

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, March 25, 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 25, 2019 Regular Session
    - 2. March 4, 2019 Regular Session
  - B. Approve the recommendation of the Town Administrator relative to a Public Hearing for a Dangerous Dog held on Wednesday, March 13, 2019
  - C. Approve the request of money from the Cable Fund in the amount of \$7,170 for the for the purchase of hearing room furniture to be placed in a newly designated hearing room space at the Harwich Community Center formerly the Channel 18 Studio
  
- VI. **PUBLIC HEARINGS/PRESENTATIONS** *(Not earlier than 6:30 P.M.)*
  - A. Monomoy Regional School District
    - 1. Budget / reductions
    - 2. Breakdown of Administrative Staff
  
- VII. **NEW BUSINESS**
  - A. Request to increase the Recreation Department spending cap for the current fiscal year
  
- VIII. **CONTRACTS**
  - A. Saquatucket Marina Snack Shack Contract
  
- IX. **OLD BUSINESS**
  - ✓ A. Sewer Pump Follow-up
  - B. D/H/Y Agreement revised language – *vote to approve*
  - C. Budget Reductions / Tax Impact on Revised Comprehensive Wastewater Management Plan – Carol Coppola
  
- X. **WARRANT ARTICLES – REVIEW RECOMMENDATIONS**
  - A. Finance Committee Recommendations
  - B. Budget Articles (1-37)
  - C. Article 31 - Cemetery Rules and Regulations
  - D. Article 61 – Affordable Housing Trust
  - E. Article 66 - Stabilization
  - F. Article 67 - OPEB (Other Post Employment Benefits)
  - G. Article 68 - Fund Prior Year's Unpaid Bills
  - H. Article 69 - Herring Fisheries
  
- XI. **TOWN ADMINISTRATOR'S REPORTS**
  - A. Safe Routes to School Infrastructure Project Finding Program
  - ✓ B. \$50,000 D/H/Y Grant
  - C. \$521,925 OPEB reimbursement for Insurance Expenses
  - D. Preliminary Impact on Plastic Bottle Ban
  - E. 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 21, 2019

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, FEBRUARY 25, 2019  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Lincoln Hooper, Carol Coppola, Dana DeCosta, and others.

Chairman Kavanagh reported that the Board just came out of Executive Session regarding Cornelius Pond and they will be bringing this back when Michael Lach is available. She also noted that they approved the Executive Session minutes of February 4 and 11, 2019.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

Chris Joyce of the Voter Information Committee announced upcoming Voter Information Committee events including warrant review and candidates' forum.

**CONSENT AGENDA**

- A. Minutes:
  - 1. January 28, 2019 Regular Session
  - 2. February 4, 2019 Executive Session
  - 3. February 11, 2019 Executive Session
- B. Approve Petition by Verizon and Eversource to relocate one jointly owned pole on South Street
- C. Accept the resignation of Noreen Donahue from the Wastewater Support Committee
- D. Accept the resignation of Peter Hughes from the Wastewater Support Committee

Mr. McManus moved adoption 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. 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*

Superintendent Carpenter provided an overview of the agreement. Mr. Howell moved that we approve the agreement between the Towns of Chatham and Harwich with respect to the formation of a Regional School District as last amended 2/15/19. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

- B. Cornelius Pond Purchase and Sale Agreement (P&S) — *possible vote to sign Purchase and Sale Agreement*

Chairman Kavanagh reiterated that we will be bringing this back when Michael Lach comes before them. Mr. MacAskill clarified that the Board has already voted the Purchase and Sale Agreement and are just waiting on the Conservation Restriction.

## **WARRANT ARTICLE REVIEW**

Mr. McManus moved that we include the following article in the warrant. Chairman Kavanagh seconded the motion. Mr. MacAskill said going from 4% to 6% is far too much to ask of these small businesses and Mr. Howell said he can see both sides but he tends to agree with Mr. MacAskill. Mr. McManus spoke in support of the article. Mr. Clark said Town Meeting should have the option. There was extensive discussion on this item and the Board agreed to bring this item back.

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

Mr. McManus moved that the following article be kept in the Capital Plan and in the warrant. Mr. Howell seconded the motion and the motion carried by a 3-1-0 vote with Mr. MacAskill in opposition.

- Reconstruction of Lower County Road

Mr. Howell moved to include the following article in the warrant. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- Solar Photovoltaic Energy Systems

Mr. MacAskill moved to approve the amendment to the agreement between the Towns of Harwich and Chatham for the formation of a Regional School District in the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

Regarding the following article, Mr. Howell noted that we haven't gotten a vote of the Finance Committee and this may be premature and Mr. DeCosta agreed. Mr. MacAskill disagreed that the article was premature. Mr. Howell recommended waiting until next week and invite Ms. Hall in. Mr. MacAskill recommending striking the veto power language. The Board agreed to hold this article.

- Proposed Amendments to Harwich Home Rule Charter: Capital Outlay Plan

The Board agreed to bring back the following article when Ms. Hall is present as well:

- Proposed Amendments to Ex-Officio Members – clarify terms of office (Bylaw/Charter Review Committee)

Mr. MacAskill moved to approve the following article in the warrant. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

- Affordable Housing Trust Fund – List of Town Property to Designate as Affordable

Ms. Coppola outlined the article. There was discussion about oversight of the revolving funds, authorization to spend and the need for central authority. Mr. MacAskill asked for balances of the accounts and Mr. Howell asked for who has authority to expend on these accounts. Mr. MacAskill moved to approve that the following articles be included in the warrant. Mr. McManus seconded the motion and the motion carried by a 3-1-0 vote with Mr. Howell in opposition.

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

## **TOWN ADMINISTRATOR'S REPORTS**

### **A. Lower County Road Funding**

This item was not addressed by Mr. Clark.

### **B. Eversource Energy Herbicide Treatment along rights-of-way in Harwich**

Mr. Clark noted that Eversource submitted a notice on herbicide treatment along rights-of-way in Harwich which is in the packet.

### **C. Federal Emergency Management Agency Public Assistance Program**

Mr. Clark reported that FEMA is in process of reimbursing us for a storm last year.

### **D. Planning Board Waiver of Site Plan Review**

Mr. Clark reported that the Planning Board unanimously voted to approve the solar field as-of-right site specifically approving removal of the trees and prepping the site as well as having the solar company come back to the Planning Board.

### **E. Joint Budget Hearing Notice – Saturday, March 2, 2019**

Mr. Clark reported that there will be a joint budget hearing with the Board and Finance Committee this Saturday.

### **F. Budget Warrant Timeline**

This item was not addressed.

### **G. Departmental Reports**

This item was not addressed.

## **ADJOURNMENT**

Mr. MacAskill moved to adjourn at 8:22 p.m. Mr. Howell 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, MARCH 4, 2019  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Carolyn Carey, Jack Brown, Cyndi Williams, Richard Waystack, Dana DeCosta, Matt Hart, and others.

**WEEKLY BRIEFING**

Ms. Carey announced upcoming events at the Harwich Cultural Center.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

No one appeared before the Board.

**CONSENT AGENDA**

- A. Minutes:
  - 1. January 22, 2019 Regular Session
  - 2. February 4, 2019 Regular Session
- B. Approve the Application for a Hawkers and Peddlers License by Mobile Mixers
- C. Approve the request by Eversource Energy to install 40' of cable and conduit and one handhole in the town road to provide service to customer at 6 Northern Avenue, Harwich
- D. Accept the resignation of Sharon Pflieger as a member of the Wastewater Support Committee
- E. Committee Appointments:
  - 1. Kathy Teahan            Cultural Council            June 30, 2020 – Full Member
  - 2. Christine Banks       Cultural Council            June 30, 2020 – Full Member
  - 3. Richard Kaiser        Bikeways Committee       June 30, 2021 – Full Member
  - 4. Laurinda Raquel      Cultural Council            June 30, 2021 – Full Member
  - 5. James Armstrong     Board of Appeals           June 30, 20 21– Alternate Member

Mr. McManus moved approval of Items A through D of the Consent Agenda and the recommended actions thereon. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote. Mr. Howell moved approval of Item E, Committee Appointments, as noted above. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

A. Final Budget to Finance Committee

The Board had concerns about the budget being based on the room tax being increased from 4% to 6% and preferred to have it based on the 4%. Mr. MacAskill also noted that we are still waiting on final school budget numbers. He added that he's comfortable with sending it to the Finance Committee without the increased room tax amount of \$350,000 and Mr. Howell agreed. Mr. Clark said that is the case he will identify cuts from the budget. Mr. MacAskill moved to send the presented budget minus \$350,000 in anticipated rooms tax increase to the Finance Committee in working form for their consideration. Mr. Howell seconded the motion and the motion carried by a 3-1-0 vote with Mr. McManus in opposition.

B. Open and Close the Special Town Meeting (March 12 until March 14)

Mr. McManus moved to open and close the Special Town Meeting , open on March 12<sup>th</sup> and close on March 14<sup>th</sup> end of business. Mr. Howell asked what we have for the Special Town Meeting and Mr. Clark said administratively we have nothing. Mr. MacAskill seconded the motion and the motion carried by a 3-1-0 vote with Mr. Howell in opposition.

C. Cornelius Pond Conservation Restriction — *possible vote to approve*

Vice-Chairman Ballantine noted that the Board met in Executive Session on this item tonight and voted unanimously to approve this Conservation Restriction.

D. Appointment of one member to the management board of the Cape Cod and Islands Water Protection Fund to serve a term of 3-years

Mr. MacAskill moved to appoint Don Howell to the management board of the Cape Cod and Islands Water Protection Fund to serve a term of 3 years. Mr. Howell seconded the motion and the motion carried by a 3-0-1 vote with Mr. McManus abstaining from the vote.

**OLD BUSINESS**

A. Authorization for the Town Administrator to execute all Sewer Collection System – Phase 2 SRF grant and/or loan activities – *vote to authorize*

The Board agreed to hold this item until March 18<sup>th</sup> when there is a wide variety of wastewater items being addressed.

**WARRANT ARTICLE REVIEW**

1. Budget Warrant Timeline

Vice-Chairman Ballantine recommended making this an agenda item after Town Meeting.

2. Article 4 - Accept Provisions of M.G.L. Ch. 64G, §3A – Local Excise Tax

There was extensive discussion on this article. Ms. Williams of the Chamber of Commerce spoke against the article. Mr. Howell moved to remove the article. Mr. MacAskill seconded the motion and the motion carried by a 3-1-0 vote with Mr. McManus in opposition.

3. Article 37 - Amendments to Harwich Home Rule Charter - Capital Outlay Plan

Ms. Hall of the By-Law Charter Review provided a revised article indicating new text “with the exception of petition articles.” She provided an overview of the article and said it makes more difficult to end run the Capital Plan and put teeth back into the Plan. She took questions from the Board regarding the need for CPC language in the article and Vice-Chairman Ballantine recommended that the whole phrase regarding CPC be eliminated. Mr. Clark said the Capital Outlay Committee has not had an opportunity to weigh in and they don’t have a meeting scheduled. It was agreed to have the article read 5 years and \$50,000 and strike all the bold. Mr. MacAskill moved to approve Article 37 Amendments to Harwich Home Rule Charter in the warrant as amended. Mr. Howell seconded the motion and the motion carried by a 3-0-1 vote with Mr. McManus abstained from the vote. Mr. MacAskill recommended sending this to Capital Outlay.

4. Article 38 - Amendments to Ex-Officio Members – Clarify Terms of Office

Ms. Hall said Mr. DeCosta was concerned that this involved the Finance Committee and that was not the intent. She provided a revised article and reviewed the article. Mr. MacAskill moved to include Article 38 Amendments to Ex-Officio Members as amended in the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

5. Article 63 - Amend the Code of the Town of Harwich General By-laws – Chapter 8 Departmental Revolving Funds §8-1. Funds Established

As a result of Board discussion, Mr. Clark recommended adding the following language “Each party of authorization to spend fund will provide on a quarterly basis a report on all spending to the Town Administrator and Board of Selectmen.” and the Board agreed. Mr. MacAskill moved to approve Article 63 as amended in the warrant. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

6. Approval of the Annual Town Meeting Warrant – *possible vote to sign*

Mr. Clark said he would make all changes and bring back a clean warrant for the Board to vote.

**TOWN ADMINISTRATOR’S REPORTS**

A. 2019 Winter Peer Group Meetings

Mr. Clark reported that CDP has put together the Lower Cape Peer Group Meetings, which consists of Orleans, Brewster, Chatham, and Harwich and they are having a meeting on March 7<sup>th</sup> from 3:00 to 5:00 at the Brewster Ladies Library.

B. Real Estate and Open Space Committee – Transfer of Parcels for Affordable Housing



Mr. Clark reported that the Real Estate and Open Space Committee weighed in on the Affordable Housing Trust and they voted their full support. He noted that they didn't vote to support the Earle Road property and voted conditional support of the 0 Depot Road property so as not to affect the vernal pools or wildlife corridor.

C. Community Development Block Grant – Community Center to Cultural Center Sidewalks

Mr. Clark thanked Mr. Hart, Chair of the Harwich Accessibility Rights Committee, for researching and putting together this grant application. Mr. Hart said he believes we have a better than average chance of getting this grant and took questions from the Board.

D. Departmental Reports

There was no discussion on this item.

**ADJOURNMENT**

Mr. MacAskill moved to adjourn at 8:22 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**OFFICE OF THE TOWN ADMINISTRATOR**


Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA



TO: Board of Selectmen 

FROM: Christopher Clark, Town Administrator

RE: Dog Hearing held on March 13, 2019 – Town Administrator Recommendation

DATE: March 25, 2019

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After hearing all testimony at a Dog Hearing held on Wednesday, March 13, 2019 regarding the dogs owned by Mary Spurrier and/or Melissa Sullivan named “Chance” and “Sahara” and in conjunction with Animal Control Officer Jack Burns, a determination of facts was made. As a result, I make the following recommendation to the Board of Selectmen to approve and adopt the following Dog Order:

- 1. The two pit bull dogs named “Chance” and “Sahara” be deemed dangerous, and**
- 2. Melissa Sullivan and/or Mary Spurrier are ordered to have Chance and Sahara euthanized and submit proof of euthanization to the Harwich Animal Control Officer(s), or be required to surrender the two dogs to Harwich Animal Control to be humanely euthanized.**

Since the time of the Hearing, the Sullivan’s advised me and Officer Burns that they moved both dogs to Berkeley Massachusetts where they own a home. The Town of Berkeley will be advised of the move and of the Dog Order in place in Harwich.

**MINUTES**  
**Dog Hearing**  
**Town Hall Library**  
**Wednesday, March 13, 2019**  
**10:00 A.M.**

The Hearing was opened at 10:00 A.M. by Town Administrator Christopher Clark

THOSE PRESENT: Town Administrator Christopher Clark, Officer Police Chief David Guillemette, Officer Jack Burns, Officer Robert Hadfield, Melissa Sullivan, Andrew and Emily Dionne, Andy Higgins, Laurene Foster, Anne Lowell, Francesca and Denny Cusack, Angela Redmont, Kerry Andreasson, Amy Andreasson, Peter Luddy, Jim Fyfe, Administrative Secretary Sandy Robinson

Mr. Clark began by explaining the statute and swearing in all those that were giving testimony regarding the incident of January 30, 2019. He explained the hearing process to all parties. Mr. Clark began by asking Melissa Sullivan if she would like to begin by giving her account of the incident. Ms. Sullivan is the mother of Mary Spurrier. She was very upset because she believed that the hearing would result in the arrest of her daughter. Mr. Clark assured her that the hearing was about the dogs, not the owners. Her daughter Mary and her daughter's boyfriend Vaughn Courtney were a couple when they purchased the dogs as puppies. Mr. Courtney has since moved on and now Mary is "owner" of the dogs.

Ms. Sullivan was clearly distraught and barely able to speak at the time and made it clear that she could not testify. Consequently, Mr. Clark advised the officers present to begin by giving their account of the incident. Officer Hadfield explained that there were actually three events involving the two pit bull dogs – one named Chance – a blue 1-year old male pit bull and Sahara, a white female.

The first incident occurred on September 27, 2018 when a Fed-X driver left his vehicle to deliver a package to 3 Wendy's Way. Edward Becker, the driver, was bit on the hand, but was unable to identify which of the two dogs bit him. He declined to pursue charges. Officer Burns quarantined the dogs for 10 days at which point they were released healthy. It was found that both dogs were current with their rabies shots and had been registered with the Town.

Officer Burns reported that there was a report of another incident of a dog bite that occurred on December 3, 2018. It was reported to the Police Department, but no one came forward and there was no evidence.

Officer Hadfield read the report of the incident that occurred on January 30, 2019 to the group in attendance. Mr. Dionne who is the father of the child that was bitten, explained that his Mother-in-Law was walking with his son when they were approached by a barking Chance. When they tried to move on, the dog jumped on her back, and then lunged at the child. She picked up her grandson not realizing right away that he had been bitten by Chance. She sought refuge at a neighbor's home until Mr. Dionne could come by and pick them up as the dog remained in the street outside the home and she was afraid to venture out again.

At this point, Ms. Sullivan became extremely agitated and panicky and was escorted from the room by the officers that were in attendance in order to calm her down.

The Hearing resumed with testimony from several people that lived in the neighborhood who gave their accounts of events that happened. They were all vehemently in agreement that because of the presence of the dogs, Chance and Sahara, their daily lives are filled with apprehension and they are fearful of walking through their own neighborhood and their own back yards. They are all in agreement that the dogs are a threat. It also appears that the dogs get loose at any moment without warning

Mr. Clark asked the Animal Control Officers what their opinion was concerning the dogs Chance and Sahara. Officer Burns stated that it was his opinion that the dog Chance should be deemed "dangerous" and that Sahara might be considered a "nuisance." Mr. Clark felt that the owner(s) should be asked to surrender the dogs to Animal Control and that both dogs should be euthanized. The dogs were obviously terrorizing the neighborhood and in the interest of public safety, both were deemed dangerous. Officer Burns felt that maybe Sahara could be muzzled, but doubted that the owner would be compliant. Officer Burns believed that Mr. Clark's decision was reasonable based upon the facts and circumstances. There is a 10-day appeal process in place as well, where the owner could ask a judge to decide the outcome.

TOWN OF HARWICH  
LEGAL NOTICE OF PUBLIC HEARING  
DOG HEARING  
Wednesday, March 13, 2019  
10:00 A.M.

Per the request of the Board of Selectmen, the Town Administrator will hold a Public Hearing for a dangerous dog pursuant to MGL C. 140, S. 157, on Wednesday, March 13, 2019 at 10:00 A.M. in the Town Hall Library at 732 Main Street, Harwich relative to a report of a dog bite by a dog living with Ms. Mary Spurrier of 3 Wendy's Way, Harwich. All interested parties are invited to attend.

Christopher Clark  
Town Administrator

Cape Cod Chronicle  
February 21, 2019

## Sandy Robinson

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**From:** Christopher Clark  
**Sent:** Thursday, March 21, 2019 4:44 PM  
**To:** Joseph Sullivan  
**Cc:** Sandy Robinson; Chief David J. Guillemette; Deputy Chief Tom Gagnon  
**Subject:** Re: pit bulls at 3 Wendys Way

Mr. Sullivan,

Thanks for email but the Order from Harwich will be enforceable statewide. We will contact Berkley after Selectmen vote.

Chris Clark  
Town Administrator

Sent from my iPhone

On Mar 21, 2019, at 12:17 PM, Joseph Sullivan <[josephbsullivan171@verizon.net](mailto:josephbsullivan171@verizon.net)> wrote:

To: Mr. Christopher Clark  
Administrator Town of Harwich

From: Joseph B. Sullivan  
Husband of Melissa Sullivan

Re: Disposition of pitt bulls

This email is to inform you and the Board of Selectmen of the Town of Harwich, that the pitt bulls (Chance and Sahara) have been permanently removed from 3 Wendys Way as of Thursday 14th of March 2019. The dogs are under my care at our new house at 1 Carma Lane in Berkley, MA 02779; where they can be appropriately managed and will no longer pose a threat to public safety.

Respectfully,

Joseph Sullivan  
phone: 508.954.8008

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 140** LICENSES**Section 157** NUISANCE OR DANGEROUS DOGS; ORDERS FOR REMEDIAL ACTION; APPEAL; VIOLATION OF ORDER

Section 157. (a) Any person may file a complaint in writing to the hearing authority that a dog owned or kept in the city or town is a nuisance dog or a dangerous dog; provided, however, that no dog shall be deemed dangerous: (i) solely based upon growling or barking or solely growling and barking; (ii) based upon the breed of the dog; or (iii) if the dog was reacting to another animal or to a person and the dog's reaction was not grossly disproportionate to any of the following circumstances:

- (1) the dog was protecting or defending itself, its offspring, another domestic animal or a person from attack or assault;
- (2) the person who was attacked or threatened by the dog was committing a crime upon the person or property of the owner or keeper of the dog;
- (3) the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog; or

(4) at the time of the attack or threat, the person or animal that was attacked or threatened by the dog had breached an enclosure or structure in which the dog was kept apart from the public and such person or animal was not authorized by the owner of the premises to be within such enclosure including, but not limited to, a gated, fenced-in area if the gate was closed, whether locked or unlocked; provided, however, that if a person is under the age of 7, it shall be a rebuttable presumption that such person was not committing a crime, provoking the dog or trespassing.

The hearing authority shall investigate or cause the investigation of the complaint, including an examination under oath of the complainant at a public hearing in the municipality to determine whether the dog is a nuisance dog or a dangerous dog. Based on credible evidence and testimony presented at the public hearing, the hearing authority shall: (i) if the dog is complained of as a nuisance dog, either dismiss the complaint or deem the dog a nuisance dog; or (ii) if the dog is complained of as a dangerous dog: (A) dismiss the complaint; (B) deem the dog a nuisance dog; or (C) deem the dog a dangerous dog.

(b) If the hearing authority deems a dog a nuisance dog, the hearing authority may further order that the owner or keeper of the dog take remedial action to ameliorate the cause of the nuisance behavior.

(c) If the hearing authority deems a dog a dangerous dog, the hearing authority shall order 1 or more of the following:

(i) that the dog be humanely restrained; provided, however, that no order shall provide that a dog deemed dangerous be chained, tethered or otherwise tied to an inanimate object including, but not limited to, a tree, post or building;



(ii) that the dog be confined to the premises of the keeper of the dog; provided, however, that "confined" shall mean securely confined indoors or confined outdoors in a securely enclosed and locked pen or dog run area upon the premises of the owner or keeper; provided further, that such pen or dog run shall have a secure roof and, if such enclosure has no floor secured to the sides thereof, the sides shall be embedded into the ground for not less than 2 feet; and provided further, that within the confines of such pen or dog run, a dog house or proper shelter from the elements shall be provided to protect the dog;

(iii) that when removed from the premises of the owner or the premises of the person keeping the dog, the dog shall be securely and humanely muzzled and restrained with a chain or other tethering device having a minimum tensile strength of 300 pounds and not exceeding 3 feet in length;

(iv) that the owner or keeper of the dog provide proof of insurance in an amount not less than \$100,000 insuring the owner or keeper against any claim, loss, damage or injury to persons, domestic animals or property resulting from the acts, whether intentional or unintentional, of the dog or proof that reasonable efforts were made to obtain such insurance if a policy has not been issued; provided, however, that if a policy of insurance has been issued, the owner or keeper shall produce such policy upon request of the hearing authority or a justice of the district court; and provided further, that if a policy has not been issued the owner or keeper shall produce proof of efforts to obtain such insurance;

(v) that the owner or keeper of the dog provide to the licensing authority or animal control officer or other entity identified in the order, information by which a dog may be identified, throughout its lifetime

including, but not limited to, photographs, videos, veterinary examination, tattooing or microchip implantations or a combination of any such methods of identification;

(vi) that unless an owner or keeper of the dog provides evidence that a veterinarian is of the opinion the dog is unfit for alterations because of a medical condition, the owner or keeper of the dog shall cause the dog to be altered so that the dog shall not be reproductively intact; or

(vii) that the dog be humanely euthanized.

No order shall be issued directing that a dog deemed dangerous shall be removed from the town or city in which the owner of the dog resides. No city or town shall regulate dogs in a manner that is specific to breed.

(d) Within 10 days after an order issued under subsections (a) to (c), inclusive, the owner or keeper of a dog may bring a petition in the district court within the judicial district in which the order relative to the dog was issued or where the dog is owned or kept, addressed to the justice of the court, praying that the order be reviewed by the court or a magistrate of the court. After notice to all parties, the magistrate shall, under section 62C of chapter 221, review the order of the hearing authority, hear the witnesses and affirm the order unless it shall appear that it was made without proper cause or in bad faith, in which case the order shall be reversed. A party shall have the right to request a de novo hearing on the complaint before a justice of the court.

(e)(1) Pending an appeal by an owner or keeper under subsection (d), a hearing authority may file a petition in the district court to request an order of impoundment at a facility the municipality uses to shelter

animals for a dog complained of as being a dangerous dog. A municipality shall not incur liability for failure to request impoundment of a dog under this subsection.

(2) A justice of a district court, upon probable cause to believe that a dog is a dangerous dog or that a dog is being kept in violation of this section or in violation of an order issued under this section by a hearing authority or a court, may issue an order: (i) of restraint; (ii) of confinement of the dog as considered necessary for the safety of other animals and the public; provided, however, that if an order of confinement is issued, the person to whom the order is issued shall confine the dog in accordance with clause (ii) of subsection (c); or (iii) of impoundment in a humane place of detention that the municipality uses to shelter animals; or (iv) any other action as the court deems necessary to protect other animals and the public from the dog.

(f) A justice of the district court shall hear, de novo, an appeal filed under subsection (d). Based upon credible evidence and testimony presented at trial, the court shall, whether the dog was initially complained of as a nuisance dog or as a dangerous dog: (i) dismiss the complaint; (ii) deem the dog a nuisance dog; or (iii) deem the dog a dangerous dog. The decision of the court shall be final and conclusive upon the parties.

(g) If a court affirms an order of euthanasia, the owner or keeper of the dog shall reimburse the city or town for all reasonable costs incurred for the housing and care of such dog during its impoundment and throughout the appeals process, if any. Unpaid costs shall be recovered by the municipality in which the owner or keeper of the dog resides on behalf of the hearing authority by any of the following methods: (i) a lien on any

property owned by the owner or keeper of the dog; (ii) an additional, earmarked charge to appear on the vehicle excise of the owner or keeper of the dog; or (iii) a direct bill sent to the owner or keeper of the dog.

All funds recovered by a municipality under this subsection shall be transferred to the organization or entity charged with the responsibility of handling dog complaints and impoundment. If the organization or entity falls under the management or direction of the municipality, costs recovered shall be distributed at the discretion of the municipality.

If the court overturns an order of euthanasia, the city or town shall pay all reasonable costs incurred for the housing and care of the dog during any period of impoundment.

(h) If an owner or keeper of a dog is found in violation of an order issued under this section, the dog shall be subject to seizure and impoundment by a law enforcement or animal control officer. If the keeper of the dog is in violation, all reasonable effort shall be made by the seizing authority to notify the owner of the dog of such seizure. Upon receipt of such notice, the owner may file a petition with the hearing authority, within 7 days, for the return of the dog to the owner. The owner or keeper shall be ordered to immediately surrender to the licensing authority the license and tags in the person's possession, if any, and the owner or keeper shall be prohibited from licensing a dog within the commonwealth for 5 years. A hearing authority that determines that a dog is dangerous or a nuisance or that a dog owner or keeper has violated an order issued under this section shall report such violations to the issuing licensing authority within 30 days.

(i) Orders issued by a hearing authority shall be valid throughout the commonwealth unless overturned under subsection (d) or (f).

March 19, 2019

Chairperson Julie Kavanagh and Board of Selectmen,

I would like to request money from the Cable Fund in the amount of \$7, 170 for the for the purchase of hearing room furniture to be placed in a newly designated hearing room space at the Harwich Community Center formerly the Channel 18 Studio at 100 Oak Street, Harwich MA .

This is part of the continued mission of Harwich Channel 18 to provide residents with more public meetings available to view on the Channel 18 station. Boards and Committees potentially include, Council on Aging Board of Directors, Community Center Facilities Committee, Recreation Commission, Voter Information Committee and Bikeways.

Thank you for your consideration.

Jamie Goodwin

A handwritten signature in blue ink that reads "Jamie Goodwin". The signature is written in a cursive, flowing style.

