

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Executive Session 5:30 P.M.  
Regular Meeting 6:30 P.M.  
Monday, August 12, 2018*

*\*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. EXECUTIVE SESSION** – Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Town Administrator Contract; and, Pursuant to MGL c.30A, §21 (3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Harwich Employees Association Grievance

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Richard Houston – Teacher of the Year by the American Battlefield Trust
- B. Wastewater Update – Christopher Clark

**VI. NON-RESIDENTS TAXPAYERS MEETING**

- 1. Fire Station 2 – Chief Norman Clarke
- 2. Report from the Harbormaster – John Rendon - Saquatucket Harbor Project
- 3. Report from the Recreation Director – Eric Beebe - Beaches
- 4. Report from the DPW Director – Lincoln Hooper – Beaches/Trash
- 5. Council on Aging – Emily Mitchell – Programs
- 6. Channel 18 – Jamie Goodwin – You Tube Access
- 7. Wastewater Issues - Implementation of the CWMP Phase II/Pleasant Bay/East Harwich – Michael Guidice, P.E.
- 8. Overall Financial Position of the Town – Carol Coppola
- 9. Questions and Comments

**VII. CONSENT AGENDA**

- A. Vote - 2018 Multiple Sclerosis Challenge from 9/6/19 – 9/8/19 – Police & Fire notified
- B. Vote – Chapter 90 Project Request – Resurface Main Street Extension

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

**IX. NEW BUSINESS**

- A. Vote to approve a lease of two classrooms for the YMCA infant toddler and preschool classroom (one of each)
- B. Vote to approve the issuance and details of bonds and notes for Massachusetts Clean Water Trust loan number CWP-18-23, and sign related closing documents
- C. Vote to approve the issuance and details of refunding bonds to refund the Town's outstanding bonds dated February 15, 2009, and sign related closing documents

- D. Request for approval for one (1) one day alcohol license permit for The Captains' Row Group. The event will be held at The Harwich Cultural Center on 8/27/19 from 5:00 PM – 7:00 PM - Serving beer and wine only.
- E. Request for approval for one (1) day alcohol license permit for The Children's Center. The event will be held at The Harwich Cultural Center on 11/3/19 from 2:00 PM – 8:00PM – Serving beer and wine only and request to waive the \$400.00 room rental fee.
- F. Request to waive the room rental fee of \$ 100.00 for The Outer Cape WIC Program. The event will be held on 9/26/19 at the Harwich Cultural Center.
- G. Caleb Chase Trustees – Revision to Policies – Vote to Approve
- H. Committee Appointments for Approval:
  - a. Christopher Murphy – Board of Appeals – Term to Expire, 6/30/20 – Alternate Member
  - b. Charles Barnes – Harwich Cultural Council – Term to Expire, 6/30/21 – Full Member
  - c. Angela McNamara – Harwich Port Noise Containment Committee – Term to Expire, 12/31/20 – Full Resident
  - d. Holly Tavano – Youth Services – Term to Expire, 6/30/20 – Full Member
  - e. Sarah Powell – Harwich Port Noise Containment Committee – Term to Expire, 12/31/20 – Full Business
  - f. James Duncan Berry – Planning Board – Term to Expire, 6/30/20 – Full Member
  - g. Sandra Hall – Community Preservation Committee – Term to Expire, 6/30/22 – Selectmen's Appointee
- I. Discussion, with Planning Board interaction, of referring the West Harwich Rt 28 Captains' Row corridor to the Cape Cod Commission as a District of Critical Planning Concern or other zoning concepts with possible vote on steps.

X. **OLD BUSINESS**

- A. Brush Waive Fee date of 8/12/19 Extension – Discuss and Possible Vote
- B. Budget/Warrant Time Line FY 2020
  - a. 8/12/19: Potential articles and assign to committees and department. By Law Charter Review Committee to come in to discuss
- C. Town Administrators Goals and Objectives

XI. **TOWN ADMINISTRATOR'S REPORT**

- A. Staffing Plans
- B. Departmental Reports

XII. **SELECTMEN'S REPORT**

- A. Approve Annual Committee Meeting List

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

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

Date: \_\_\_\_\_  
August 8, 2019

## Monomoy's Richard Houston named Teacher of the Year by the American Battlefield Trust



Richard Houston, a history teacher at Monomoy Regional High School, has been awarded the American Battlefield Trust's prestigious Teacher of the Year Award for 2019. The award was presented at the organization's 19th annual National Teacher Institute in Raleigh, NC, on July 13, 2019.

In bestowing this award, "We look for passionate educators who creatively go above and beyond the call of duty," said Garry Adelman, chief historian for the American Battlefield Trust. "We received nominations for many qualified men and women this year as we do every year. But, in the end, our decision was made easier because Richard's nomination — submitted by a colleague — was among the best, if not the best, the Trust has ever received. Richard is precisely the type of teacher who will help to perpetuate American history and therefore our democracy."

Houston was nominated by fellow Monomoy Regional High School teacher Kevin Bates. Key highlights of Bates' nomination of Houston include: "From my classroom next door, it has been my privilege to observe my nominee share his love of American History with hundreds of students since 2001. My nominee doesn't just teach history, he lives it. His students learn that history exists beyond the walls of the classroom. My nominee has created after-school AP US History study sessions. Although voluntary, he managed to encourage more than 90% of AP students to attend these bi-weekly sessions. In my 25 years of teaching history, my nominee is easily the most dedicated teacher with whom I have been associated and is clearly deserving of this honor."

Richard Houston has been the recipient of numerous other honors and awards including Ad Lucem Teacher Award at MRHS Commencement (2018); Educator of Distinction, The National Society of High School Scholars (2013); Gilder Lehrman Massachusetts American History Teacher of the Year (2012); Recognized on Christa's Honor Roll of Teachers at Framingham State College (2007); Massachusetts and Northeast Regional Outstanding American History Teacher, Daughters of Colonial Wars (2006); and Massachusetts Outstanding Teacher of American History, Daughters of the American Revolution (2006).

Congratulations to Mr. Houston on this latest honor!

HARBORMASTER DEPARTMENT

Non-Resident Taxpayers Meeting

August 12, 2019

1. **Operational Readiness** – So far this season 36 maritime assistance cases (tows, groundings, dewatering, medical, etc) have been successfully executed by the department's patrol boat operators. We maintain a patrol boat and a pump-out boat at Saquatucket Harbor, a patrol boat in Round Cove that has a portable pump-out skid on board, and we maintain a patrol boat on Long Pond.

2. **Saquatucket Marina Reconstruction Project** – The marina reconstruction project was completed in June 2018, so this is the second boating season, but first full year operating out of the new marina. The project included dredging of approx 18,000 cubic yards of material from the harbor, and the replacement and reconfiguration of the entire marina dock system and services to bring it into compliance with the American with Disability Act and the Massachusetts Architectural Access Board requirements. The \$7 million project was supported with a \$1 million MA Seaport Economic Council grant; we actually have a Completion Ceremony to be attended by the Lieutenant Governor scheduled for Tuesday, 27 August at 3:15pm. New revenue generated as a result of the additional slips and fee increase will be dedicated to paying a portion of the annual debt service.

3. **Saquatucket Landside Renovation Project** – The Landside Renovation project was just completed this past June. The project included a new Harbormaster Department building that contains offices for Harbor and Natural Resources staff, public restrooms and slip permit holder restrooms and showers. Also included are a leased waterfront Snack Shack, leased artisan shacks, and a boardwalk that provides views of the marina. On the former Downey Property a Harbormaster Department maintenance garage was built on the east end and a designated area for passenger boat ticketing sheds are located on the west end. The lot was paved and 86 new vehicle parking spaces were added. The addition of pedestrian walkways, ramps and boardwalks makes the entire complex compliant with ADA and MAAB accessibility laws and requirements. A new larger septic system to serve all new buildings was installed. There is still some landscaping to be completed, but all construction is done. The approx \$4 million project was also supported with a \$1 million MA Seaport Economic Council grant, and this project will also be recognized in the Completion Ceremony scheduled at the end of the month. Revenue generated from the snack shack and artisan sheds leases will be dedicated to paying a portion of the annual debt service.

4. **Dredge Projects:**

Round Cove Channel – Barnstable County dredge removed 4400 cubic yards of material; sand was placed on Bay Road beach and Wequassett barrier beach

Allen Harbor Channel - Barnstable County dredge removed 7,650 cubic yards of material; sand was placed on Grey Neck, Earle Road and Wah Wah Taysee public beaches.

Wychmere Channel – A long reach excavator was leased from Plymouth County to dredge approx 2000 cubic yards of material from shoaled area at the end of the east jetty; sand was placed on Wychmere Pines beach area.

5. **Upcoming Projects:**

- Round Cove Boat Ramp – Design and permitting for the replacement of the boat ramp is being completed by GEI Consulting; anticipate construction next spring or fall.

- Wixon Dock Landside Improvements (Herring River) – Project includes the regarding of the landing, installation of a drainage detention basin, and installation of a bulkhead system using jersey barriers to reduce storm water run-off and protect marsh area. Also improve ramp access to fixed pier.

