

SELECTMEN'S MEETING AGENDA

**Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Regular Meeting 6:30 P.M.
Tuesday, May 28, 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. SWEARING IN OF ELECTED OFFICIALS

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

A. Vote to approve Caleb Chase Fund request in the amount of \$207.07

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

- A. Town's Auditors, Powers & Sullivan, discuss their review of the following departments; DPW, Harbor and Recreation
- B. Public Hearing - Proposed amendments to Building Department fees – Corrections to Commercial Fees
- C. Public Hearing - Proposed amendments to the Disposal Area fees – Proposed increase to the C&D tip rate and to add a fee for Treasure Chest Stickers
- D. Public Hearing – Proposed amendments to the Harbor Management Plan – Snack Shack Lease - Liquor Exception (Joint session with Waterways Committee)

VIII. NEW BUSINESS

- A. Saquatucket Marina Vendor Shacks Guidelines and Application Procedure
- B. Harwich Inn & Tavern at 77 Route 28 W. Harwich requests Sunday Entertainment license: Inside only from 1:00 pm – 12:00 am

IX. CONTRACTS

X. OLD BUSINESS

XI. TOWN ADMINISTRATOR'S REPORTS

A. Department 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: _____
May 28, 2019

TOWN OF HARWICH, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2018



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To the Honorable Board of Selectmen
Town of Harwich, Massachusetts

In planning and performing our audit of the financial statements of the Town of Harwich, Massachusetts, as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Harwich, Massachusetts' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of several matters that represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions concerning those matters.

The Town's written responses to the comments identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management of the Town of Harwich, Massachusetts, and is not intended to be and should not be used by anyone other than these specified parties.

Powers & Sullivan LLC

December 17, 2018

TOWN OF HARWICH, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2018

TABLE OF CONTENTS

	PAGE
<i>Prior Period Comments and Recommendations</i>	1
Capital Assets	2
Inventory	2
Internal Controls, Policies and Procedures and Risk Assessments.....	2
Cemetery Perpetual Care	3
Recording Indirect Costs in the General Fund	3
Police Detail Agency Fund Negative Cash Balance	3
Accounts Payable Cutoff	4
Old Ambulance Receivables	4
Bank Account Reconciliations	4
Documentation of Internal Controls	5
<i>Current Period Comment and Recommendation</i>	6
Vendor Tailings Account.....	7

***Prior Period Comments and
Recommendations***

Capital Assets

Prior Comment

The Town's additions to capital assets included payments for leased vehicles that were capitalized in the prior year. It was recommended that the Town periodically review and reconcile capital assets.

Current Status – Resolved. The Town completed the process of reviewing, reconciling, and making necessary adjustments to the capital assets reported.

Inventory

Prior Comment

A count and reconciliation of golf inventory was not performed in fiscal year 2015. Management provided the golf inventory listing as of June 30, 2016.

Current Status – Resolved. The golf course maintains the golf inventory records in a point-of-sale ledger system. Twice a year they take a physical inventory, adjust for any differences between the physical count and the point-of-sale system, and they maintain a worksheet of the variances. They report the balances to the Town to be recorded in the Town's ledgers. The Finance Director has implemented a process in the current year to oversee the physical inventory count.

Internal Controls, Policies and Procedures and Risk Assessments

Prior Comment

It was recommended that the Town implement a formalized "risk assessment" program, which addresses financial operational and compliance issues in a proactive manner. Implementation of such a program may take different approaches. Generally, such a program may be administered by a committee, or is incorporated into an existing committee's functions (i.e. finance), where evaluation of risks (including, but not limited to misappropriation of assets, reporting, fraud, etc.) are considered. Assessments may be conducted by questionnaires to personnel and officials, as well as "brainstorming sessions" to evaluate and document the review of established policies and procedures. Additionally, it is equally important to evaluate the potential for additional internal audit function to departmental detail and review with overall financial analysis. Formalized risk assessments also ensure that the level of the "risk of loss" has been documented and accepted by management and those charged with governance. The following comments and recommendations were made for the Town to consider regarding the established internal controls and evaluation of risks affecting the Town.

- Consider establishing additional approval for certain journal entry requests which reclassify or adjust posting which have already been processed through the warrant process. This enhances the financial reporting structure by increasing accountability and transparency. Personnel should ensure appropriate supporting documentation supports all such requests.
- Consider requiring formal documentation/attestation of receipt and reconciliation of account balances maintained and communicated by the Town Accountant to departments. This enhances the overall financial reporting process of the Town and assists in ensuring department heads and officials' internal policies and procedures provide the appropriate "checks and balances" have been implemented and

performed before information (vouchers, payroll, receipts) are processed through the Town's financial reporting processes.

Current Status – Resolved. The Town sent questionnaires to all Town departments regarding risk assessment. The questionnaires were reviewed as the start of a formal risk assessment program management is implementing to identify, analyze and manage potential risks.

Cemetery Perpetual Care

Prior Comment

The Town has not properly accounted for Cemetery Perpetual Care funds for several years; the fund has not been credited with the appropriate amount of investment income; and the Town has spent funds from the non-expendable portion of perpetual care funds.

Current Status – Resolved. The Town has reconciled the activity in the Cemetery Perpetual Care funds. Activity has now been properly recorded and the non-expendable portion of the fund has been properly segregated.

Recording Indirect Costs in the General Fund

Prior Comment

The Town budgets the gross cost of services in the general fund and budgets for a reimbursement (transfer-in) from the enterprise fund to reimburse the Town for their share of Town services. When the transfer-in is recorded, the Town credited the expense accounts in the general fund without reducing the budget. This had the effect of inflating the available budget in the general fund in several line items and allowed the Town to overspend budget line items.

Current Status – Resolved. The Town has implemented a process to properly account for the transfers from the enterprise fund for indirect costs.

Police Detail Agency Fund Negative Cash Balance

Prior Comment

The Town pays officers for police details prior to collecting the amounts billed to the vendors. This has resulted in a \$98,000 receivable balance and a negative cash balance of \$72,000 in an agency account used to account for police detail activity. In accordance with Massachusetts General Law, Chapter 44, Section 53C, the Town is authorized to make an appropriation to a revolving account to cover such payments until the Town is reimbursed when the fee is collected. The Town has not appropriated enough to cover the receivable balance.

Current Status – Resolved. The Town voted to fund the police detail agency fund deficit balance.

Accounts Payable Cutoff

Prior Comment

Subsequent to year end, the Town identified several bills relating to fiscal year 2017 that were not paid or recorded as payable during the fiscal year. The Town did not have a system to verify that all invoices relating to fiscal year 2017 were either paid or recorded as payable as of year-end. Since the Town does not use purchase orders, purchases are often approved after the purchase has been made. This puts the Town at risk of not reporting payments in the proper period and inaccurate financial reporting.