Station Manager  
Harwich Channel 18

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# Monomoy FY20 Voted Budget

March 25, 2019

for Distribution to School Committee, Selectmen and FinComs

Scott Carpenter, Superintendent  
Katie Iernio, Business Manager



# Budget Timeline Process

ACTIVITY	DATE
Meetings with Town Managers and Finance Directors: Monomoy, Chatham, & Harwich	Monthly and ongoing
Principals and Administrators input FY20 DRAFT Budget information	October 11, 2018
Budget meetings with each Principal and Athletic Director	November 1 through 18, 2019
Meetings with MRSC Budget subcommittee	December 19, 2018 January 10, 2019
First DRAFT Budget to School Committee	December 13, 2019
Budget Discussion at School Committee Meeting	December 13, 2018
Budget Discussion at School Committee Meeting	January 10, 2019
First Draft Budget provided to Towns and placed in Libraries	January 15, 2019
Budget Presentation at School Committee Meeting	January 31, 2019
Presentation to Harwich BOS and FinCom	February 4, 2019
Community Forum at the Harwich Community Center	February 5, 2019
Presentation to Chatham BOS and FinCom	February 11, 2019
FY20 MRSC Budget Public Hearing	February 12, 2019
FY20 MRSC Budget Vote	March 14, 2019
Submit MRSC approved FY20 budget to both Towns	March 15, 2019
Harwich Town Meeting	May 6, 2019
Chatham Town Meeting	May 13, 2019

# Budget Development Guidelines

- ◆ Support the district's Mission Statement
  - ◆ *Monomoy Regional School District is a community of learners of all ages focused on building knowledge, positive character, and resiliency in a safe, supportive, creative, and challenging environment*
- ◆ Support advancement of the district's new 2018-2022 Strategic Plan Objectives
  - ◆ Expand Community Engagement and Partnerships
  - ◆ Strengthen Social and Emotional Well-Being
  - ◆ Close the Achievement Gap
  - ◆ Improve Curriculum, Instruction and Assessment for All Learners
- ◆ Maintain programs across the grade-levels and educationally supportive class size guidelines of 19±2 students per class at the middle & high school level 18±1 at the elementary level
- ◆ Complementary to the budgets and fiscal circumstances of the Towns of Chatham and Harwich.



# Enrollment, Class Size, and Administrative Size

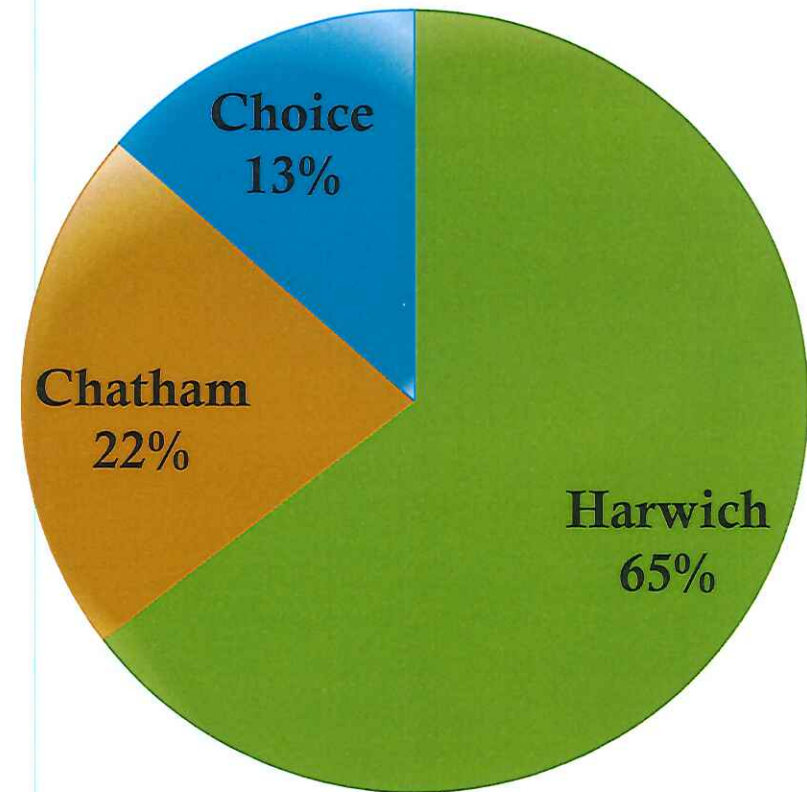
# District Enrollment

*This slide depicts actual enrollment in Monomoy's classrooms, which is different than foundation enrollment.*

*Foundation enrollment includes school choice students, who live in Chatham and Harwich, yet chose to attend other districts and charter schools. Foundation enrollment does not include school choice students from other towns attending Monomoy's schools.*

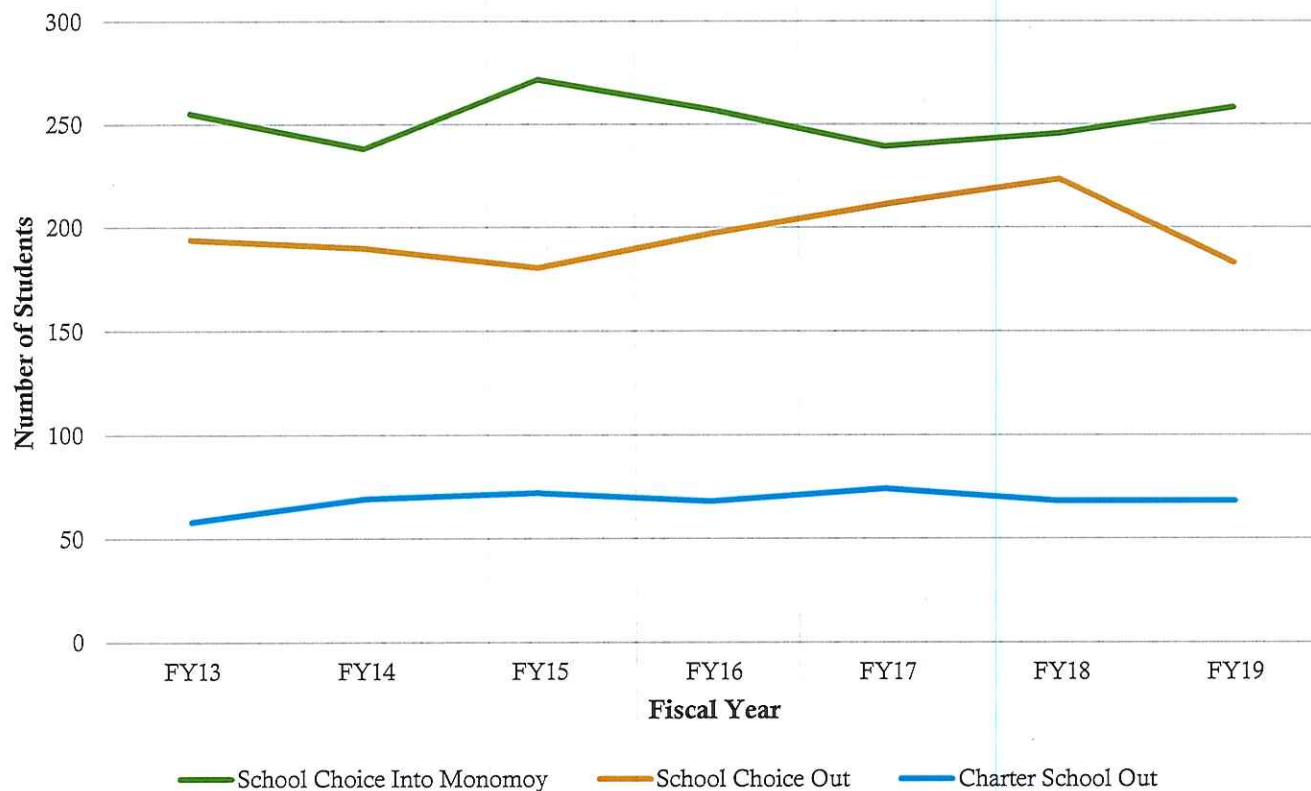
*A three-year rolling average of foundation enrollment is used to calculate the Assessment. Because Monomoy is fiscally responsible for Harwich and Chatham students attending other school districts or charters by choice, these students are included in the district's foundation enrollment.*

## Monomoy Enrollment 2018-2019



# School Choice and Charter School Enrollment Trends

School Choice and Charter School Enrollments FY13-FY19

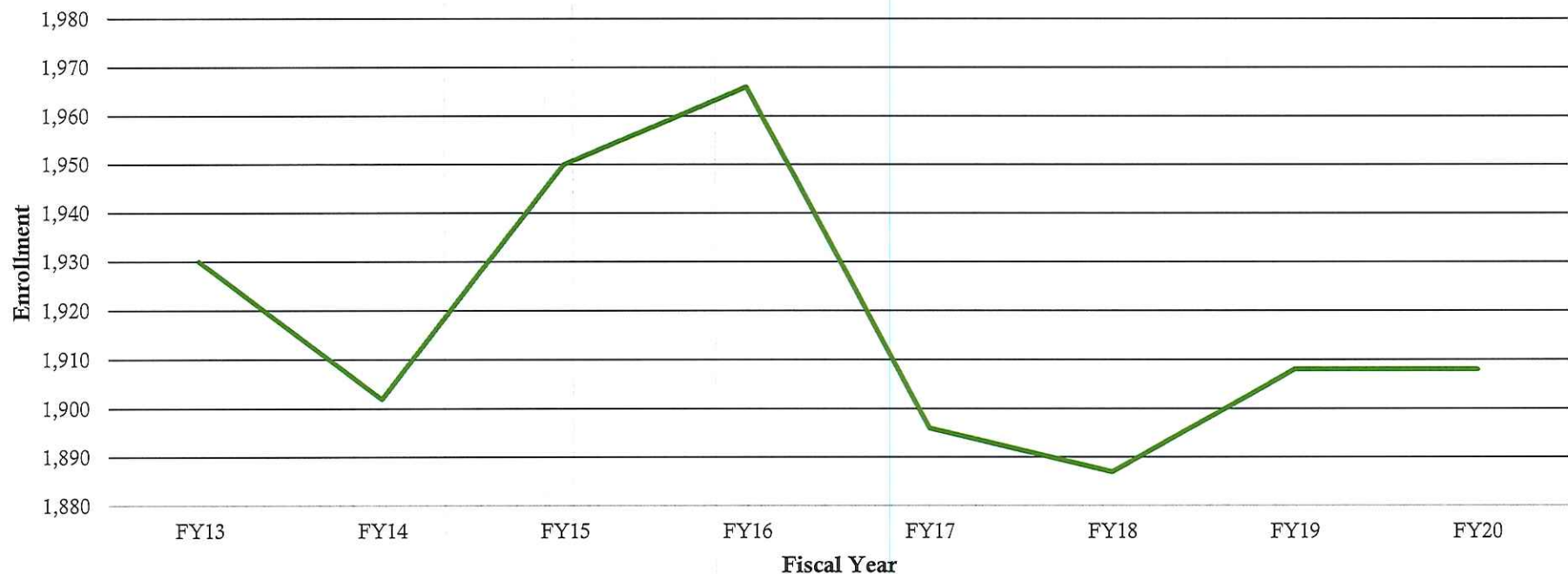


With more school choice students wanting to attend Monomoy and fewer Harwich and Chatham resident students leaving through school choice to another district or a charter school, you might imagine that district enrollment would be increasing...

But it's not.

# District Enrollment Trend

**Monomoy October 1 Enrollment FY13-FY20  
(includes Preschool and SPED 18-22)**



There has been a 58 child reduction in the students attending Monomoy schools since FY16, which mirrors the overall decline in school-aged children on the Cape. There is a staff reduction within this FY20 Budget that parallels this decline in students, while concurrently maintaining level services, programs, and opportunities.

# Anticipated Average Class Sizes 2019-2020

## Chatham Elementary

Kindergarten (2 classes)	17
1st Grade (2 classes)	17
2nd Grade (2 classes)	15.5*
3rd Grade (3 classes)	14
4th Grade (2 classes)	21*

## Harwich Elementary

Kindergarten (5 classes)	18*
1st Grade (5 classes)	18*
2nd Grade (6 classes)	18
3rd Grade (5 classes)	19.4
4th Grade (6 classes)	17

## Monomoy Regional Middle School

5th Grade	18
6th Grade	16
7th Grade	21

## Monomoy Regional High School

8th Grade Core Academic	16
Grades 9-12 Core Academic	15-18

\*Indicates resulting class size with  
FTE reduction at grade level

# Comparative Administrative Staffing

	Grades	Enrollment	Principal	APs, Deans, and/or Housemasters	Directors or Coordinators	Other Evaluators	Total Admin FTE	Students per Admin	Assistant Superintendent?
<b>Sturgis East/West</b>	9-12	425	1	1	0.6	2.0	4.6	92.4	n/a
<b>Mashpee</b>	7-12	705	1	2	3	0.0	6.0	117.5	Yes
<b>Barnstable</b>	8-12	1802	1	6	4.8	3.5	15.3	117.8	3 Asst. Supt.
<b>Sandwich</b>	7-12	642	0.67	2	1	0.0	3.7	175.1	No
<b>Monomoy</b>	8-12	642	1	2	0.6	0.0	3.6	178.3	No
<b>Nauset</b>	9-12	937	1	2	2	0.0	5.0	187.4	Yes
<b>D-Y</b>	8-12	1012	1	3	1	0.0	5.0	202.4	Yes

There are two crucial functions of administrative staffing within schools: student supervision and staff supervision/evaluation. Comparatively, Monomoy's administrative staffing sits at the median of Cape districts. Monomoy is also one of the few school districts without an Assistant Superintendent in Central Office.

# Reduced Staff Budget Maintaining Level Services

- ◆ There is a net reduction of 8.5 FTE below the FY19 Budget, including:
  - ◆ 3.3 FTE teachers
  - ◆ 4.7 FTE support staff from schools
  - ◆ 0.5 FTE Central Office
- ◆ Strategically moves staffing FTEs from contracting elementary levels to address growing middle school and high school enrollment, including addressing SPED and clinical needs at the middle school and ELL needs at the high school
- ◆ Adds Science/STEM as a new “special” at the elementary level, integrated into the Technology, Library, and classroom curricula (in lieu of Spanish, per 2/28/19 School Committee vote)
- ◆ Maintains Spanish and Latin Grades 5-7, and Spanish, Latin, French, and Mandarin at the high school
- ◆ Maintains all other programs and extracurricular opportunities

# FY20 Budget Considerations vs. Prior Year

- The School District reached an agreement with its Educator's Association that provides a 2% COLA for FY19, FY20, and FY21, in line with increases to other unions in our towns
- Welcome budget relief:
  - 0% increase in FY20 Health Insurance
  - Favorable transportation rates through the Cape Cod Collaborative
- More challenging issues:
  - Significant increase in intensive needs out-of-district Special Education costs
  - Foundation enrollment changes causing a major shift in minimum required contribution for each town



# Percent Change in Active Employee Health Insurance

Fiscal Year	Annual Actual Average Percent Change in Active Employee Health Insurance
FY13 (resulted from change to plan deductibles)	-10%
FY14	6%
FY15	2%
FY16	10%
FY17	10%
FY18	10%
FY19	6%
FY20	0%

We carried a 10%  
transportation cost  
placeholder when  
developing the FY20  
Budget...

...Our negotiations with the Cape Cod Collaborative  
have come in quite favorably for FY20 and beyond

# Bus Transportation Increases Comparison

## Cape Destinations Bid for FY15-19

Year of Contract	Contractual Increase Over Prior Year
FY15	13.37%
FY16	2.00%
FY17	2.30%
FY18	1.70%
FY19	0.00%
Approximate 5-Year Contractual Increase	19.37%

## Cape Cod Collaborative Pricing for FY20-24

Year of Contract	Contractual Increase Over Prior Year
FY20	6.36%
FY21	2.81%
FY22	1.16%
FY23	1.11%
FY24	1.23%
Approximate 5-Year Contractual Increase	12.68%


# "All In" Transportation Budget Comparison Across All Categories

	Projected Transportation Costs With Cape Destinations	Projected Transportation Costs With Cape Cod Collaborative					
	FY19	FY20	FY21	FY22	FY23	FY24	
<b>Reg Day 180 Days 14 buses</b>	\$870,660	\$925,234	\$949,493	\$959,515	\$969,733	\$980,157	
<b>% change over prior year</b>		6.27%	2.62%	1.06%	1.06%	1.07%	
<b>Late Bus 170 Days 3 buses + 1 Express bus</b>	\$59,527	\$40,113	\$41,383	\$41,910	\$42,447	\$42,995	
<b>% change over prior year</b>		-32.61%	3.17%	1.27%	1.28%	1.29%	
<b>PreK/Summer 191 Days 3 buses</b>	\$241,227	\$248,175	\$257,351	\$261,147	\$264,227	\$269,051	
<b>% change over prior year</b>		2.88%	3.70%	1.48%	1.18%	1.83%	
<b>Field Trips All Schools (Budget)</b>	\$53,367	\$55,317	\$56,766	\$57,368	\$57,976	\$58,596	
<b>% change over prior year</b>		3.65%	2.62%	1.06%	1.06%	1.07%	
<b>Athletics Middle and High (Budget)</b>	\$109,250	\$119,150	\$122,272	\$123,568	\$124,878	\$126,214	
<b>% change over prior year</b>		9.06%	2.62%	1.06%	1.06%	1.07%	
<b>Transportation Coordinator**</b>	n/a*	\$30,937	\$31,556	\$32,187	\$32,831	\$33,487	
<b>% change over prior year</b>		n/a	2.00%	2.00%	2.00%	2.00%	
<b>Total</b>	<b>\$1,334,031</b>	<b>\$1,418,926</b>	<b>\$1,458,821</b>	<b>\$1,475,695</b>	<b>\$1,492,092</b>	<b>\$1,510,500</b>	
		<b>6.36%</b>	<b>2.81%</b>	<b>1.16%</b>	<b>1.11%</b>	<b>1.23%</b>	

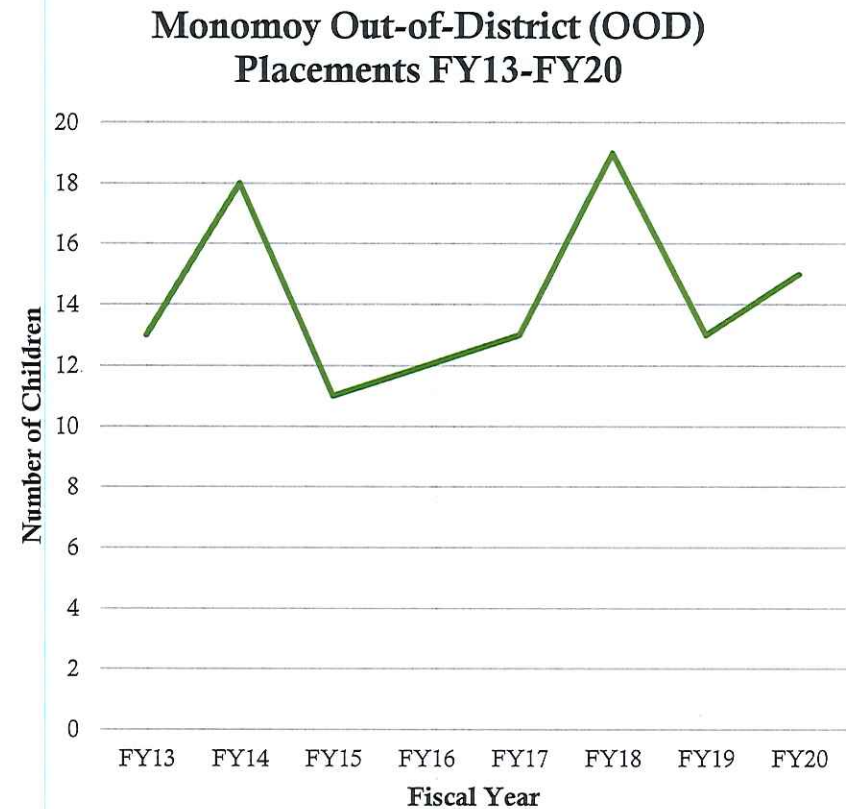
\*Transportation coordination is embedded in Cape Destinations daily bus costs

\*\*Monomoy reduced Central Office staffing in FY20 Draft Budget by .5 FTE and added a .5 FTE Transportation Coordinator paid from the Transportation Budget

## Comparing "All In" Transportation Costs: FY19 to FY20 Draft Budget to FY20 Cape Cod Collaborative Projection

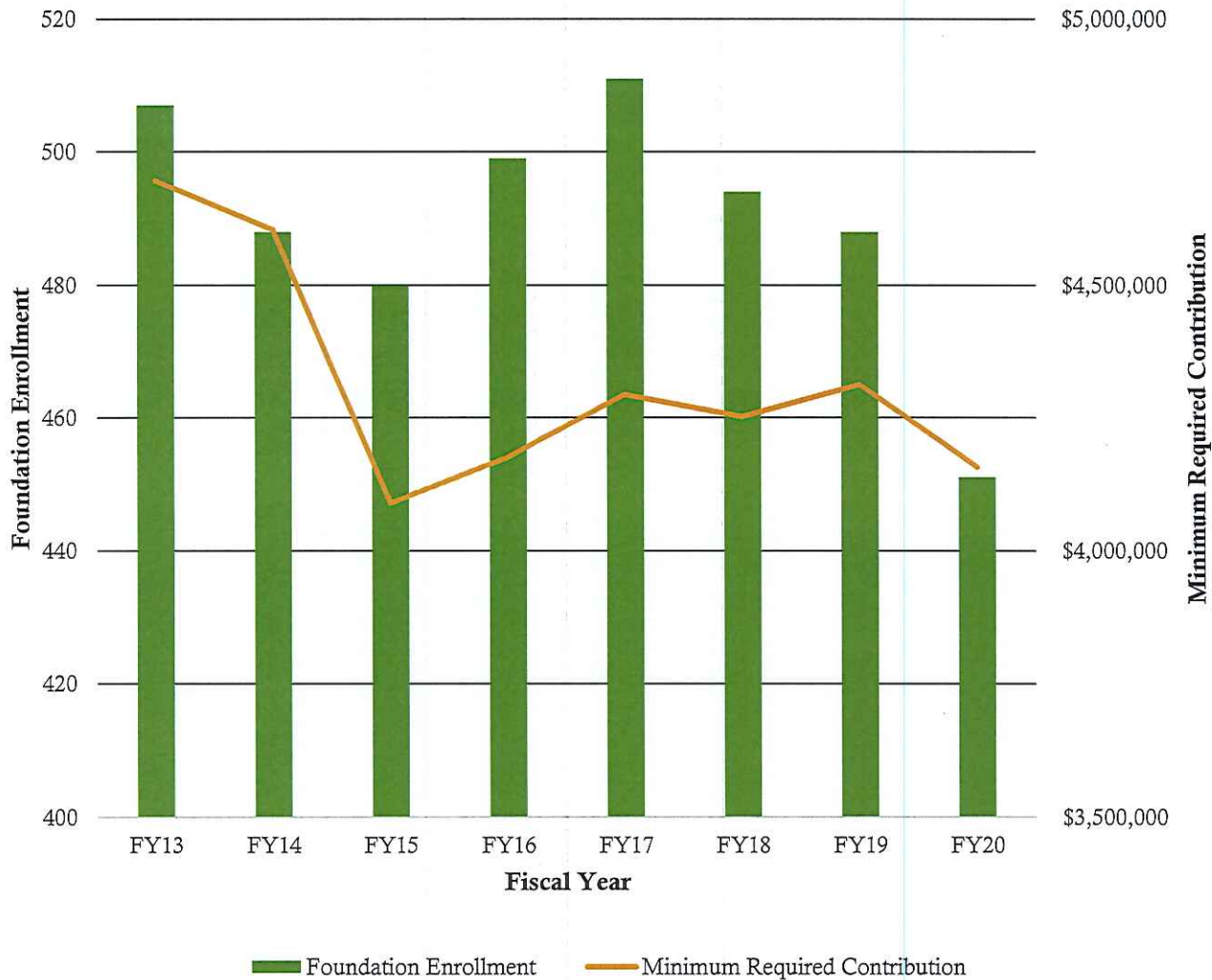
	FY19 Cape Destinations	FY20 Draft Budget (included a placeholder for a 10% increase in transportation )	FY20 Cost Projection with Cape Cod Collaborative
Reg Day 180 Days 14 buses	\$870,660	\$966,179	\$925,234
Late Bus 170 Days 3 buses + 1 Express bus	\$59,527	\$84,527	\$40,113
PreK/Summer 191 Days 3 buses	\$241,227	\$273,157	\$248,175
Field Trips All Schools (Budget)	\$53,367	\$55,317	\$55,317
Athletics Middle and High School (Budget)	\$109,250	\$119,150	\$119,150
Transportation Coordinator	\$0	\$0	\$30,937
<b>TOTAL</b>	<b>\$1,334,031</b>	<b>\$1,498,330</b>	<b>\$1,418,926</b>
		<b>Percent Increase over prior year</b>	
		12.32%	6.36%
		<b>Difference between the 10% Placeholder and FY20 Projection</b>	
			<b>-\$79,404</b>

# Special Education Out-of-District Trends



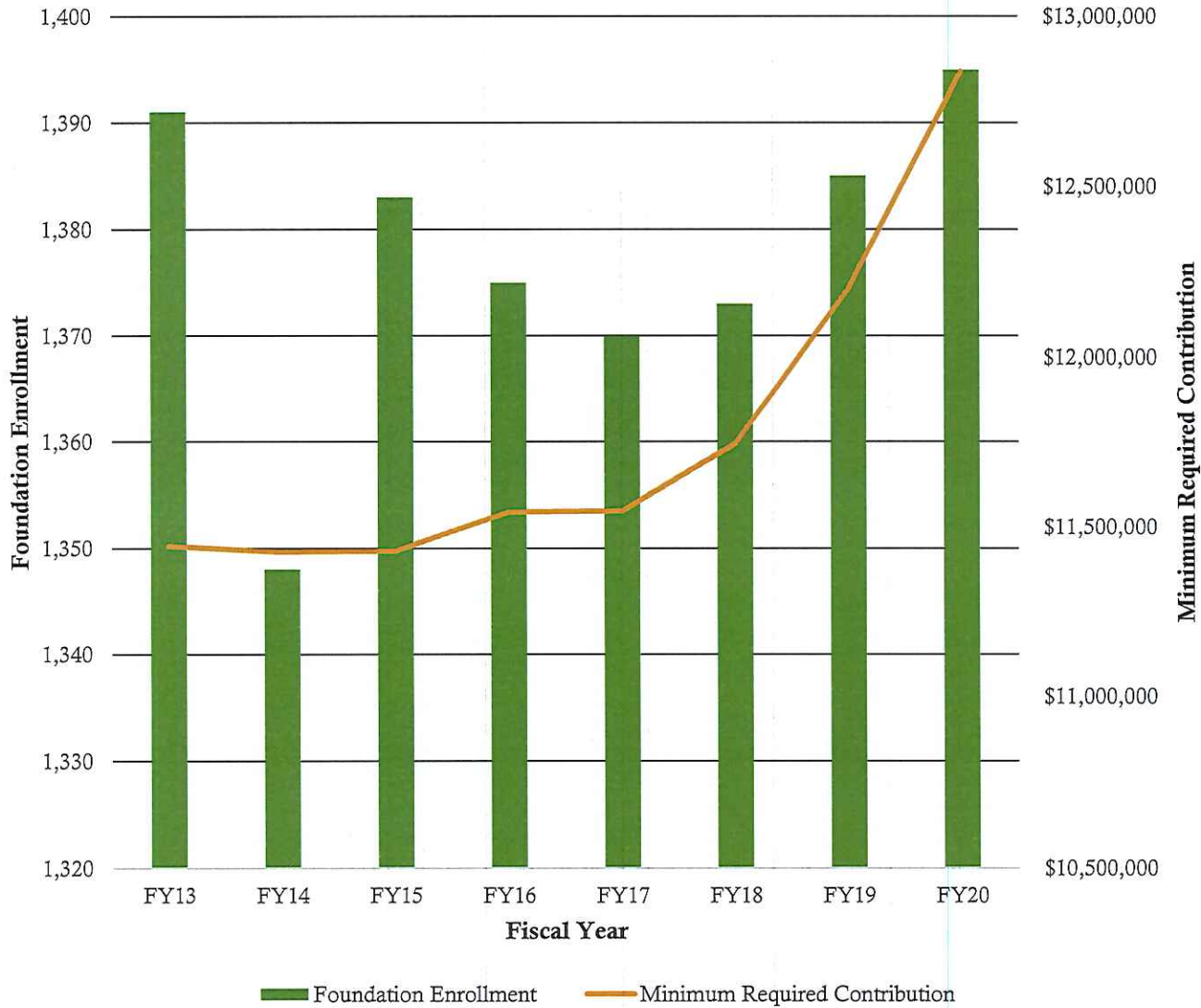
Some of these intensive special needs out-of-district placements can be extremely expensive, yet are required to provide the child an appropriate education. This budget line alone is increasing by over \$430,000 in FY20.