Submitted by:

John Rendon, Harbormaster

## **Non-Resident Taxpayer Meeting 8-12-19**

### **Beaches**

- Beaches are very busy this summer. We are seeing full parking lots across town. The weather has been very beneficial to beach patron attendance with us only having 2 ½ rain days thus far.
- As of August 6, we have sold 2455 daily beach passes which puts us on pace to have our highest total ever for a summer season.
- As of August 6, we have written 375 beach parking violations which is significantly higher than last year at this time in the season.
- We have a full lifeguard staff this year due to the fact that we are doing in house certifications to ensure our lifeguard staffing numbers stay up. We just finished our annual lifeguard training class where we certified 5 new lifeguards that will be on the roster next summer season. The lifeguards have done a great job this summer of preventing emergency situations and looking for dangerous situations before they happen. They have had to deal with several emergency situations and they all have used their training well and stayed cool under pressure. The lifeguard staff this year is also now trained in tourniquet use in heavy blood loss situations.
- We are very thankful to the Harwich Highway Department for their continued daily maintenance of the town beaches and their facilities. We receive numerous compliments on the pristine condition of our beaches
- New this year at Harwich Beaches:
  - We installed a second donated “lending library” at Red River Beach for beach patrons.
  - We accepted a beach vendor contract with a new vendor; “Mobile Mixers” for both Bank Street Beach and Red River Beach. The Red River contract is a 3 year contract and the Bank Street contract is for 2 years. This is the first time we have had a mobile vendor at Bank Street Beach.

### **Summer Programming**

- We are currently in the middle of Session 3 of our Summer Programming Season and we are seeing very good registration numbers. We anticipate to finish with well over 1250 registrants in youth programming for this summer. This would be about a 12% increase on last year’s registration numbers. We have offered the following programs for youth: tennis lessons, half day camp, full day camp, babysitting class, soccer clinics, pick up basketball, baseball, swimming lessons, shooting stars basketball clinic, youth archery, field trip program, middle school teen camp program, and open gym and game room times.
- We are also offering a full slate of adult programming including: volleyball, pickle ball, tennis, field hockey, men’s pickup baseball, over 55 basketball, and ping pong.
- We have an exemplary summer camp and program staff this summer made up of many local Harwich students. We have received numerous calls commending their work in the camp program. 90 percent of our camp staff were returnees from last season.

**Future Recreation Department Projects**

- The Recreation and Youth Commission is currently deciding on their submittals for CPC funded projects for this year, which are due October 1. The Recreation and Youth Commission is considering a Whitehouse Field project including new LED lighting systems to replace the current failing system. Also considered is a submission for new fencing for Brooks Park baseball field as well as Senior Memorial Softball Field. They are also considering a potential for Sand Pond revitalization.

**Recent/On-going Recreation Department Projects**

- We are finished with Phase 4 of Brooks Park Expansion Project. This included the additions to the playground as well as a new restroom facility near the pickle ball courts.
- We have completed the Whitehouse Field irrigation project. This was a CPC article to replace all of the irrigation at Whitehouse Field.
- We will begin construction of new LED lighting system at Brooks Park in the Fall of 2019. This is considered Phase 5 of the Brooks Park Improvement Project.
- We completed the Bank Street Beach paving project and plan to do the paving at Pleasant Road Beach prior to the 2020 Summer Season.
- The Highway Department will begin construction and installation of 11 new lifeguard stands to be in place by next summer.
- We will be constructing a new restroom facility at Sand Pond in the Fall of 2019.
- We will also be working in the Fall and Spring to install new scoreboard at Whitehouse Field and safety netting on the first and third base sides for spectators.

Respectfully Submitted,

Eric Beebe  
8-7-19

# Public Beaches

BEACHES		CLEANED?	FREQUENCY
1	Fernandes' Bog/Fishermen's Landing	Y	1x per month
2	Cahoon Road Beach	Y	1x per month
3	Red River Beach	Y	3x per week
4	Pleasant Road Beach	Y	3x per week
5	Earle Road Beach	Y	3x per week
6	Brooks Road Beach	Y	3x per week
7	Bank Street Beach	Y	3x per week
8	Hinckley's Pond	N	
9	Seymour's Pond	N	
10	Pleasant Bay Beach	N	
11	Buck's Pond	N	
12	Sand Pond	N	
13	Belmont Road Beach	N	
14	Grey Neck Road Beach	N	
15	Wah-Wah-Taysee Road Beach	N	
16	Wyndemere Bluffs Road Beach	N	
17	Zylpha Road Beach	N	
18	Ocean Avenue Beach	N	
19	Atlantic Avenue Beach	N	
20	Sea Street Beach	N	
21	Merkel Beach	N	
22	Neel Road Beach	N	

TRASH PICKUP		JUN-OCT	OCT-MAY
		Summer pickup M-Th 1x/day, Fri-Sun 2x # CANS	Off Season pickup 1- 2x/week as needed # CANS
1	Bank Street Beach	3	2
2	Bike Path	8	5
3	Brooks Park	8	2
4	Cahoon Road Beach	2	1
5	Doane Park	2	1
6	Earle Road Beach	3	1
7	Fernandes' Bog/Fishermen's Landing	4	1
8	Harwich Center	2	1
9	Headwaters Drive @ Bike Path	2	1
10	Herring Run Parking Lot	1	1
11	Pleasant Road Beach	3	1
12	Potter's Field	2	2
13	Red River Beach	9	4
14	Schoolhouse Parking Lot	2	1
15	Tennis Courts	2	1
16	Thompson's Field (Route 39)	2	1
17	Thompson's Field (Sarah Woodland)	2	1
18	Whitehouse Field	7	1
19	Wychmere Overlook	2	1
20	Hinckley's Pond	1	0
21	Atlantic Avenue Beach	1	0
22	Belmont Road	1	0
23	Brooks Road Beach	1	0
24	Buck's Pond	1	0
25	Grey Neck Road Beach	1	0
26	Merkel Beach	1	0
27	Neel Road Beach	1	0
28	Ocean Avenue Beach	1	0
29	Pleasant Bay Beach	1	0
30	Route 28 @ Cross Street	1	0
31	Route 28 @ Harwich Port Grill	1	0
32	Route 28 @ Sea Street	2	0
33	Sand Pond	2	0
34	Sea Street Beach	1	0
35	Seymour's Pond	1	0
36	Wah-Wah-Taysee Road Beach	1	0
37	Wyndemere Bluffs Road Beach	2	0
38	Zylpha Road Beach	1	0
		88	29



# Public Restroom Cleaning

PUBLIC RESTROOMS		FREQUENCY CLEANED	
		JUNE-LABOR DAY	LABOR DAY-NOV 1
1	Allen Harbor	2x per day	1x per day
2	Pleasant Road Beach	2x per day	1x per day
3	Earle Road Beach	2x per day	1x per day
4	Chamber of Commerce	2x per day	1x per day
5	Bank Street Beach	2x per day	1x per day
6	Wychmere Harbor	2x per day	1x per day
7	Red River Beach	2x per day	1x per day
8	Brooks Park	2x per day	1x per day
9	Fernandes' Bog/Fishermen's Landing	2x per day	1x per day
10	Sand Pond	2x per day	1x per day

# MOWING

<b>MEMORIAL SQUARES, etc...</b>		<b>LOCATION</b>
1	Thomas Haggerty	Oak St. & Brooks Park (@Bike Path)
2	J. Walter Giffie	Route 39 & Queen Anne Roundabout
3	Valmer H. Bassett	Route 124 & Long Pond Drive
4	Brenton I. Wixon	Long Pond Drive & Cahoon Road
5	Scott C. Nickerson	Route 28 & Kendrick Road
6	Josiah Nickerson	Route 137 & Cemetery Road
7	Ralph W. Saley	Bank Street & Freeman Street
8	Robert B. Megathlin	South Street & Miles Street
9	Robert V. Paine	Sisson Road & Forest Street
10	Harry B. Albro	Sisson Road & Parallel Street
11	Donald H. Barrett	Sisson Road & Allen Street
12	Earl M. Chase	Sisson Road & Route 28
13	Carleton S. Francis, Jr.	Chase St. & Lower County Rd.
14	Lt. Richard Rogers	Chase Street & Route 28
15	Clarence L. Berry	Depot Street & Bells Neck Road
16	Plum Hall	Great Western Road & Depot St.
17	Clifford Peters	Great Western Road & Main St.
18	Great Sand Lakes	Freshwater Drive (Two Squares)
19	Village Green	Miles Street (Harwich Port)

<b>PARKS</b>		<b>LOCATION</b>
1	Doane Park	Route 28/Lower County/Pine St.
2	Brooks Park	Oak Street & Main Street
3	Millennium Park	Parallel Street
4	Exchange Park	Main Street & Route 124
5	Larsen Park	Wychmere Overlook (Route 28)
6	Tennis Courts & Playground	Behind Brooks Park

<b>ATHLETIC FIELDS</b>		<b>LOCATION</b>
1	Whitehouse Field	Oak Street behind High School
2	Community Center Fields	Oak Street
3	Community Center Fields	Oak Street
4	Potters Field	Behind Whitehouse Field
5	Senior Memorial Softball Field	Behind Whitehouse Field
6	McPhee Soccer Field	Behind High School
7	Cultural Center Field	Sisson Road
8	Brooks Park Baseball Field	Oak Street & Main Street