Current Status – Resolved. Management has sent policies and procedures regarding accounts payable cut off to all departments. Each department has been instructed on the proper handling of invoices, especially at year end. As a result, the processing of late invoices was decreased in fiscal year 2018.

Old Ambulance Receivables

Prior Comment

As of June 30, 2017, the Town had \$2.2 million in outstanding ambulance accounts receivable. Of this amount, \$1.3 million has been outstanding for over 150 days, and much of it is considered to be uncollectible. The existence of large past-due receivables balance impedes cash flow and, as time passes, increases the risk that these receivables will be uncollectible. Maintaining balances for accounts that have been determined to be uncollectible can lead to misleading financial reporting and impedes the reconciliation process.

Current Status – Resolved. The Town has updated their policy regarding old ambulance receivables. Semi-annually, the Finance Director and the Treasurer review the old ambulance receivable detail to compile a list of recommendations of uncollectible receivables that should be written off. The list is sent to the chairman with a recommendation to write off the old receivables.

Bank Account Reconciliations

Prior Comment

The Town maintains a separate bank account and ledger account for the Caleb Chase Trust, each of which is greater than \$300,000. The Town does not currently record investment income or market value adjustments in the ledger for this fund and there is no process for reconciling the bank balance with the ledger balance. A process to reconcile the bank and book balances of all accounts is a necessary internal control procedure to protect the funds, to identify and correct errors or irregularities, and to ensure accurate financial reporting.

Current Status – Resolved. The Town has implemented a process to reconcile the book and bank balance of the Caleb Chase Trust.

Documentation of Internal Controls

Prior Comment

In December 2013, the U.S. Office of Management and Budget (OMB) issued Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in an effort to (1) streamline guidance for federal awards while easing the administrative burden and (2) to strengthen oversight over the expenditure of federal funds and to reduce the risks of waste, fraud and abuse.

The Uniform Guidance supersedes and streamlines requirements from eight different federal grant circulars (including OMB Circular A-133) into one set of guidance. Local governments were required to implement the new administrative requirements and cost principles for all new federal awards and to additional funding to existing awards made after December 26, 2014 (fiscal year 2016).

In conformance with Uniform Guidance, the non-Federal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States (the Green Book) and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Management is responsible for internal controls and to see that the entity is doing what needs to be done to meet its objectives. Governments have limited resources and constraints on how much can be spent on designing, implementing, and conducting systems of internal control. The COSO Framework can help management consider alternative approaches and decide what action it needs to take to meet its objectives. Depending on circumstances, these approaches and decisions can contribute to efficiencies in the design, implementation, and conduct of internal control. With the COSO Framework, management can more successfully diagnose issues and assert effectiveness regarding their internal controls and, for external financial reporting, help avoid material weaknesses or significant deficiencies.

The COSO internal control framework must incorporate the 5 major components of internal control, while addressing the 17 principles of internal control that support the COSO framework. Refer to www.coso.org for articles describing the 5 components and their 17 principles in detail.

Management should evaluate and assess the government's internal control system to determine whether: each of the five essential elements of a comprehensive framework of internal control is present throughout the organization; whether each element addresses all of the associated principles; and whether all five elements effectively function together.

Current Status – *Partially Resolved*. Management is currently working on implementing the documentation of internal controls.

***Current Period Comment and
Recommendation***

Vendor Tailings Account

Comment

The Town has a current liability of approximately \$75,000 that relates to checks that were written to vendors, were uncashed for a period of time, were voided and then record as a liability in accordance with the Commonwealth's abandoned property (tailings) laws.

The Town does not have a list of the vendors payable for approximately \$48,000 of the balance and therefore, is unable to follow Massachusetts General Laws (MGL) Abandoned Property Laws to attempt to return the checks to the rightful owner.

Recommendation

We recommend that the Town research the \$48,000 in unidentified checks to determine the rightful owners as well as to review current operations with the Treasurer's office so that appropriate adjustments to the tailings process can be made to bring the Town into compliance with the tailings laws per MGL.

Management's Response

The Finance Department is in the process of searching archived records to determine, if possible, the rightful owners of vendor payments made by the Town prior to 2016. Upon completion of the research, if a reliable listing of prior vendor payments remains unresolved, the department will bring forward to the Annual Town Meeting an article that will allow for the disposition of the balance.

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING**

**Building Department Fees
Tuesday, May 28, 2019**

The Harwich Board of Selectmen will hold a Public Hearing on Tuesday, May 28, 2019, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing proposed amendments to Building Department fees. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals. Additional information is available at the Office of the Town Administrator.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
BUILDING DEPARTMENT FEES
TUESDAY, MAY 28, 2019**

The Harwich Board of Selectmen will hold a Public Hearing on Tuesday, May 28, 2019, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing proposed amendments to Building Department fees. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals. Additional information is available at the Office of the Town Administrator.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019

Patti Macura

From: Raymond Chesley
Sent: Wednesday, May 22, 2019 10:52 AM
To: Christopher Clark
Cc: Joe Powers; Sandy Robinson; Patti Macura
Subject: Proposed Commercial Build Permit Fee Schedule
Attachments: Proposed Commercial Building Permit Fees.xlsx

Chris

Attached is a Proposed Commercial Building Permit Fee Schedule for the Select Board to consider at their May 28, 2019 meeting. The schedule does not increase the existing commercial permit fee of \$0.75/SF that the board previously approved. The proposed schedule seeks to more fairly assess fees to commercial projects by separating categories of work from the full commercial permit fee. An example might be a permit for just demolition work or just roofing replacement in lieu of a permit to build a completely new building. This Proposed Fee Schedule is intended to cover all buildings that are not 1 or 2 Family Residences and follows the 9th edition of the state building code in that regard.

We have several commercial permit applications on hold by the applicants but ready to issue pending the outcome of amendments to the current commercial rate schedule. I recommend this commercial fee schedule be effective immediately so that these projects can proceed forward.

Thanks
Ray Chesley
Building Commissioner

Proposed Commercial Building Permit Fee Schedule - IBC

(Proposed Effective Date May 30, 2019)

All Commercial, Mixed Use & IBC Permits	\$70.00 Non- Refundable Application Fee Plus
New Commercial Buildings and Additions	\$0.75 per square foot
Alterations or Repairs	\$0.70 per square foot
Unconditioned Accessory Structure > 120sf \$150.00 minimum fee	\$0.50 per square foot
Chimneys -\$150.00 minimum fee	\$10.00 per foot of height
Deck - \$150.00 minimum fee	\$0.075 per square foot
Demolition - \$150.00 minimum fee	\$0.075 per square foot
Door Replace/Install - \$150.00 minimum fee	\$10.00 per opening
Fence > 7 foot height - \$150.00 minimum fee	\$2.00 per linear foot
Foundations: Short wall - minimum fee \$150.00 Sonotube - minimum fee \$150.00	\$10.00 per linear foot \$10.00 each
Mechanical - \$150.00 minimum fee	\$1.50 - per linear foot of duct
Roofing Replacement - \$150.00 minimum fee	\$0.075 per square foot
Retaining Wall - \$150.00 minimum fee	\$10.00 per linear foot
Siding Replace/Install - \$150.00 minimum fee	\$0.075 per square foot
<i>Signs (per sign) Town of Harwich Fee</i>	\$100.00
Site Trailer (per trailer)	\$100.00
Solar Panel Install - \$150.00 minimum fee	\$0.075 per square foot
Swimming Pool (per pool)	\$150.00
Tents (per tent)	\$150.00
Towers: cell or wind	\$10.00 per foot of height
Window Replace/Install - \$150.00 minimum fee	\$10.00 per opening
Single inspection or re-inspection fee	\$75.00 per inspection
All other including re-inspect fee,	

Change of Use, replace permit card etc.

