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



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 3/03/19 THROUGH 3/09/19

### PATROL

- 374 Calls and patrol-initiated activity logged
  - 4 Arrests
- 45 Traffic Enforcement Assignments completed
- 54 motor vehicle stops resulting in:
  - 25 Verbal warnings
  - 23 Written warnings
  - 1 Criminal complaint
  - 1 Arrest
  - 4 Investigations
- 5 Motor vehicle accidents investigated

### ADMINISTRATION

- Chief met with citizen
- Union negotiations
- Recruit interview