<b>TOWN BUILDINGS/GROUNDS</b>		<b>LOCATION</b>
1	DPW Building	Queen Anne Road
2	Albro House	Main Street
3	Town Hall	Main Street
4	Brooks Library	Main Street & Bank Street
5	Harbormaster's Office	Saquatucket Harbor
6	Old Recreation Building	Sisson Road
7	Brooks Academy	Sisson Road
8	Police Department	Sisson Road
9	Fire Department Headquarters	Sisson Road
10	Fire Department #2	Route 137
11	Cultural Center	Sisson Road

## FY 2020 ROAD MAINTENANCE PLAN

DEPOT ROAD DRIANAGE PRIOR TO NATIONAL GRID RE -PAVE	\$ 173,500
PAVE MAIN STREET EXT.DUE TO DETERIORATION	\$ 117,832
PATCHING ON LOWER COUNTY ROAD	\$ 120,000
DRAINAGE AT 3 LOCATIONS LOWER COUNTY ROAD	\$ 80,000
20% RUBBER CHIP SEAL ON LOWER COUNTY ROAD	\$ 100,000
MISC. PATCHING LOCATIONS	\$ 50,000
MISC DRAINAGE LOCATIONS	\$ 100,000
CRACK SEAL VARIOUS ROADS	\$ 50,000
DESIGN FUNDS FOR GREAT WESTERN RD CULVERT REPLACEMENT	\$ 75,000
CONTINGENCY/GREAT WESTERN RD CULVERT	\$ 400,000
GUARDRAIL REPLACEMENT VARIOUS LOCATIONS	\$ 30,000
<b>TOTAL</b>	<b>\$ 1,296,332</b>

# Town of Harwich COUNCIL ON AGING NEWS



Harwich Community Center ~ 100 Oak Street ~ Harwich, MA 02645  
Tel: 508-430-7550 ~ Fax: 508-430-7530

July/August 2019

*The mission of the Harwich Council on Aging is to support and advocate for older adults, their families, and caregivers.*

## Mental Health First Aid

Join us for this incredible opportunity offered in partnership with Outer Cape Health Services and the Harwich Community Center

Mental Health First Aid is an 8 hour class—broken into 4 sessions—that teaches you how to identify, understand, and respond to signs of mental illness and substance use disorders. This training will give you the skill you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to appropriate care.

These classes will be held on August 6, 8, 13, and 15, from 1-3 PM. Please plan to come to all four sessions if you sign up.

Become informed and empowered to support your friends, family, and community in navigating these difficult areas!

The cost for the training is \$20 per person. The COA will offer scholarships if the cost of the class is a barrier to participating. Call COA Director Emily Mitchell or Social Services Coordinator Susanna Keith to take advantage of the scholarship.

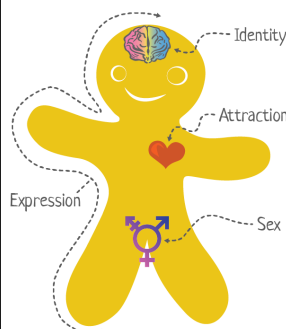
Class size is limited, so an RSVP is required.  
Call the COA at 508-430-7550 no later than July 30, 2019 to sign up.



## **Understanding the Alphabet: LGBTQ 101**

**Tuesday, July 30th, 10 AM—11 AM**

Has your child, grandchild, or even a friend come out to you and you weren't sure what it meant or how to respond? Have you wanted to better understand and be more respectful around gender and sexuality? Have you seen this acronym in the media or in political discussions and wanted to know more? *This is the event for you!*



Join us for a fun, inclusive, and informative conversation about biological sex, gender identity and expression, and sexual orientation.

Light refreshments will be served.  
Call the COA at 508-430-7550 with questions or to RSVP!

## DIRECTOR'S DIALOGUE

Well, summer is fully upon us! I hope you are all enjoying the warmth, light, and longer days as much as I am.



Unfortunately, this time of year also marks the beginning of hurricane season. While we are often insulated from these storms, we have been hit hard before. I want to take this time to remind you to have emergency essentials packed, especially when a storm is predicted. This includes several days worth of any medications, flashlights, batteries, photo identification, a small first aid kit, health insurance information, toiletries, and cash. Stop by the COA for a full list of recommended items to keep in preparation for a hurricane or other emergency.

Also as a reminder, the COA published an "Emergency Resource and Information" form in our January/February newsletter and asked folks to complete and return it. This form helps us to gain information that the COA and Public Safety officials can use in times of emergency to better serve our community. If you never filled one out, stop by the COA for a copy and complete one now!

On another note, I am very excited about the programs we have planned for July and August. The events listed just to the left of this column touch on two of the topics I am most passionate about—open, honest, and compassionate conversations about mental health and LGBTQ+ justice. I hope to see you there!

Emily Mitchell

## **INSIDE!**

Special Upcoming Programs .....	pp. 1, 2, 3 & 11
Regular Activities.....	p. 4
Wellness & Assistance Programs ..	pp. 1, 2, 4, 5 & 9
Outreach & Health News .....	p. 6
Caregiver and Community Resources .....	p. 7
Friends' News.....	p. 8
Community Center News .....	p. 9
Odds & Ends .....	p. 10
Menu & Food Programs .....	p. 11
Volunteer Spotlight .....	p. 12
Transportation .....	p. 13
Calendars.....	pp. 14 & 15

# SPECIAL UPCOMING PROGRAMS

## MEN'S MORNING



### Men's Breakfast

Friday, July 12th, 9am

With five players from our own Harwich Mariner's baseball team!

Friday, August 9th, 9am

With special guest Sergeant Amy Walinski of the Harwich Police Department. Sergeant Walinski serves as the HPD's elder liaison officer and does invaluable work for our older adults.

**PRE-REGISTRATION IS REQUIRED  
BY THE PRIOR WEDNESDAY**

Please call the COA at 508-430-7550 to register

*There is no charge, but donations to the COA to support our programs are most appreciated*

### Men's Book Club (new members always welcome!)

Friday, July 12th, 10am

The July book will be *Vanished* by Joseph Finder

Friday, August 9th, 10am

The August book will be *A Death In Vienna* by Daniel Silva

*Copies of both books will be available at Brooks Free Library. Just ask at the desk!*

## SUPPER CLUB EVENTS

Cost: \$5 residents (\$6 non-residents)

### Patriotic Songs

Monday, July 1st, 5pm

Join us for an evening of Patriotic songs in time for the 4th of July with Martha Martin and Dot Bassett!

### Geno Shurick

Monday, August 5th, 5pm

We're thrilled to have long time Supper Club singer Geno Shurick back to perform. You won't want to miss him!

*Call early as space is limited.*

**PRE-REGISTRATION IS REQUIRED**

Please call the COA at 508-430-7550 to register



## WOMEN'S BREAKFAST



Friday, July 26th, 9am

Rescheduled—Our special guest will be Mark Kelleher, an innovative local kelp farmer here in Harwich.

Friday, August 23rd, 9am

With special guest Sergeant Amy Walinski of the Harwich Police Department. Sergeant Walinski serves as the HPD's elder liaison officer and does invaluable work for our older adults.

**PRE-REGISTRATION IS REQUIRED  
BY THE PRIOR WEDNESDAY**

Please call the COA at 508-430-7550 to register

*There is no charge, but donations to the COA to support our programs are most appreciated*

## DEVICE ADVICE—By Appointment



Tuesday, July 16th, 9:15 am to 10:00 am

Tuesday, August 20th, 9:15 am to 10:00 am

"Device Advice" is your chance to sit down with someone from Brooks Free Library who will answer basic questions about your personal device! Each appointment is 5-15 minutes long and is open to any type of device...iPad, eReader, iPhone, laptop, etc. "Device Advice" is perfect if you want an overview, need help downloading ebooks, or have a question about how to do something.

**Sponsored by the Friends—BUS TRIPS**

All rides are free. Call 508-432-5050 to sign up!



Friday, July 12, 2019, 10:30 AM

Chatham Beachcomber Pleasant Bay Boat Tour (\$25). Lunch at Saquatucket Snack Shack. **Rain cancels.**

Friday, July 19, 2019, 3:30 PM (return 6:30 PM)

Greek Festival in Centerville. Free admission.

Friday, August 9, 2019, 11 AM

Cape Cod Museum of Natural History in Brewster (\$10). Lunch location TBD.

Monday, August 26, 2019, 11 AM (return 2:30 PM)

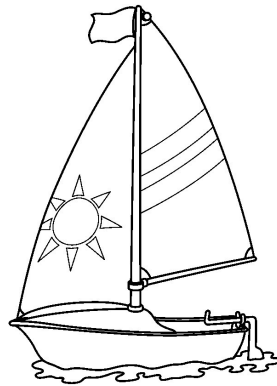
Red River Beach Picnic provided by the Friends.

**Rain cancels.**

## Introduction to Sailing

Sponsored by  
**Pleasant Bay Community  
Boating**

Friday, July 19th, 1:30 PM to 4 PM



Pleasant Bay Community Boating has once again extended a generous invitation to introduce sailing to Harwich seniors who have never had the opportunity to sail.

We will take a group of up to 12 people over the Pleasant Bay for an afternoon on the water with PBCB instructors. If you've never had an opportunity to explore the waters of Cape Cod by boat, we hope you will consider this experience right in our hometown with local instructors!

Due to boat accessibility, all participants must be fully ambulatory. All participants will also be required to sign a liability waiver. Space is limited, so we are restricting this program to Harwich residents only. An RSVP is required for this event—call the COA at 508-430-7550 to reserve your space.