\$75.00

Working without a permit

\$200.00 plus triple the fee

Town of Harwich Technology Fee

\$5.00 per \$100.00 of total permit fee

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING**

**DISPOSAL AREA FEES
Tuesday, May 28, 2019**

The Harwich Board of Selectmen will hold a Public Meeting on Tuesday, May 28, 2019, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing the proposed increase to the C&D tip rate, and to add a fee for Treasure Chest stickers. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019

**HARWICH BOARD OF SELECTMEN
NOTICE OF PUBLIC MEETING
DISPOSAL AREA FEES
TUESDAY, MAY 28, 2019**

The Harwich Board of Selectmen will hold a Public Meeting on Tuesday, May 28, 2019, no earlier than 6:30 P.M. during their regularly scheduled meeting. This Hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing the proposed increase to the C&D tip rate, and to add a fee for Treasure Chest stickers. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: April 23, 2019

RE: FY 20 Disposal Area Fee Recommendations

After conducting an analysis of our own expenses and a survey of disposal fees in the towns of Barnstable, Chatham, Orleans, Dennis and Yarmouth, I would like to recommend that the Board of Selectmen take the following action:

- Increase the C&D tip fee by \$10 to \$155 per ton
- Increase the MSW tip fee by \$10 to \$100 per ton
- Increase the Treasure Chest sticker fee from \$0 to \$10

The attached FY 20 Full Cost Accounting Analysis of Disposal Area Services includes all the direct costs of providing residential services such as MSW tip fees, fuel, utilities, salaries and other expenses. It also includes indirect costs such as equipment depreciation, employee fringe benefits and salaries allocated from other DPW personnel (administration & vehicle maintenance) that support Disposal Area functions.

Although the attached analysis indicates that the residential permit should be \$162 (currently \$160), this minor unbalanced amount is primarily driven by the depressed recycling markets that are typically cyclical in nature. Further, the strong commercial business at the Disposal Area offsets this and places the operation as a whole in full cost recovery position.

While the survey of surrounding communities suggests that Harwich's C&D price may appear low, our real competitors for this commercial component are the Town of Yarmouth, S&J Exco (Dennis) and Paul Daniels (Orleans). Since the other communities do not handle commercial quantities of this material, our price is based on the price charged by our competitors (market conditions) and not the surrounding communities' prices. Given the average price of these competitors is \$155 per ton, I recommend that we increase our C&D charge by \$10 to \$155 per ton (currently \$145).

While the survey of surrounding communities suggests that Harwich's commercial MSW price may appear high, our only real competitor for this commercial component is the Yarmouth Transfer Station (the railhead) run by Covanta (SEMASS). Unfortunately, Covanta will not share what they charge their customers for tip fees, making it difficult to make a fee recommendation to the Board. That said, in FY 15 we disposed of 7,843 tons of MSW while that figure grew to 10,134 tons in FY 18, an increase of 2,291 tons or a 30% increase, entirely due to commercial MSW. Given these circumstances, I would like to recommend that we increase our commercial MSW rate by \$10 to \$100 per ton.

Last year I recommended to the Board that we institute a Harwich residents only policy at the Treasure Chest, which required a new sticker to enforce it. We ended up purchasing 6,500 of those, which is more than the residential permits (5,126) we sell in a year. To recoup the cost of the stickers and the labor associated with selling them, I would like to recommend that we charge \$10 per sticker. The Treasure Chest Committee fully endorses this and feels that charging for them will help maintain the Harwich only policy.

All other items are priced according to their cost of handling and disposal and appear mostly consistent with other municipalities. Although recycling markets continue to be depressed due to China banning most of the US's recyclables, the Town of Harwich's financial exposure is relatively low due to the fact that we source separate our recyclables, which maximizes our commodity prices. Further, Light Iron prices (metal recycling) are high which has offset the historic lows of some of the other recycling products.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: Cost Basis of Primary and Secondary Stickers
FY 20 Full Cost Accounting Analysis of Disposal Area Services
FY 20 Surrounding Community Disposal Area Fees
Depreciation Schedule, FY 18 & FY 19 to date Disposal Area Revenue

Cost Basis of Primary Stickers

Residential Sticker Expenses		\$1,046,202
Less Revenue from Recycle / Prorated / Non Resident / Daily Pass		(\$102,730)
Less Revenue from the sale of recyclables (estimate)		(\$76,828)
Less Revenue from Secondary Sticker	1537 @ \$25	<u>(\$38,425)</u>
Cost to be covered by Primary Stickers		\$828,220
Divided by FY19 Primary Sticker Sales		÷ 5,126
		\$162

Cost Basis of Secondary Stickers

Residential Sticker Expenses		\$1,046,202
Less Revenue from Primary Stickers		
FY19 Stickers Sold	5,126 @ \$162 =	(\$828,220)
Less Revenue from Recycle Only / Prorated / Daily Pass Sales		(\$102,730)
Less Revenue from the sale of recyclables (estimate)		<u>(\$76,828)</u>
Costs Not Covered by Primary Sticker Sales		\$38,425
Divided by FY19 Secondary / Additional Stickers		÷ <u>1537</u>
Cost per Additional Sticker		\$25