## Chatham Foundation Enrollment vs. Minimum Required Contribution FY13-FY20



A 37 student decline in foundation enrollment October 2019 vs. 2018.

## Harwich Foundation Enrollment vs. Minimum Required Contribution FY13-FY20



A 10 student increase in foundation enrollment October 2019 vs. 2018.

Harwich



# FY20 Assessment Drivers

Disproportionately Impacting Harwich

- While there is a slight increase in the three-year rolling average in enrollment for Harwich, there is a significant increase in the Harwich's foundation enrollment (based on October 1, 2018 enrollments) used to calculate minimum required contribution.
- This causes Harwich's FY20 Assessment percentage increase to be significantly more than Chatham's.

	FY20 Minimum Required Contribution	FY19 Minimum Required Contribution	Increase/Decrease
Chatham	\$4,156,810	\$4,309,339	-\$152,529
Harwich	\$12,839,288	\$12,167,534	\$671,754

# Minimum Contribution Shifts

Fiscal Year	Minimum Contribution Change for Chatham		Minimum Contribution Change for Harwich
FY13 (amount)	\$4,696,121	➔	\$11,426,614
FY14	-\$ 91,729	➔	-\$18,248
FY15	-\$ 514,937	➔	\$2,304
FY16	\$ 98,214	➔	\$152,148
FY17	\$ 106,367	➔	-\$33,167
FY18	-\$ 55,278	➔	\$160,531
FY19	\$ 70,581	➔	\$459,104
FY20	-\$ 152,529	➔	\$671,754

The arrows indicate which town the shift in minimum contribution favored. In six of the eight years since regionalization, the minimum required contributions have shifted proportionately towards Chatham.

Shifts in minimum contribution are related to town wealth factors (half personal income, half property values) and foundation enrollment. Changes in foundation enrollment, where Chatham's school-age population decline is happening faster than Harwich, are largely responsible for these minimum contribution shifts. These same shifts in minimum required contribution would have happened with or without regionalization.

# Budget Expenses, Offsets, and Reserves

- School Choice and Charter School Tuitions Out
- School Choice
- Circuit Breaker
- Excess & Deficiency
- OPEB

# Tuitions Out

General Fund Expenses	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
School Choice Tuitions	\$1,072,669	\$1,062,677	\$1,052,745	\$1,474,350	\$1,287,193	\$1,387,208	\$1,287,193	\$1,216,326
Charter School Tuitions	\$707,868	\$996,558	\$1,052,136	\$1,055,982	\$1,218,017	\$1,146,649	\$1,218,017	\$1,218,017
	\$1,780,537	\$2,059,235	\$2,104,881	\$2,530,332	\$2,505,210	\$2,533,857	\$2,505,210	\$2,434,353

Nearly \$2.5 million dollars flows out of Monomoy's budget each year to pay other school districts for exiting school choice children from Chatham and Harwich AND to pay for expensive charter school tuitions. Keeping our school's educational programs and opportunities strong, keeps families in-district and keeps tuition dollars here in Monomoy.

The number of students leaving to school choice and charters is in decline – a fact that we'd like to see continue.

# School Choice

School Choice	FUND BALANCE	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
Chatham	\$364,000.00								
Harwich	\$1,101,261								
School Choice Revenue	\$1,465,261	\$1,555,378	\$1,507,345	\$1,683,336	\$1,508,000	\$1,359,051	\$1,352,531	\$1,414,608	\$1,352,531
School Choice Expenditures		\$1,817,251	\$1,563,244	\$2,548,062	\$1,474,350	\$1,407,001	\$1,385,274	\$1,259,000	\$1,259,000
Projected Balance									\$484,859

Monomoy is one of the few school district where more students opt to school choice into the district than leave. The school choice revenue into Monomoy helps offset some staff salaries.

# Circuit Breaker

Circuit Breaker	FUND BALANCE	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
Chatham	\$44,909								
Harwich	\$147,903								
<b>Circuit Breaker Revenue</b>	\$192,812	\$454,141	\$525,197	\$492,116	\$348,691	\$359,035	\$186,150	\$191,000	\$191,000
<b>Circuit Breaker Expenditures</b>		\$420,408	\$598,902	\$463,934	\$323,316	\$276,762	\$241,025	\$191,000	\$191,000
<b>Projected Balance</b>									\$233,796

Circuit breaker reimburses school districts for a portion of expensive special education out-of-district placements. The school district is responsible for roughly the first \$35K of each out-of-district tuition. The State then reimburses the district for approximately 75% of the costs for each tuition above this \$35K threshold. Districts are reimbursed in the following fiscal year. The circuit breaker funds received can be used to offset these expensive placements in future years.

# Excess and Deficiency

At the end of every fiscal year, any surplus or deficit in the district's general fund are closed out to the Excess & Deficiency fund (E&D). These are certified by the Department of Revenue annually. If the certified balance exceeds 5% of the proposed budget, the regional school committee must use the amount in excess of 5% as a revenue source to offset its proposed budget. Monomoy strives to have an E&D balance at 4%, or roughly \$1.6M.

Fiscal Year	E&D	E&D Used	Fiscal Year offset by E&D (2 years later)
FY13	\$514,648		
FY14	\$1,401,630	\$600,000	to support FY16 Budget
FY15	\$967,615	\$331,821	to support FY17 Budget
FY16	\$1,665,707	\$371,326	to support FY18 Budget
FY17	\$1,891,678	\$705,000	to support FY19 Budget
FY18	\$1,592,984	\$550,000	proposed to support FY20 Budget

# Comparative Municipal Reserves

		FY15	FY16	FY17	FY18
<b>Free Cash or E&amp;D</b>	CHATHAM	\$3,398,198	\$3,014,245	\$1,937,551	\$3,454,133
	HARWICH	\$4,023,702	\$1,984,762	\$3,575,156	\$3,487,074
	MONOMOY	\$967,615	\$1,665,707	\$1,891,678	\$1,592,984

		FY15	FY16	FY17	FY18
<b>Stabilization</b>	CHATHAM	\$1,797,110	\$1,826,370	\$1,854,122	\$1,991,406
	HARWICH	\$1,109,415	\$2,855,862	\$2,898,225	\$2,750,000
	MONOMOY	\$0	\$0	\$0	\$0

Harwich has over \$6M in reserves. Chatham has over \$5M in reserves (\*excluding IMA funds). Relative to our two town's budgets, Monomoy has proportionately smaller reserves. In FY18, \$50,000 was voted to start a stabilization fund for Monomoy's FY19 Budget. This is an area reduced in the district's voted FY20 budget.



# Comparative Other Post Employment Benefits (OPEB) Liabilities and Funding

	OPEB Liability	OPEB Funded to date	OPEB Funding in FY20 Budget
CHATHAM	\$17,248,953	\$954,677	\$300,000, plus \$273,580 *RDS subsidy
HARWICH	\$41,198,362	\$1,706,552	\$125,000, plus \$521,925 *RDS subsidy
MONOMOY	\$21,066,074	\$480,740	\$100,000, not eligible for *RDS subsidy

\*RSD – Retiree Drug Subsidy, program was discontinued prior to Monomoy becoming a member of the Cape Cod Municipal Health Group, therefore not eligible for payment out.

Of additional concern, Monomoy’s OPEB funding is also beginning to proportionately lag behind our two towns.

# The FY20 Budget

# Comparative Budgets by Category

Δ From Draft to Voted FY20 Budget	Reduction of \$150,000 from FY 20 Draft to FY20 Voted	FY20 Voted Budget	FY20 Draft Budget	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual
1000	District Leadership & Administration Salaries & Wages	\$688,996	\$688,653	\$688,653	\$945,064	\$951,887	\$847,951
1000	District Leadership & Administration Expenses	\$415,069	\$415,069	\$410,069	\$382,795	\$346,107	\$284,447
2000	Instruction Salaries & Wages	\$18,529,753	\$18,549,753	\$18,357,563	\$17,494,093	\$16,728,741	\$16,175,914
2000	Instruction Expenses	\$1,003,365	\$1,003,365	\$944,610	\$846,312	\$1,020,692	\$865,727
3000	Other School Services Salaries & Wages	\$874,710	\$874,710	\$825,456	\$784,806	\$749,295	\$667,226
3000	Other School Services Expenses	\$1,908,970	\$1,988,970	\$1,801,093	\$1,632,453	\$1,583,843	\$1,628,508
4000	Operations & Maintenance Salaries & Wages	\$1,417,113	\$1,417,113	\$1,471,297	\$1,153,274	\$1,114,073	\$1,035,728
4000	Operations & Maintenance Expenses	\$1,880,765	\$1,880,765	\$1,849,369	\$1,665,347	\$1,663,580	\$1,533,944
5000	Fixed Charges	\$7,770,608	\$7,770,608	\$7,471,900	\$6,990,925	\$6,362,336	\$5,827,507
9000	Programs With Other School Districts	\$3,699,790	\$3,699,790	\$3,299,567	\$3,147,156	\$3,031,165	\$2,835,637
	Total General Fund Operating	\$38,189,139	\$38,289,139	\$37,119,577	\$35,042,225	\$33,556,719	\$31,702,589
7000	Capital	\$305,000	\$355,000	\$355,000	\$281,008	\$305,000	\$250,000
8000	Debt Retirement & Service	\$2,257,343	\$2,257,343	\$2,233,776	\$2,324,931	\$2,411,471	\$2,473,481
		\$2,562,343	\$2,612,343	\$2,538,776	\$2,605,939	\$2,716,471	\$2,723,481
	Total General Fund	\$40,751,482	\$40,901,482	\$39,708,353	\$37,648,164	\$36,273,190	\$34,426,070

# Budget Increase Over Prior Fiscal Year

FY20 Voted Budget		FY19 Budget	Δ	%
\$38,189,139	Operating	\$37,119,578	\$1,069,561	2.88%
\$305,000	Capital	\$355,000	\$0	-14.08%
\$2,257,343	MRHS Debt	\$2,233,776	\$23,567	1.05%
\$40,751,482		\$39,708,354	\$1,043,128	2.60%

*Excluding the unpredictable and unavoidable Out-of-District increases of \$432,500 within this unique budget year, this is only a 1.54% budget increase.*

# Moving from Budget to Assessment

The district's \$40,751,482 budget does not cost the towns \$40,751,482.

**DRAFT FY20 ASSESSMENT**

2/28/19

**\$40,901,482**

FY20 Budget

\$38,289,139 Operating  
 \$355,000 Capital  
\$2,257,343 Debt  
 \$40,901,482

Chapter 70 State Aid	(\$3,648,903)	Gov's # 1/23/19
E+D	(\$550,000)	
Charter School	(\$86,206)	
Medicaid	(\$155,000)	
Interest	(\$7,500)	
Misc Revenues	(\$13,562)	
		<b>(\$4,461,171)</b>

<b>Non Operating Expenditures</b>		
Transportation	(\$1,254,698)	
Capital	(\$355,000)	
Debt	(\$2,257,343)	
		<b>(\$3,867,041)</b>

**Total Operating Assessment** **\$32,573,270**

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Required Minimum Contribution per DESE posted 1/23/19	\$12,839,288	\$4,156,810	\$16,996,098
	<b>Harwich</b>	<b>Chatham</b>	
	73.45%	26.55%	
Funds Needed to Support District Budget	\$11,441,433	\$4,135,739	\$15,577,172
<b>Operating Assessment Per Member</b>	<b>\$24,280,721</b>	<b>\$8,292,549</b>	<b>\$32,573,270</b>
	<b>Harwich</b>	<b>Chatham</b>	<b>\$1,254,698</b>
	74.30%	25.70%	
Less State Transportation Aid			<u>\$508,010</u>
<b>Transportation Assessment Per Member</b>	<b>\$554,789</b>	<b>\$191,899</b>	<b>\$746,688</b>
<b>FY20 Debt</b>	<b>Harwich</b>	<b>Chatham</b>	
	73.45%	26.55%	
MRHS Bond (principal and interest)	\$1,564,577	\$565,548	\$2,130,125
MRHS \$1.5 mil BAN (interest only)	\$30,764	\$11,120	\$41,884
State House Note Year one P and I	<u>\$62,678</u>	<u>\$22,656</u>	<u>\$85,334</u>
<b>Debt</b>	<b>\$1,658,018</b>	<b>\$599,325</b>	<b>\$2,257,343</b>
	<b>Harwich</b>	<b>Chatham</b>	
	73.45%	26.55%	
<b>Capital/Stabilization Assessment Per Member</b>	<b>\$260,747.50</b>	<b>\$94,252.50</b>	<b>\$355,000</b>

**Feb. 28 Public Hearing Draft**  
**FY20 Assessment**

**DRAFT FY20 ASSESSMENT**

2/28/19

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Operating Budget	\$24,280,721	\$8,292,549	\$32,573,270
Transportation	\$554,789	\$191,899	\$746,688
Capital	<u>\$260,748</u>	<u>\$94,253</u>	<u>\$355,000</u>
	\$25,096,258	\$8,578,700	\$33,674,958
Debt	<u>\$1,658,018</u>	<u>\$599,325</u>	<u>\$2,257,343</u>
TOTAL FY20 DRAFT ASSESSMENT	\$26,754,276	\$9,178,025	\$35,932,301

**FY19 ASSESSMENT**

Operating Budget	\$23,282,215	\$8,368,284	\$31,650,499
Transportation	\$430,896	\$149,905	\$580,801
Capital	<u>\$260,038</u>	<u>\$94,963</u>	<u>\$355,000</u>
	\$23,973,149	\$8,613,151	\$32,586,300
Debt	<u>\$1,636,241</u>	<u>\$597,535</u>	<u>\$2,233,776</u>
TOTAL FY19	\$25,609,390	\$9,210,686	\$34,820,076

**Δ From FY19 to DRAFT FY20**

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Operating Budget	\$998,506	-\$75,735	\$922,771
Transportation	\$123,893	\$41,994	\$165,887
Capital	<u>\$710</u>	<u>-\$710</u>	<u>\$0</u>
	<b>\$1,123,109</b>	<b>-\$34,451</b>	<b>\$1,088,658</b>
Debt	<u>\$21,777</u>	<u>\$1,790</u>	<u>-\$23,567</u>
	\$1,144,886	-\$32,661	\$1,112,225
	<b>4.47%</b>	<b>-.35%</b>	<b>3.19%</b>

# Feb. 28 Public Hearing Draft FY20 Assessment

**REVISED AND VOTED FY20 ASSESSMENT**

3/14/19 SC Vote

**\$40,751,482**

FY20 Budget

\$38,189,139 Operating  
 \$305,000 Capital  
\$2,257,343 Debt  
 \$40,751,482

Chapter 70 State Aid	(\$3,648,903)	Gov's # 1/23/19
E+D	(\$550,000)	
Charter School	(\$86,206)	
Medicaid	(\$155,000)	
Interest	(\$7,500)	
Misc Revenues	(\$13,562)	

**(\$4,461,171)**

**Non Operating Expenditures**

Transportation	(\$1,173,994)
Capital	(\$305,000)
Debt	(\$2,257,343)

**(\$3,736,337)**

**Total Operating Assessment**

**\$32,553,974**

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Required Minimum Contribution per DESE posted 1/23/19	\$12,839,288	\$4,156,810	\$16,996,098
	<b>Harwich</b> 73.45%	<b>Chatham</b> 26.55%	
Funds Needed to Support District Budget	\$11,427,260	\$4,130,616	\$15,557,876
<b>Operating Assessment Per Member</b>	<b>\$24,266,548</b>	<b>\$8,287,426</b>	<b>\$32,553,974</b>
	<b>Harwich</b> 74.30%	<b>Chatham</b> 25.70%	
Less State Transportation Aid			<u>\$508,010</u>
<b>Transportation Assessment Per Member</b>	<b>\$494,826</b>	<b>\$171,158</b>	<b>\$665,984</b>
<b>FY20 Debt</b>	<b>Harwich</b> 73.45%	<b>Chatham</b> 26.55%	
MRHS Bond (principal and interest)	\$1,564,577	\$565,548	\$2,130,125
MRHS \$1.5 mil BAN (interest only)	\$30,764	\$11,120	\$41,884
State House Note Year one P and I	\$62,678	\$22,656	\$85,334
<b>Debt</b>	<b>\$1,658,018</b>	<b>\$599,325</b>	<b>\$2,257,343</b>
	<b>Harwich</b> 73.45%	<b>Chatham</b> 26.55%	
<b>Capital/Stabilization Assessment Per Member</b>	<b>\$224,022.50</b>	<b>\$80,977.50</b>	<b>\$305,000</b>

**FY20 Voted Assessment**



**REVISED AND VOTED FY20  
ASSESSMENT**

3/14/19 School Committee Vote

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Operating Budget	\$24,266,548	\$8,287,426	\$32,553,974
Transportation	\$494,826	\$171,158	\$665,984
Capital	<u>\$224,023</u>	<u>\$80,978</u>	<u>\$305,000</u>
	\$24,985,397	\$8,539,561	\$33,524,958
Debt	<u>\$1,658,018</u>	<u>\$599,325</u>	<u>\$2,257,343</u>
TOTAL FY20 VOTED ASSESSMENT	\$26,643,415	\$9,138,886	\$35,782,301

**FY19 ASSESSMENT**

Operating Budget	\$23,282,215	\$8,368,284	\$31,650,499
Transportation	\$430,896	\$149,905	\$580,801
Capital	<u>\$260,038</u>	<u>\$94,963</u>	<u>\$355,000</u>
	\$23,973,149	\$8,613,151	\$32,586,300
Debt	<u>\$1,636,241</u>	<u>\$597,535</u>	<u>\$2,233,776</u>
TOTAL FY19	\$25,609,390	\$9,210,686	\$34,820,076

**Δ From FY19 to VOTED FY20**

	<b>Harwich</b>	<b>Chatham</b>	<b>Total</b>
Operating Budget	\$984,333	-\$80,858	\$903,475
Transportation	\$63,930	\$21,253	\$85,183
Capital	<u>-\$36,015</u>	<u>-\$13,985</u>	<u>-\$50,000</u>
	<b>\$1,012,248</b>	<b>-\$73,590</b>	<b>\$938,658</b>
Debt	<u>\$21,777</u>	<u>\$1,790</u>	<u>\$23,567</u>
	\$1,034,025	-\$71,800	\$962,225
	<b>4.04%</b>	<b>-0.78%</b>	<b>2.76%</b>

In summary, Monomoy's FY20 voted budget and assessment are a 2.60% budget increase over FY19 and a 2.76% assessment increase. When calculating each town's assessment, shifts in minimum required contribution have created different percent changes in the assessment.

# FY20 Voted Assessment

# Monomoy Regional School District Budget Vote

$\Delta$ From Draft to Revised FY20 Draft	Reduction of \$150,000 from FY 20 Draft to FY20 Revised	FY20 SC VOTED BUDGET 3/14/19	FY20 Draft Budget
1000	District Leadership & Administration Salaries & Wages	\$688,996	\$688,653
1000	District Leadership & Administration Expenses	\$415,069	\$415,069
2000	Instruction Salaries & Wages	\$18,529,753	\$18,549,753
2000	Instruction Expenses	\$1,003,365	\$1,003,365
3000	Other School Services Salaries & Wages	\$874,710	\$874,710
3000	Other School Services Expenses	\$1,908,970	\$1,988,970
4000	Operations & Maintenance Salaries & Wages	\$1,417,113	\$1,417,113
4000	Operations & Maintenance Expenses	\$1,880,765	\$1,880,765
5000	Fixed Charges	\$7,770,608	\$7,770,608
9000	Programs With Other School Districts	\$3,699,790	\$3,699,790
	Total General Fund Operating	\$38,189,139	\$38,289,139
7000	Capital	\$305,000	\$355,000
8000	Debt Retirement & Service	\$2,257,343	\$2,257,343
		\$2,562,343	\$2,612,343
	Total General Fund	\$40,751,482	\$40,901,482

Orange shading indicates areas impacted by a \$150,000 budget reduction.

## Sandy Robinson

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**From:** Carol Coppola  
**Sent:** Thursday, March 14, 2019 2:22 PM  
**To:** Sandy Robinson  
**Cc:** Christopher Clark; Eric Beebe  
**Subject:** FW:  
**Attachments:** Revolving Fund Programs \$ NUMBERS.doc

Hi Sandy,

Please find attached and below information pertaining to the Recreation Revolving Fund. Eric would like to be placed on the BOS agenda as soon as possible to increase the spending cap for the current fiscal year.

Thank you,

Carol

**From:** Eric Beebe  
**Sent:** Thursday, March 14, 2019 9:07 AM  
**To:** Christopher Clark <cclark@town.harwich.ma.us>; Carol Coppola <ccoppola@town.harwich.ma.us>  
**Cc:** John Mahan <jfmcapecod@gmail.com>  
**Subject:**

Hi Chris and Carol,

I have attached a report I put together that details each program that we have during the year that runs through the revolving fund. I averaged the last 3 years for expenses and revenue from each program. As you will see, the reason the revolving fund is so important to the rec department is that it allows us to take fiscally successful programs and supplement new programs or programs that are free to the user. This is especially true for open gym times throughout the year. This is one of our most popular and valuable programs to the youth community and is free of charge to users. It gets kids here in the gym as much as possible instead of out doing other things. We spend up to \$10,000 a year on open gyms with no revenue coming in for it, but we are able to sustain this with the success in other revolving fund programming. This flexibility makes the revolving fund a unique and perfect fit for a recreation department. Please feel free to share this with BOS and/or Don Howell.

I would like to get on one of the next BOS agendas so that we can increase the limit throughout the end of this fiscal year so we can run our normal slate of spring programming through the revolving fund. It is not a case of overspending the cap but underestimating the success of our programs and the amount of new/altered programs that we generated this year.

Thanks  
Eric

## Revolving Fund Programs

### SPRING PROGRAMS

#### PRE FARM LEAGUE TBALL CLINIC

REVENUE-	23 PARTICIPANTS @ \$45	\$1035
EXPENSES-	STAFF	\$180
	MEDALS	\$75
	EQUIPMENT	\$200
	SCHOLARSHIPS	\$90
	TOTAL EXPENSES	\$545

#### FARM LEAGUE TBALL

REVENUE-	30 PARTICIPANTS @ \$45	\$1350
EXPENSES-	STAFF	\$420
	MEDALS	\$100
	EQUIPMENT	\$300
	SCHOLARSHIPS/COACH CREDITS	\$135
	NIGHT WITH MARINERS EVENT	\$200
	TOTAL EXPENSES	\$1155

#### FAMILY RECREATION GAME

REVENUE-	5 PARTICIPANTS @ \$20	\$100
EXPENSES-	EQUIPMENT	\$50
	TOTAL EXPENSES	\$50

#### FAMILY RECREATION TBALL

REVENUE	5 PARTICIPANTS @ \$20	\$100
EXPENSES-	EQUIPMENT	\$100
	TOTAL EXPENSES	\$100

#### SPRING FLAG FOOTBALL

REVENUE	12 PARTICIPANTS @ \$40	\$480
EXPENSES	STAFF	\$252
	EQUIPMENT	\$150
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$482

(NEW PROGRAM)

#### PILO POLO

REVENUE	8 PARTICIPANTS @ \$45	\$360
EXPENSES	STAFF	\$126
	EQUIPMENT	\$50
	SCHOLARSHIPS	\$90
	TOTAL EXPENSES	\$266

#### HOOPS WITH NOOP BBALL CLINIC

REVENUE	31 PARTICIPANTS @ \$25	\$775
EXPENSES	STAFF	0
	EQUIPMENT	\$150
	SCHOLARSHIPS	\$125
	TOTAL EXPENSES	\$275

#### INDOOR SOCCER

REVENUE	16 PARTICIPANTS @ \$40	\$640
EXPENSES	STAFF	\$180
	EQUIPMENT	\$150
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$410

<b>FUN FRIDAYS AFTER SCHOOL PROGRAM</b>		
REVENUE	30 PARTICIPANTS @ \$40	\$1200
EXPENSES	STAFF	\$900
	EQUIPMENT	\$200
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$1180
<b>YOUTH PICKLE BALL</b>		
REVENUE	6 PARTICIPANTS @ \$20	\$120
EXPENSES	STAFF	\$90
	EQUIPMENT	0
	SCHOLARSHIPS	\$40
	TOTAL EXPENSES	\$130
		(NEW PROGRAM)
<b>CRAFTING</b>		
REVENUE	16 PARTICIPANTS @ \$40	\$640
EXPENSES	STAFF	\$180
	EQUIPMENT/SUPPLIES	\$300
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$560
<b>TOWN MEETING CHILD CARE</b>		
REVENUE	FREE PROGRAM	0
EXPENSES	STAFF	\$90
	TOTAL EXPENSES	\$90
<b>YOUTH BEACH DAYS</b>		
REVENUE	FREE PROGRAM	0
EXPENSES	STAFF	\$180
	TOTAL EXPENSES	\$180
		(NEW PROGRAM)
<b>FAMILY GAME NIGHTS</b>		
	FREE PROGRAM	0
	STAFF	\$360
	TOTAL EXPENSES	\$360
<b>SNAG GOLF PROGRAM</b>		
REVENUE	7 PARTICIPANTS @ \$45	\$315
EXPENSES	STAFF	\$280
	EQUIPMENT	0
	TOTAL EXPENSES	\$280
		(NEW PROGRAM)
<b>SPRING OPEN GYM AND GAME ROOM TIMES</b>		
REVENUE	FREE PROGRAM	0
EXPENSES	STAFF	\$2400
	EQUIPMENT	\$150
	TOTAL EXPENSES	\$2550
<b>SPRING TOTALS</b>		
	YOUTH PARTICIPANTS IN PAID PROGRAMS	201
	REVENUE	\$7,673
	EXPENSES	\$8,513
		AVERAGE OVER PAST 3 YEARS
		AVERAGE OVER PAST 3 YEARS
		AVERAGE OVER PAST 3 YEARS
		<b>-\$840</b>

## SUMMER PROGRAMS

### FULL DAY PLAYGROUND CAMP

REVENUE	319 PARTICIPANTS @ \$200	\$64,544
EXPENSES	STAFF	\$51,000
	EQUIPMENT/UNIFORMS	\$3500
	SCHOLARSHIPS	\$2000
	TOTAL EXPENSES	\$56,500

### HALF DAY PLAYGROUND CAMP

REVENUE	113 PARTICIPANTS @ \$100	\$11,300
EXPENSES	STAFF	\$12,750
	SCHOLARSHIPS	\$1000
	TOTAL EXPENSES	\$13,750

### CAMP DAILY DROP IN PROGRAM

REVENUE	96 PARTICIPANTS @ \$15	\$1440
EXPENSES	STAFF	0
	TOTAL EXPENSES	0

### SHOOTING STARS BASKETBALL CAMP

REVENUE	110 PARTICIPANTS @ \$60	\$6600
EXPENSES	STAFF	\$5500
	EQUIPMENT	\$600
	SCHOLARSHIPS	\$600
	TOTAL EXPENSES	\$6700

### TENNIS LESSONS

REVENUE	110 PARTICIPANTS @ \$45	\$4950
EXPENSES	STAFF	\$2400
	EQUIPMENT	\$500
	SCHOLARSHIPS	\$450
	TOTAL EXPENSES	\$3350

### ARCHERY CLINIC

REVENUE	20 PARTICIPANTS @ 60	\$1200
EXPENSES	STAFF	\$1000
	TOTAL EXPENSES	\$1000

(NEW PROGRAM)

### BABYSITTING CLASS

REVENUE	13 PARTICIPANTS @ \$75	\$975
EXPENSES	STAFF	\$845
	EQUIPMENT	\$260
	TOTAL EXPENSES	\$1105

### LIFEGUARD TRAINING CLASS

REVENUE	6 PARTICIPANTS @ \$200	\$1200
EXPENSES	STAFF	0
	EQUIPMENT	\$240
	TOTAL EXPENSES	\$240

### GUARD START PROGRAM

REVENUE	15 PARTICIPANTS @ \$60	\$900
EXPENSES	STAFF	0
	EQUIPMENT	\$300
	TOTAL EXPENSES	\$300

### 7 DAY PER WEEK KAYAK RENTALS

REVENUE	157 PARTICIPANTS @ \$15	\$2355
EXPENSES	STAFF	0
	EQUIPMENT	\$1250
	TOTAL EXPENSES	\$1250

(NEW PROGRAM)

*SUMMER KICK-OFF EVENT*

<i>REVENUE</i>	<i>FREE EVENT (200 PARTICIPANTS)</i>	<i>0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$360</i>	
	<i>EQUIPMENT/FOOD</i>	<i>\$300</i>	<i>(NEW PROGRAM)</i>
	<i>TOTAL EXPENSE</i>	<i>\$660</i>	