This event is **FREE**—PBCB generously covers the cost of this program for our COA participants. Transportation will be provided on the Cranberry Coach van.

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## New Class: Meditation and Mindful Movement

Thursday afternoons, 2:30 PM to 3:30 PM (begins July 11th)

Join Janet Bettey, a Registered Yoga Teacher, for this exciting new class.

Classes include gentle, mindful movement and breathing practices that support your meditation practice. Leave feeling centered, restored, and balanced within the body, mind, and spirit. These classes offer a safe and nourishing space to experience the benefits of meditation whether you are a beginner or looking to deepen your practice.

Cost: \$10/class or 5 classes for \$45

## BIG SCREEN MOVIE DAY

### **"The Upside" (Rated PG-13)**

Tuesday, July 9th, 2:00 PM

A heartfelt comedy about an unlikely friendship between a recently paroled former convict and a billionaire with paralysis.



### **"The Book Shop" (Rated PG)**

Tuesday, August 13th, 2:00 PM



Set in the 1950s in a small English town, a free-spirited widow follows her lifelong dream of opening a bookshop in spite of ruthless local opposition.

*Light refreshments are served*  
No charge, but donations gladly accepted

**PRE-REGISTRATION IS REQUIRED...CALL 508-430-7550**

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## Monthly Mobile DENTAL CLINIC



Friday, July 26th, 10am-3pm

Friday, August 23rd, 10am-3pm

Preventative dental services are now being offered at the Harwich COA. Mobile Dental Hygiene Services is excited to offer dental cleanings, exams, fluoride treatments, denture care, and education. Services are free to anyone with MassHealth Standard/Medicaid. They offer affordable rates for individuals without dental insurance.

***Please call 508-827-6725 with any questions and to make an appointment.***

## LARRY DAPSIS, the "Tick King of Cape Cod"



### **Rescheduled—Tuesday, August 6th at 10 AM**

Larry is making his second annual appearance with updated information on tick borne diseases. He has been featured on WCVB Channel 5 Chronicle Episode, and will discuss the detection, testing, and prevention of tick borne diseases. Larry is an Entomologist based here in Barnstable and is making a difference with community outreach programs. *Please come join us!*

An RSVP is always appreciated—call the COA at 508-430-7550

# REGULAR ACTIVITIES

## FUN STUFF!

### BRIDGE CLASSES

**Mondays, 1-3pm, \$35 for 6 weeks**

This is for intermediate players focused on improving skills. Call Instructor Nancy Blezard at 508-432-6203 for more information.

### CRIBBAGE

**Thursdays, 1pm**

Weekly cribbage games are held in the "Glass Room" at the COA. New players are always welcome!

### COMPUTER INTERNET ACCESS

The COA has free Wi-Fi and computer access whenever the "Glass Room" is not being used for a program. Please call to check availability.

### MAH JONGG

**Tuesdays 9 AM—12 PM**

**NEW: Tuesdays 1 PM—4 PM**

This is a weekly group that gathers to play Mah Jongg. There are no lessons, but all levels of play are welcome, and new players and "walk-ins" are always welcome! Can't get enough Mah Jongg? Join our new group on Tuesday afternoons!

### "BIG SCREEN" MOVIE DAY

**2nd Tuesday of the month, 2pm**

Come alone or with your friends to see a movie on the "big screen" in the multipurpose room. We even serve popcorn! Pre-registration required. See p. 3 for details.

### Ukulele Classes with Cathy Hatch—NEW TIME

**Absolute Beginner: Thursdays 9-10 AM**

**Advanced Beginner: Thursdays 10:30—11:30 AM**

Six week sessions—pre-registration required (508-430-7550).

**Next session: July 11, 18, 25, August 1, 8, 15**

You must bring your own ukulele! Contact Cathy Hatch (cathy\_hatch@comcast.net) for more info!

### Living with Vision Loss

Learn about devices and adapted techniques that help people with vision loss perform daily tasks independently. Sessions take place the first Tuesday of the month from 9:30-10:30 AM at the Harwich Community Center.

**July 2nd topic: Magnification Options**

**August 6th topic: Labelling Methods**

Cosponsored by the Harwich Council on Aging and the Brooks Free Library. RSVP is preferred, but not required. Call 508-430-7550 to register or arrange for transportation. Questions? Call Carla Burke at 508-430-7562, ext. 5.

## COA FITNESS!

### BALANCE BOOSTERS

**Mondays & Thursdays, 10-11am, \$2 per class**

Maintain balance & flexibility with 1 hour of stretching while safely seated in a chair using your own body and simple implements which are supplied. Taught by Town Nurse Susan Jusell. Call the COA at 508-430-7550 for more information.

### GENTLE CHAIR YOGA

**Wednesdays, 10-11am, FREE**

This class emphasizes light stretching and strengthening with a focus on the link between breath and movement. All ages and fitness levels welcome!

### HEALTHY FOR LIFE

**Fridays, 10:30-11:30am, \$2/class**

Keep your bodies moving in this class taught by certified fitness instructor, Debbie Benton. Classes incorporate different abilities and focus on seated exercises to help maintain strength, range of motion, coordination, balance, and muscle tone. Participants use small equipment like resistance bands, medicine balls and small weights, with music to keep the energy positive.

### MINDFUL YOGA

**Fridays, 9-10:15am, \$8 per class**

Everyone can do mindful yoga. Stretches and yoga poses are done standing and sitting in a chair. Attention is placed on breathing and being present. Each class ends with 10 minutes of meditation. For information contact Kathie Marin at 508-430-8623.

### SUPERFIT & SENIORFIT

**Wednesdays & Fridays, 8:30-9:30am/9:30-10:30am, \$40/6 weeks**

This is a popular class instructed by Charlie Abate. Superfit is a powerful hour that includes floor work on mats. Seniorfit is a slower, gentler workout with no work on the floor. For more information contact Charlie at 508-432-0370.

### SPAULDING PARKINSON'S PROGRAM

**Tuesdays & Thursdays, 10-11:30am**

Under the guidance of licensed Physical Therapists, this program focuses on exercises and problem solving to improve day-to-day function and quality of life. For more information and cost information, please contact Heather Merrill at Spaulding at 508-240-7203.

**The next session begins September 10th**

### WALKING CLUB

**Mondays, Tuesdays, & Thursdays, 6-8:30am**

Drop in and walk laps in the gym on a dry level surface without worrying about the weather...21 laps is a mile!



# WELLNESS PROGRAMS

## **AL-ANON**

**Fridays, 5:30-6:30pm**

This is a group for those affected by another person's drinking. You have choices and Al-Anon can help.

## **CLUTTERERS ANONYMOUS**

**Wednesdays, 9:30-10:30am**

This is a 12-Step Recovery Program for both clutterers and hoarders. All are welcome.

## **DIET & NUTRITION SUPPORT GROUP**

**Tuesdays, 9-10am, with Ginny O'Halloran, RN**

This group offers support and strategies to lose and maintain your desired weight.

## **FOOTCARE CLINICS**

**With Betty Brady—July 3rd, August 7th**

**With Janet Tinney—July 19th, August 16th**

Trained nurses will provide a general assessment of your feet and will trim, file, clean and reduce thickening of nails, smooth corns & calluses and massage your feet.

Appointments at the COA are \$35. Please call the COA at 508-430-7550 to schedule your appointment.

## **FUEL ASSISTANCE APPLICATIONS**

Assistance with Fuel Assistance applications is available starting September 14th. Call the COA at 508-430-7550 to schedule an appointment with Susanna.

## **HEARING SCREENINGS**

Appointments for hearing checkups with Barbara Eaton, a licensed Hearing Instrument Specialist. If you wear hearing aides, bring them and she will clean them if needed. There is no obligation to purchase, but recommendations for follow-up care may be made. Call the COA at 508-430-7550 to schedule an appointment.

## **HOME SAFETY ASSESSMENTS**

COA and Fire Dept. staff come to your home to assess your safety risks. Your home will be assessed for fall risks, and smoke detectors and carbon monoxide detectors will be checked to be sure your home is as safe as possible. If your smoke detectors and carbon monoxide detectors are not working properly or out of date, batteries will be replaced or new ones will be installed at cost. Call the COA at 508-430-7550 and ask to be put on the list for a home safety assessment visit.

## **LEGAL ASSISTANCE**

Free half-hour consultations with lawyers who specialize in elder law and are performing pro bono service. Call the COA at 508-430-7550 for appointment times.

## **MEDICAL EQUIPMENT LOANS**

Durable medical equipment is available for loan to Harwich residents (canes, walkers, commodes, shower seats, wheelchairs, etc.). Call or stop by the COA prior to purchasing to see if we have what you need. Non-resident loans are dependent on supply. *(NOTE: Please clean equipment thoroughly before returning.)*

## **OVEREATERS ANONYMOUS**

**Mondays, 2-3pm & Thursdays, 10-11am**

OA is a fellowship of men and women from all walks of life who meet in order to help solve a common problem - compulsive overeating. All are welcome.

## **S.H.I.N.E. - Health Insurance Counseling**

SHINE (Serving Health Insurance Needs of Everyone...on Medicare) offers free assistance to help older adults navigate the complex health insurance system. SHINE Counselors are volunteers trained and certified annually by the Executive Office of Elder Affairs to help those on or eligible for Medicare. Call the COA at 508-430-7550 for appointment times.