FY20 Full Cost Accounting Analysis of Disposal Area Services

Expenses	Residential Sticker Services *	Fee Based / Commercial Services **	Total	Notes
MSW	\$338,033	\$351,831	\$689,864	FY20 Request
C&D		\$975,294	\$975,294	FY20 Request
Tires Recycling		\$3,000	\$3,000	FY20 Request
Wood Chipping		\$12,000	\$12,000	FY20 Request
Transfer Station Runoff	\$2,450	\$2,550	\$5,000	FY20 Request
Paint Disposal	\$7,400		\$7,400	FY20 Request
Propane Tank		\$3,000	\$3,000	FY20 Request
Freon Removal		\$13,500	\$13,500	FY20 Request
Television Recycling		\$18,000	\$18,000	FY20 Request
Gasoline Recycling	\$2,775		\$2,775	FY20 Request
Mattress Disposal		\$22,000	\$22,000	FY20 Request
Antifreeze Recycling	\$500		\$500	FY20 Request
Household Hazardous Waste Collection	\$14,000		\$14,000	FY20 Request
Post-Closure Costs	\$9,065	\$9,435	\$18,500	FY20 Request
Uniforms, t-shirts, etc...	\$4,266	\$4,440	\$8,705	22% of FY20 Request
Electricity	\$7,938	\$8,262	\$16,200	FY20 Request
Gas Utility	\$2,470	\$2,570	\$5,040	FY20 Request
Repairs-Scale		\$5,000	\$5,000	FY20 Request
Transfer Station Repairs	\$2,450	\$2,550	\$5,000	FY20 Request
Medical	\$630	\$656	\$1,286	22% of FY20 Request
Telephone/Alarm	\$1,741	\$1,812	\$3,553	FY20 Request
Office Supplies	\$588	\$612	\$1,200	15% of FY20 Request
Custodial Supplies	\$735	\$765	\$1,500	10% of FY20 Request
Diesel Fuel	\$47,040	\$48,960	\$96,000	Est. 40,000
Vehicle Parts & Supplies	\$35,158	\$36,593	\$71,750	35% of FY20 Request
Public Works Supplies	\$7,350	\$7,650	\$15,000	20% of FY20 Request
LPR Yearly Support	\$3,500		\$3,500	FY20 Request
Capital Equipment Depreciation	\$47,055	\$48,975	\$96,030	See attached depreciation schedule
Salaries and Wages	\$323,921	\$337,142	\$661,063	FY20 Request
Salaries Allocated from DPW Personnel	\$94,647	\$98,510	\$193,158	40% Administrative / 45% Mechanic Salaries
Employee Fringe	\$92,491	\$96,267	\$188,758	33% of FT Wage
Total	\$1,046,202	\$2,111,373	\$3,157,576	

*Residential includes anything where no user fee is charged

** Fee based services include everything where a user fee is charged

Items divided between both residential and commercial are based on a MSW ratio of 49% residential and 51% fee based / commercial

FY18 Revenue \$3,110,693

FY20 Surrounding Community Disposal Area Fees

MATERIAL	***FY19 BARNSTABLE	CHATHAM	DENNIS	***FY19 ORLEANS	***FY19 YARMOUTH	AVERAGE	FY19 HARWICH
Residential Sticker	\$ 250.00	\$ 120.00	\$ 182.00	\$ 125.00	\$ 162.00	\$ 167.80	\$ 160.00
2nd Sticker	\$ 25.00	\$ 25.00	\$ 20.00	\$ 20.00	\$ 81.00	\$ 34.20	\$ 25.00
No Sticker Fee (assuming 3 bags)*	\$ 20.00	\$ 5.00	\$ 22.00	\$ 4.50	\$ 15.00	\$ 13.30	\$ 10.00
C&D**	\$ 200.00	\$ 190.00	\$ 175.00	\$ 225.00	\$ 145.00	\$ 187.00	\$ 145.00
Commercial MSW**	N/A	\$ 90.00	N/A	\$ 80.00	N/A	\$ 85.00	\$ 90.00
Metal**	\$ 35.00	\$ 65.00	\$ 10.00	\$ 40.00	\$ 65.00	\$ 43.00	\$ 60.00
Brush**	N/A	\$5-\$48 per trip	\$ 70.00	\$15-\$80 per load	\$ 65.00	\$ 67.50	\$ 60.00
Commercial Compost**	\$75 per load	\$ 50.00	\$ 40.00	\$ 20.00	N/A	\$ 36.67	\$ 40.00
Computer Monitors	\$ 5.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
Tire	\$ 2.00	\$ 10.00	\$ 5.00	\$ 5.00	\$ 1.00	\$ 4.60	\$ 3.00
Tire with Rim	\$ 3.00	\$ 10.00	\$ 5.00	\$ 10.00	\$ 3.00	\$ 6.20	\$ 3.00
Refrigerator	\$ 15.00	\$ 15.00	\$ 10.00	\$ 20.00	\$ 18.00	\$ 15.60	\$ 15.00
Mattress/ Box Spring	\$ 17.00	\$ 30.00	\$ 20.00	\$ 15.00	\$ 15.00	\$ 19.40	\$ 15.00
TV	\$ 22.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
Couch	\$ 20.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.00	\$ 15.00
Chair	\$ 20.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
White Goods	\$ 10.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 10.00
Microwave	\$ 10.00	\$ 15.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 9.00	\$ 10.00
Air Conditioner	\$ 15.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 18.00	\$ 13.60	\$ 15.00
Water Heater	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Gas Grill	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Bike	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Lawnmower	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 4.00	\$ 5.00
Propane Tank 20#	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 5.00	\$ 5.00

* Chatham and Dennis charge a per bag fee

** These items are represented in a per ton cost

*** Barnstable, Orleans & Yarmouth only have FY19 information available

Paul S. Daniels C&D \$170/ton, \$72.50 min.
S&J Exco Inc. C&D \$150/ton, \$25.00 min.

Depreciation

	Purchase Price	Depreciation Per Year	Remaining Depreciation	Remaining Depreciation Per Year
2010 MSW Trailer	\$48,198	\$4,820	\$4,820	\$4,820
2010 MSW Trailer	\$48,198	\$4,820	\$4,820	\$4,820
2012 MSW Trailer	\$48,575	\$4,858	\$19,430	\$4,858
2018 MSW Trailer	\$69,999	\$7,000	\$55,999	\$7,000
2018 C&D Trailer	\$69,101	\$6,910	\$62,191	\$6,910
2009 Roll Off Truck (15 year)	\$148,844	\$9,923	\$49,615	\$9,923
Transfer Station Overhaul (25 yr)	\$250,000	\$10,000	\$220,000	\$10,000
2016 Mack Tractor (15 yr)	\$138,750	\$9,250	\$111,000	\$9,250
2017 Mack Tractor (15 yr)	\$138,750	\$9,250	\$120,250	\$9,250
2017 Siding/Gutters (25 yr)	\$95,400	\$3,816	\$87,768	\$3,816
2017 L90H Loader (15 yr)	\$177,225	\$11,815	\$153,595	\$11,815
2005 L90E Loader	\$135,688	\$13,569	\$13,569	\$13,569
Total	\$1,511,378		\$903,056	\$96,030

Disposal Area Revenue

	FY18	FY19 to date
Gate Receipts	\$2,100,769	\$1,724,302
Sticker Revenue	\$894,280	\$895,750
Recycling Revenue	\$115,644	\$57,308
Total Revenue	\$3,110,693	\$2,677,361