*SUMMER OPEN GYM AND GAME ROOM TIMES*

<i>REVENUE</i>	<i>FREE PROGRAM</i>	<i>0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$1200</i>	
	<i>EQUIPMENT</i>	<i>\$150</i>	
	<i>TOTAL EXPENSES</i>	<i>\$1350</i>	

*YOUTH GOLF*

<i>REVENUE</i>	<i>20 PARTICIPANTS @ \$45</i>	<i>\$900</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$700</i>	<i>(NEW PROGRAM)</i>
	<i>SCHOLARSHIPS</i>	<i>\$360</i>	
	<i>TOTAL EXPENSES</i>	<i>\$1060</i>	

*MIDDLE SCHOOL PRE TEEN CAMP*

<i>REVENUE</i>	<i>19 PARTICIPANTS @ \$75</i>	<i>\$1425</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$1440</i>	
	<i>EQUIPMENT</i>	<i>\$250</i>	<i>(NEW PROGRAM)</i>
	<i>SCHOLARSHIPS</i>	<i>\$225</i>	
	<i>TOTAL EXPENSES</i>	<i>\$1915</i>	

*NEWPORT TENNIS TRIP*

<i>REVENUE</i>	<i>8 PARTICIPANTS @ \$50</i>	<i>\$400</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$90</i>	
	<i>TICKETS/FOOD</i>	<i>\$280</i>	
	<i>TOTAL EXPENSES</i>	<i>\$370</i>	

*SUMMER TOTALS*

<i>YOUTH PARTICIPANTS IN PAID PROGRAMS</i>	<i>1148</i>	<i>AVERAGE OVER PAST 3 YEARS</i>
<i>REVENUE</i>	<i>\$98,189</i>	<i>AVERAGE OVER PAST 3 YEARS</i>
<i>EXPENSES</i>	<i>\$89,550</i>	<i>AVERAGE OVER PAST 3 YEARS</i>
	<i>+8,639</i>	

## FALL PROGRAMS

### YOUTH SOCCER LEAGUE

REVENUE	53 PARTICIPANTS @ \$45	\$2385
EXPENSES	STAFF	\$150
	REFEREES	\$720
	EQUIPMENT/UNIFORMS	\$1050
	MEDALS	\$150
	SCHOLARSHIPS/COACHES CREDIT	\$180
	TOTAL EXPENSES	\$2250

### CRAFTING (2 SESSIONS)

REVENUE	49 PARTICIPANTS @ \$40	\$1960
EXPENSES	STAFF	\$540
	EQUIPMENT/SUPPLIES	\$500
	SCHOLARSHIPS	\$160
	TOTAL EXPENSES	\$1200

### FALL TENNIS

REVENUE	7 PARTICIPANTS @ \$40	\$280
EXPENSES	STAFF	\$180
	EQUIPMENT	\$100
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$360

### INDOOR SOCCER (2 SESSIONS)

REVENUE	52 PARTICIPANTS @ \$40	\$2080
EXPENSES	STAFF	\$1350
	EQUIPMENT	\$150
	SCHOLARSHIPS	\$160
	TOTAL EXPENSES	\$1660

### FLAG FOOTBALL (2 SESSIONS)

REVENUE	36 PARTICIPANTS @ \$40	\$1440
EXPENSES	STAFF	\$720
	EQUIPMENT	\$200
	MEDALS	\$105
	SCHOLARSHIPS	\$160
	TOTAL EXPENSES	\$1185

### HOOPS WITH NOOP BBALL CLINIC

REVENUE	25 PARTICIPANTS @ \$40	\$1000
EXPENSES	STAFF	\$750
	EQUIPMENT	\$150
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$980

### FUN FRIDAY AFTER SCHOOL PROGRAM (2 SESSIONS)

REVENUE	94 PARTICIPANTS @ \$40	\$3760
EXPENSES	STAFF	\$1800
	EQUIPMENT	\$300
	SCHOLARSHIPS	\$320
	TOTAL EXPENSES	\$2420

### GR. K/1/2 SOCCER CLINIC

REVENUE	37 PARTICIPANTS @ \$45	\$1665
EXPENSES	STAFF	\$1480
	EQUIPMENT	\$120
	SCHOLARSHIPS	\$180
	TOTAL EXPENSES	\$1780



*FALL ARCHERY CLASS*

<i>REVENUE</i>	<i>6 PARTICIPANTS @ \$60</i>	<i>\$360</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$300</i>	
	<i>SCHOLARSHIPS</i>	<i>\$120</i>	<i>(NEW PROGRAM)</i>
	<i>TOTAL EXPENSES</i>	<i>\$420</i>	

*YOUTH FIELD HOCKEY (2 SESSIONS)*

<i>REVENUE</i>	<i>31 PARTICIPANTS @ \$40</i>	<i>\$1240</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$360</i>	
	<i>EQUIPMENT</i>	<i>\$105</i>	
	<i>SCHOLARSHIPS</i>	<i>\$160</i>	
	<i>TOTAL EXPENSES</i>	<i>\$625</i>	

*3 VS. 3 BASKETBALL PROGRAM*

<i>REVENUE</i>	<i>12 PARTICIPANTS @ \$25</i>	<i>\$300</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$135</i>	
	<i>EQUIPMENT</i>	<i>\$215</i>	<i>(NEW PROGRAM)</i>
	<i>SCHOLARSHIPS</i>	<i>\$50</i>	
	<i>TOTAL EXPENSES</i>	<i>\$400</i>	

*FALL SOCCER NIGHT AT WHITEHOUSE FIELD*

<i>REVENUE</i>	<i>FREE EVENT (100 PARTICIPANTS)</i>	<i>0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$270</i>	
	<i>EQUIPMENT/FOOD</i>	<i>\$250</i>	
	<i>TOTAL EXPENSES</i>	<i>\$520</i>	

*FALL OPEN GYM AND GAMEROOM TIMES*

<i>REVENUE</i>	<i>FREE PROGRAM</i>	<i>0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$2750</i>	
	<i>EQUIPMENT</i>	<i>\$200</i>	
	<i>TOTAL EXPENSES</i>	<i>\$2950</i>	

*FALL TOTALS*

<i>YOUTH PARTICIPANTS IN PAID PROGRAMS</i>	<i>381 AVERAGE OVER PAST 3 YEARS</i>
<i>REVENUE</i>	<i>\$16,470 AVERAGE OVER PAST 3 YEARS</i>
<i>EXPENSES</i>	<i>\$17,850 AVERAGE OVER PAST 3 YEARS</i>

*-\$1,380*

## WINTER PROGRAMS

### TRAVEL BASKETBALL LEAGUE

REVENUE	23 PARTICIPANTS @ \$45	\$1035
EXPENSES	STAFF	\$240
	REFEREES	\$240
	EQUIPMENT/UNIFORMS	\$295
	MEDALS	\$70
	SCHOLARSHIPS/COACHES CREDIT	\$135
	TOTAL EXPENSES	\$980

### GR. K/1/2 BASKETBALL CLINIC (2 SESSIONS)

REVENUE	32 PARTICIPANTS @ \$45	\$1440
EXPENSES	STAFF	\$720
	EQUIPMENT	\$145
	MEDALS	\$100
	SCHOLARSHIPS	\$180
	TOTAL EXPENSES	\$1145

### CRAFTING (2 SESSIONS)

REVENUE	26 PARTICIPANTS @ \$40	\$1040
EXPENSES	STAFF	\$260
	EQUIPMENT	\$100
	SCHOLARSHIPS	\$160
	TOTAL EXPENSES	\$520

### BOWLING PROGRAM (2 SESSIONS)

REVENUE	10 PARTICIPANTS @ \$40	\$400
EXPENSES	STAFF	\$360
	EQUIPMENT	0
	SCHOLARSHIPS	0
	TOTAL EXPENSES	\$360

(NEW PROGRAM)

### INDOOR SOCCER (2 SESSIONS)

REVENUE	40 PARTICIPANTS @ \$40	\$1600
EXPENSES	STAFF	\$525
	EQUIPMENT	\$100
	SCHOLARSHIPS	\$160
	TOTAL EXPENSES	\$785

### YOUTH FIELD HOCKEY (2 SESSIONS)

REVENUE	16 PARTICIPANTS @ \$40	\$640
EXPENSES	STAFF	\$195
	EQUIPMENT	\$55
	SCHOLARSHIPS	\$80
	TOTAL EXPENSES	\$330

### FUN FRIDAYS AFTER SCHOOL PROGRAM (2 SESSIONS)

REVENUE	77 PARTICIPANTS @ \$40	\$3080
EXPENSES	STAFF	\$1440
	EQUIPMENT	0
	TOTAL EXPENSES	\$1440

### YOUTH WINTER ARCHERY

REVENUE	14 PARTICIPANTS @ \$40	\$560
EXPENSES	STAFF	\$420
	TOTAL EXPENSES	\$420

(NEW PROGRAM)

### FAMILY DINNER AND BINGO NIGHT

<i>REVENUE</i>	<i>FREE PROGRAM (10 PARTICIPANTS) 0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$60 (NEW PROGRAM)</i>
	<i>EQUIPMENT/FOOD</i>	<i>\$155</i>
	<i>TOTAL EXPENSES</i>	<i>\$215</i>

<i>FAMILY GAMES NIGHT</i>		
<i>REVENUE</i>	<i>FREE PROGRAM (20 PARTICIPANTS) 0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$85 (NEW PROGRAM)</i>
	<i>EQUIPMENT</i>	<i>0</i>
	<i>TOTAL EXPENSES</i>	<i>\$85</i>

<i>FAMILY MOVIE NIGHT</i>		
<i>REVENUE</i>	<i>FREE PROGRAM (20 PARTICIPANTS) 0</i>	
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$60 (NEW PROGRAM)</i>
	<i>EQUIPMENT/FOOD</i>	<i>\$35</i>
	<i>TOTAL EXPENSES</i>	<i>\$95</i>

<i>WINTER OPEN GYM AND GAME ROOM TIMES</i>		
<i>REVENUE</i>	<i>FREE PROGRAM</i>	<i>0</i>
<i>EXPENSES</i>	<i>STAFF</i>	<i>\$2110</i>
	<i>EQUIPMENT</i>	<i>\$175</i>
	<i>TOTAL EXPENSES</i>	<i>\$2285</i>

<b><i>WINTER TOTALS</i></b>		
<i>YOUTH PARTICIPANTS IN PAID PROGRAMS</i>	<i>359 AVERAGE OVER PAST 3 YEARS</i>	
<i>REVENUE</i>	<i>\$9,795 AVERAGE OVER PAST 3 YEARS</i>	
<i>EXPENSES</i>	<i>\$8,658 AVERAGE OVER PAST 3 YEARS</i>	
	<i>+\$1,137</i>	

## YEAR ROUND ADULT PROGRAMMING

### FALL/WINTER PICKLE BALL

REVENUE	200 PARTICIPANTS @ \$40	\$8000
EXPENSES	STAFF (MONITORS)	\$6240
	EQUIPMENT	\$1000
	TOTAL EXPENSES	\$7240

### SPRING/SUMMER PICKLE BALL

REVENUE	212 PARTICIPANTS @ \$25	\$5300
EXPENSES	STAFF	\$3540
	EQUIPMENT	\$1500
	TOTAL EXPENSES	\$5040

### ADULT FIELD HOCKEY

REVENUE	15 PARTICIPANTS @ \$25	\$375
EXPENSES	STAFF	\$200
	EQUIPMENT	\$200
	TOTAL EXPENSES	\$400

### ADULT VOLLEYBALL

REVENUE	25 PARTICIPANTS @ \$25	\$625
EXPENSES	STAFF	0
	EQUIPMENT	\$225
	TOTAL EXPENSES	\$225

### ADULT TENNIS

REVENUE	6 PARTICIPANTS @ \$25	\$150
EXPENSES	STAFF	0
	EQUIPMENT	\$100
	TOTAL EXPENSES	\$100

### ADULT PING PONG

REVENUE	FREE PROGRAM	0
EXPENSES	STAFF	0
	EQUIPMENT	\$75
	TOTAL EXPENSES	\$75

### ADULT BOCCE

REVENUE	FREE PROGRAM	0
EXPENSES	STAFF	0
	EQUIPMENT	0
	TOTAL EXPENSES	0

### ADULT PROGRAM TOTALS

ADULT PARTICIPANTS IN PAID PROGRAMS	403 AVERAGE PAST 3 YEARS
REVENUE	\$14,450 AVERAGE PAST 3 YEARS
EXPENSES	\$13,080 AVERAGE PAST 3 YEARS

+\$1,370

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039

Christopher Clark, *Town Administrator*

732 MAIN STREET, HARWICH, MA



# MEMO

To: Board of Selectmen

From: Christopher Clark, Town Administrator


Re: Summary of Project and Recommendation for Award

Date: March 22, 2019

Town Meeting Article 35 of the 2018 Annual Town Meeting authorized the award of a Snack Shack Lease for up to 10 years instead of just the 3 years authorized by General Law. The Harbormaster working closely with Administration oversaw the final completion of the Snack Shack at Saquatucket Harbor. A Request for Proposals (RFP) was reviewed and approved by the Board of Selectmen. The RFP was advertised consistent with law. We had several verbal and written inquiries for the RFP to operate the Snack Shack for up to 10 years. Only one entity decided to bid on the RFP. The Harbormaster has completed a memo outlining the review process (see attached). Dockside Seafood, LLC submitted a reasonable and responsive bid and successfully negotiated a Land Lease with the Harbormaster and Administration. The overall amounts were above the bid threshold dollar amount of \$18,000 per year for first five years. The Lease was prepared by K P Law and reviewed by K P Law as negotiated. I do hereby fully recommend award of the Lease to Dockside Seafood Shack LLC for a minimum annual payment of \$24,000 for the first five years and an option for an additional five years consistent with their proposal. Dockside Seafood Shack LLC will apply for a Seasonal Beer and Wine License as soon as the Lease is voted by the Board of Selectmen.

Town of Harwich  
Harbormaster's Office  
715 Main Street – PO Box 207  
Harwich, MA 02646  
Phone (508) 430-7532  
Fax (508) 430-7535

# Memo

**To:** Chairman, Board of Selectmen  
**Via:** Christopher Clark, Town Administrator  
**From:** John C. Rendon, Harbormaster   
**Date:** March 20, 2019  
**Subject:** Snack Shack Lease Proposal

The single proposal that the town received for the leasing of the Snack Shack at Saquatucket Harbor was evaluated against the requirements outlined in the advertised Request For Proposal (RFP) on March 13, 2019. The evaluation team consisted of the Town Administrator, Interim Assistant Town Administrator, Natural Resources Director, and myself (Harbormaster). After review of the proposal and clarifying material submitted by Mr. Joseph Griffiths (Dockside Seafood Shack LLC), the evaluation team confidently recommends the award of a 5 year lease ending November 2024, with an option for an additional five year term at the discretion of the town.

Four areas as outlined in the RFP were evaluated and ranked as Highly Advantageous, Advantageous or Not Advantageous. The following are the results of the team's evaluation:

1. Prior Food Service Experience – Highly Advantageous
2. Management and Adequacy of Staff – Highly Advantageous
3. Quality of Proposed Menu – Highly Advantageous
4. Quality of the Proposal regarding Price – Advantageous

Recommend approval and signature of the negotiated lease agreement that has been signed by the applicant, Mr. Joseph Griffiths.

Attachment (1) Lease Agreement – Dockside Seafood Shack LLC

Project Name: SAG - SWACU SHACK TM Year and Article #: #35/2018 Appropriation: \$ REVENUE

HIGH Low Bidder: DOCKSIDE SEAFOOD SHACK LLC  
REVENUE

Bid Price: \$ 7k/24,000 Init  
8k/32,000 Optm

10/10/18 Revised Procurement Checklist

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

\*Note: contracts (not grants) **below \$25,000** can be signed by Town Administrator.

- 1. Please provide a **separate page titled "Summary of Project"** which includes:
  - a. Provide how many bidders there were, the range of bids, and apparent low bidder.
  - b. Identify the funding source, such as article number and amount approved.
  - c. Include what you feel is pertinent, but keep this section to 4 sentences or less.
- 2. Finance Director has signed that funds are available: MIA REVENUE Account # 0163341  
427002
- 3. Please provide a single **copy of the bid packet** along with all supporting documents.
- 4. Please use K-P Law provided standardized contracts. UPLEASE

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

Original for Accounting     Original for Procurement     Original for Vendor     Contract to Treasurer's  
Signature of Town Administrator or Assistant Town Administrator: [Signature]  
TOWN ADMINISTRATOR

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

## TOWN OF HARWICH – LEASE OF SNACK SHACK

### 1. SUMMARY

DATE OF LEASE: March 21, 2019

LESSOR: Town of Harwich (herein "Lessor" or "Town")

LANDLORD'S ADDRESS: Town of Harwich  
732 Main Street  
Harwich, MA 02645

LESSEE: Joseph Griffiths, Dockside Seafood Shack LLC (herein "Lessee")

LESSEE'S ADDRESS: 11 Seaport Lane Harwichport, MA 02646

PREMISES: Saquatucket Municipal Marina  
715 Main Street  
Harwich Port, MA 02646

540 sq/ft Building and site as detailed in the Request for Proposal (enclosure 1). Additional premises requirements per proposal outlined below and included in revised site plan (enclosure 2):

- The non-exclusive use of four picnic tables provided by Lessee placed on the flagpole lower deck.
- Deck and adjacent lawn area on the west side of the snack shack. Limits of deck area where alcohol consumption will be allowed are identified in enclosure (2) site plan.
- Unrestricted use of common restrooms subject to paying 25% of costs for cleaning and consumable supplies.
- Lessee shall have the option to place an 8' x 10' outdoor walk-in cooler on at the rear of the snack shack provided the existing fence enclosure is extended to screen it at the cost of the Lessee as outlined in enclosure (2).
- Lessee will install at its expense a pull-down stairway to attic area for back-up storage of paper products.
- Lessee may place a permitted street sign on Route 28 below the Marina sign and on the exhaust enclosure on roof or shack as detailed in approved architect plans.

LEASE COMMENCEMENT DATE: March 26, 2019

### 2. TERM AND SCOPE OF SERVICES

The Lessee contract will be for an *initial* term commencing upon execution on or before March 26, 2019 and terminating on November 15, 2024 with one (1) option to renew up to five (5) years granted at the Town's discretion. The town shall not unreasonably withhold the 5 year extension to Lessee that complies with all the material terms and conditions of the first 5 years. Notice of the Lessee's desire to renew shall be submitted to the Town in writing no later than May 15, 2024. Pursuant to said contract, the Lessee, acting as an independent contractor, shall be responsible for the day to day operation of the food and beverage service. Lessee must comply with all conditions as detailed in the Request for Proposal and bid submission and clarification materials as outlines in enclosures (4) and (5).



3. PURPOSE

It is agreed and understood by and between the parties hereto that the lessee is leasing the demised premises for, and that said premises shall be used exclusively for the operation of a food and beverage concession facility upon the terms and conditions set forth herein. This lease proposal is subject to obtaining a seasonal beer and wine license for subject premises.

4. EXCLUSIVITY

The Lessor, in consideration of the Lessee's within agreements and covenants, agrees:

- a. To permit the Lessee to have the exclusive use of all refrigeration, cooking, cooling, warming, preparing, storing, cleaning and servicing equipment contained within the premises. The maintenance and repair of said equipment shall be the sole responsibility of the Lessee.
- b. To permit the Lessee to have exclusive permission to sell candy, ice cream, food and beverages of all kinds, including alcoholic beverages (subject to the Lessee's acquisition and continued maintenance of appropriate licenses) in or on the leased premises.

5. RENT

The lessee agrees to pay the Lessor a seasonal rent, payable as listed below. Payment schedule shall include 4 equal progress payments calculated based on the agreed fixed price. Payments will be due to the Town no later than the last day of the month of June, July, August and September. After final reconciliation of total gross seasonal receipts, a final payment will be due to the Town no later than 30 November, should the agreed upon percent of gross seasonal revenue exceed the fixed price. Gross sales shall exclude fees paid for credit card processing and recorded employee meals.

a. Initial Term

Seasonal Payment:

7 percent of the gross seasonal receipts OR

\$24,000 dollars (whichever is greater)

- b. Option Period, if exercised, Lessee further agrees to pay Lessor a seasonal rent in an amount as submitted below.

Seasonal Payment:

8 percent of the gross seasonal receipts OR

\$32,000 dollars (whichever is greater)

6. COORDINATION WITH TOWN, OPERATING HOURS

The season of operation will be from the Thursday before Memorial Day weekend through Columbus Day weekend of each year. Daily hours of operation shall be:

- 7 am – 10 am Breakfast
- 11:30 am – 8:30 pm Lunch/Dinner

Daily hours may be reduced up to the minimum hours outlined in the Request For Proposal in the shoulder seasons. The daily operation of hours may be reduced with permission from the Harbormaster during the season due to inclement weather.

7. FUNCTIONS AND SPECIAL EVENTS

The Lessee agrees and acknowledges that it will neither schedule, nor in any manner provide food and beverage service to any function or special event without first obtaining the prior approval of the Town.

8. MAINTENANCE

- a. The Lessee will be responsible for maintenance and minor repairs within the Snack Shack. Major or structural repairs shall be the responsibility of the Town. The Lessee shall also be responsible for interior cleaning, including the control of litter. All refuse shall be contained in the provided dumpster daily.
- b. The Lessee shall be solely responsible for maintaining the Snack Shack, Deck Area and Restrooms in a neat and clean condition, free of debris, and any other foreign matter, and in full compliance with all applicable federal and state laws, rules and regulations, including but not limited to, the State sanitary code, Board of Health regulations, building code, and fire prevention regulations.

9. UTILITIES

- a. Lessee shall arrange and pay for all utilities, with the exception of wireless internet provided by Lessor.

10. PERSONNEL

The Lessee agrees and represents that either its owner or a duly authorized manager, if any, must:

- a. Be present on the premises for no less than 48 hours per week during the season.
- b. Actively participate in the operation and management of the services permitted by this contract when present.
- c. Possess a minimum of 5 years experience in the operation and management of a food and beverage service.
- d. Be responsible for securing and maintaining all licenses necessary for the operation of the food and beverage service.

11. STAFF

- a. The Lessee in order to perform the above described duties, shall employ such staff as deemed necessary. Salary and wages for such employees are the responsibility of the Lessee under this contract. Any such employees shall be agents of the Lessee and not of the Town, and no additional compensation shall be provided by the Town to any employee.
- b. The Lessee must supply all staff and management with proper working attire.

c. All staff and employees must be Safe Serve and TIPS Certified (if alcohol is served). Proper identification of TIPS certified personnel must be obtained through the Harwich Police Department.

d. All employees are subject to CORI review.

## 12. INSURANCE

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

1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.

2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".

3) Workers' Compensation Insurance as required by law. Include Employers Liability Part

B with a limit of \$1,000,000

4) Builders' Risk Property Coverage for the full insurable value. It should include "All Risk" insurance for physical loss or damage including theft.

5) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.

6) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.

7) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

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

## 13. INDEMNIFICATIONS AND LIABILITIES

The Lessee further covenants and agrees with the Lessor that:

a. The Lessee shall save the Lessor as owner of the premises harmless and indemnified from and against any claim or damage on account of any injury to a person or property occurring on or about the premises, or off the premises, however caused, and from any and all claims, loss, damage or liability arising from any act, omission, neglect or default of the lessee, including without limitation, any liability arising out of the Lessee's sale or service of alcoholic beverages pursuant to this lease.

b. The lessee shall pay the lessor on demand for any damage caused to any portion of the premises or the equipment or furnishings contained therein incurred as a result of the Lessee's operation, and or occupancy, of the premises.

#### 14. LESSEE'S DEFAULT

In the event that:

- a. The lessee shall default in the payment of any installment of rent or additional rent or other sum herein specified or any part thereof and such default shall continue for ten days after written notice thereof or,
- b. The lessee shall default in the observance or performance of any of the lessee's covenants, agreements, or obligations herein contained, except default in the payment of base rent or additional rent as set forth in paragraph a. above, and such default shall not be corrected within twenty days after written notice thereof or,
- c. The lessee shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of lessee's property for the benefit of creditors, or a receiver, guardian, conservator or other similar officer shall be appointed to take charge of all, or any portion of the lessee's property by a court of competent jurisdiction. Then the lessor shall have the right thereafter, while such default continues, to re-enter and take complete possession of the premises, to declare the term of this lease ended, and remove the Lessee's effects without prejudice to any remedies which might be otherwise used for arrears or other default. The lessee shall also indemnify the lessor against all loss of rent and other payment, which the lessor may incur by reason of such termination during the remaining term of the lease term including, without limitation, reasonable attorney fees in instituting, prosecuting or defending any action or proceeding, with interest at the rate of 12% per annum and costs. If the lessee shall default in the observance or performance of any conditions or covenants on lessee's part to be observed or performed under or by virtue of any of the provisions in any section of this lease, the lessor, without being under any obligation to do so and without thereby waiving such default, may, after reasonable notice thereof, remedy such default at the expense of the lessee. If the lessor makes expenditures or incurs any obligations for the payment of money in connection with or defending any action or proceeding, such sums paid or obligations incurred, with interest at the rate of 12% per annum and costs, shall be paid to the lessor by the lessee as additional rent.

Suspension or termination of any license or permit required for the operation of the concession permitted by this lease, including specifically any violation of the terms of this alcoholic beverage license.

#### 15. LESSOR WARRANTIES

The Lessee understands that the premises are leased in "as-is" where-is condition with Lessor makes no guarantees or warranties concerning the condition of the premises or the public's use thereof; and the premises are leased in as-is condition.

#### 16. FINANCIAL REPORTS

- a. The Lessee is responsible for accurately maintaining all records required by local, state, and federal authorities for the conduct of business. The Lessee will report sales to Lessor by the 15<sup>th</sup> of each following month during the operating season.
- b. At any time, given reasonable notice to the Lessee, the Lessor or its designee, shall have the right to examine the Lessee's sales records and recording system for compliance with the reporting provisions of the lease.

- c. The Lessor also reserves the right to require the Lessee, at Lessee's expense, to provide audited financial statements if deemed necessary due to incomplete or inaccurate sales records and recording system required by Lessee as outlined in paragraph 16.b of this lease.

#### 17. FACILITIES AND EQUIPMENT

- a. The Lessee must provide the Lessor for approval a written formal sanitation program that meets or exceeds the minimum requirements of state, federal, municipal or other agencies authorized to inspect and/or accredit restaurants and their food services each year and shall operate the premises in compliance with the approved program.
- b. The Lessee shall at their expense have the premises exterminated if deemed necessary by the Lessor.
- c. All equipment in the kitchen and related areas shall remain the property of the Lessor, excluding any equipment purchased by the Lessee.
- d. The Lessee shall be responsible for providing to the Lessor for approval a detailed plan of preventative maintenance for all equipment including the costs of services and maintenance.
- e. The Lessee and Lessor agree that primary responsibility for obtaining kitchen equipment will rest with the Lessee.
- f. The Lessee agrees that the Lessor must be contacted whenever repairs to basic services of the premises are to be done.
- g. The Lessee shall purchase and control utilization of all food items, housekeeping supplies, dishwashing supplies, utensils, pots and pans, office supplies, sanitation supplies, food service equipment rental, outdoor tables and chairs, paper supplies, menus, trash can liners, or other ancillary supplies.
- h. The Lessee will schedule deliveries, where possible, for early morning.
- i. Lessee shall provide and pay for its own telephone service independent of Lessors.

#### 18. SUBORDINATION

This lease shall be subject and subordinate to any and all mortgage, deeds of trust and other instruments in the nature of mortgage, now or at any time hereafter, a lien or liens on the property of which the premises are part and the Lessee shall, when requested, promptly execute and deliver such written instruments as shall be necessary to show the subordination of this Lease to said mortgages, deeds of trust or other instruments in the nature of a mortgage.

#### 19. LESSORS ACCESS

The Lessor or his designee may at reasonable times enter to view the leased premises and may remove placards and signs not approved and affixed as herein provided, and make repairs and alterations as lessor shall elect to do.

20. BREACH-EFFECT

The breach by Lessee of any term, covenant or condition of this lease shall be deemed to be a breach of the entire lease agreement and if not cured pursuant to the terms of this lease shall be sufficient cause for lessor to declare this lease agreement to be terminated. No waiver, either expressed or implied, by Lessor of any breach of any term, condition, covenant, agreement or duty required under this lease on the part of, the Lessee, shall be deemed a waiver of any other breach of the same or any other term, condition, covenant, agreement, or duty.

21. SEVERABILITY

If any provision, or any portion of any provision of this lease or any application thereof to any person or circumstance, is held invalid, the remainder of such provision and the remainder of this lease, and the application thereof, both as between the parties hereto and to other persons and circumstances shall not be affected thereby.

22. MODIFICATIONS

This lease may not be modified under any condition except by a written memorandum, amendment, or notice duly executed by the parties hereto.