## **SIGHT LOSS SERVICES SUPPORT GROUP**

**1st Tuesday of the month, 10-11:30am**

Peer meetings for those with vision loss and blindness. Speakers and experts give presentations, and the group discusses coping techniques and medical advances. Please RSVP to Sight Loss Services at 508-394-3904.

**Support Group Meetings resume September 3rd**

## **SOCIAL SECURITY APPOINTMENTS**

**3rd Monday of each month**

Communicate with a local Social Security representative using our special Community Social Security Video Service. You can video conference with a live person without waiting in line. Apply for benefits, report changes, ask questions, and more. Call 508-430-7550 to schedule your appointment.

## **WELLNESS CLINIC (& BLOOD PRESSURE)**

**Wednesdays, 9:30am-12pm & Mondays, 4:30pm**

Walk-in clinic with Town Nurse, Susan Jussell, where you can have your blood pressure taken, ask health related questions, or discuss your health needs.

## **VETERAN'S ASSISTANCE**

Veterans Service Officers Wil Remillard and Shawney Carroll are available Tuesdays, Wednesdays and Thursdays by appointment to assist Veterans, as well as surviving spouses with claims, VA healthcare, VA pensions, MGL Chapter 115 low income benefits and more. Please call 508-430-7510 for an appointment.

# OUTREACH & HEALTH NEWS

## NOTES FROM THE OUTREACH OFFICE

Susanna Keith,  
Social Services Coordinator



Well, it's that time again; it's hard to believe it's been two months since our last newsletter! The July-August letter comes on the heels of our recent Pre-Planning Seminar held on June 10th here at the COA so I think I will follow up with what I shared with those who attended. The program was well-attended and attendees left feeling as though they were coming away with some vital information.

My piece focused on getting important paperwork in place. "Paperwork" for my purposes is related to putting "significant others" in place to make important

financial and health-related decisions should you become unable to make such decisions. Health Care Proxys, Advance Directives, Durable POAs, MOLSTs, and the File of Life are the documents I addressed. Please stop by the COA to collect some or all of the above-mentioned documents and I would be more than happy to explain the intention of each one.

In fact, take the long way into the office and stroll around the outside of the Community Center to enjoy the absolutely BEAUTIFUL gardens that volunteer gardeners have been working on so diligently! The roses are about to bust out of their buds and the catmint is already in full bloom! Just gorgeous and uplifting, especially after the rainfall we all endured this spring! So, I will be peaking out of my office windows to see who is taking my advice on perusing the landscape here at the Harwich Community Center. Make sure to give our gardeners a big ol' thank you for their hard work, which we all know is a true labor of love.

FILE OF LIFE	
KEEP INFORMATION UP TO DATE !! Review At Least Every Six Months !	
MEDICAL DATA REVIEWED AS OF MO. YR.	
Name:	
Address:	
Doctor:	Phone #:
Preferred Hospital:	
EMERGENCY CONTACTS	
Name:	Phone #:
Address:	
Name:	Phone #:

## HERE'S TO YOUR HEALTH

Susan Jusell, Town Nurse



### Is Elder Services the same as the Council on Aging?

It can be helpful to yourself and to others that cross your path, to have a broad understanding of services available to you in this community. It's often overwhelming to seek out options of care when you or a loved one needs help. We often see confusion regarding the terms of Elder Services and the Council on Aging. Understandably so, because both groups provide comprehensive and personal support throughout the aging process.

This newsletter is sent to you through the Harwich Council on Aging. The COA is a town department, working hard to engage, problem solve, and identify the needs of our community. As you will see throughout this newsletter, most programs & resources are based at our multi-generational Community Center. We offer a broad range of programs including education, social activities, games, and exercise classes, while prioritizing special needs, helping you connect to the Social Security office, free legal advice, and so much more!

Elder Services of Cape Cod and the Islands is a nonprofit community based organization dedicated to serving older adults. They're our federally designated Area Agency on Aging (AAA) and the state designated Aging Service Access Point (ASAP). In addition to that, they serve as the Aging and Disability Resource Consortium (ADRC) for Barnstable County.

So what does all that mean? Our local Elder Services agency is based in Dennis. They have many departments that come together to bring services into your home. To learn about their services & home care programs you can call the Information and Referral line @ 508-394-4630 and request to have a representative come talk with you at home. This Elder Services employee will share with you some basic services, and based upon your individual concerns, can further discuss some of their specialized programs that might be fitting to your needs and tell you the cost on their sliding payment scale. These professionals are not trying to make a sale. They are most known for their home care program to help elders remain in their community. You would work with a case manager to develop a service plan and arrange for supports such as homemaking, personal care, shopping needs, laundry service, adult daycare, companionship, & a personal emergency response system. ES runs our meals on wheels home delivery program, providing meals seven days a week!

I'm proud to help serve in this great community.

There is no one-size-fits-all when it comes to your quality of life! Reach out to us at any time or make an appointment if you're looking to discuss your concerns are unmet needs.

I HOPE YOU'RE ENJOYING YOUR SUMMER!

# MOLST

MEDICAL ORDERS FOR  
LIFE-SUSTAINING TREATMENT

A POLST Paradigm Program

# CAREGIVER & COMMUNITY RESOURCES

## DEMENTIA CAREGIVING SUPPORT GROUP

1st and 3rd Wednesdays, 10:30am-12pm  
At the Harwich COA

This group will help families develop better coping strategies, learn more about Alzheimer's Disease and dementia, and help connect to support services in the community. Two groups meet at the same time, one for caregivers and family members, and the other an activity group for those with cognitive impairments.

Group Facilitator: Fran Lavin, RN  
Of Cape Cod Alzheimer's Family Support Center

**PRE-REGISTRATION IS REQUIRED**  
Call 508-896-5170 for more information.

Program is free



## SUPPORTIVE DAY PROGRAM

The Day Center Program at the Orleans Senior Center is a regional adult supportive day program offering a safe, caring, person-centered environment for older adults with physical and cognitive disabilities, and for those in need of social stimulation. It also provides respite time for caregivers of older adults.

They offer a structured day that includes music, art and fitness to promote optimal social, emotional and physical wellness while allowing clients to remain in their own homes for as long as possible. There is even a special "Men's Day" on Tuesdays.

The Day Center Program is open to residents of Orleans, Brewster, Chatham **and Harwich** and attendance is subsidized by these communities. Fees for Harwich residents are \$55 per day which includes all activities and meals. Financial assistance may be available for eligible families to help defray costs.

To learn more about scheduling a complimentary trial day or for more information about eligibility, contact the Day Center Director at 508-255-6333.

## ARE YOU A CAREGIVER IN NEED OF HELP?

For information about community resources available to help support you, please call the COA Social Services Coordinator at 508-430-7551.



## Alzheimer's Family Support Center of Cape Cod

**Art Fridays for People with Cognitive Loss and their Caregivers**  
Every Friday, 2:00—3:30 PM at the Cape Cod Museum of Art (Dennis)

**Men's Alzheimer's Monthly Coffee & Conversation Group**  
Third Thursday each month, 9:30—11:00 AM at Maplewood in Brewster

## Senior Tax Work Off Program

Do you need some assistance paying your property tax bill? The Senior Tax Work Off Programs allows you to earn up to \$1,500 off your tax bill by volunteering for the Town.

You can volunteer for up to 125 hours between January 1st and November 30th and earn credit at a rate of \$12 per hour.

There are income and asset restrictions—call the Assessor's Department today to see if you qualify (508-430-7503)! If you do, I will work with you to find a volunteer position you will enjoy.

## LAPTOPS FOR SENIORS

We are thrilled to report that this program has **returned!**

Harwich COA has partnered with the Masonic Angel Foundation to bring **free** refurbished devices to seniors in need. If you are a senior who would benefit from having a laptop and are unable to purchase one, let us know and we will add you to the list for when devices become available. If you have a laptop to donate, please bring it to the COA and it will be wiped clean, refurbished, and returned right back here to our community. For more information, please call the COA at 508-430-7550.

## Homeless Prevention Council

A caseworker from the HPC is in the Harwich Council on Aging on Tuesday afternoons from 1-4 PM to meet folks on a drop-in basis!

The HPC provides access to housing programs and funding, budgeting assistance, negotiation services for rent and mortgage back payments, and assistance in pursuing job training or educational opportunities. All services are **FREE**. Older adults are one of the largest and fastest growing groups experiencing housing insecurity.



# FRIENDS' NEWS



100 OAK STREET, HARWICH, MASSACHUSETTS 02645

## A MESSAGE FROM THE PRESIDENT

Jack Brown, President of the FHCOA

### IMPORTANT NEWS:

**Please call 508-432-5050 AND LEAVE YOUR VOICEMAIL RIDE REQUEST!**

As Friends celebrates its 45<sup>th</sup> Anniversary supporting Harwich seniors, the Board and I are announcing our 2019 campaign to raise \$40,000 to meet our mission to provide funding and support for Harwich's Council on Aging programs and services – primarily in the areas of nutrition, socialization, transportation, and medical equipment and emergency assistance.

2018 was a busy year and 2019 has started out with a bang! Among our efforts in support of our nutrition goal, Friends donated funds to purchase a new oven at the Harwich Community Center. Many seniors enjoy the Council on Aging weekday lunches, the monthly breakfasts and supper club. And, too, we donated \$3,000 for food gift cards for those in need.