* FY19 to date Sticker Revenue from Sticker Tracker 6/1/18 - 3/31/19

**BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING**

Harbor Management Plan

The Harwich Board of Selectmen will hold a Public Hearing on Tuesday, May 28, 2019, no earlier than 6:30 PM during their regularly scheduled meeting. This hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing amendments to the Harbor Management Plan. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019

**BOARD OF SELECTMEN
NOTICE OF PUBLIC HEARING
HARBOR MANAGEMENT PLAN**


The Harwich Board of Selectmen will hold a Public Hearing on Tuesday, May 28, 2019, no earlier than 6:30 PM during their regularly scheduled meeting. This hearing will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of reviewing amendments to the Harbor Management Plan. All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to these proposals.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle
May 9, 2019

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
Chairman, Waterways Committee
From: John C. Rendon, Harbormaster 
Date: May 20, 2019
Subject: Change to Section 7.17 of Harbor Management Plan

Ref: (a) Harbor Management Plan

With the approval of a Town Lease Agreement with Dockside Seafood Shack LLC, and a Board of Selectmen and Alcoholic Beverages Control Commission (ABCC) issuance of a Seasonal Liquor License, I recommend that Section 7.17 of reference (a) be changed to reflect the approved seasonal sale and use of beer and wine at Saquatucket Harbor. Enclosure (1) outlines the current regulations and the recommended change. The recommended change has been presented to the Waterways Committee and it received a unanimous vote of support.

Enclosure (1) Harbor Management Plan, Section 7.17 – Recommended Change

Current HMP Section 7.17

The use of alcoholic beverages is prohibited by law on any town landing, float, pier, building or parking area owned by or under the jurisdiction of the town. The sale of alcoholic beverages is prohibited in the Saquatucket Harbor area.

Recommended Change to HMP Section 7.17

With the exception of the Snack Shack lease provisions and alcohol license issued by the Board of Selectmen, the sale and use of alcoholic beverages is prohibited on any landing, float, pier, building or parking area owned by or under the jurisdiction of the town.

Patti Macura

From: Christopher Clark
Sent: Wednesday, May 22, 2019 11:52 AM
To: Patti Macura; Sandy Robinson
Subject: FW: SPECIAL WATERWAYS AND BOS MEETING
Attachments: Waterways Agenda Special Meeting May 28 2019.docx

From: Matt Hart
Sent: Wednesday, May 22, 2019 11:45 AM
To: Agenda <agenda@town.harwich.ma.us>
Cc: Mhart2@comcast.net; Christopher Clark <cclark@town.harwich.ma.us>; lballantine@town.harwich.ma.us; John Rendon <jrendon@town.harwich.ma.us>
Subject: SPECIAL WATERWAYS AND BOS MEETING

May 22, 2019 11:45 am

Good Morning:

The Harwich Board of Selectmen has requested that the Harwich Waterways Committee have a joint meeting with the Harwich Board of Selectmen, on Tuesday May 28, 2019 for a Public Hearing regarding the change in the Harwich Harbor Management Plan regarding the issuance of a seasonal liquor license for the Snack Shack that is on the Saquatucket Marina property.

The Harwich Waterways Committee previously voted in favor of the changes to the Harbor Management plan, at the regularly scheduled public meeting on May 15, 2019.

Matt Hart, Chairman

W. Matthew Hart
508-432-8063

Flying Solo means you need strong wings.



TOWN OF HARWICH
WATERWAYS COMMITTEE
Harwich Fire Station Conference Room
Tuesday, May 28 2019 6:00 PM
AGENDA

For a Special Meeting of the Waterways Committee with Board of Selectmen

Attendance and Introductions:

MINUTES: Review & Approval: Only New Business required at this Special Meeting

CONSENT AGENDA:

OPEN FORUM:

FINANCIAL REPORT : YTD & Monthly

NEW BUSINESS:

- 1) Changes to the Harbor Management Plan regarding the definition of a Public Seasonal Liquor License at Saquatucket Marina for the Snack Shack located on the property.

OLD BUSINESS:

- 1)


MONTHLY REPORTS:

Board of Selectmen
Harbormaster
Natural Resource Officer

CORRESPONDANCE:

NEXT REGULAR MEETING: Wednesday June 19, 2019

ADJOURNMENT:

Authorized Posting Officer: Posted By: 
W. Matthew Hart WWC Chairman
Signed Date: May ,22, 2019

Posting Date: May 22, 2019

The committee 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.

To: Harwich Board of Selectmen

From: Carolyn Carey, Harwich Community Center Director

Date: May 22, 2019

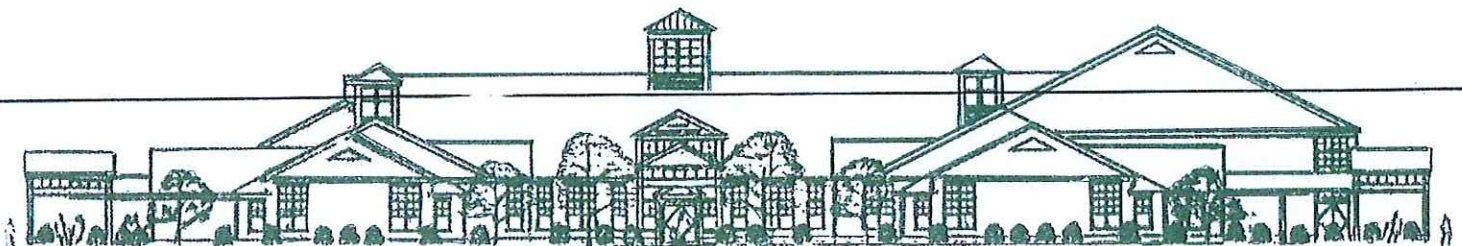
RE: Rental Information for Seaside Marketplace at Saquatucket Marina

Please find attached the information about rentals at the Seaside Marketplace at Saquatucket Marina.
Don't hesitate to contact me if you have any questions or need additional information.

Regards,



Carolyn Carey





Seaside Marketplace at Saquatucket Marina

715 Main Street, Harwich Port, MA 02646

culturalcenter@townofharwich.us | (774) 212-3482 | www.harwich-ma.gov/harwich-cultural-center

2019 Inaugural Season Juried Application Form

Please be sure to follow the instructions in this packet carefully. Failure to carry out the instructions as requested will result in rejection of your application material. In order to be considered for this year's marketplace, you will need to submit the following:

1. Completed applicant information (page 1)
2. Comprehensive portfolio outlining qualifications and intend use (page 2)
3. Completed and signed Memorandum of Understanding (page 3)
4. \$25 non-refundable administrative application fee to accompany submission. If accepted, this fee is applied to the rental fee. All checks made payable to the Town of Harwich.
5. Three to five digital images of work **must** be emailed to culturalcenter@townofharwich.us for jury review.
6. Upon acceptance to the 2019 marketplace season, applicants will be required to sign a formal rental agreement, submit rental fee, security deposit, and insurance certificate. Please review completely the attached rental agreement. (pages 4-5)