23. SURRENDER

The lessee shall, at the expiration or other termination of this lease, surrender the liquor license, remove all goods, and effects, excluding, of course, all equipment and fixtures which are or may at the time of said surrender, have, by operation of the terms and conditions of this agreement, become the sole and exclusive property of the lessor, from the premises, including, but only if Lessee so requests, without hereby limiting the generality of the foregoing, all signs and lettering affixed or painted by the lessee, either inside or outside the leased premises. Lessee shall deliver to the lessor the premises and all keys, locks thereto, and addition made to or upon the premises, in the same condition as they were at the commencement of the term, reasonable wear and tear expected. In the event lessee shall fail to remove any lessee's property from the premises, lessor is hereby authorized, without liability to lessor for loss or damage thereto, and at the sole risk of the lessee, to remove and store any of the property at lessee's expense, or to retain same under lessor's control or to sell at public or private sale, any or all of the property not so removed and to apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.

24. HOLDING OVER

If lessee holds over or remains in possession of the premises after expiration of the original term or extension thereof, without any new lease of said premises being entered into between the parties hereof, or any option herein contained being exercised by written notice, such holding over or continued possession shall create a tenancy at will only at the last monthly rental and upon the terms herein specified, which may at any time be terminated by either party by one months written notice to the other party.

25. COMPLIANCE WITH LAWS

The lessee acknowledges that no trade or occupation shall be conducted in the premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law or any municipal bylaw rules or regulations in force in the Town in which the premises are situated.

26. CERTIFIED VOTE OF LESSEE CORPORATION

If Lessee is a corporation, Lessee shall provide the lessor with a vote of the majority of the corporate directors certified by its clerk authorizing the signatures on this agreement to commit the corporation.

Said certified vote shall be attached to proposal. In the event of any sale of the majority ownership of the corporation, the continuation of the lease term shall be subject to the approval of the Lessor.

27. DISCLOSURE OF BENEFICIAL INTERESTS

Lessee shall have complied with the disclosure provisions of G.L. c. 7C, §38, and Landlord and Lessee agree to diligently pursue full compliance with said statute. Lessee hereby agrees to execute a "Disclosure of Beneficial Interests in Real Property Transaction" certificate as required by G.L. c. 7C, §38.

28. INTEGRATION

All prior understandings and agreements between the parties with respect to this Lease are merged within this Lease, which alone fully and completely sets forth the understanding of the parties, including but not limited to, the Lessee's proposal to the Town. To the extent there is any conflict between the Proposal and this Lease, the Lease provisions shall govern.

29. GOVERNING LAW

This Agreement shall be governed exclusively by the provisions of the laws of the Commonwealth of Massachusetts, and any actions, suits or other claims pertaining or relating to this Lease shall be brought within the courts of the Commonwealth of Massachusetts.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2019

LESSOR (Town of Harwich)

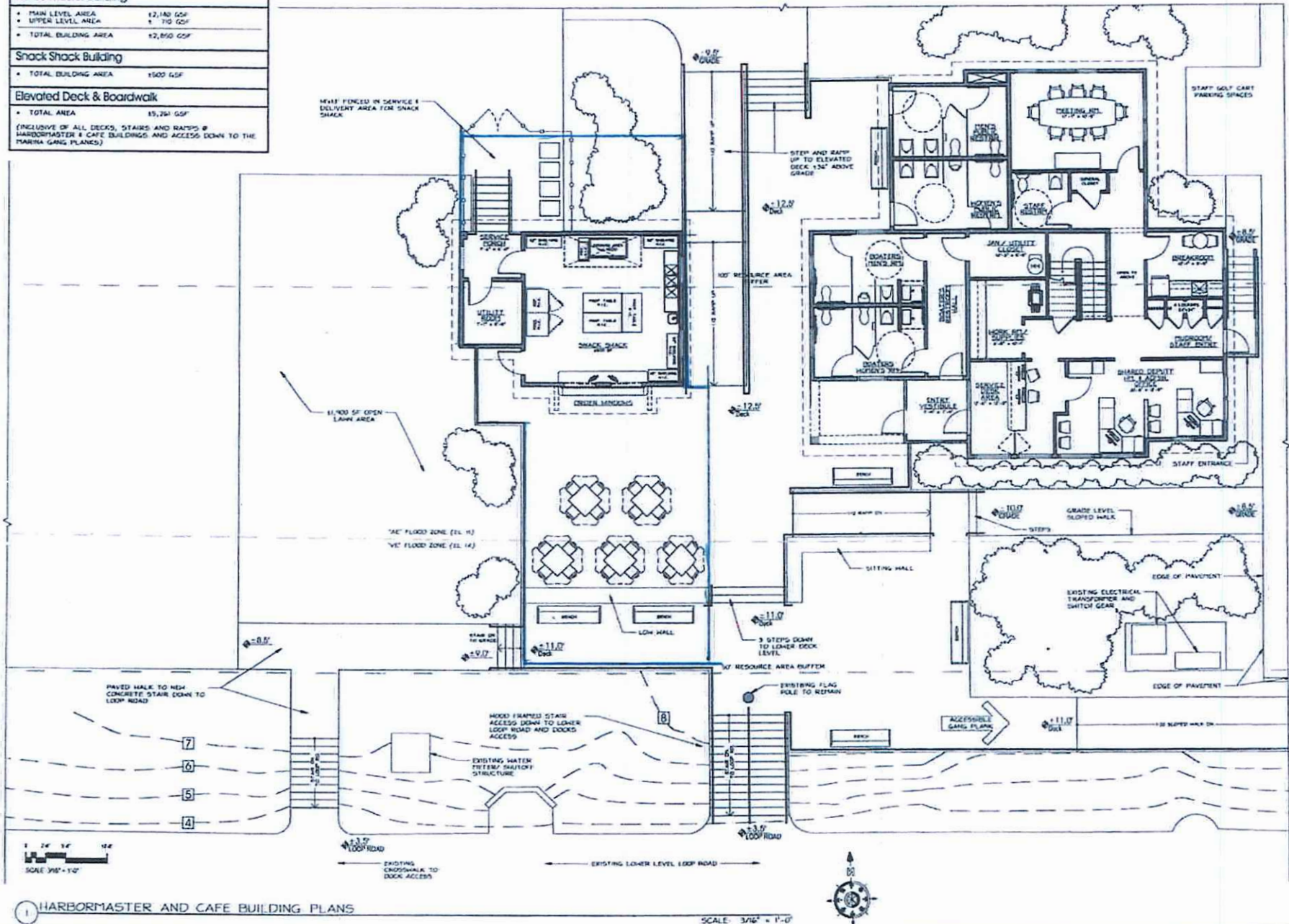
\_\_\_\_\_  
Town Administrator

LESSEE:

  
\_\_\_\_\_  
Authorized Representative

- Enclosure: (1) Original Site Plan  
(2) Revised Site Plan  
(3) Dockside Seafood Shack Menu  
(4) Joseph Griffiths Proposal  
(5) Town of Harwich Request For Proposal – Marina Snack Shack

<b>Harbormaster Building</b>	
• MAIN LEVEL AREA	12,140 GSF
• UPPER LEVEL AREA	1,710 GSF
• TOTAL BUILDING AREA	13,850 GSF
<b>Snack Shack Building</b>	
• TOTAL BUILDING AREA	1500 GSF
<b>Elevated Deck &amp; Boardwalk</b>	
• TOTAL AREA	45,294 GSF
(INCLUDES OF ALL DECKS, STAIRS AND RAISPS @ HARBORMASTER & CAFE BUILDINGS AND ACCESS DOWN TO THE MARINA GANG PLANS)	



1 HARBORMASTER AND CAFE BUILDING PLANS

SCALE: 3/16" = 1'-0"

ARCHITECTS, INC.  
 200 HILTON DRIVE, SUITE 4  
 HARVARD MASS 02148

SAGUATUCKET HARBOR  
 LANDSIDE IMPROVEMENTS  
 715 MAIN STREET  
 HARWICH PORT, MA 02646

SNACK SHACK &  
 HARBORMASTER  
 PLANS

DATE REVISION: 3.6.2017

REVISIONS

DRAWN BY: 102

DRAWING NO.:

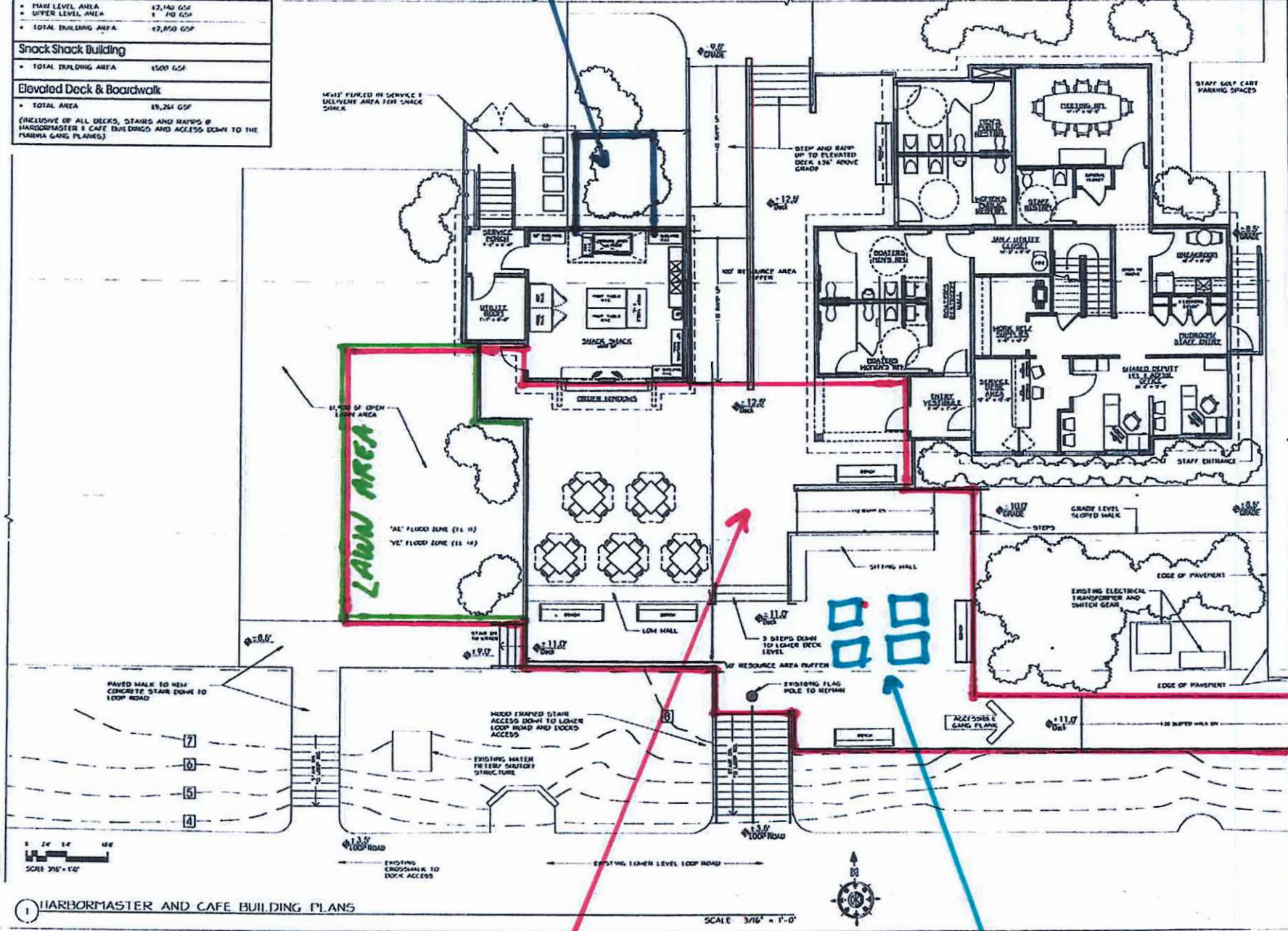
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ENCLOSURE (1)



**8'x10' WALK-IN COOLER**

<b>Harbormaster Building</b>	
• MAIN LEVEL AREA	12,140 GSF
• UPPER LEVEL AREA	1,710 GSF
• TOTAL BUILDING AREA	13,850 GSF
<b>Snack Shack Building</b>	
• TOTAL BUILDING AREA	1500 GSF
<b>Elevated Deck &amp; Boardwalk</b>	
• TOTAL AREA	19,261 GSF
(EXCLUSIVE OF ALL DECKS, STAIRS AND RAMP'S @ HARBORMASTER & CAFE BUILDINGS AND ACCESS DECKS TO THE MARINA GANG PLANKS)	



BRONXVILLE PERUCCI & BAKER  
ARCHITECTS, INC.  
200 WILSON STREET, SUITE A  
BRONXVILLE, NY 10511  
PH 914-341-0300  
FAX 914-341-0301

SAQUAJUCKET HARBOR  
LANDSIDE IMPROVEMENTS  
715 MAIN STREET  
HARWICH PORT, MA 02646

SNACK SHACK &  
HARBORMASTER  
PLANS

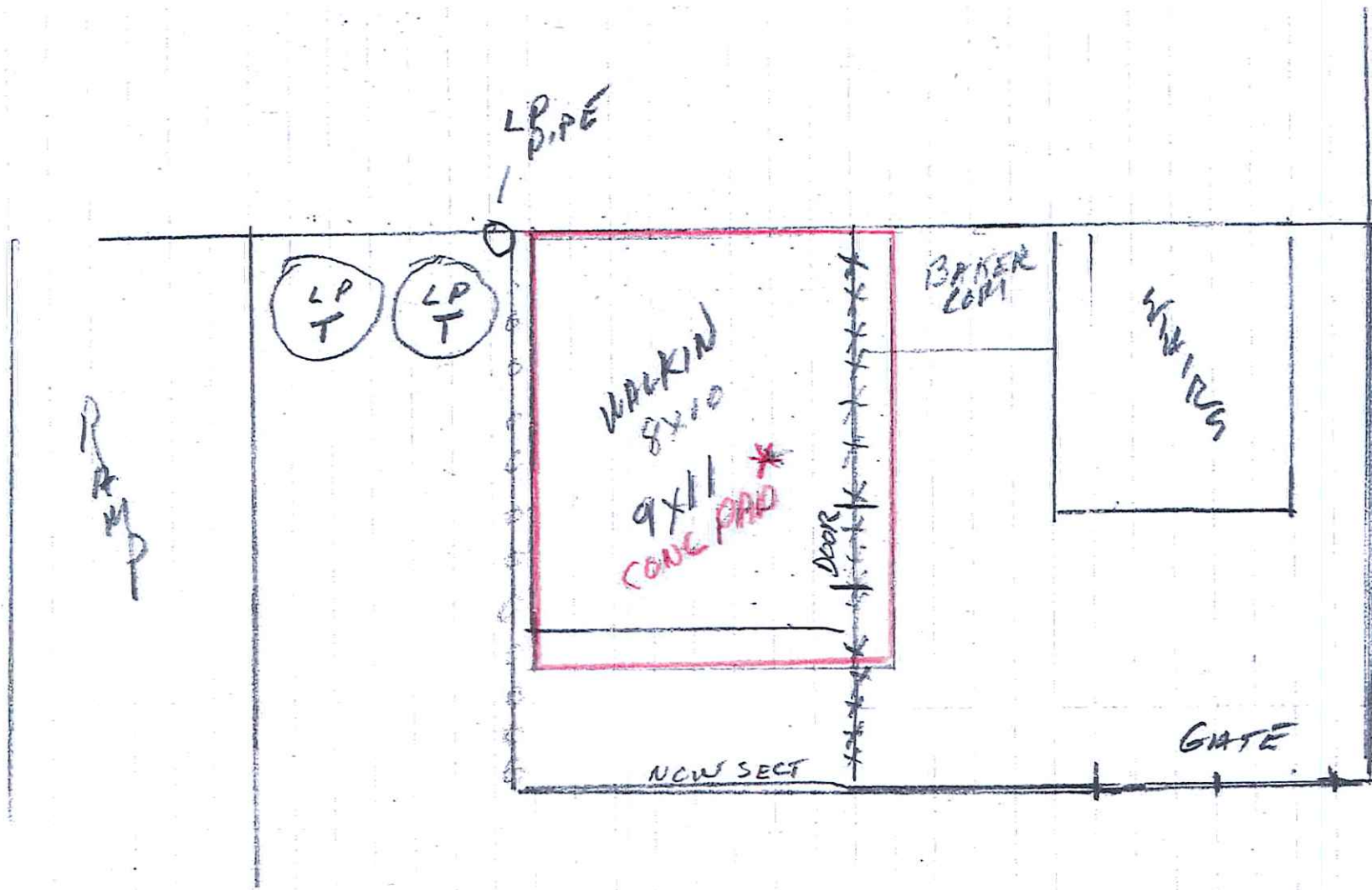
DATE BRDL. 3.6.2011  
REVISIONS  
DRAWN BY  
DRAWING NO.

A8.0

ENCLOSURE (2)

**AREA OUTLINED IN ORANGE - LIMIT OF DECK AREA FOR ALCOHOL**

**FOUR PLANE TRAILS BOARDWALK NON-EXCLUSIVE USE OVERLOOK**



\* REMOVE & RELOCATE O

\* 6" ABOVE FINISHED GRADE

**BEVERAGES, ETC.**

SODAS (16 oz.): *Coke/Diet Coke/Sprite/*  
*Root Beer/ Lemonade* ..... 2.25

Milk/Coffee/Iced Tea/Bottled Water ..... 2.50

HOUSE WINE (Woodbridge):  
*Chardonnay/White Zinfandel/Merlot/Cabernet*  
*Sauvignon* ..... 5.50  
*Pinot Grigio/Sangria/Korbel* ..... 6.25

CANNED BEER  
*Domestic - Budweiser/Bud Light/Sam Adams*  
*Seasonal/Coors Light/Miller Lite/Michelob Ultra* . 4.00  
  
*Imports - Blue Moon/Heineken/Harpoon IPA/*  
*Corona/Amstel Light/Mikes HardLemonade/*  
*Magners Cider* ..... 5.00

**HOOD ICE CREAM NOVELTIES**

Red Sox Cone ..... 4.00  
Vanilla Sandwich ..... 4.00  
Hoodsie or Pop ..... 3.00  
Ice Cream Bar ..... 4.00

**SUNDRIES (Travel Size)**

Suntan Lotion - 4.00                      Dramamine - 4.00  
Chapstick - 2.00                          Aspirin - 3.00  
Hand Sanitizer - 2.00

**DOCKSIDE  
Seafood Shack**

**APPETIZERS & SIDES**

New England Clam Chowder ..... \$6.75  
*Thick/Creamy*  
Point Judith Calamari ..... 12.95  
*Banana Peppers/Marinara*  
Maryland Style Crab Cake ..... 12.95  
*Sweet Chili Mayo/Lemon/Wakame*  
Lobster Fritters ..... 12.95  
*Island Dipping Sauce*  
Shrimp Cocktail ..... 11.95  
*House Cocktail Sauce/Lemon*  
Key West Coconut Shrimp ..... 12.95  
*Sweet Chili Sauce*  
AHI Sashimi Tuna ..... 13.95  
*Sesame Crusted/Wasabi Drizzle/Wakame*  
Chicken Fingers ..... 10.50  
*Honey Mustard BBQ Sauce*  
Buffalo Tenders ..... 11.50  
*Celery/Blue Cheese*  
Seasoned Baskets  
-- *Onion Rings/Beer Battered* ..... 7.50  
-- *Idaho String Fries/Sea Salted* ..... 5.95  
-- *Sweet Potato Fries/Sea Salted* ..... 6.95  
-- *Clam Strips/Dipping Sauce* ..... 9.95  
  
House Summer Slaw ..... 3.50  
Red Bliss Potato Salad ..... 3.50  
Cape Cod Potato Chips ..... 2.00

SAMPLE

ENCLOSURE (3)

**SEAFOOD BASKETS**

(Choose Potato Salad or Summer Slaw)

N.E. Lobster Roll .....	\$20.95
<i>Grilled/Buttered Roll</i>	
Cod Fish Tacos .....	13.95
<i>Avocado Salsa/Picante</i>	
Scallop Roll .....	15.95
<i>Tarter/Lemon</i>	
Grilled Lobster Tacos .....	20.95
<i>Avocado Salsa/Picante</i>	
Fried Cod Brioche .....	14.95
<i>Lettuce/Tomato/Tarter/Lemon</i>	
Seared Crabby Patty (Crab Cakes) .....	14.95
<i>Lettuce/Tomato/Chili Mayo/Lemon</i>	

**BURGER BASKETS**

(Grilled Brioche/Onion Straws/Fries/Pickle)

Angus Beef Burger .....	10.95
<i>Lettuce/Tomato</i>	
Angus Cheddar Burger .....	11.95
<i>Lettuce/Tomato</i>	
Bacon Bleu Angus Burger .....	12.95
<i>Lettuce/Tomato/Blue Crumble</i>	
Buffalo Chicken Burger .....	11.95
<i>Lettuce/Tomato/Bleu Mayo</i>	

**KIDS BASKETS**

Chicken Fingers and Fries .....	8.95
Grilled Hot Dog and Fries .....	7.95
Grilled Cheese and Fries .....	7.95

**SEAFOOD PLATES**

(with Fries/Lemon and Summer Slaw)

Fish and Chips .....	16.95
<i>Cod/Tarter Sauce</i>	
Georges Bank Scallops .....	19.95
<i>Battered/Fried/Tarter</i>	
Fried Shrimp .....	16.95
<i>Island Dipping Sauce</i>	
Grilled Atlantic Salmon .....	17.95
<i>Sweet Chili Glaze</i>	
Seafood Combo .....	22.95
<i>Fried Shrimp/Fish/Scallops</i>	

**ENTREE SALADS**

(Ken's Dressing/CROUTONS)

Classic Caesar .....	8.95
With: Lobster Salad .....	19.95
<i>Grilled Salmon</i> .....	
<i>Chicken Tenders</i> .....	
<i>Chilled Shrimp</i> .....	
<i>Ahi Tuna</i> .....	
Fresh Lobster & Avocado Caesar .....	20.95
<i>Tomatoes/Red Onion/Cilantro Vinaigrette</i>	

**DESSERTS**

Key Lime Pie .....	6.95
Mango Cheesecake .....	6.95

SAMPLE

Ordering raw or partially cooked meats, shellfish, poultry or seafood may increase the risk of food-borne illness.

**DOCKSIDE SEAFOOD SHACK**  
**BOATERS BREAKFAST MENU 7am-10**

**BREAKFAST SANDWICH Served on grilled  
English Muffin \$ 5.95**

**Black Forest Ham/Fried Egg/Cheddar Cheese**  
**Sausage/Fried Egg/Cheddar Cheese**  
**Bacon/Fried Egg/cheddar**

**ASSORTED BREAKFAST PASTRIES from  
Buckies Bakery, Dennisport**  
**Croissants-Muffins- Scones- Biscotti \$2.50 - \$3**

**BEVERAGES**

**Coffee, Tea, Milk, Hot Chocolate \$ 2**  
**Orange Juice \$3**

*SAMPLE*

# 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.



**Town of Harwich  
FY 2020 Proposed Budget**

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

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

**Budget Reductions/Adjustments**

ORG/OBJ	Description	Amount
014212/554000	DPW Road Supplies	(25,000)
012201/513000	Fire OT	(46,211)
012311/513000	Ambulance OT	(3,943)
014111/511900	Surveyor	(69,840)
019142/575000	Group Health	(25,272)
01/596000	Transfer to Sewer Ent	(25,000)
012101/511900	Police Salaries & Wages	(8,512)
012101/513000	Police OT	(10,000)
012102/585000	Police - Capital Outlay	(31,488)
013022/532000	MRSD - Remove Stabilization	(36,954)
013022/532000	MRSD - Restore Early Childhood Grant	(14,781)
013022/532000	MRSD - Transportation Savings	(59,126)
<hr/>		
<b>Total Reductions</b>		<b>(356,127)</b>

**Budget Increases**

ORG/OBJ	Description	Amount
016101/511900	Library - Salary	5,143
014211/511900	DPW - Salary	6,250
012201/511900	Fire - Salary	6,049
011482/515000	Vacation Leave Retirement	13,675
011482/515005	Sick Leave Retirement	12,622
015432/530900	Veteran Assessment	2,863
014112/530900	Surveying Support Contract	20,000
<hr/>		
<b>Total Increases</b>		<b>66,601</b>

All Adjustments	Revenue + Reductions + Increases	\$ (2,026)
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**Restore IT Administrator, COA 8 additional hours & Citizen Self Serve**

The background of the slide is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the slide.