To provide socialization and transportation opportunities, Friends sponsored craft projects, shopping trips, and a Holiday Luncheon at Cape Tech's Hidden Cove Café for over 50 attendees. We have enhanced transportation services in 2019 by adding 3 bus excursions monthly. Trips have included the National Sea Shore, Cape Cod

Cultural Center, and off Cape to IKEA and the Pilgrim Hall Museum in Plymouth. And Friends continued to fund the purchase of durable medical equipment for free use by Harwich seniors.

As we mark this 45<sup>th</sup> anniversary, we plan to celebrate by teaming up with the Harwich Fire Department to honor our Veterans at lunch, by hosting both an ice cream social and a Holiday Lunch at the Hidden Cove Cafe. Additionally, Friends is a 2019 sponsor of the Alzheimer's Family Support Center – a group which provides free services to Harwich Seniors and their caregivers.

The Board of Directors and I hope you will contribute to the 2019 Campaign by donating using the form below.

### FRIENDS BOARD:

Jack Brown (President), JoAnne Brown (Secretary), Chris Joyce (Membership/Treasurer), Linda Johnson (Fun Committee), and Directors Susan Lellis and Richard Waystack

## FRIENDS MINI-BUS 508-432-5050



Friends Mini-Bus Coordinator: Joan McCarty

On Thursday afternoons we take riders to :

- ◆ TD Bank & Cape Cod Five
- ◆ Then to CVS & the Post Office
- ◆ Followed by Shaw's on Sisson Road

We'll even help bring your groceries in at home! **Call before 4pm on Wednesday to make a reservation.**

### FY 19 FRIENDS OF HARWICH COA MEMBERSHIP

Annual dues are \$5.00 per person / Life dues are \$40 per person

#### Member #1 (Please Print)

Name \_\_\_\_\_

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

Town/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

ANNUAL DUES: \$5.00 \_\_\_\_\_ LIFE DUES: \$40.00 \_\_\_\_\_

Additional Donation: \$ \_\_\_\_\_

#### Member #2 (Please Print)

Name \_\_\_\_\_

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

Town/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

ANNUAL DUES: \$5.00 \_\_\_\_\_ LIFE DUES: \$40.00 \_\_\_\_\_

Additional Donation: \$ \_\_\_\_\_

**USE THIS SLIP TO MAIL DUES TO THE FRIENDS, OR DROP YOUR MEMBERSHIP SLIP & DUES OFF AT COA**

*Please make checks payable to: Friends of the Harwich COA*

Mail to: Chris Joyce, c/o Friends of the HCOA, 100 Oak Street, Harwich, MA 02645

# COMMUNITY CENTER NEWS

## COMMUNITY CENTER ACTIVITIES

The Harwich Community Center hosts many activities with independent instructors. There are rug braiding classes, a weight room, a "Stitchers" group, quilting, community music groups, service and social groups, gardening groups, business groups, support groups, and more! For more information, stop in and pick up an updated Activities & Groups Information Booklet. Staying active and engaged is beneficial to healthy aging, and there's something here for you!

**\*The Community Center hours are changing! The building will now close at 9 PM Monday through Friday.\***

*FOR MORE INFORMATION  
ABOUT COMMUNITY CENTER ACTIVITIES,  
go to the Community Center webpage at  
[www.harwich-ma.gov/community-center](http://www.harwich-ma.gov/community-center)  
or call 508-430-7568.*

You can also reach Community Center Director  
Carolyn Carey at [ccarey@town.harwich.ma.us](mailto:ccarey@town.harwich.ma.us)

## SPECIAL DATES

### July Events

**July 4th—Building CLOSED**

**July 13th**, 10 AM to 2 PM—Kiwanis Yard Sale

**July 18th**, 12 PM to 5 PM—American Red Cross Blood Drive

**July 21st**, 8 AM to 2 PM—Last Day for Beach and Transfer Station

Passes at the Community Center (available at Town Hall through Labor Day)

### August Events

**August 3rd**, 9 AM to 1 PM—Harwich Community Yard Sale

**August 31st**, 10 AM to 3 PM—Antique Show

### **Seaside Marketplace at Saquatucket Marina**

The new Seaside Marketplace is a component of the Town's Saquatucket Harbor Landside Renovation Project. The goal of the project is to make the Harbor more vibrant and attractive to a broader spectrum of our community, including residents, visitors, and boaters. The Marketplace consists of four artisan sheds where selected vendors will display and sell handmade and original work.

The shacks will be open from July 3rd through September 3rd

**Sign up for our trip on the Cranberry Coach van on July 22nd!**

## REC. DEPT. ACTIVITIES FOR SENIORS

### **Senior Volleyball**

Tuesdays 11:00-1:00, Fridays 11:00-1:00

### **Pickleball** (*Harwich Residents Only*)

Monday-Friday 8:00am-2pm at Harwich Cultural Center

### **Men's Over 55 Basketball**

Mondays & Wednesdays 12:30-2:00pm, Fridays 1-3pm

Pre-registration and a reasonable annual fee is required. Some restrictions apply. For more information call 508-430-7553 or download the Adult Registration Form on the Rec. Dept. webpage at [www.town.harwich.ma.us](http://www.town.harwich.ma.us)

## MORE WELLNESS PROGRAMS AT THE COMMUNITY CENTER

**Zumba - Tuesdays, 5:00 pm—6:00 pm &  
Thursdays, 5:30pm – 6:30pm**

Zumba in an interval style dance fitness class. For information contact Alissa at 617-959-4922.

**NAMI (National Alliance on Mental Illness) Cape & Islands - Wednesdays, 6PM-8:30PM**

For family members of individuals with mental health issues. For information contact Kim at 508-778-4277.

### **Insight Meditation Circle**

Tuesdays, 7-8pm

### **Yoga**

Tuesdays, Thursdays & Saturdays, 9-10:30am

### **Exercise Class with Jill**

Thursdays, 6-7pm & Saturdays, 8:30-9:30am

### **Line Dancing for Fun & Fitness**

Mondays & Thursdays, many times & levels

### **Bit of Bliss Yoga**

Mondays 5:30-6:30pm

Thursdays, 4-5pm

***Cost & registration information varies.  
Contact the Community Center for more information.***

## Brooks Free Library Resources



Our very own Brooks Free Library offers an incredible variety of services and resources for our community. From providing assistive technology to delivering books to your home, the library has so much to offer. Learn more below!

**VITAL:** The VITAL (Vision Impaired Technology Assistance at the Library) Program offered at Brooks Free Library includes assistive technology, and offers assistive technology training as well as resource and referral services, for people with vision loss. Through the VITAL program, the library offers free, one-on-one instruction in the use of assistive technology to individuals with vision loss on devices such as the Apple iPhone, iPod Touch, and iPad using Apple's assistive technologies such as VoiceOver screen reader and Zoom screen magnifier. They also offer training in the use of the Victor Reader Stream media player, ZoomText screen magnifier & reader, JAWS screen reader, Dolphin Guide screen magnifier & screen reader. Kurzweil 1000 Text to Speech software, and Duxbury Braille Translation software used with a Juliet Pro60 Braille embosser. In addition to training, the VITAL program also offers access to a variety of materials for users with vision loss, including talking books and digital players from the Perkins Library.

**Tech Help @ Brooks Free Library:** In addition to the Device Advice offered at the COA, the Reference Desk at Brooks Free Library is a great resource for tech help. The staff offers weekly Device Advice, a quick tech help hour, at the Brooks Free Library on Saturdays from 2pm to 3pm. For those who need a little more time, the Library also offers one on one appointments through their Book a Librarian program.

**Books on Wheels:** The Friends of Brooks Free Library are pleased to support the Books on Wheels Program. The program is designed to provide free delivery of library materials to Harwich residents who are permanently or temporarily unable to visit the library due to illness, physical disability, lack of either transportation or a caregiver, or any other reason that makes it either difficult or impossible to get to the library. The BOW Program is provided by volunteers who give individual care and attention to each patron in choosing and receiving the library materials that are requested.



**Free Ebooks, Consumer Reports, and more:** Did you know that you can fill up your Kindle or other device with ebooks, eaudiobooks, and even e-edition magazines from the Brooks Free Library? The library offers a number of electronic resources for free, you just need a library card to access them. Printed handouts with directions are available to walk you through the steps of downloading books or you can drop by the Reference desk on the second floor of the library anytime for ebook help. At the Brooks Library site you can also find the Newsbank database that allows free access to the Metrowest collection of newspapers that includes the Cape Cod Times and Cape Cod Chronicle.

## Telephone and Internet Scams Abound: Protect your Personal Information

Telephone and internet scams are not new, but the scammers are more diligent and creative than ever. Be sure to take steps to protect your personal information. A few of the most common scams are as follows:

- Threatening calls from the IRS
- Calls claiming a family member is in danger
- Lottery Scams
- Technical Support calls (pretending to be from well known companies like Apple or Microsoft)
- Website password requests

**A NEW SCAM: Scammers are offering Medicare beneficiaries cheek swabs for genetic testing.** When making the offer, they are trying to obtain your personal Medicare information to commit **identity theft or fraudulent billing**. Be cautious of unsolicited requests for Medicare numbers. Do not accept a genetic testing kit unless it was ordered by your doctor.

How do you protect yourself? Your best strategy is to ignore these calls. If you don't recognize a phone number, don't answer it. If it's someone you know, they will leave a message and you can call them back.