Applicant One Name _____

Organization _____

Mailing Address _____

Town _____ State _____ Zip _____

Phone _____ Email _____

(Optional) Co-applicant Name _____

Organization _____

Mailing Address _____

Town _____ State _____ Zip _____

Phone _____ Email _____

Website _____

Social Media _____

Placement based on medium, variety, and space availability for the inaugural season. Please note any weeks you are **NOT ABLE** to participate:

- | | | |
|--|---|--|
| <input type="checkbox"/> July 3 – July 9 | <input type="checkbox"/> July 24 – July 30 | <input type="checkbox"/> August 14 – August 20 |
| <input type="checkbox"/> July 10 – July 16 | <input type="checkbox"/> July 31 – August 6 | <input type="checkbox"/> August 21 – August 27 |
| <input type="checkbox"/> July 17 – July 23 | <input type="checkbox"/> August 7 – August 13 | <input type="checkbox"/> August 28 – September 3 |



Seaside Marketplace at Saquatucket Marina

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culturalcenter@townofharwich.us | (774) 212-3482 | www.harwich-ma.gov/harwich-cultural-center

Memorandum of Understanding

1. The Town of Harwich ("Town") recognizes that Town-owned buildings belong to the people of the Town and since these buildings have (in some cases) been established, maintained and operated by funds provided by local taxes, the Town recognizes and accepts the responsibility for making them available to responsible local, non-profit educational organizations and associations. The Town may also permit the use of Town-owned buildings by other responsible organizations not located in the Town of Harwich.
2. All individuals and organizations requesting the use of a Town-owned building are advised that permission to use the building will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed, religion, sexual orientation, or gender identity. Discrimination against any individual or group for any of the aforementioned reasons will be grounds for revocation of permission to use a Town-owned building
3. Each Vendor's work must be approved in order to participate to ensure the quality and variety of work offered. All items offered for sale must be approved as part of the jury process; if the Vendor wishes to offer any items not approved during the jury process, the Vendor must first submit images of those items as a supplement to the original application, and obtain approval. Failure to meet this requirement may result in termination of the rental agreement.
4. All pieces must be original work from the Vendors, handmade and unique, and any items not approved during the jury process must be approved prior to selling. So long as the primary work offered for sale is original and handmade, the jury will accept offerings of prints, cards or other manufactured items derived from the Vendor's original work. Items for sale cannot include items of clothing (unless original Vendor design), food or products bought or acquired for resale only or any manufactured items. The intention to offer such supplementary work must be disclosed on the application form, and a sample image provided for approval.
5. Artists are required to submit a summary of their activities for the time of occupation. This summary should contain: an accurate accounting of their gross earnings over the course of the week and the approximate number of visitors that visited their space.

Applicant One: _____

Date: _____

Applicant Two: _____

Date: _____

INTERNAL OFFICE USE:

Scoring Criteria	Excellent - 3	Good - 2	Fair - 1
Application elements	All materials were submitted as requested with detailed supporting material.	Materials provided as requested.	Additional information required. Digital images must be submitted prior to review.
Items for sale	All pieces must be original work from the Vendors, handmade and unique, and any items not approved during the jury process must be approved prior to selling. Items for sale cannot include items of clothing (unless original Vendor design), food or products bought or acquired for resale only or any manufactured items.	Materials provided as requested.	Does not meet requirements.
Requested dates	Date availability aligns with current season schedule.	Limited date availability for current season schedule.	
Tally			
Score Total			



Seaside Marketplace at Saquatucket Marina

715 Main Street, Harwich Port, MA 02646

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Rental Agreement

This Agreement dated DATE by and between the Town of Harwich, Massachusetts ("Town"), acting by and through its Town Administrator, of 732 Main Street, Harwich, MA 02645, and NAME. ("Renter").

WHEREAS, the Town owns the real property, known as the Seaside Marketplace at Saquatucket Marina, 715 Rt. 28, Harwich Port, MA 02646, as shown on Harwich Assessor's Map 15 T3-1.

WHEREAS, the Renter is a claimed user of an area of the marketplace described as NAME (and so designated on attached site plan included in the Seaside Marketplace at Saquatucket Marina Information packet).

NOW, THEREFORE, in consideration of the foregoing, and of the mutual promises and agreements contained herein, the parties agree as follows:

Whereas in consideration of PRICE and the mutual promises and agreements contained herein and the grant of a release from the Renter to the Town, the parties hereto agree as follows:

The Town grants the Renter a Rental Agreement to occupy a portion of the property described as UNIT NAME at 715 Rt. 28 in its current location on Town Property, subject to the terms and conditions contained herein.

1. Rental fee for one 8' x 12' unit
2. A security deposit in the amount of \$50 is due at the point of the rental agreement along with the full rental amount. The security deposit will be returned after move out inspection and a completed post evaluation.
3. The Town will not be responsible for any sudden or unforeseen malfunctions of equipment.
4. The Town is not liable for damages to the applicants and/or their guests including consequential and incidental damages that might result from a malfunction of equipment.
5. The renter will not hold the Town of Harwich responsible for any and all lawsuits for damages caused by the use of the premises of the applicant.
6. This agreement is license only, and can be terminated at will by the Town of Harwich or its representatives.
7. Vendors are required to carry commercial general liability insurance, and to submit a Certificate of Insurance, naming the Town of Harwich, as an additional insured 14 business days prior to occupation.
8. Conduct
 - a. The Town also recognizes that it is bound by law and must prohibit certain activities. Those activities prohibited include but are not limited to: Any activity that may be injurious to the building, grounds or persons. Any activity in conflict with any Federal, State, local laws or regulations.
 - b. It's expected that participants will present themselves at all times in a respectful and professional manner. The use of alcoholic beverages, marijuana, or use of any illegal drug, is prohibited as well as illegal conduct or activities of a lewd and lascivious nature (including public nudity). Inappropriate or disruptive conduct will result in immediate revocation of the rental agreement to use the facility.
9. No dumping of hazardous materials in any form, e.g. paints, thinners, varnish, etc., is allowed.
10. Vendors are required to report the number of visitors to their unit, number of sales made, and gross dollar revenue. This information will be kept confidential but allow for planning in the future. Failure to submit the report may result in rescission of the rental agreement, security deposit, and/or the opportunity to participate in subsequent years.
11. Vendors are free to open earlier, or stay open later, but the unit must be open and staffed by the vendor during the designated hours.
 - a. Except during severe, inclement weather which would place the safety of Vendor and his or her work in jeopardy. Failure to be open to the public during this period could result in cancellation and rescission of agreement.
 - b. Closing for a one-hour break during full season on a rotating basis between the four units. Units must be staffed by the licensee; however, it is acceptable for a number of vendors to share the space, and the staffing responsibilities, with the understanding that anyone staffing the Unit be reasonably well informed about the artwork, pricing, etc. It is also



Seaside Marketplace at Saquatucket Marina

715 Main Street, Harwich Port, MA 02646

culturalcenter@townofharwich.us | (774) 212-3482 | www.harwich-ma.gov/harwich-cultural-center

understood that on occasion vendor staffing will not be possible, in which case the vendor can provide a temporary substitute. Vendor is required to communicate any such substitution in advance.