# WASTEWATER ESTIMATED COST & TAX IMPACT

MARCH 19, 2019

Town of Harwich  
 Comprehensive Wastewater Management Plan  
 Annual Funding Request Comparison  
 OPCC (2022 \$) as of 03-19-2019

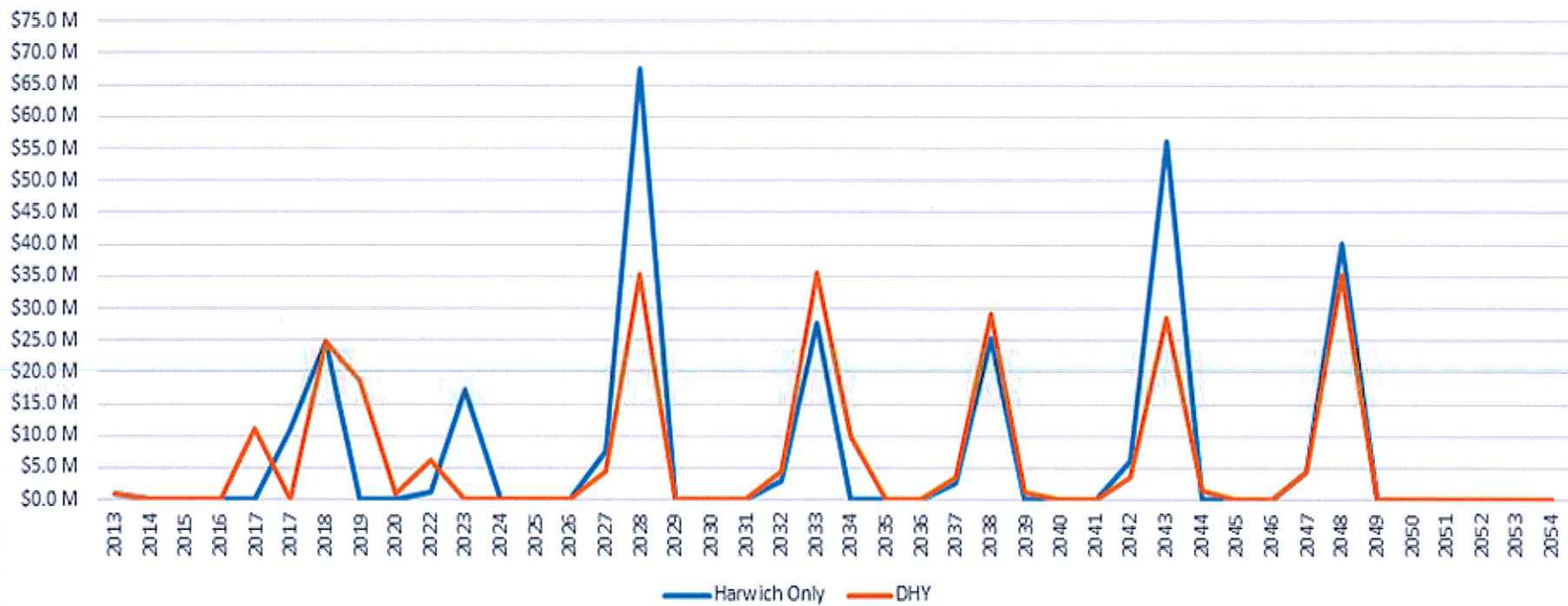


Chart Prepared by CDM Smith

Town of Harwich  
 Comprehensive Wastewater Management Plan  
 Annual Cumulative Funding Requests Comparison  
 OPCC (2022 \$) as of 03-19-2019

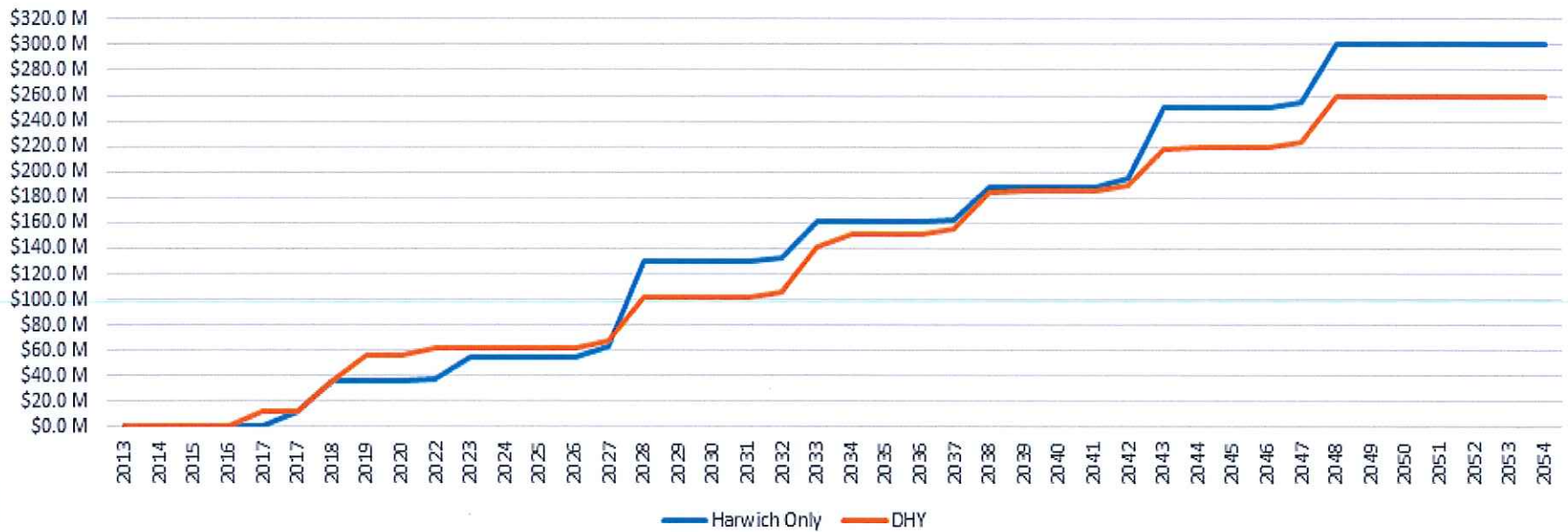
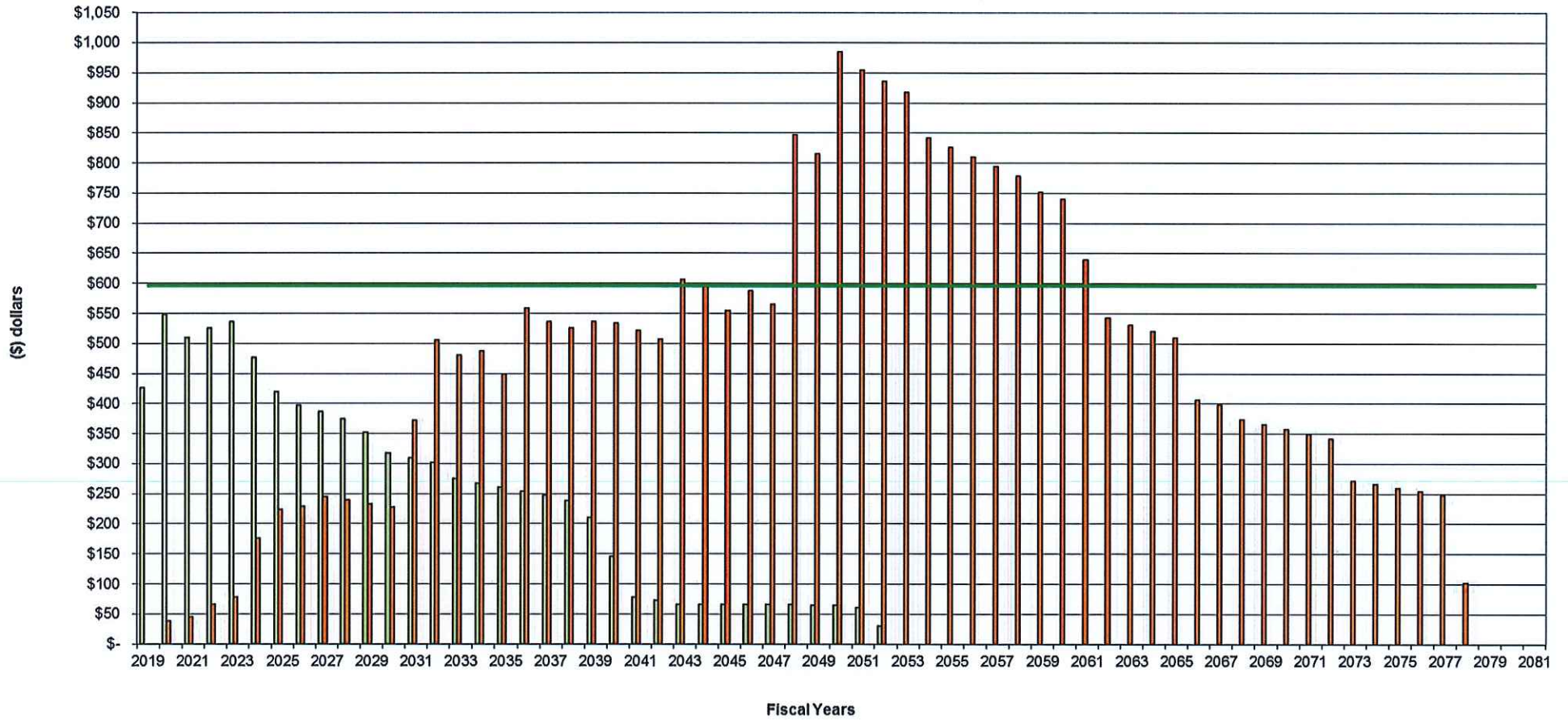


Chart Prepared by CDM Smith

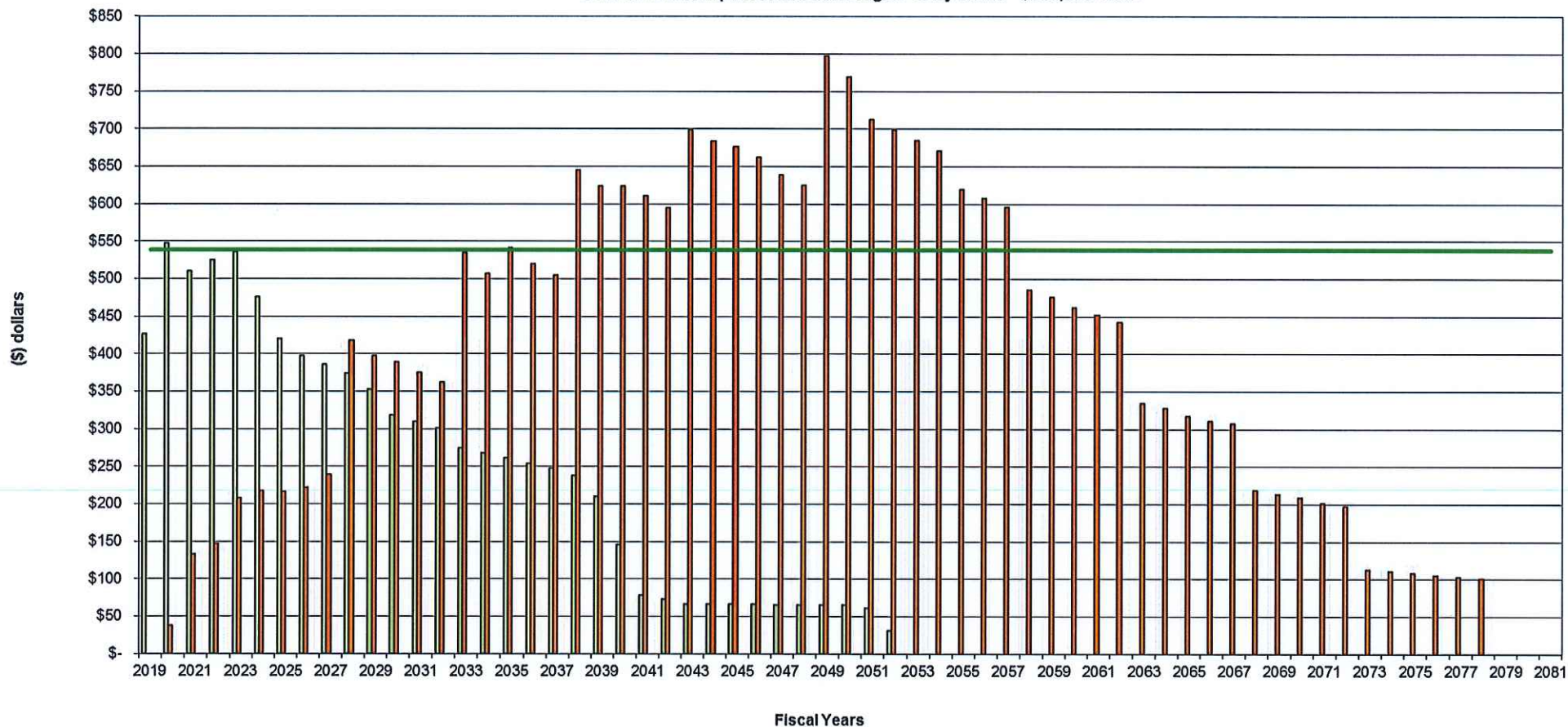
**Town of Harwich, Harwich Only 2022 \$300M**  
**Existing and Proposed Tax-Supported Debt Service\* (i.e. Excludes Self-Supporting Debt)**  
**Inside & Outside of Proposition 2 1/2:**  
**Estimated Tax Impact on Median Single Family Home - \$394,800 value**



■ Tax Impact of Existing & Authorized/Unissued Tax-Supported Debt (Inside & Outside of Proposition 2 1/2)
 ■ Tax Impact of Proposed Tax-Supported Debt (Inside & Outside of Proposition 2 1/2)
 — Median Estimated Tax Impact per \$394,800 Home

\*Assumes estimated interest rates and fees; preliminary and subject to change.

**Town of Harwich, DHY 2022 \$259M**  
**Existing and Proposed Tax-Supported Debt Service\* (i.e. Excludes Self-Supporting Debt)**  
**Inside & Outside of Proposition 2 1/2:**  
**Estimated Tax Impact on Median Single Family Home - \$394,800 value**



█ Tax Impact of Existing & Authorized/Unissued Tax-Supported Debt (Inside & Outside of Proposition 2 1/2)
 █ Tax Impact of Proposed Tax-Supported Debt (Inside & Outside of Proposition 2 1/2)

— Median Estimated Tax Impact per \$394,800 Home

\*Assumes estimated interest rates and fees; preliminary and subject to change.

1. Town Officers & Committees

**FINANCE COMMITTEE RECOMMENDS THIS CUSTOMARY ARTICLE BE ACCEPTED AND ADOPTED.**

**VOTE: YES-7, NO-0**

2. Reports of Town Officers & Committees

**FINANCE COMMITTEE RECOMMENDS THIS CUSTOMARY ARTICLE BE ACCEPTED AND ADOPTED.**

**VOTE: YES-7, NO-0**

3. Elected Officials Salaries in Budget

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO SET THE SALARIES FOR ALL ELECTED OFFICIALS WITH AN INCREASE FOR THE TOWN CLERK WHICH MATCHES THE INCOME LEVEL OF OTHER SIMILAIR DEPARTMENT HEADS WITH MANY YEARS OF EXPERIENCE.**

**VOTE: YES-5, NO-2**

4. Town Operating Budget

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-6, NO-1**

5. Monomoy Regional School Budget

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-7, NO-0**

6. CC Tech School Budget

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO FUND THE ANNUAL OPERATION OF THE REGIONAL TECHNICAL HIGH SCHOOL AND THAT \$2,332,198.00 BE RAISED AND APPROPRIATED FOR THIS PURPOSE. THE FIRST PAYMENT FOR THE NEW FACILITY, APPROVED BY THE VOTERS, IS INCLUDED IN THIS BUDGET. THE REST OF THE OPERATING BUDGET REPRESENTS A 1.96 % INCREASE OVER THE CURRENT BUDGET.**

**VOTE: YES-7, NO-0**

7. Water Department Budget

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-7, NO-0**

8. Waste Water/Sewer Budget

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-7, NO-0**

9. Adopt Capital Plan

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO OUTLINE CAPITAL PROJECTS OVER THE NEXT 7 YEARS. FUNDING RECOMMENDATIONS FOR REQUESTS ARE MADE SEPARATELY.**

**VOTE: YES-6, NO-1**

10. Lease Purchase Agreements

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO MEET A NEW REQUIREMENT FROM THE STATE.**

**VOTE: YES-7, NO-0**

11. Capital Items from Free Cash less than 50 K

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$136,874 FROM FREE CASH TO PURCHASE NEW ITEMS THAT WILL HELP THE TOWN TOWARDS MEETING ADA COMPLIANCE, AND WILL HELP POLICE AND FIRE WITH COMMUNICATION AND SAFETY. THESE ITEMS DID NOT MEET THE FUNDING THRESHOLD TO BE INCLUDED IN THE CAPITAL PLAN.**

**VOTE: YES-7, NO-0**

12. Fund Facility Maintenance and Repairs

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$774,750 FROM FREE CASH TO ADD A NEW METAL ROOF TO THE HIGHWAY BARN AND TO MAKE MANY SAFETY AND ACCESSABILITY IMPROVEMENTS AROUND THE TOWN. THE CUTURAL CENTER ANNUAL SUBSIDY IS INCLUDED.**

**VOTE: YES-5, NO-2**

13. Fund Snow & Ice deficit From FY2019

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-7, NO-0**

14. Fund Shortfalls in Budget Transfers for FY2019

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHUR INFORMATION.**

**VOTE: YES-7, NO-0**

15. Purchase Mini Excavator for Water Department

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE A WORN-OUT AND WELL USED PIECE OF EQUIPMENT. WITH THIS EQUIPMENT THIS TYPE OF WORK CAN BE DONE IN-HOUSE AT A LOWER COST, AND WATER RECEIPTS REVENUE WILL BE USED FOR THE PURCHASE.**

**VOTE: YES-7, NO-0**

16. Replace Section of Water Main Pleasant Lake Tank

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW FOR THE FULL UTILIZATION OF THE CAPACITY OF THE TANK. THIS EQUIPMENT WILL ENABLE WORK TO BE DONE MORE EFFICIENTLY AT A LOWER COST, AND WATER RECEIPTS WILL BE USED FOR THIS PURCHASE.**



**VOTE: YES-7, NO-0**

17. Replace Main Facility Generator Old Chatham Rd

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE A WORN-OUT PIECE OF EQUIPMENT. PAST FAILURES AT CRITICAL TIMES NECESSITATES THE NEED FOR REPLACEMENT. WATER RECEIPTS REVENUE WILL BE USED FOR THIS PURCHASE.**

**VOTE: YES-7, NO-0**

18. Purchase 2019 Ford F-550 Truck

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION.**

**VOTE: YES-7, NO-0**

19. Fund New DPW Vehicles/Equipment

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE WORN-OUT VEHICLES AT THE HIGHWAY DEPARTMENT. NEW VEHICLES AT THE DISPOSAL AREA WILL HELP KEEP UP WITH INCREASED VOLUME. CONSTRUCTION/DEMOLITION REVENUE WILL BE USED TO HELP OFFSET THIS PURCHASES.**

**VOTE: YES-7, NO-0**

20. Reconstruct Lower County Road

**VOTE: YES \_\_\_\_, NO \_\_\_\_**

21. Purchase a Mobile Lift System

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE HIGHWAY MECHANICS TO SAFELY LIFT LARGES VEHICLES. HAVING OUR VEHICLES MAINTAINED IN-HOUSE REDUCES OUR COSTS AND THE MECHANICS ARE OFTEN PRAISED FOR THE QUALITY OF WORK THEY PERFORM.**

**VOTE: YES-7, NO-0**

22. Fund the Road Maintenance Program

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO FUND THE ANNUAL ROAD MAINTENANCE PROGRAM IN COOPERATION WITH THE STATE WHICH PROVIDES A 50-50 MATCH IN FUNDS.**

**VOTE: YES-7, NO-0**

23. Amend Zoning-Single Family Accessory Apt

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION.**

**VOTE: YES-7, NO-0**

24. Amend Zoning-Free Standing Portable Signs

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION.**

**VOTE: YES-7, NO-0**

25. Amend Zoning-Retaining Walls for Septic Systems

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION.**

**VOTE: YES-7, NO-0**

26. Amend Zoning-Lifting Existing Structures

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION.**

**VOTE: YES-7, NO-0**

27. Fund Update for Local Comprehensive Plan

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE PLANNING DEPARTMENT TO PURCHASE EXPERTISE SERVICES IN REWRITING THE TOWN PLAN.**

**VOTE: YES-7, NO-0**

28. Fund Technology Hardware/Software Library

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE LIBRARY TO REPURPOSE LIBRARY LEFT OVER FUNDS IN OLD ARTICLES TO PURCHASE A VARIETY OF COMPUTER NEEDS.**

**VOTE: YES-7, NO-0**

29. Landscape Reclamation & Tree Removal

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE GOLF DEPARTMENT TO CONTINUE THEIR ONGOING MAINTENANCE OF THE COURSE. THESE COSTS ARE NOW PAID DIRECTLY FROM GOLF RECEIPTS WITH TOWN MEETING APPROVAL.**

**VOTE: YES-7, NO-0**

30. Bunker Renovation at CVGC

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE GOLF DEPARTMENT TO CONTINUE THEIR ONGOING MAINTENANCE OF THE COURSE. THESE COSTS ARE NOW PAID DIRECTLY FROM GOLF RECEIPTS WITH TOWN MEETING APPROVAL.**

**VOTE: YES-7, NO-0**

31. Adopt Rules and Regs for Cemeteries

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH AN AMMENDMENT THAT WOULD STRICK THE LAST SENTENCE IN CHAPTER III: CEMETERY LOTS, SECTION 10, AS WELL AS SECTIONS 11, AND 12. THE HARWICH CEMETERIES HAVE ALWAYS BEEN ACCEPTING AND ACCOMMODATING TO VISITORS, FAMILIES, FRIENDS, AND MOURNERS WITH FEW RESTRICTIONS OR DEMANDS. THE FINANCE COMMITTEE WOULD LIKE TO CONTINUE THIS TOWN TRADITION AND WE ENCOURGE THE CEMETERY COMISSION TO PROVIDE BETTER AWARENESS THROUGH APPROPRIATE SIGNS AND PHAMPLETS INSTEAD OF DEMANDS AND RESTRICTIONS.**

**VOTE: YES-6, NO-1**

32. Cemetery Arboretum Project Mapping Software

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE CEMETERY COMMISSION TO IMPLEMENT A PHONE APP AND SOFTWARE PROGRAM THAT WILL ALLOW VISITORS MAPS AND INFORMATION ABOUT THE TREES IN THE ARBORETUM AND HISTORY OF GRAVE SITES WITHIN THE CEMETARIES.**

**VOTE: YES-6, NO-1**

Solar Photovoltaic Energy Systems

**VOTE: YES \_\_\_\_, NO \_\_\_\_**

Amend Agreement Between the Towns-Monomoy  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Home Rule Charter-Add Wastewater Comm  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Home Rule Charter-Capital Outlay Process  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Home Rule Charter-Ex Officio Members  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Reserve Appropriation Amounts for CPC Accounts  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Land Bank Debt Service  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

CPC Articles Under \$50,000  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Brooks Academy Museum Study  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Affordable Housing Trust  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Sand Pond Restroom Project  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Whitehouse Field Improvement Project  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Red River Beach Shoreline Stab Project  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Defray Expenses Chase & HP Lib  
**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Promote the Town of Harwich

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Fund Mass Cultural Council

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Pleasant Bay Resources Mgmt. Plan Update

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Code-Prohibit Plastic Containers

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Resolution to Refrain from Town Funds Enforced

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Support Legislation to Change State Seal/Motto

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Gen By-Laws-Ban Single Use Plastic Straws

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Health Regs-Restrict Flavored Tobacco

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Require BOS & FC to Record Individual Votes

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Amend Charter-"Selectmen" to "Select board"

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Rescind Article 57 May 57 ATM Pet Burial Grounds

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Establish Pet Burial Ground Revolving Fund

**VOTE: YES \_\_\_\_ , NO \_\_\_\_**

Complete the Construction Pet Burial Grounds

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Approve Utility Easements for Station II

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Harwich Affordable Housing Trust Fund

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Amend Gen By-Laws-Department Revolving Funds

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Rescind Golf Capital Infrastructure Fund

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Rescind Golf Restaurant Fund to Pro Shop Fund

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Authorize Departmental Revolving Funds

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Stabilization Fund

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

OPED Trust Fund

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Fund Prior Year's Unpaid Bills

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

Herring Fisheries

**VOTE: YES \_\_\_\_\_, NO \_\_\_\_\_**

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TOWN FY 20 OPERATING BUDGET

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

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

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-6, NO-1**  
MONOMOY REGIONAL SCHOOL DISTRICT FY 20 BUDGET

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

request of the Monomoy Regional School Committee and Superintendent. Estimated cost: \$26,754,276.

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT FY20 BUDGET

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

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO FUND THE ANNUAL OPERATION OF THE REGIONAL TECHNICAL HIGH SCHOOL AND THAT \$2,332,198.00 BE RAISED AND APPROPRIATED FOR THIS PURPOSE. THE FIRST PAYMENT FOR THE NEW FACILITY, APPROVED BY THE VOTERS, IS INCLUDED IN THIS BUDGET. THE REST OF THE OPERATING BUDGET REPRESENTS A 1.96 % INCREASE OVER THE CURRENT BUDGET. VOTE: YES-7, NO-0**

FY20 WATER BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray Water Department

Operating Budget for Fiscal Year 2020, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$4,327,977.36.

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

#### FY20 WASTEWATER/SEWER BUDGET

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

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

#### ADOPT THE CAPITAL PLAN

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO OUTLINE CAPITAL PROJECTS OVER THE NEXT 7 YEARS. FUNDING RECOMMENDATIONS FOR REQUESTS ARE MADE SEPARATELY. VOTE: YES-6, NO-1**

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

2/22/2019

Department	Project	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
ADMINISTRATION								
Admin	Harwich Center ADA Sidewalk Project	\$ 700,000						
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$670K of 1 Million)	\$ -						
Admin	Harwich Center Initiative		TBD					
Admin	Albro House - Renovations		TBD					
Admin	Demolition/Remediation-203 Bank Street and Parking Lot Improvements	\$ 60,000						
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)	\$ 576,500						
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)GRANT	\$ -						
Admin	Walkway Reconstruction Bank Street Harwich Center to Rte 28	\$ -	\$ 450,000					
Admin	Insurance work to maintain Former West Harwich School on Bells Neck	\$ 20,000	TBD					
Admin	School House Road Revision to Site Plan Expand Parking Lot	TBD	TBD					
Admin	Preparation and Utilization of Queen Anne Road Solar Farm Expansion	TBD	TBD					
Admin	Updates to the Cultural Center Building (See Facility Maintenance)							
Admin	Green/Fuel Efficient Fleet Replacement Schedule	\$ 27,000	\$ 24,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
CEMETERY								
Cemetery	Pet Burial Ground completion (Finalize & Reimbursement) \$57K and \$74K	\$ 131,000						
Cemetery	Arbortuim Project Cemetery Mapping and Software	\$ 30,110	\$ 100,000					
CONSERVATION								
Conservation	Harwich Artificial Reef (Additional Project)			\$ 250,000	\$ -			
Conservation	Shore Stabilization/Jetty Extension Red River Beach	\$ 100,000	\$ -					
ENGINEERING								
Engineering	MS4 Municipal Surface Drainage Plan and Improvements	\$ 40,000	\$ 100,000	\$ 100,000	\$ 100,000			
Facility Main.-DPW								
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	\$ 20,564	\$ 11,605	\$ 75,235				
Facility Main.-DPW	Energy Management System Brooks Library HVAC		\$ 65,000					
Facility Main.-DPW	Highway Barn Metal Roof- Insulation	\$ 260,750						
Facility Main.-DPW	DPW Facilities and Mechanic Shop (Formerly Shop Only)	\$ -						\$ 1,200,000
Facility Main.-DPW	DPW Air Quality Retro-Fit	\$ -	\$ 75,000					
Facility Main.-DPW	Brooks Library Roof		\$ 135,000					
Facility Main.-DPW	Cultural Center - Boiler Replacement			\$ 160,000			\$ -	\$ -
Facility Main.-DPW	Cultural Center - Window Replacement Sash Windows that Failed			\$ -	\$ 200,000		\$ -	\$ -
Facility Main.-DPW	Cultural Center - Window Replacement -Casements and Picture Windows			\$ -	\$ -	\$ 200,000	\$ -	\$ -
Facility Main.-DPW	Community Center Generator			\$ 105,000				
Facility Main.-DPW	Community Center Remove and Replace Privacy Fence			\$ 52,000				
Facility Main.-DPW	Community Center 3 Condensing Units and Air Handlers				\$ 275,000			
Facility Main.-DPW	Community Center Roof Replacement					\$ 240,000		
Facility Main.-DPW	Library Boiler Replacement						\$ 120,000	\$ -
Facility Main.-DPW	Community Center Boiler Replacement						\$ 120,000	\$ -



Department	Project	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
<b>PUBLIC WORKS</b>								
Public Works	5 Year Road Maintenance Plan	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Public Works	West Harwich Route 28 Design(\$125K in FY 20 & Construction via Fed Funds)			\$ -	\$ 50,000			
	West Harwich Route 28 Design(Construction via Fed Funds)			\$ -	\$ 5,600,000			
Public Works	Lower County Road (Maintenance /Not Federal TIP Funds)	\$ 5,560,475						
	[\$1,000,000 from 5 Year Road Maintenance to be used to decrease DE]							
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)	\$ -	\$ 600,000					
Public Works	Highway Barn Metal Roof- Insulation (See Facility Maintenance)							
Public Works	Mobile Lifting System for Large Vehicles	\$ 90,475						
Public Works	Ford F-350 Dump Truck - #42	\$ 80,000						
Public Works	2 - C&D Trailers (\$75,000 each)	\$ 150,000						
Public Works	Johnston Sweeper Body and Pony Motor - Highway #30	\$ 125,000						
Public Works	Vehicle Listing (FY 21 to 26) Summary	\$ -	\$ 355,000	\$ 325,000	\$ 320,000	\$ 325,000	\$ 320,000	\$ 355,000
<b>REC &amp; YOUTH</b>								
Rec & Youth	Pleasant Road Beach Parking Lot Paving/Overlay	\$ 112,000	\$ -	\$ -		\$ -		
Rec & Youth	Sand Pond Restrooms and Playground Improvements	\$ 125,000	TBD			\$ -		
Rec & Youth	Whitehouse Field Scoreboard Replacement/Safety Netting	\$ 55,000						
Rec & Youth	Red River Beach Bulkhead (22) and Restroom Renovations (23)			TBD	\$ 125,000			
Rec & Youth	Cahoon Road Beach Restroom				\$ -	\$ 125,000		
<b>WASTEWATER</b>								
Wastewater	DHY Community Partnership - CWMP Revisions		TBD					
Wastewater	Harwich Wastewater Treatment Plant DN (2026) & DC (2027)	\$ -	\$ -					\$ 4,000,000
Wastewater	CWMP Phase 3 Pleasant Bay(North)Watershed Collection Sys. Des. & Con.	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 15,300,000		\$ -
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Restoration			\$ -	\$ 70,000	\$ 330,000		\$ -
<b>WATER</b>								
Water	Lothrop Avenue Water Line Replacement(NEW/ based upon failure of Line)	\$ 100,000						
Water	Pleasant Lake Tank - Fill Pipe Replacement	\$ 300,000						
Water	T1 Generator at Main Treatment Facility	\$ 65,000						
Water	Purchase John Deer 35D	\$ 64,000						
Water	New Water Source North Harwich Exploration and Development (D&C)	\$ -	\$ 250,000		\$ 500,000	\$ -		
Water	2019 Ford Super Duty F-550 Replace Truck 9 including Dump Body	\$ 76,551						
Water	Rte 28 Water Main Replacemnt/Lothrop Area Design (22) Construction (23)			\$ 100,000	\$ 2,000,000			
Water	Station 8 Generator			\$ 50,000	\$ -	\$ -		
Water	Various Access Road Pavement					\$ 175,000		
Water	Pleasant Lake Avenue Tank Rehabilitation			\$ -	\$ -		\$ 1,750,000	\$ -
Water	Phase 1 Discontinuity of Pipes per Masterplan 6,450 ft of Pipe			\$ -	\$ -	\$ -		\$ 1,500,000
Water	Construction/Renovation Asbestos Pipe Project							TBD
Water	Vehicle Replacements ( Replace F-259 & Ranger in FY 23 and Tr 11 in (25))		\$ -	\$ -	\$ 125,000		\$ 75,000	