Beware of making any purchases over the phone, especially if you did not initiate the call. Never give personally identifying information including Social Security numbers, birthdays, bank account numbers, or internet passwords over the phone.

Another sign that you're dealing with a scammer is a request to send money via gift cards. Scammers like to receive money in the form of gift cards because they are untraceable—this request is a big red flag that you're dealing with someone who is trying to take advantage of you.

**As a rule, the IRS will never:** call you if you owe taxes without first sending you a bill in the mail, require that you pay taxes over the phone with a credit/debit card, or threaten to bring the police in to arrest you for not paying your taxes.

## Council on Aging Board of Directors Meetings

The Council on Aging Board of Directors meets on the first Wednesday of every month. Meetings are at 10:00 AM in the Community Center. All meetings are open to the public!

There will be no July 2019 meeting.  
Our next meeting will be **August 7th!**

## SENIOR DINING



### Senior Dining Lunches

Lunch is served at 11:30am most days Monday - Fridays (see the menu) and includes a delicious home-cooked meal by Chef Linda along with a special dessert treat. (No lunch on Friday if there is a breakfast program.) The cost is \$3 for residents and \$4 for non-residents. Come alone and make new friends, or come with a group...either way, we're sure you'll enjoy it!

**Reservations are required by 11am the day before by calling the COA at 508-430-7550.** Also, please call to cancel by 10am on the day of the meal if necessary.

### Supper Club

Come join us for a traditional supper on the first Monday of the month at 5pm. Meal includes a home-cooked dinner, dessert, and special entertainment!

- **July 1st: Patriotic Songs**
- **August 5th: Geno Shurick**

*See page 2 for details.*

**Reservations are required by 11am the Friday before by calling the COA at 508-430-7550.** Also, please call to cancel by 1pm on the day of the meal if necessary.

## NUTRITIONAL SUPPORT PROGRAMS



### Brown Bag Food Program

The COA works with the Greater Boston Food Bank and the Family Pantry to distribute brown bags of food for eligible seniors on the 1st Friday\* of the month. Bags may include fresh fruit or vegetables, meat or frozen food, and shelf stable items. If you have a low income and/or are on Mass Health, SNAP, or Fuel Assistance you will qualify. For more information contact the COA Social Service Coordinator at 508-430-7550.

**\*The second Friday of the month in July (July 12th)**

### MEALS ON WHEELS

Sponsored by Elder Services of Cape Cod and the Islands. Meals are delivered to homebound seniors by volunteers. Voluntary donation of \$3 per meal. For more information call 508-394-4630.

### S.N.A.P.

The Supplemental Nutrition Assistance Program (SNAP) helps low income individuals and families buy healthy, nutritious food. A SNAP household's monthly benefit depends on household size, income and expenses. If you would like more information please contact the COA Social Service Coordinator at 508-430-7550.

## MENU

### Supper Club Menu *(see page 2 for details of the events)*

Mon 7/1 Baked Haddock w/ Potato & Vegetable

Mon 8/5 Ham and Beans w/ Potato Salad & Brown Bread

### Senior Dining Lunch Menu

#### ALL MONDAYS ARE CHEF'S CHOICE

### July

Tues 7/2

Pulled Pork Sandwich w/ Potato Salad & Pickle

Wed 7/3

Chicken Salad Sandwich w/ Chips & Pickle

Fri 7/5

Egg Salad Sandwich w/ Chips & Pickle

Tues 7/9

Sausage w/ Pasta & Peas

Wed 7/10

Grilled Cheese w/ Tomato Soup

Thu 7/11

Turkey Reuben Sandwich w/ Chips & Slaw

Tues 7/16

Lemon Chicken w/ Rice & Veggie

Wed 7/17

Spinach Pie w/ Salad & Roll

Thu 7/18

Italian Sausage Sub w/ Peppers & Onions

Fri 7/19

Hot Dog w/Chips & Pickle

Tues 7/23

Bubba Burger w/ Lettuce, Tomato, Bacon w/ Chips& Pickle

Wed 7/24

Mac & Cheese w/ Salad

Thu 7/25

BLT Salad

Tues 7/30

Taco Boat w/ Rice

Wed 7/31

Chicken Caesar Salad w/Roll

### August

Thu 8/1

Onion Soup w/ Salad

Fri 8/2

Fish Sandwich w/ French Fries & Cole Slaw

Tues 8/6

Chicken Marsala w/ Rice & Veggie

Wed 8/7

Roast Pork w/ Potato & Veggie

Thu 8/8

Grilled Ham & Cheese w/ Chips & Pickle

Tues 8/13

Crab Cakes w/ French Fries & Cole Slaw

Wed 8/14

Pastrami & Swiss Sandwich w/ Chips & Pickle

Thu 8/15

Stuffed Shells w/ Salad

Fri 8/16

Tuna Sandwich w/ Chowdah

Tues 8/20

Beef Fajita Boat w/ Rice

Wed 8/21

Chicken Tender w/ Potato & Veggie

Thu 8/22

Pizza w/ Salad

Tues 8/27

Scallops w/ Potato & Veggie

Wed 8/28

Meatloaf w/ Potato & Veggie

Thu 8/29

Chicken Alfredo w/ Egg Noodles

Fri 8/30

Roast Beef Club w/ French Fries & Cole Slaw

# VOLUNTEER SPOTLIGHT



## FEATURED VOLUNTEER



I would like to take this time to extend a special thank you to our featured volunteer for July and August—**Joel Bradley!**



Please say hello to our volunteer medical driver extraordinaire, Joel Bradley and his faithful friend Tyson! Joel and Tyson have been driving our seniors to their medical appointments for nearly three years! Joel always goes above and beyond anything that is asked of him.

Joel has truly saved the day many times when we've been in a pinch—whether it's a last minute ride we're doing our best to accommodate or a date & time that just doesn't work for anyone else, Joel always comes through.

We at the COA and all the folks we serve are lucky to have Joel in our community!

***Thank you Joel (and Tyson!) for all of your positive energy. You make an amazing difference in the lives of our Harwich seniors!***



## CURRENT VOLUNTEER NEEDS

*As some of you know, Rick Anderson permanently left his position at the COA in May. We are in the process of filling Rick's former position as Volunteer Coordinator. While no one can replace Rick, we look forward to introducing you to someone new in the coming months. We wish Rick well and are immensely grateful for his nearly five years of dedicated service to seniors, families, and caregivers here in Harwich. Thank you, Rick!*

Below are some of the areas where we have an ongoing need for volunteer assistance. Give us a call or stop in if you're interested in helping out!

### DINING ROOM AIDE

Volunteers help set up, serve, and clean up for our meal programs—either daily lunches or our once a month Supper Club. Volunteers even receive a free meal!

### FOOD DELIVERY

Volunteers help in either packing or delivering food for our Brown Bag Food program which happens the morning of the first Friday of each month. Packers gather at 9:00 AM and Drivers make local deliveries at 10:00 AM.

### MEDICAL DRIVER

Drive seniors to medical appointments in the local area. Transportation is a top need of seniors and we are happy to have volunteers who wish to drive once a week or even once a month!

### COMPUTER/TECHNOLOGY ASSISTANCE

Do you have intermediate to advanced computer skills? We'd love your help with special projects including event planning and advertising, maximizing the use of our My Senior Center software, or even helping to prepare the next edition of this newsletter!

***If you would like to learn more about these meaningful COA volunteer opportunities, please call 508-430-7550.***

***"Wherever there is a human being, there is an opportunity for a kindness."***

~ Seneca



# TRANSPORTATION INFORMATION

## CRANBERRY COACH



### COA Transportation Services

Transportation on our handicapped accessible van is provided for shopping, all COA programs and special trips. You must call the COA at 508-430-7550 **between 9:00 AM and 4:00 PM the day before** to make a reservation for a ride.

**As a reminder, drivers will only make stops at the locations scheduled below!**

#### ***IMPORTANT:***

**YOU MUST CALL THE COA AT 508-430-7550 TO SCHEDULE ALL RIDES. CALL MONDAY - FRIDAY, BETWEEN 9AM-4PM.**

***The drivers will no longer schedule rides so they may focus on driving.***

### Cranberry Coach Weekly Schedule

Mondays: COA Activities & Special Trips  
Tuesdays: COA Activities & Shaws afternoons  
Wednesdays: COA Activities & Stop&Shop afternoons  
Thursdays: COA Activities & Stop&Shop and Family Pantry afternoons  
**\*NEW: Harwich Farmer's Market\***  
Fridays: COA Activities & Library and Errands

*You must bring your own bags for all grocery shopping trips!*

### Monday Trips

Trip departure times are dependent on COA Dining Schedule. Trips involve a stop for lunch or dinner, and typically last 4-6 hours.