12. Public bathrooms are located adjacent to the Dockside Seafood Shack
13. Parking is available in any of the adjacent parking lots, at no charge. For set-up and takedown, you are free to bring the vehicle as close to the facility as is reasonably possible for the purpose of unloading and loading only. No overnight parking.

I (we) the undersigned do forever release, acquit, discharge, and covenant to hold harmless the Town of Harwich, a municipal corporation of the Commonwealth of Massachusetts, and its successors, departments, officers, employees, servants and agents (i.e. its representatives), of any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which may arise out of the use of the Harwich Cultural Center by me (us) the organization I represent, now or hereafter; FURTHERMORE, I hereby agree to protect the Town of Harwich and its representatives against any claim for damages, compensation or otherwise growing out of or resulting from injury in connection with my (our) organization's use of the Seaside Marketplace at Saquatucket Marina for the activity(ies) during the period(s) under this agreement, and to INDEMNIFY, reimburse or make good to the Town of Harwich or its representatives any loss or damage or costs, including attorneys' fees, the Town of Harwich or its representatives may have to pay if any litigation arises from the activity(ies) during the period(s) under this agreement.

INTERNAL OFFICE USE:

Unit Assignment: _____ Week Assignment: _____

Security Deposit Check # _____ Rental Fee Check # _____

Returned exit evaluation _____



Seaside Marketplace at Saquatucket Marina

715 Main Street, Harwich Port, MA 02646

culturalcenter@townofharwich.us | (774) 212-3482 | www.harwich-ma.gov/harwich-cultural-center

\$100	Weekends Memorial Day until the 2nd Weekend in June (move-in Thurs. PM)		
Week 1	May 24 – May 27	Friday – Saturday – Sunday - Monday	9 AM – 6 PM
Week 2	May 31 – June 2	Friday – Saturday - Sunday	9 AM – 6 PM
Week 3	June 6 – June 9	Friday – Saturday - Sunday	9 AM – 6 PM
\$200	Full-week from the 3rd weekend in June through Labor Day (move-in Wed. AM; move-out close Tues. PM)		
Week 4	June 12 – June 18	Wednesday – Tuesday	9 AM – 6 PM
Week 5	June 19 – June 25	Wednesday – Tuesday	9 AM – 6 PM
Week 6	June 26 – July 2	Wednesday – Tuesday	9 AM – 6 PM
Week 7	July 3 – July 9	Wednesday – Tuesday	9 AM – 6 PM
Week 8	July 10 – July 16	Wednesday – Tuesday	9 AM – 6 PM
Week 9	July 17 – July 23	Wednesday – Tuesday	9 AM – 6 PM
Week 10	July 24 – July 30	Wednesday – Tuesday	9 AM – 6 PM
Week 11	July 31 – August 6	Wednesday – Tuesday	9 AM – 6 PM
Week 12	August 7 – August 13	Wednesday – Tuesday	9 AM – 6 PM
Week 13	August 14 – August 20	Wednesday – Tuesday	9 AM – 6 PM
Week 14	August 21 – August 27	Wednesday – Tuesday	9 AM – 6 PM
Week 15	August 28 – September 3	Wednesday – Tuesday	9 AM – 6 PM
\$100	Weekends Labor Day through Columbus Day Weekend (move-in Thursday PM)		
Week 16	September 6 – September 8	Friday – Saturday - Sunday	9 AM – 6 PM
Week 17	September 13 – September 15	Friday – Saturday - Sunday	9 AM – 6 PM
Week 18	September 20 – September 22	Friday – Saturday - Sunday	9 AM – 6 PM
Week 19	September 27 – September 29	Friday – Saturday - Sunday	9 AM – 6 PM
Week 20	October 4 – October 6	Friday – Saturday - Sunday	9 AM – 6 PM
Week 21	October 11 – October 14	Friday – Saturday – Sunday - Monday	9 AM – 6 PM

January 16, 2019

Dear Members of the Board of Selectmen:

We are excited to be moving forward with the Saquatucket Landside Project.

We have consulted with the towns of Hyannis and Orleans as other local communities that have successfully developed comparable projects in their communities. Based on their advice, we have identified the four sheds that would be most appropriate for our needs here in Harwich.

For this project, we propose the name, "Seaside Marketplace at Saquatucket Marina". This name encapsulates the vibrant, diverse, and inclusive space we are seeking to create. In celebration of our local geography and resources, we are proposing the following names for the four individual shacks, "Allen Harbor", "Round Cove", "Herring River", and "Wychmere Harbor". We feel these names are particularly fitting with the location we have chosen for this program.

This year, we are participating in a ten day, statewide Art Week produced by The Boch Center which begins on April 26, 2019. The Boch Center coordinates statewide advertising for all partner projects in this exciting event.

The deadline to submit information to The Boch Center for inclusion in these advertisements is February 22, 2019. It would be enormously beneficial to confirm these names for the program and the individual shacks in time to meet this advertising deadline.

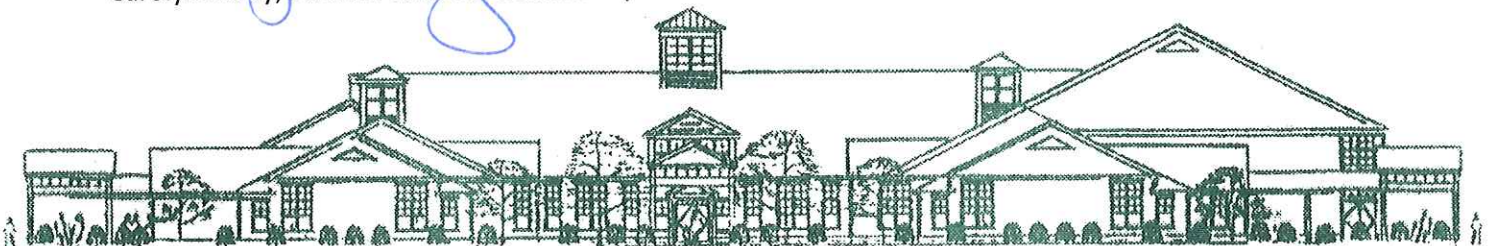
This would allow us to invite attendees of our broader Art Week activities to see the shacks, learn more about the mission and policies surrounding them, and will undoubtedly spark interest amongst potential renters.

We are still diligently working to establish policies and procedures for the shack rentals. I look forward to coming back before you to present these policies as we move towards finalizing them. Though we still have more work to do in this area, we are excited to present you with these recommendations and sincerely hope you will vote to approve them.