LEASE PURCHASE AGREEMENTS

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO MEET A NEW REQUIREMENT FROM THE STATE.  
VOTE: YES-7, NO-0**

ADMINISTRATION

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

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$136,874 FROM FREE CASH TO PURCHASE NEW ITEMS THAT WILL HELP THE TOWN TOWARDS MEETING ADA COMPLIANCE, AND WILL HELP POLICE AND FIRE WITH COMMUNICATION AND SAFETY. THESE ITEMS DID NOT MEET THE FUNDING THRESHHOLD TO BE INCLUDED IN THE CAPITAL PLAN.  
VOTE: YES-7, NO-0**



FACILITY MAINTENANCE AND REPAIR FUND

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$774,750 FROM FREE CASH TO ADD A NEW METAL ROOF TO THE HIGHWAY BARN AND TO MAKE MANY SAFETY AND ACCESSIBILITY IMPROVEMENTS AROUND THE TOWN. THE CULTURAL CENTER ANNUAL SUBSIDY IS INCLUDED. VOTE: YES-5, NO-2**

FUND SNOW AND ICE DEFICIT FOR FY19

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

FUND BUDGET SHORTFALLS IN BUDGET TRANSFERS FOR FY19

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

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

## WATER DEPARTMENT

### PURCHASE/REPLACE MINI EXCAVATOR FOR WATER DEPARTMENT

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE A WORN-OUT AND WELL USED PIECE OF EQUIPMENT. WITH THIS EQUIPMENT THIS TYPE OF WORK CAN BE DONE IN-HOUSE AT A LOWER COST, AND WATER RECEIPTS REVENUE WILL BE USED FOR THE PURCHASE. VOTE: YES-7, NO-0**

### PLEASANT LAKE AVENUE TANK – FULL REPLACEMENT

**ARTICLE 16:** To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sufficient sum of money to increase the diameter of the water main entering the Pleasant Lake Tank including vertical pipe at the base of the tank into the tank and minor structural modifications, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$300,000

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW FOR THE FULL UTILIZATION OF THE CAPACITY OF THE TANK. THIS EQUIPMENT WILL ENABLE WORK TO BE DONE MORE EFFICIENTLY AT A LOWER COST, AND WATER RECEIPTS WILL BE USED FOR THIS PURCHASE. VOTE: YES-7, NO-0**

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE A WORN-OUT PIECE OF EQUIPMENT. PAST I AT CRITICAL TIMES NECESSITATES THE NEED FOR REPLACEMENT. WATER RECEIPTS REVENUE WILL BE USED FOR THIS PURCHASE. VOTE: YES-7, NO-0**

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

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

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

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

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

**THE FINANCE COMMITTEE CAN MAKE NO RECOMMENDATION AT THIS TIME PENDING FURTHER INFORMATION. VOTE: YES-7, NO-0**

**DEPARTMENT OF PUBLIC WORKS**

**PURCHASE AND EQUIP VEHICLES FOR THE DPW**

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

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

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

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

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

Explanation:

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

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

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO REPLACE WORN-OUT VEHICLES AT THE HIGHWAY DEPARTMENT. NEW VEHICLES AT THE DISPOSAL AREA WILL HELP KEEP UP WITH INCREASED VOLUME. CONSTRUCTION/DEMOLITION REVENUE WILL BE USED TO HELP OFFSET THIS PURCHASES.**

**VOTE: YES-7, NO-0**

RECONSTRUCTION OF LOWER COUNTY ROAD

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

and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$4,560,475

*Explanation: The road is in poor condition, with structural defects in its base and a sidewalk that is not ADA compliant. The sheer scope of the project is more than we could handle under our County Bid Road Construction items and the cost is more than could be absorbed within our road maintenance plan. Although Lower County Road is eligible for State funding in the Transportation Improvement Program, there is no way to meet the Complete Streets criteria (sidewalks and bike lanes on both sides of the street) within the Town's 40' right of way. Since the Water Department completed the \$1.2M worth of water main replacements, the road is in utter shambles and in dire need of this project. The funding is coming from two sources. The first \$4,560,475 from the Debt Exclusion; and \$1.0 million from the Road Maintenance Program.*

#### PURCHASE OF A MOBILE LIFT SYSTEM

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

Mobile Lift System (Vehicle Maintenance)

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE HIGHWAY MECHANICS TO SAFELY LIFT LARGES VEHICLES. HAVING OUR VEHICLES MAINTAINED IN-HOUSE REDUCES OUR COSTS AND THE MECHANICS ARE OFTEN PRAISED FOR THE QUALITY OF WORK THEY PERFORM. VOTE: YES-7, NO-0**

#### ROAD MAINTENANCE PROGRAM

**ARTICLE 22:** To see if the Town will vote to raise and appropriate and/or transfer from available funds, and/or borrow the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY20, including but not limited to Lower County Road and all costs incidental and related thereto. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c

(Proposition 2 ½ ) the amounts required to pay the principal of and the interest on any borrowing authorized under this article. And further, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000.

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO FUND THE ANNUAL ROAD MAINTENANCE PROGRAM IN COOPERATION WITH THE STATE WHICH PROVIDES A 50-50 MATCH IN FUNDS. VOTE: YES-7, NO-0**

**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
<b>Paragraph IV – Residential Uses</b>													
10 Single-family dwelling with accessory apartment ( <del>§325-51H</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 **here** under the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse **are null and void** and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted; and to act fully thereon. By request of the Planning Board~~

**FREE-STANDING PORTABLE SIGNS**

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

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



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

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

K. Freestanding Portable Sign.

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;
- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts (except any necessary hinge to fold and unfold said sign);
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
- (11) The sign shall also comply with the requirements of §325-26.D-G, above;

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

### RETAINING WALLS FOR SEPTIC SYSTEMS

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

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

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

And,

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

“R. Retaining Wall(s) for Septic Systems. The provisions of §325-17 notwithstanding, on an improved parcel, a retaining wall(s) associated with the installation of a septic system

(e.g. mounded septic system) required by the Board of Health and/or Title 5, shall be setback no less than 10 feet to any lot line;

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

SPECIAL PROVISIONS FOR LIFTING EXISTING STRUCTURE TO NEW AND APPROPRIATE ELEVATIONS

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

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

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

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

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

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

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

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

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

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

And,  
§325-2 Building/Structure Height

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

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

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

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE PLANNING DEPARTMENT TO PURCHASE EXPERTISE SERVICES IN REWRITING THE TOWN PLAN. VOTE: YES-7, NO-0**

**LIBRARY**

**FUND TECHNOLOGY HARDWARE AND SOFTWARE FOR BROOKS FREE LIBRARY**

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

*Explanation: The motion to approve this article will re-purpose the remaining balance of \$1,037.09 in Article 39 of the May 2011 Annual Town Meeting Parking Lot Lights and Reconfiguration, \$13,459.46 from Article 23 of the May 2014 Annual Town Meeting for Library Carpet Replacement, and \$6,826 from the \$110,000 designated for the Library generator in Article 10 of the May 2017 Annual Town Meeting for Facility Maintenance and Repair.*

**Source of Funds**

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE LIBRARY TO REPURPOSE LIBRARY LEFT OVER FUNDS IN OLD ARTICLES TO PURCHASE A VARIETY OF COMPUTER NEEDS. VOTE: YES-7, NO-0**

**GOLF DEPARTMENT**

**LANDSCAPE RECLAMATION, MAJOR TREE REMOVAL**

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

thereon. By request of the Director of Golf and the Golf Committee. Estimated cost: \$35,000.

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE GOLF DEPARTMENT TO CONTINUE THEIR ONGOING MAINTENANCE OF THE COURSE. THESE COSTS ARE NOW PAID DIRECTLY FORM GOLF RECEIPTS WITH TOWN MEETING APPROVAL. VOTE: YES-7, NO-0**

#### BUNKER RENOVATION AT CRANBERRY VALLEY GOLF COURSE

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

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

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED TO ALLOW THE GOLF DEPARTMENT TO CONTINUE THEIR ONGOING MAINTENANCE OF THE COURSE. THESE COSTS ARE NOW PAID DIRECTLY FORM GOLF RECEIPTS WITH TOWN MEETING APPROVAL. VOTE: YES-7, NO-0**

## 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.*

**THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH AN AMENDMENT THAT WOULD STRICK THE LAST SENTENCE IN CHAPTER III: CEMETERY LOTS, SECTION 10, AS WELL AS SECTIONS 11, AND 12. THE HARWICH CEMETERIES HAVE ALWAYS BEEN ACCEPTING AND ACCOMMODATING TO VISITORS, FAMILIES, FRIENDS, AND MOURNERS WITH FEW RESTRICTIONS OR DEMANDS. THE FINANCE COMMITTEE WOULD LIKE TO CONTINUE THIS TOWN TRADITION AND WE ENCOURAGE THE CEMETERY COMMISSION TO PROVIDE BETTER**

**AWARENESS THROUGH APPROPRIATE SIGNS AND PAMPHLETS INSTEAD  
OF DEMANDS AND RESTRICTIONS. VOTE: YES-6, NO-1**

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

ARTICLE 61: To see if the Town will vote to transfer the care, custody and control of the parcels of land described below from the tax custodian, the Board of Selectmen or other board or officer having custody thereof for tax title, affordable housing or other purposes for which such parcels are currently held to the Harwich Affordable Housing Trust for affordable housing purposes including the purpose of conveyance, and to authorize the execution of any deeds and other documents as may be necessary or appropriate to accomplish the foregoing, which parcels of land are described more particularly as follows:

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

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

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

## STABILIZATION FUND

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

## OPEB TRUST FUND

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

## FUND PRIOR YEAR'S UNPAID BILLS

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

### Explanation:

*Water Department \$90.70*

*MA Frazier Inc. \$128.00*

*Duffy Health Center \$250.00*

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

## CUSTOMARY

### HERRING FISHERIES

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

## Sandy Robinson

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**From:** Charleen Greenhalgh  
**Sent:** Thursday, March 14, 2019 11:30 AM  
**To:** Sandy Robinson  
**Cc:** Christopher Clark  
**Subject:** Back up information for Town Land Transfer  
**Attachments:** Albro House Arial.pdf; Depot Road property (East Harwich).pdf; 265 Sisson Road Arial.pdf; Depot Street Parcel (West Harwich).pdf; Willow Street.pptx; Willow Street.pdf

Hi Sandy,

Chris asked that I share with you the attached maps showing the lands that Trust is asking be transfer from General Municipal Use. He said the was coming up on March 25<sup>th</sup> before the BoS.

If you need anything else please let me know.

Thanks,  
Charleen

Charleen Greenhalgh  
Town Planner  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
508-430-7511  
508-430-4703  
[cgreenhalgh@town.harwich.ma.us](mailto:cgreenhalgh@town.harwich.ma.us)

**NEW** Town Hall Hours – Monday - Friday: 8:30am-4:00pm

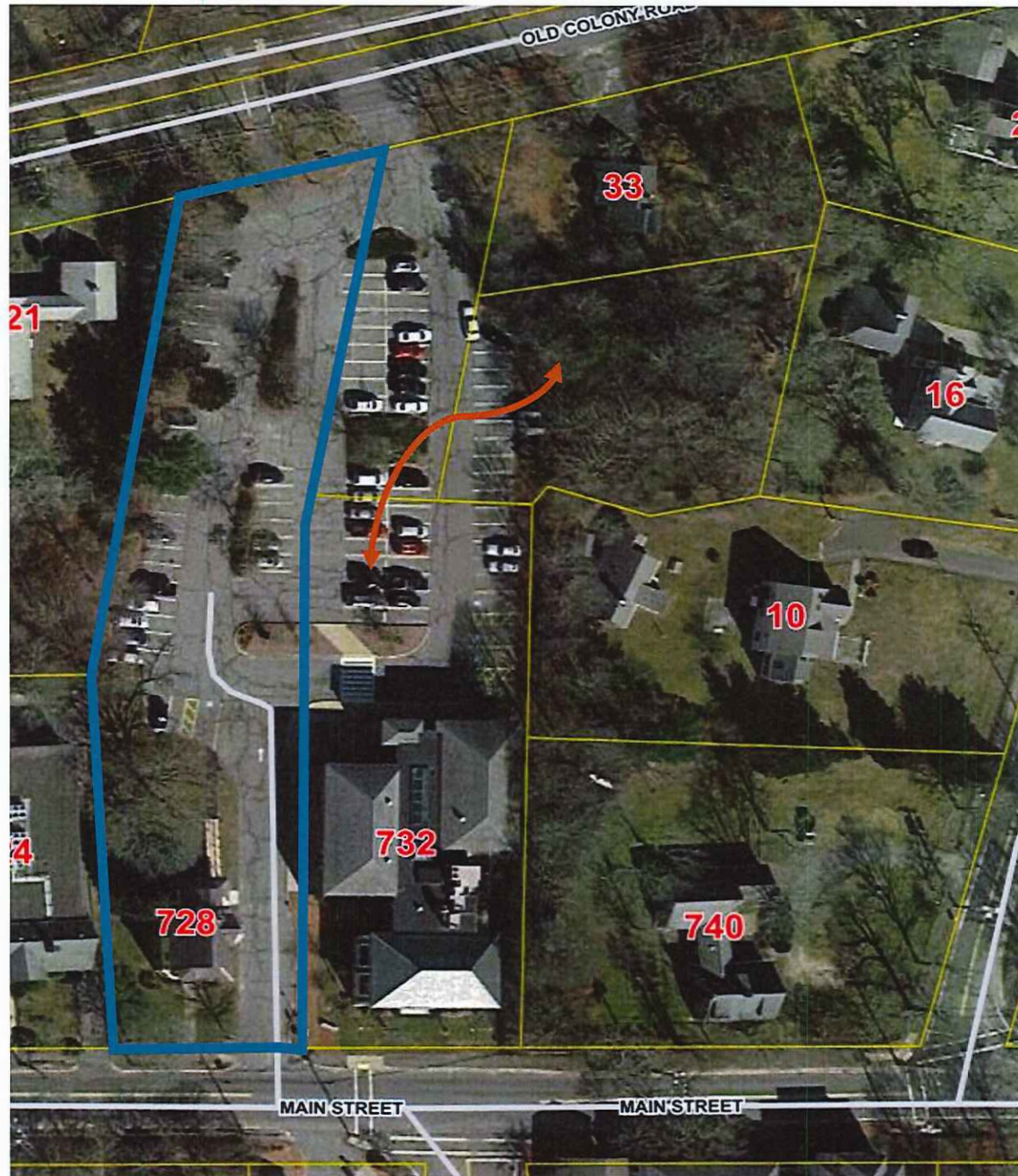
### ALBRO HOUSE

The Albro House, at 728 Main Street, currently houses the Youth Counselor for the Town, as well as other similar types of professionals on a lease basis.

The Albro House shares a septic system with the Town Hall, located at 732 Main Street.

The parking for Town Hall is located on both Town Hall Property (3 separate parcels) and Albro House Property.

The entrance to Town Hall off Main Street is completely on Albro House Property and the property line runs through the western most part of Town Hall.



## OLD RECREATION BUILDING

The building on the site currently houses the what is known as the "Harwich Jr. Theater". They have a long term lease with the Town that runs to 2034.

A portion of the property, based on the lease, was to be utilized for Affordable Housing; however this was never completed.



# 70 Willow Street





# Depot Road

Parcel	Acreage	S.F.
J1	1.41	61,419
J2	4.59	199,940
J3	17.35	755,766
J4	2.70	117,612
J6	2.06	89,733
<b>Total</b>	<b>28.11</b>	<b>1,224,470</b>

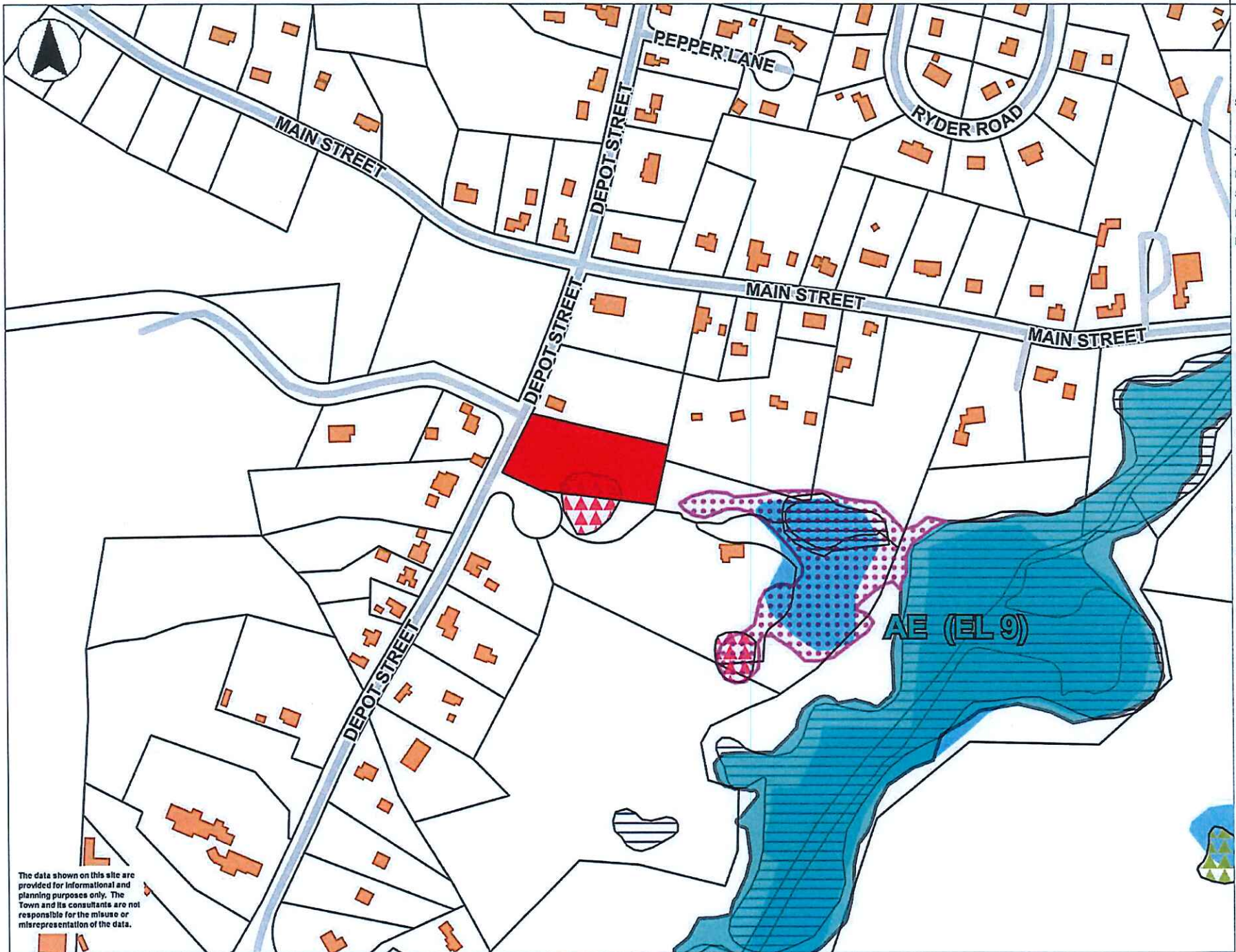
Approximately 122 bedrooms

**Layers**

- Areas of Environmental Concerns
  - Zone II
- FEMA National Flood Hazard Layer
  - Flood Zones
  - X - Areas of Minimal Flood Hazard
- DEP Wetlands
  - Barrier Beach System
  - Barrier Beach-Coastal Beach
  - Barrier Beach-Coastal Dune
  - Barrier Beach-Shrub Swamp
  - Bog
  - Coastal Bank Bluff or Sea Cliff
  - Coastal Beach
  - Coastal Dune
  - Cranberry Bog
  - Deep Marsh
  - Rocky Intertidal Shore
  - Salt Marsh
  - Shallow Marsh Meadow or Fen
  - Shrub Swamp
  - Tidal Flat
  - Wooded Swamp Coniferous
  - Wooded Swamp Deciduous
  - Wooded Swamp Mixed Trees
- Labels
  - Address Numbers
  - Street Names
  - Parcel IDs
- Streets Segments
- NHESP
  - Certified Vernal Pools
  - Potential Vernal Pools
- Base Maps**
  - Google Satellite Map
  - 2014-2016 Google Orthos
  - Town Base Map
  - 2013 Ortho Base Map

About
Layers
Find

The map displays a residential area with Depot Road running vertically on the right side. Several parcels are labeled J1, J2, J3, J4, and J6. The map is overlaid with various environmental and flood hazard layers, including FEMA National Flood Hazard Layer and DEP Wetlands. The wetlands are shown in various shades of blue and green, indicating different types of wetland environments. The flood hazard areas are shown in light blue. The map also shows street names such as Clearwater Drive, Orleans Road, Argyle Way North, and Argyle Way South. The Depot Road is highlighted in a darker blue color.



- Selectmen Owned Parcels
  - HARWICH TOWN O
  - HARWICH TOWN O
  - HARWICH TOWN O
  - HARWICH TOWN O
- Zone II
- Parcels for Identify - Public
- Streets Segments for Abutt
- MA FEMA National Flood I
  - Flood Zones
  - X - Areas of Minimal
- MA DEP Wetlands
  - Barrier Beach Syster
  - Barrier Beach-Coastl
  - Barrier Beach-Coastl
  - Barrier Beach-Shrub
  - Bog
  - Coastal Bank Bluff or
  - Coastal Beach
  - Coastal Dune
  - Cranberry Bog
  - Deep Marsh
  - Rocky Intertidal Shor
  - Salt Marsh
  - Shallow Marsh Mead
  - Shrub Swamp
  - Tidal Flat
  - Wooded Swamp Cor
  - Wooded Swamp Dec
  - Wooded Swamp Mix
- Buildings
- Parcels
- MA Highways
  - Interstate
  - US Highway
  - Numbered Routes
- Town Boundary
- Streets
- Abutting Towns
- Bathymetry
  - 0-5 ft
  - 5-10 ft
  - 10-15 ft
  - 15-20 ft
  - 20-30 ft
  - 30-40 ft
  - 40-50 ft
  - 50-60 ft
  - 60-70 ft
  - 70+ ft

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



# 70 Willow Street



March 15, 2019

Mary Oldach  
Principal  
Harwich Elementary School  
Via Email: [moldach@monomoy.edu](mailto:moldach@monomoy.edu)

Dear Mary Oldach,

Thank you for submitting a project application to the Massachusetts Safe Routes to School Infrastructure Project Funding Program. We received over 50 applications, and had a diverse and competitive applicant pool to choose from.

The project application you submitted with co-applicant Christopher Clark, entitled Harwich Elementary School Sidewalk Improvement Project, has been reviewed. We are pleased to inform you that your application has been selected to advance in the project funding process. A member of the Safe Routes to School team will contact you via email in the coming weeks regarding next steps.

Required at this time are formal letters of support from 1) the applicant school district, 2) an appropriate municipal authority such as a Town Manager, and 3) an elected official such as a Mayor or chair of the Board of Selectmen. These letters should be compiled and submitted to Cassandra Gascon Bligh at [Cassandra.Gascon@dot.state.ma.us](mailto:Cassandra.Gascon@dot.state.ma.us) no later than April 15<sup>th</sup>, 2019.

We are excited to work with you as this project advances.

Sincerely,



David J. Mohler  
Executive Director  
Office of Transportation Planning

Cc: Christopher Clark  
Cassandra Gascon Bligh  
Diane Hanson

## Sandy Robinson

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**From:** Budzynkiewicz, Emily (DOT) <emily.budzynkiewicz@state.ma.us>  
**Sent:** Monday, March 18, 2019 9:44 AM  
**To:** Oldach, Mary; Chris Nickerson; Christopher Clark; Kathleen Isernio; Link Hooper; Mark Holmes; Sandy Robinson; Scott Carpenter; Steven Tupper  
**Subject:** RE: SRTS Infrastructure Project Funding Program Application

Good Morning Everyone!

Congratulations to all of you in Harwich for being the first and only Cape Cod Recipient of the SRTS Infrastructure grant. We awarded 14 projects and are in the process of figuring out when and how we will be scheduling walk assessments. In the meantime if you could work on getting letters of support from the School Superintendent, Town Manager, and the Chair of the Board of Selectman by **April 15<sup>th</sup>** that would be great. Please send them in one email to [Cassandra.Gascon@dot.state.ma.us](mailto:Cassandra.Gascon@dot.state.ma.us) and cc me. If anyone needs me to speak to them individually I'm happy to do so.

I hope you all had a good weekend and congratulations again!

Best,  
Emily

**Emily Budzynkiewicz** | Statewide Lead  
Massachusetts Safe Routes to School  
Massachusetts Department of Transportation  
t: 857.383.3808 | f: 857.368.0656  
[www.mass.gov/massdot/saferoutes](http://www.mass.gov/massdot/saferoutes)  
[Facebook](#) | [Twitter](#)

**From:** Oldach, Mary [mailto:moldach@monomoy.edu]  
**Sent:** Friday, March 15, 2019 4:22 PM  
**To:** Budzynkiewicz, Emily (DOT); Chris Nickerson; Christopher Clark; Kathleen Isernio; Lincoln Hooper; Mark Holmes; Sandy Robinson; Scott Carpenter; Steven Tupper  
**Subject:** Fwd: SRTS Infrastructure Project Funding Program Application

Hello everyone,

Great news on a Friday! Please see the attached letter informing us that our Safe Routes to School grant has been chosen to advance in the project funding process! I will let everyone know when I hear about next steps.

Fins up!  
Mary

**Mary Oldach, M.Ed., Principal**  
**Harwich Elementary School**  
**263 South Street**  
**Harwich, MA 02645**

508-430-7216 (phone)

508-430-7232 (fax)

----- Forwarded message -----

From: **Gascon, Cassandra (DOT)** <[cassandra.gascon@state.ma.us](mailto:cassandra.gascon@state.ma.us)>

Date: Fri, Mar 15, 2019 at 3:34 PM

Subject: SRTS Infrastructure Project Funding Program Application

To: [moldach@monomoy.edu](mailto:moldach@monomoy.edu) <[moldach@monomoy.edu](mailto:moldach@monomoy.edu)>, [cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)  
<[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>

Cc: Hanson, Diane (DOT) <[diane.hanson@state.ma.us](mailto:diane.hanson@state.ma.us)>, Cahoon, Jill <[Jill.Cahoon@aecom.com](mailto:Jill.Cahoon@aecom.com)>

Good afternoon,

Thank you for your interest in the Safe Routes to School Infrastructure Project Funding Program. Please find attached a letter regarding the status of your application.

Thank you,

Cassandra

**Cassandra Gascon Bligh**

Transportation Planner and Safe Routes to School Program Coordinator

Office of Transportation Planning

Massachusetts Department of Transportation

10 Park Plaza | Suite 4150 | Boston, MA 02116

857-368-8852 | [cassandra.gascon@dot.state.ma.us](mailto:cassandra.gascon@dot.state.ma.us)

## Sandy Robinson

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**From:** Christopher Clark  
**Sent:** Friday, March 22, 2019 9:06 AM  
**To:** Sandy Robinson  
**Subject:** FW: Resubmission of Grant request under Best Practices Program  
**Attachments:** 1. DHY Draft Agreement as of 02-13-2019.pdf; 2. DHY Summary of Costs and Map - Draft as of 02-12-2019.pdf; 3. DHY Coordination with MassDOT Projects.pdf; 4. Yarmouth Cape Cod Commission Grant Letter Report.pdf; 5. Barnstable-Yarmouth Scenario Summary Table and Map-Draft as of 02-12-2019.pdf; Scope of Work and Budget.docx

FYI

**From:** Bienvenue, Rich [mailto:rbienvenue@yarmouth.ma.us]  
**Sent:** Tuesday, March 19, 2019 12:19 PM  
**To:** Cronin, Sean R. (DOR) <croninse@dor.state.ma.us>  
**Cc:** Christopher Clark <cclark@town.harwich.ma.us>; Knapik, Daniel <dknapik@yarmouth.ma.us>; Elizabeth Sullivan <esullivan@town.dennis.ma.us>; Young, David F. (YoungDF@cdmsmith.com) (YoungDF@cdmsmith.com) <YoungDF@cdmsmith.com>  
**Subject:** Resubmission of Grant request under Best Practices Program

Sean,  
As you requested, Yarmouth's request for funding under the E&R program for evaluation of DHY and Barnstable-Yarmouth regional wastewater opportunities has been resubmitted under the Best Practices Program. Submission was done via the online application. The application is substantially the same as submitted with some minor language referencing the prior program updated. The grant has been submitted under the Town of Harwich and I have listed Christopher Clark, Harwich Town Administrator, as the contact.

The attachments referenced in the application are attached to this email.