Regards,



Carolyn Carey, Director Harwich Community Center



THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$50 1pm-12am or \$100 prior to 1pm TOWN OF HARWICH

Municipal Fee, \$85 1pm-12am or \$175 prior to 1pm



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Harwich Inn + Tavern in or on the property at No.

77 Route 28 W Harwich, ma 02671 (address)

The Licensee or Authorized representative, ^{print name and sign here} James Sochales in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
Sundays Specially	1pm-12am inside	Dancing + music w/amplification

~~XXX~~ _____ ~~XXX~~ Chairman of Board of Selectman, _____ Harwich
signature (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00 Municipal fee per occurrence: Regular hours \$10 per Sunday, special hours \$20 per Sunday. Seasonal only.

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

NUMBER
19-09

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH

FEE
\$75.00

**LICENSE FOR INNOLDERS, COMMON VICTUALLERS
AND OTHER KEEPERS OF RESTAURANTS AND OTHER ESTABLISHMENTS**

In accordance with the provisions of Chapter 140 of the General laws as amended by Chapter 299 of the Acts of 1926, and amendments thereto, LICENSE is hereby granted to:

Harwich Inn & Tavern LLC d/b/a Harwich Inn

to conduct the amusements as herein described in connection with his regular business of innholder, common victualler, or owner, manager or controller of a café, restaurant or other eating or drinking establishment, on the premises owned by Same

of West Harwich located at 77 Route 28, West Harwich

Description of Premises: Same

Description of amusements to be conducted: Recorded or live music with use of amplification.

Dancing by patrons.

To be conducted on week days between the hours of: 12:00 PM - 12:00 AM inside windows & doors closed

Mondays to Saturdays;

Outdoor – Thursday, Friday, Saturdays from 4:00 PM to 8:00 PM

This LICENSE is granted as subject to the provisions of the General Laws, chapter one hundred and forty, sections twenty-two to thirty-two inclusive, and of chapter two hundred and seventy-two, sections twenty-five to twenty-seven inclusive, and amendments thereto, and shall not be valid for a location other than as herein described.

Date:

May 16, 2019

License granted by:

[Signature]
[Signature]

EXPIRES DECEMBER 31, 2019

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

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

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

Suggested Minimum Regulations which will be required by the Licensing Authorities before approval of Licenses issued in accordance with the provisions of Chapter 299, Acts of 1926 and amendments thereto.

1. This license is granted and approved subject to compliance with the laws of this Commonwealth relative to the exposing, sale and keeping of liquor or other intoxicating beverages and with compliance with the following conditions: —
2. The premises shall be open at all times to inspection by any police officer or constable of the town, or by any State Police Officer.
3. No person or persons under the influence of intoxicating liquor or other intoxicating beverage, or having the appearance thereof, shall be granted admittance to or be permitted to remain in or upon any of the premises described in this license.
4. No dialogue, gesture, song, language or conversation of any description which is directly or indirectly obscene, lascivious or suggestive, shall be permitted to be used by any person or persons while in or upon the premises.
5. Muscle or suggestive dancing or any description or form is prohibited.
6. Gaming of any description, games at which a prize is offered, any game where money is exposed as a prize or inducement, wheels of change and jingle boards are prohibited.
7. Private dining rooms, booths or enclosures for the accommodation of less than four persons shall not be permitted and not less than four persons shall be allowed or permitted to occupy any such room or enclosure.
8. Rooms used for dining rooms and for dancing shall be so lighted as to render it possible to distinguish any person by every other person therein at all times.
9. The license will be suspended for non-compliance with any of the laws of this Commonwealth relating to this particular establishment, and may, after a hearing, be revoked.
10. Non-compliance with the provisions of any of the above regulations will be sufficient cause for suspension, and after hearing the license may be revoked.

By authority of and in compliance with the provisions of Chapter 299, Acts of 1926, and amendments thereto, the above minimum rules and regulations are hereby prescribed and approved.

Board of Selectmen

Christopher Clark, *Town Administrator*
Joseph Powers, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



MEMO

To: Board of Selectmen

From: Christopher Clark
Town Administrator

CC: Joseph Powers, Assistant Town Administrator
Norm Clarke, Fire Chief
Sean Libby, Facility Maintenance Director
Ray Chesley, Building Commissioner
Roman Greer, Golf Director
Eric Beebe, Recreation Director

Griffin Ryder, Town Engineer
Lincoln Hooper, DPW Director
Charleen Greenhalgh, Planner
John Rendon, Harbormaster
Megan Eldridge, Health Director
Norm Clarke, Fire Chief

Re: Various Construction Projects - As Built Construction Plans

Date: May 24, 2019

The Town of Harwich is currently actively engaged in several construction related projects including; East Harwich Sewers, Saquatucket Harbor Landside, Fire Station #2, Cranberry Valley Cart Barn Landscape Amenities Project and Brooks Park improvements. Many of these plans had extensive involvement by the previous Town Engineer Robert Cafarelli. The retirement of Mr. Cafarelli and the subsequent recruitment of Griffin Ryder has left the period of transition. Administration is working closely with all the above referenced parties to complete As Built Plans on each of the above referenced projects. The phase 2 East Harwich sewer construction will fall within the scope of duties of CDM for design purposes and with the recent hiring of Weston and Sampson's primary consultant Charlie Sumner will monitor that project. Griffin Ryder has been asked to coordinate on the Saquatucket Harbor Landside, Fire Station #2, Cranberry Valley Cart Barn Landscape Amenities Project and Brooks Park improvements projects. It will be his task with the assistance of those listed above to provide the As Built plans for these projects. I have had a discussion with the Town Planner and have committed to making the necessary filings upon completion of these documents back to the Planning Board and to highlight the changes the majority of which are very minor in scope for subsequent approval. Administration in coordination with the Town Engineer will provide copies of the submission the Planning Board of these As Built Plans to the Board of Selectmen upon completion.

Specifically to landside development at Saquatucket Harbor snack shack development. The Harbormaster and I initially presented the snack shack with part of the decking area for people to consume food and alcohol. Due to a requirement of the ABCC, the designated area needs to be identified on a plan in conformance with the lease agreement executed by the Board of Selectmen, we negotiated seating within that approximate area. All of the seating pertaining to this operation is outdoor and will be significantly impacted by weather. The Health Department who was part of the preliminary review team of the initial site plan approved for design purposes a snack shack that would allow for an equivalent of 50 seats. The vendor has agreed to limit the actual number of seats to the 50 limit. The original site plan only had an area in which food and alcohol could be consumed with the concept of bench seating and persons consuming food on the railing of the decked area. Administration wanted to be sure that alcohol could not be consumed anywhere on the site so did work closely with the snack shack operator and the Harbormaster to have an area for the control of alcohol per the ABCC requirements.