Please let me know if any questions.  
Thanks,  
Rich

**Rich Bienvenue, CPA**  
Town of Yarmouth, Massachusetts  
1146 Route 28  
South Yarmouth, MA 02664  
(508) 398-2231 xt. 1297

**CCMHG FY11- CY14 Total Enrollments for RDS**

**Total Amount to be paid  
by CCMHG to Gov'tl entity**

1	Town of Barnstable	\$ 518,192.29
2	Bourne Rec	\$ 12,959.18
3	Bourne Water Dist	\$ 23,402.08
4	Town of Brewster	\$ 154,400.38
5	Buzzards Bay Water District	\$ 4,653.55
6	Cape Cod Reg Tech High School	\$ 203,978.66
7	Centerville-Ost.-Marst. Mills FD	\$ 73,491.21
8	Dennis Yarmouth RSD	\$ 742,142.90
9	Town of Falmouth	\$ 1,079,912.46
10	Town of Mashpee	\$ 264,442.34
11	Nauset RSD	\$ 332,434.51
12	Town of Provincetown	\$ 230,081.09
13	Town of Truro	\$ 71,987.58
14	Upper Cape Reg Tech School	\$ 31,623.23
15	Veterans Services	\$ 9,215.78
16	Wellfleet	\$ 98,590.25
17	Town of Yarmouth	\$ 218,749.51
18	Town of Chilmark	\$ 17,471.56
19	Cape Cod Collaborative	\$ 1,233.97
20	Duke's County	\$ 34,951.49
21	Town of Edgartown	\$ 135,536.81
22	Town of Aquinnah	\$ 8,735.78
23	Martha's Vineyard Refuse	\$ 4,082.23
24	Martha's Vineyard Comm	\$ 2,495.44
25	Town of Oak Bluffs	\$ 116,469.62
26	Town of Tisbury	\$ 154,816.83
27	Martha's Vineyard RHS	\$ 48,464.50
28	Martha's Vineyard Land Bank	\$ 2,326.78
29	Up Island Regional School District	\$ 45,644.22
30	Oak Bluffs Water District	\$ -
31	Mashpee Water District	\$ 10,823.41
32	Orleans, Brewster, Eastham GPD	\$ -
33	N Sagamore Water District	\$ 1,586.79
34	Cape Cod Lighthouse School	\$ -
35	Town of Gosnold	\$ 8,291.64
36	Town of Dennis	\$ 186,297.44
37	Dennis Water Dist	\$ 16,738.43
38	Cotuit Fire	\$ 12,895.35
39	MV Charter School	\$ -
40	Town of West Tisbury	\$ 12,373.87
41	Barnstable Fire District	\$ 22,871.95
42	Town of Chatham	\$ 273,580.03
43	Town of Eastham	\$ 82,280.47
44	Hyannis Fire District	\$ 52,020.38
45	Town of Orleans	\$ 172,951.10
46	Town of Sandwich	\$ 465,069.64
47	Sandwich Water District	\$ 18,896.54
48	West Barnstable Fire District	\$ 4,082.23
49	Barnstable County	\$ 286,654.81
50	MV Regional Transit	\$ -
51	Cape Cod Regional Transit	\$ 1,586.79
52	Town of Harwich	\$ 521,925.13
53	Monomoy RSD	\$ 9,867.80
<b>Total amount RDS for distribution</b>		<b>\$6,803,280.00</b>



**CCMHG RDS FY11**

**ENROLLMENTS**

**RDS Rec'd:**

Governmental Unit	COA	BCE	MHP/MM	Med Enh	MBS	Medex	Total	% of enrolls	\$1,454,020
1 Town of Barnstable		4	5	18	3	165	195	7.66%	\$111,408.21
2 Bourne Rec			3				3	0.12%	\$1,713.97
3 Bourne Water Dist						11	11	0.43%	\$6,284.57
4 Town of Brewster				22	2	26	50	1.96%	\$28,566.21
5 Buzzards Bay Water District						2	2	0.08%	\$1,142.65
6 Cape Cod Reg Tech High School	5	7		3		62	77	3.03%	\$43,991.96
7 Centerville-Ost.-Marst. Mills FD						33	33	1.30%	\$18,853.70
8 Dennis Yarmouth RSD		1		84		199	284	11.16%	\$162,256.06
9 Town of Falmouth		19	2	26	4	363	414	16.27%	\$236,528.20
10 Town of Mashpee		1		13	7	70	91	3.58%	\$51,990.50
11 Nauset RSD		1		28		105	134	5.27%	\$76,557.44
12 Town of Provincetown	3	26	12			36	77	3.03%	\$43,991.96
13 Town of Truro		2	1	3	4	9	19	0.75%	\$10,855.16
14 Upper Cape Reg Tech School						12	12	0.47%	\$6,855.89
15 Veterans Services					1	5	6	0.24%	\$3,427.94
16 Wellfleet				11		27	38	1.49%	\$21,710.32
17 Town of Yarmouth						85	85	3.34%	\$48,562.55
18 Town of Chilmark				1		5	6	0.24%	\$3,427.94
19 Cape Cod Collab							0	0.00%	\$0.00
20 Duke's County		2				14	16	0.63%	\$9,141.19
21 Town of Edgartown						50	50	1.96%	\$28,566.21
22 Town of Aquinnah						3	3	0.12%	\$1,713.97
23 Martha's Vineyard Refuse						1	1	0.04%	\$571.32
24 Martha's Vineyard Comm							0	0.00%	\$0.00
25 Town of Oak Bluffs			5	1		39	45	1.77%	\$25,709.59
26 Town of Tisbury		1				55	56	2.20%	\$31,994.15
27 Martha's Vineyard RHS						17	17	0.67%	\$9,712.51
28 Martha's Vineyard Land Bank						1	1	0.04%	\$571.32
29 Up Island Regional School District		1				9	10	0.39%	\$5,713.24
30 Oak Bluffs Water District							0	0.00%	\$0.00
31 Mashpee Water District				2			2	0.08%	\$1,142.65
32 Orleans, Brewster, Eastham GPD							0	0.00%	\$0.00
33 N Sagamore Water District					1		1	0.04%	\$571.32
34 Cape Cod Lighthouse School							0	0.00%	\$0.00
35 Town of Gosnold						4	4	0.16%	\$2,285.30
36 Town of Dennis		3		6		60	69	2.71%	\$39,421.37
37 Dennis Water Dist		2		1	1		4	0.16%	\$2,285.30
38 Cotuit Fire						5	5	0.20%	\$2,856.62
39 MV Charter School							0	0.00%	\$0.00
40 Town of West Tisbury						5	5	0.20%	\$2,856.62
41 Barnstable Fire District						6	6	0.24%	\$3,427.94
42 Town of Chatham		2	1	17		81	101	3.97%	\$57,703.74
43 Town of Eastham				2		28	30	1.18%	\$17,139.72
44 Hyannis Fire District		6				14	20	0.79%	\$11,426.48
45 Town of Orleans				9		58	67	2.63%	\$38,278.72
46 Town of Sandwich		1		28		139	168	6.60%	\$95,982.46
47 Sandwich Water District			6				6	0.24%	\$3,427.94
48 West Barnstable Fire District						1	1	0.04%	\$571.32
49 Barnstable County		3	3	20		98	124	4.87%	\$70,844.20
50 MV Regional Transit							0	0.00%	\$0.00
51 Cape Cod Regional Transit						1	1	0.04%	\$571.32
52 Town of Harwich		9				186	195	7.66%	\$111,408.21
<b>TOTAL</b>	<b>8</b>	<b>91</b>	<b>38</b>	<b>295</b>	<b>23</b>	<b>2090</b>	<b>2545</b>	<b>100.00%</b>	<b>\$1,454,020.00</b>

January 2012

ENROLLMENTS

\$1,427,292 FY12 RDS

CCMHG RDS FY12		COA	BCE	MHP/MM	Med Enh	MBS	Medex	Total	% of enrolls	RDS Payments
1	Town of Barnstable		3	3	24	2	174	206	7.53%	\$107,424.97
2	Bourne Rec			4			1	5	0.18%	\$2,607.40
3	Bourne Water Dist						12	12	0.44%	\$6,257.77
4	Town of Brewster				29	2	30	61	2.23%	\$31,810.31
5	Buzzards Bay Water District						2	2	0.07%	\$1,042.96
6	Cape Cod Reg Tech High School	2	7		3		70	82	3.00%	\$42,761.40
7	Centerville-Ost.-Marst. Mills FD						30	30	1.10%	\$15,644.41
8	Dennis Yarmouth RSD				94		213	307	11.22%	\$160,094.50
9	Town of Falmouth		16	2	32	3	393	446	16.30%	\$232,580.28
10	Town of Mashpee		1		17	6	81	105	3.84%	\$54,755.45
11	Nauset RSD		1		30		109	140	5.12%	\$73,007.26
12	Town of Provincetown	1	20	9	5		45	80	2.92%	\$41,718.44
13	Town of Truro		1		3	4	16	24	0.88%	\$12,515.53
14	Upper Cape Reg Tech School						12	12	0.44%	\$6,257.77
15	Veterans Services				1		3	4	0.15%	\$2,085.92
16	Wellfleet				15		25	40	1.46%	\$20,859.22
17	Town of Yarmouth				1		84	85	3.11%	\$44,325.84
18	Town of Chilmark				1		7	8	0.29%	\$4,171.84
19	Cape Cod Collab							0	0.00%	\$0.00
20	Duke's County		2				12	14	0.51%	\$7,300.73
21	Town of Edgartown						57	57	2.08%	\$29,724.39
22	Town of Aquinnah						4	4	0.15%	\$2,085.92
23	Martha's Vineyard Refuse						2	2	0.07%	\$1,042.96
24	Martha's Vineyard Comm						1	1	0.04%	\$521.48
25	Town of Oak Bluffs			4	1		46	51	1.86%	\$26,595.50
26	Town of Tisbury		1				67	68	2.48%	\$35,460.67
27	Martha's Vineyard RHS						18	18	0.66%	\$9,386.65
28	Martha's Vineyard Land Bank						1	1	0.04%	\$521.48
29	Up Island Regional School District		2				14	16	0.58%	\$8,343.69
30	Oak Bluffs Water District							0	0.00%	\$0.00
31	Mashpee Water District				2		2	2	0.07%	\$1,042.96
32	Orleans, Brewster, Eastham GPD							0	0.00%	\$0.00
33	N Sagamore Water District					1		1	0.04%	\$521.48
34	Cape Cod Lighthouse School							0	0.00%	\$0.00
35	Town of Gosnold						3	3	0.11%	\$1,564.44
36	Town of Dennis		4		8		60	72	2.63%	\$37,546.59
37	Dennis Water Dist		3		1		1	5	0.18%	\$2,607.40
38	Cotuit Fire						6	6	0.22%	\$3,128.88
39	MV Charter School							0	0.00%	\$0.00
40	Town of West Tisbury						5	5	0.18%	\$2,607.40
41	Barnstable Fire District						7	7	0.26%	\$3,650.36
42	Town of Chatham		1	1	21		81	104	3.80%	\$54,233.97
43	Town of Eastham				2		33	35	1.28%	\$18,251.82
44	Hyannis Fire District		4				18	22	0.80%	\$11,472.57
45	Town of Orleans				12		56	68	2.48%	\$35,460.67
46	Town of Sandwich		1		30		151	182	6.65%	\$94,909.44
47	Sandwich Water District			6			6	6	0.22%	\$3,128.88
48	West Barnstable Fire District				1		1	2	0.07%	\$1,042.96
49	Barnstable County		3	3	21		92	119	4.35%	\$62,056.17
50	MV Regional Transit							0	0.00%	\$0.00
51	Cape Cod Regional Transit						1	1	0.04%	\$521.48
52	Town of Harwich		3		1		212	216	7.89%	\$112,639.78
		3	73	32	355	18	2256	2737	100.00%	\$1,427,292.00

January 2013

## ENROLLMENTS

FY13 RDS

CCMHG FY13 RDS		Med Enh	MBS	Medex	Total	% of subs	\$	1,505,175
1	Town of Barnstable	45	2	192	239	7.84%	\$	118,062.63
2	Bourne Rec			7	7	0.23%	\$	3,457.90
3	Bourne Water Dist			10	10	0.33%	\$	4,939.86
4	Town of Brewster	35	2	32	69	2.26%	\$	34,085.03
5	Buzzards Bay Water District			2	2	0.07%	\$	987.97
6	Cape Cod Reg Tech High School	9		83	92	3.02%	\$	45,446.70
7	Centerville-Ost.-Marst. Mills FD			31	31	1.02%	\$	15,313.56
8	Dennis Yarmouth RSD	104		229	333	10.93%	\$	164,497.30
9	Town of Falmouth	44	3	430	477	15.65%	\$	235,631.27
10	Town of Mashpee	16	5	99	120	3.94%	\$	59,278.31
11	Nauset RSD	30		111	141	4.63%	\$	69,652.01
12	Town of Provincetown	18		93	111	3.64%	\$	54,832.43
13	Town of Truro	10	4	23	37	1.21%	\$	18,277.48
14	Upper Cape Reg Tech School			15	15	0.49%	\$	7,409.79
15	Veterans Services			3	3	0.10%	\$	1,481.96
16	Wellfleet	18		25	43	1.41%	\$	21,241.39
17	Town of Yarmouth	4		92	96	3.15%	\$	47,422.65
18	Town of Chilmark	1		7	8	0.26%	\$	3,951.89
19	Cape Cod Collab	1			1	0.03%	\$	493.99
20	Duke's County	2		13	15	0.49%	\$	7,409.79
21	Town of Edgartown	1		61	62	2.03%	\$	30,627.13
22	Town of Aquinnah			4	4	0.13%	\$	1,975.94
23	Martha's Vineyard Refuse			2	2	0.07%	\$	987.97
24	Martha's Vineyard Comm			1	1	0.03%	\$	493.99
25	Town of Oak Bluffs	1		48	49	1.61%	\$	24,205.31
26	Town of Tisbury			66	66	2.17%	\$	32,603.07
27	Martha's Vineyard RHS			19	19	0.62%	\$	9,385.73
28	Martha's Vineyard Land Bank			1	1	0.03%	\$	493.99
29	Up Island Regional School District	2		20	22	0.72%	\$	10,867.69
30	Oak Bluffs Water District				0	0.00%	\$	-
31	Mashpee Water District	6		1	7	0.23%	\$	3,457.90
32	Orleans, Brewster, Eastham GPD				0	0.00%	\$	-
33	N Sagamore Water District		1		1	0.03%	\$	493.99
34	Cape Cod Lighthouse School				0	0.00%	\$	-
35	Town of Gosnold			3	3	0.10%	\$	1,481.96
36	Town of Dennis	7		81	88	2.89%	\$	43,470.76
37	Dennis Water Dist	5		4	9	0.30%	\$	4,445.87
38	Cotuit Fire			5	5	0.16%	\$	2,469.93
39	MV Charter School				0	0.00%	\$	-
40	Town of West Tisbury			5	5	0.16%	\$	2,469.93
41	Barnstable Fire District			11	11	0.36%	\$	5,433.84
42	Town of Chatham	26		93	119	3.91%	\$	58,784.32
43	Town of Eastham	2		33	35	1.15%	\$	17,289.51
44	Hyannis Fire District			23	23	0.75%	\$	11,361.68
45	Town of Orleans	15		66	81	2.66%	\$	40,012.86
46	Town of Sandwich	38		168	206	6.76%	\$	101,761.09
47	Sandwich Water District			10	10	0.33%	\$	4,939.86
48	West Barnstable Fire District	1		1	2	0.07%	\$	987.97
49	Barnstable County	22		105	127	4.17%	\$	62,736.21
50	MV Regional Transit				0	0.00%	\$	-
51	Cape Cod Regional Transit			1	1	0.03%	\$	493.99
52	Town of Harwich	4		232	236	7.75%	\$	116,580.67
53	Monomoy RSD			2	2	0.07%	\$	987.97
		467	17	2563	3047	100.00%	\$	1,505,175.00

January 2014

		ENROLLMENTS					FY14 & CY14 RDS	
CCMHG FY14 & CY 14 RDS		Med Enh	MBS	Medex	Total	% of subs	\$	2,416,793
1	Town of Barnstable	48	2	195	245	7.50%	\$	181,296.47
2	Bourne Rec			7	7	0%	\$	5,179.90
3	Bourne Water Dist			8	8	0.24%	\$	5,919.88
4	Town of Brewster	41	2	38	81	2.48%	\$	59,938.83
5	Buzzards Bay Water District			2	2	0.06%	\$	1,479.97
6	Cape Cod Reg Tech High School	10		87	97	2.97%	\$	71,778.60
7	Centerville-Ost.-Marst. Mills FD			32	32	0.98%	\$	23,679.54
8	Dennis Yarmouth RSD	117		228	345	10.56%	\$	255,295.04
9	Town of Falmouth	52	3	452	507	15.52%	\$	375,172.70
10	Town of Mashpee	20	4	109	133	4.07%	\$	98,418.09
11	Nauset RSD	33		120	153	4.68%	\$	113,217.80
12	Town of Provincetown	22		99	121	3.70%	\$	89,538.26
13	Town of Truro	12	5	24	41	1.26%	\$	30,339.41
14	Upper Cape Reg Tech School			15	15	0.46%	\$	11,099.78
15	Veterans Services			3	3	0.09%	\$	2,219.96
16	Wellfleet	21		26	47	1.44%	\$	34,779.32
17	Town of Yarmouth	5		101	106	3.25%	\$	78,438.47
18	Town of Chilmark	2		6	8	0.24%	\$	5,919.88
19	Cape Cod Collab	1			1	0.03%	\$	739.99
20	Duke's County	2		13	15	0.46%	\$	11,099.78
21	Town of Edgartown			63	63	1.93%	\$	46,619.09
22	Town of Aquinnah			4	4	0.12%	\$	2,959.94
23	Martha's Vineyard Refuse			2	2	0.06%	\$	1,479.97
24	Martha's Vineyard Comm			2	2	0.06%	\$	1,479.97
25	Town of Oak Bluffs	1		53	54	1.65%	\$	39,959.22
26	Town of Tisbury			74	74	2.27%	\$	54,758.94
27	Martha's Vineyard RHS	4		23	27	0.83%	\$	19,979.61
28	Martha's Vineyard Land Bank			1	1	0.03%	\$	739.99
29	Up Island Regional School District	3		25	28	0.86%	\$	20,719.60
30	Oak Bluffs Water District				0	0.00%	\$	-
31	Mashpee Water District	6		1	7	0.21%	\$	5,179.90
32	Orleans, Brewster, Eastham GPD				0	0.00%	\$	-
33	N Sagamore Water District				0	0.00%	\$	-
34	Cape Cod Lighthouse School				0	0.00%	\$	-
35	Town of Gosnold			4	4	0.12%	\$	2,959.94
36	Town of Dennis	9		80	89	2.73%	\$	65,858.72
37	Dennis Water Dist	6		4	10	0.31%	\$	7,399.86
38	Cotuit Fire			6	6	0.18%	\$	4,439.91
39	MV Charter School				0	0.00%	\$	-
40	Town of West Tisbury			6	6	0.18%	\$	4,439.91
41	Barnstable Fire District			14	14	0.43%	\$	10,359.80
42	Town of Chatham	35		104	139	4.26%	\$	102,858.00
43	Town of Eastham	3		37	40	1.22%	\$	29,599.42
44	Hyannis Fire District			24	24	0.73%	\$	17,759.65
45	Town of Orleans	16		64	80	2.45%	\$	59,198.85
46	Town of Sandwich	47		186	233	7.13%	\$	172,416.65
47	Sandwich Water District			10	10	0.31%	\$	7,399.86
48	West Barnstable Fire District	1		1	2	0.06%	\$	1,479.97
49	Barnstable County	24		99	123	3.77%	\$	91,018.23
50	MV Regional Transit				0	0.00%	\$	-
51	Cape Cod Regional Transit				0	0.00%	\$	-
52	Town of Harwich	5		240	245	7.50%	\$	181,296.47
53	Monomoy RSD			12	12	0.37%	\$	8,879.83
		546	16	2704	3266	100.00%	\$	2,416,793.00

## Sandy Robinson

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**From:** Lincoln Hooper <lhooper@harwichdpw.com>  
**Sent:** Wednesday, March 20, 2019 1:50 PM  
**To:** Christopher Clark  
**Cc:** Sandy Robinson  
**Subject:** Water Bottles

Chris,

The DPW does not purchase bottled water for its employees. That said, the HMEA does purchase bottled water for its members to consume during the workday. Unfortunately, the text of the article reads "...the dispensing of water or any other beverage in plastic containers of any size is prohibited." We certainly take exception to this on a number of levels: First, keeping our employees hydrated during their workday, particularly during the summer months, is critical. I am unaware of water being available in glass or metal containers, both of which would be much more expensive and potentially unsafe. The proposed ban on plastic containers would not only apply to water, but to milk, OJ and plethora of other beverages commercially available (gallon jugs, plastic travel mugs, plastic cups, Tupperware, reusable water bottles, 5 gallon buckets, etc.). During emergencies (snow removal, hurricanes, power outages, etc...), we prepare meals for our staff (supplies purchased by the employees) as they are often required to work as much as 36 hours or more without being able to leave. Many of these supplies are only available in plastic containers could be prohibited.

Of more importance than the impact on the DPW staff, is the potential impact of this article on anyone utilizing Town property. The article reads "...., and the dispensing of water or any beverage in plastic containers is prohibited on Town property,...." My interpretation of this article is that it would apply to all Town roads, beaches, parks, ball-fields, cemeteries, schools, Cultural Center, road races, Cranberry Festival, etc... and anyone utilizing those properties or attending those events. The impact of this article is potentially enormous and would affect far more people than it appears on face value. Can you imagine prohibiting bottle water at a road race, summer baseball games, youth sporting events or at all of the various activates associated with the Cranberry Festival? How many enforcement officers is the Town hiring to chase business away from Harwich?

Please let me know if there is anything else I can do to help defeat article 50. Thank you,

Link

## Sandy Robinson

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**From:** David LeBlanc  
**Sent:** Wednesday, March 20, 2019 4:09 PM  
**To:** Christopher Clark  
**Cc:** Sandy Robinson; Norman Clarke  
**Subject:** Plastic Water Bottle Ban

Chris,

After speaking with Chief Clarke, we are very concerned with the petition article to ban plastic containers in the town. We routinely purchase cases of water, in plastic water bottles, for our firefighters at fire scenes. Firefighter rehabilitation at fire scenes has been identified to significantly reduce the chance of heat related injuries and cardiac events. Studies have shown that during fire suppression activities firefighter burn as much energy as an Olympic athlete, all while wearing 70 plus pound of equipment. Part of this rehabilitation process is re-hydrating the firefighters while monitoring their blood pressure and pulse. It also involves providing places where their gear can be removed and they can be cooled and kept out of the weather.

The convenience, availability and cost of the water that is purchased all factor into the department being able to continue to provide this necessary aide for our firefighters. So the ban possess a serious concern for the department and our operations.

If you have any questions or require any additional information, please let me know.

Dave



**Deputy Fire Chief David LeBlanc**  
*Harwich Fire Department*  
*175 Sisson Road*  
*Harwich, MA 02645*

[d.leblanc@harwichfire.com](mailto:d.leblanc@harwichfire.com)

Office - 508.430.7546 Ext 4800 Cell -508.364.4432

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 Code 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.*

Cemetery Administrator's  
Monthly Report March 2019

Reviewed Town Meeting Articles with Cemetery Commission;

Rules and Regulations addition to existing rules under (10) 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. Researched other Town's Rules and Regulations for removal dates and Town of Yarmouth has on their website "Beginning February 1<sup>st</sup> all Holiday and Christmas decorations will be removed from the cemetery's." Town of Barnstable Rules and Regulations, "Natural Wreaths and Christmas greens shall be allowed from December 1<sup>st</sup> to February 1<sup>st</sup>." as well as any "Funeral floral arrangements shall be removed by cemeteries staff seven (7) day following their place." At a meeting of the Cemetery Commission on March 5<sup>th</sup> the Commission voted to change the wording of item # 10 from Christmas to Holiday Decoration and to remove both item #11 and #12, it was a unanimous vote. We are also removing Harwich Center Cemetery and changing cemetery office address. ~~Harwich Center Cemetery, 686 Main Street, AKA Congregational Church Yard Cemetery,~~ Cemetery office is located @ ~~273 Queen Anne Road~~ 100 Oak Street. Reason for removal of decorations is that some of Holiday Decoration often contain artificial berries in which birds digest and become ill. In addition, items that are left on the grave have blown off during winter storms and end up in the ponds and woods that surround the cemeteries these decoration are of concern to our wildlife.

Island Pond Arboretum project; we continue to research our residents biography information for the tours, updating all the cemetery lot information to include dates of death and locations within the cemetery property. Created a PowerPoint presentation for the Men's Breakfast for March 8<sup>th</sup> and the Women's Breakfast on March 22 in coordination with the Council on Aging.

Continued to work with individuals who will be partnering with the Cemetery Commission on upcoming grant application. Met with Amy Usowski, Conservation Agent and David Crispin, BSC Group on recommendation for improvements for the Island Pond Arboretum ten year plan. We will be using the previous grant report done by Conservation Trust titled the Island Pond Management Plan. Creation of the new plan for the Island Pond Arboretum written by Cemetery Administrator was updated with help from Amy Usowski and Jim Donovan, Conservation Commissioner by building on the current goals and objectives with additional recommendations. Meeting with Marc Smith, Monomoy Regional School Curriculum Director on Social Studies Standards with a Direct Connection, for studies in History, Geography, Reading and Mapping, Migrations and Cultures, Plants and Animals, Diverse life Cycles and Environmental Studies. Need statement for grant was updated by Diane DiGennaro and we would like to thank her for all her help. Meeting at the Barnstable County Resource Development Office to work with Bobbi Moritz and her team on grant proposals.

Establish Pet Burial Ground Revolving Account. Revenue collecting for sale of lots and all pet burial services and fees. The use of the fund is for maintenance, improvements, care and support of pet burial ground.



Complete the Construction of Pet Burial Ground. With the money collected into the Pet Burial Ground Revolving Account we will repay the Town \$70,280 that was previously spent on construction and \$60,720 to finish the walkway put down lot markers, purchase benches, barrels and pet waste system.

Meeting with Janet Cassidy, Museum Director of Brooks Academy to set up tours for the summer. June 23<sup>rd</sup> Pine Grove Cemetery Tour and July 14<sup>th</sup> Island Pond Cemetery and Arboretum Walk.

Three new cemetery lots were sold; Rickett's in Island Pond, Robertson in Evergreen and Brezinski in Island Pond all of these lots were sold for an at need burial.

Our annual preplanning seminar and luncheon will be in Monday June 10<sup>th</sup> you must contact the Council on Aging office 508-430-7550 and make reservation to attend.

If you would like more information please contact my office [rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us) or 508-430-7549.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator



*Sheila House, MS, LMHC  
Harwich Youth & Family Counselor  
Town of Harwich • 728 Main Street  
Harwich, MA 02645*

**MONTHLY REPORT-Board of Selectmen  
Sheila House, LMHC – March 13, 2019**

- Current caseload of 16 individuals. Clients receive mental health counseling, case management, mentoring, and wellness referrals as needed.
- Administrative block time (closing files, curriculum planning, update email lists, generate and distribute information to school administrators)
- **February 14-** Presented a module to Peer Leaders about healthy relationships, dating violence and human rights
- **February 20-** Meeting with Ann Burke at Fenway Health about current support groups for young GLBTQ adults
- **February 25-** Meeting with Paul Melville from Cape Cod Family Resource Center and Cindy Horgan from Cape Cod Children's Place about preliminary exploration of the development of a workshop series for parents focusing on either social media or advertising and its effect on children and teens.
- **January 31-March 7** – Girl Power 6 week workshop series with 3<sup>rd</sup> grade girls and retired women. Speakers included Sue Bourque from the extension service of DOH talking sugar in popular beverages, Stella Wolf from Independence House on Healthy Friendships and Tracey Crowell on movement and health.
- **March 8<sup>th</sup>** – Presented at Oak Street Academy at the high school, the documentary The Mask You Live In. This film focuses on narrow cultural expectations for young men and boys and encourages critical thinking on a number of topics including success, self-esteem and career goals.
- Planning and Roll-out for 2<sup>nd</sup> Middle School Social at the Harwich Community Center, co-hosted by Chatham and Harwich youth staff. The event will take place on Friday, March 15<sup>th</sup> from 7-9 p.m.
- **Monday March 11<sup>th</sup>** – Met with the Christian Youth Education Board at Pilgrim Church, to discuss possible collaboration on events for youth grades 7-9 in Harwich.

- **Tuesday, March 12<sup>th</sup>** – Met with members of Harwich Children’s Fund to discuss upcoming fundraising efforts to help those in Harwich with greatest need.

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Please feel to call me at (508) 430-7836 if you have any questions.

Best Regards,

***Sheila***

Sheila House  
Harwich Youth & Family Services