Mon. 7/1: Hyannis Shopping  
Mon. 7/8: Orleans Shopping  
Mon. 7/15: Market Basket  
Mon. 7/22: Artist Shacks at Saquatucket Marina  
Mon. 7/29: Walmart in Falmouth  
Mon. 8/5: Beach Day—Red River Beach  
Mon. 8/12: Market Basket  
Mon. 8/19: Local Thrift Stores  
Mon. 8/26: Dennis and Dennis Port Shopping

**Please call the COA by Friday at noon to reserve your ride for the following Monday.**

## FRIENDS MINI-BUS (508-432-5050)

On Thursday afternoons the Friends will take riders to:

- ◆ TD Bank & Cape Cod Five
- ◆ Then to CVS & the Post Office
- ◆ Followed by Shaw's on Sisson Road

They'll even help bring your groceries in! **Call before 4pm on Wednesday to make a reservation & leave a message if nobody answers...you will get a call back.**

## COA VOLUNTEER MEDICAL RIDES

Volunteers provide rides to medical appointments from Wellfleet to Hyannis. Requests for rides must be made a MINIMUM OF 4 BUSINESS DAYS in advance, this does not count the day of your appointment. More advance notice is always appreciated. Guidelines:

- Ride requests should be made by calling the COA Monday-Friday, between 9am-4pm at 508-430-7550. We cannot be responsible for requests left on voicemail.
- No extra riders are permitted unless required due to disability.
- We are unable to provide ongoing rides for medical therapy.
- A stop to a pharmacy after your medical appt. is at the discretion of the volunteer driver.
- You may not request any additional stops during your ride.
- Limit of 3 volunteer rides per month.
- Please provide a cash donation to your driver:
  - \$5 for rides to Harwich, Chatham, Orleans, Brewster and Dennis
  - \$15 for rides to Hyannis, Yarmouth, Eastham, and Wellfleet.

***We do our best to find rides. However, ride availability is based on volunteer availability.***

## COMMUNITY TRANSPORTATION RESOURCES

### DART

Low cost public transportation is provided by the CCRTA DART bus, by reservation from curb to curb. You must register by calling 1-800-352-7155 weekdays, 8am-5pm.

### H2O

Fixed route public transportation provided on CCRTA buses between Orleans and Hyannis, with stops in Harwich Port and at Shaws in Harwich. Call 1-800-352-7155 for information. Exact change needed.

### Boston Hospital Transportation

Transportation is provided for medical appointments at Boston hospitals daily by the CCRTA. There is a pick-up in Harwich. Call 1-800-352-7155 to reserve by 11am the day before. Cost is \$30 round trip, \$15 one way.

### Nauset Neighbors

Join for \$75/year and you'll qualify for 3 services/week. This includes transportation (medical and social), light home maintenance, general support, and more!

Monday	Tuesday	Wednesday	Thursday	Friday
6:00 Drop in Walking 10:00 Balance Boosters 1:00 Bridge <b>1:00 Legal Appts</b> 2:00 Overeaters Anonymous 4:30 BP Clinic <b>5:00 Supper Club</b> Entertainment: Patriotic Songs	6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support 9:30 Hearing Screenings <b>9:30 Living with Vision Loss</b> 11:30 Lunch 1:00 Mah Jongg <b>1:00 Legal Appts</b>	8:30 Super Fit w/ Charlie <b>8:30 Footcare w/Betty</b> 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 10:30 Dementia Caregiving Support 11:30 Lunch	4 <p style="text-align: center;"><b>Fourth of July BUILDING CLOSED</b></p>	5 8:30 Super Fit w/Charlie 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie 10:30 Healthy for Life Fitness 11:30 Lunch
8 6:00 Drop in Walking 10:00 Balance Boosters 1:00 Bridge 2:00 Overeaters Anonymous 4:30 BP Clinic	9 6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support 11:30 Lunch 1:00 Mah Jongg 1:00 HPC Caseworker <b>2:00 Big Screen Movie Day</b>	10 8:30 Super Fit w/ Charlie 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 11:30 Lunch	11 6:00 Drop in Walking 10:00 Balance Boosters 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 2:30 Meditation & Mindful Movement	12 <b>*Brown Bag Distribution*</b> 8:30 Super Fit w/Charlie <b>9:00 Men's Breakfast</b> 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie <b>10:00 Men's Book Club</b> 10:30 Healthy for Life Fitness
15 6:00 Drop in Walking <b>9:15 Social Security Appts</b> 10:00 Balance Boosters 1:00 Bridge 2:00 Overeaters Anonymous 4:30 BP Clinic	16 6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support <b>9:15 Device Advice</b> 11:30 Lunch 1:00 Mah Jongg 1:00 HPC Caseworker	17 8:30 Super Fit w/ Charlie 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 10:30 Dementia Caregiving Support 11:30 Lunch	18 6:00 Drop in Walking 10:00 Balance Boosters 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 2:30 Meditation & Mindful Movement	19 8:30 Super Fit w/Charlie 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie 10:30 Healthy for Life Fitness <b>10:30 Pedi-Care w/ Jan</b> 11:30 Lunch
22 <b>No Balance Boosters or BP Clinic</b> 6:00 Drop in Walking 1:00 Bridge 2:00 Overeaters Anonymous	23 6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support 11:30 Lunch 1:00 Mah Jongg 1:00 HPC Caseworker	24 8:30 Super Fit w/ Charlie 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 11:30 Lunch <b>1:00 Legal Appts</b>	25 <b>No Balance Boosters</b> 6:00 Drop in Walking 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 2:30 Meditation & Mindful Movement	26 8:30 Super Fit w/Charlie <b>9:00 Women's Breakfast</b> 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie <b>10:00 Dental Clinic</b> 10:30 Healthy for Life Fitness
29 6:00 Drop in Walking 10:00 Balance Boosters 1:00 Bridge 2:00 Overeaters Anonymous 4:30 BP Clinic	30 6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support <b>10:00 LGBTQ+ 101</b> 11:30 Lunch 1:00 Mah Jongg 1:00 HPC Caseworker	31 8:30 Super Fit w/ Charlie 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 11:30 Lunch		

# August 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1 6:00 Drop in Walking 10:00 Balance Boosters 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 2:30 Meditation & Mindful Movement	2 <b>*Brown Bag Distribution*</b> 8:30 Super Fit w/Charlie 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie 10:30 Healthy for Life Fitness 11:30 Lunch
5 6:00 Drop in Walking 10:00 Balance Boosters 1:00 Bridge 2:00 Overeaters Anonymous 4:30 BP Clinic 5:00 <b>Supper Club</b> <b>Entertainment: Geno Shurick</b>	6 6:00 Drop in Walking 9:00 SHINE Appts 9:30 Hearing Screenings 9:30 <b>Living with Vision Loss</b> 10:00 <b>Tick Talk w/Larry Dapsis</b> 11:30 Lunch 1:00 <b>Legal Appts</b> 1:00 <b>Mental Health First Aid</b>	7 8:30 Super Fit w/ Charlie 8:30 <b>Footcare w/Betty</b> 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 COA Board Meeting 10:00 Gentle Chair Yoga 10:30 Dementia Caregiving Support 11:30 Lunch	8 <b>No Balance Boosters</b> 6:00 Drop in Walking 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 1:00 <b>Mental Health First Aid</b> 2:30 Meditation & Mindful Movement	9 8:30 Super Fit w/Charlie 9:00 <b>Men's Breakfast</b> 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie 10:00 <b>Men's Book Club</b> 10:30 Healthy for Life Fitness
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19 <b>No Balance Boosters</b> 6:00 Drop in Walking 9:15 <b>Social Security Appts</b> 11:30 Lunch 1:00 Bridge 2:00 Overeaters Anonymous 4:30 RP Clinic	20 6:00 Drop in Walking 9:00 Mah Jongg 9:00 SHINE Appts 9:00 Diet & Nutrition Support 9:15 Device Advice 11:30 Lunch 1:00 Mah Jongg 1:00 HPC Caseworker	21 8:30 Super Fit w/ Charlie 9:30 Senior Fit w/Charlie 9:30 Wellness Clinic w/ RN 9:30 Clutterer's Anon 10:00 Gentle Chair Yoga 10:30 Dementia Caregiving Support 11:30 Lunch	22 6:00 Drop in Walking 10:00 Balance Boosters 10:00 Overeaters Anon 11:30 Lunch 1:00 Cribbage 2:30 Meditation & Mindful Movement	23 8:30 Super Fit w/Charlie 9:00 <b>Women's Breakfast</b> 9:00 Mindful Yoga 9:00 SHINE Appts 9:30 Senior Fit w/Charlie 10:00 <b>Dental Clinic</b> 10:30 Healthy for Life Fitness
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HARWICH COUNCIL ON AGING  
100 Oak Street  
Harwich, MA 02645

NONPROFIT  
US POSTAGE  
**PAID**  
CURLEY DIRECT  
PERMIT 30  
02601



FOR THOSE WITH VISUAL IMPAIRMENTS, A LARGE PRINT VERSION OF THE NEWSLETTER IS AVAILABLE UPON REQUEST.

# HARWICH COUNCIL ON AGING

**Harwich Council on Aging**  
100 Oak Street  
Harwich, MA 02645  
508-430-7550 (COA)  
508-430-7505 (Town Nurse)

**OFFICE HOURS:**  
Monday—Friday 8:30 am—4:00 pm

*[www.town.harwich.ma.us](http://www.town.harwich.ma.us)  
click on "Departments" then "Council on Aging"*

## Staff Contacts

Director: ..... Emily Mitchell  
Town Nurse:..... Susan Jusell  
Social Service Coord:..... Susanna Keith  
Transportation/Volunteer Coord:.....  
Executive Asst: .....Marie Carlson  
Chef:.....Linda St Pierre  
Van Drivers:..... Gerry Golia, Dianne Dagon,  
..... & Kathy Skipper

## COA BOARD:

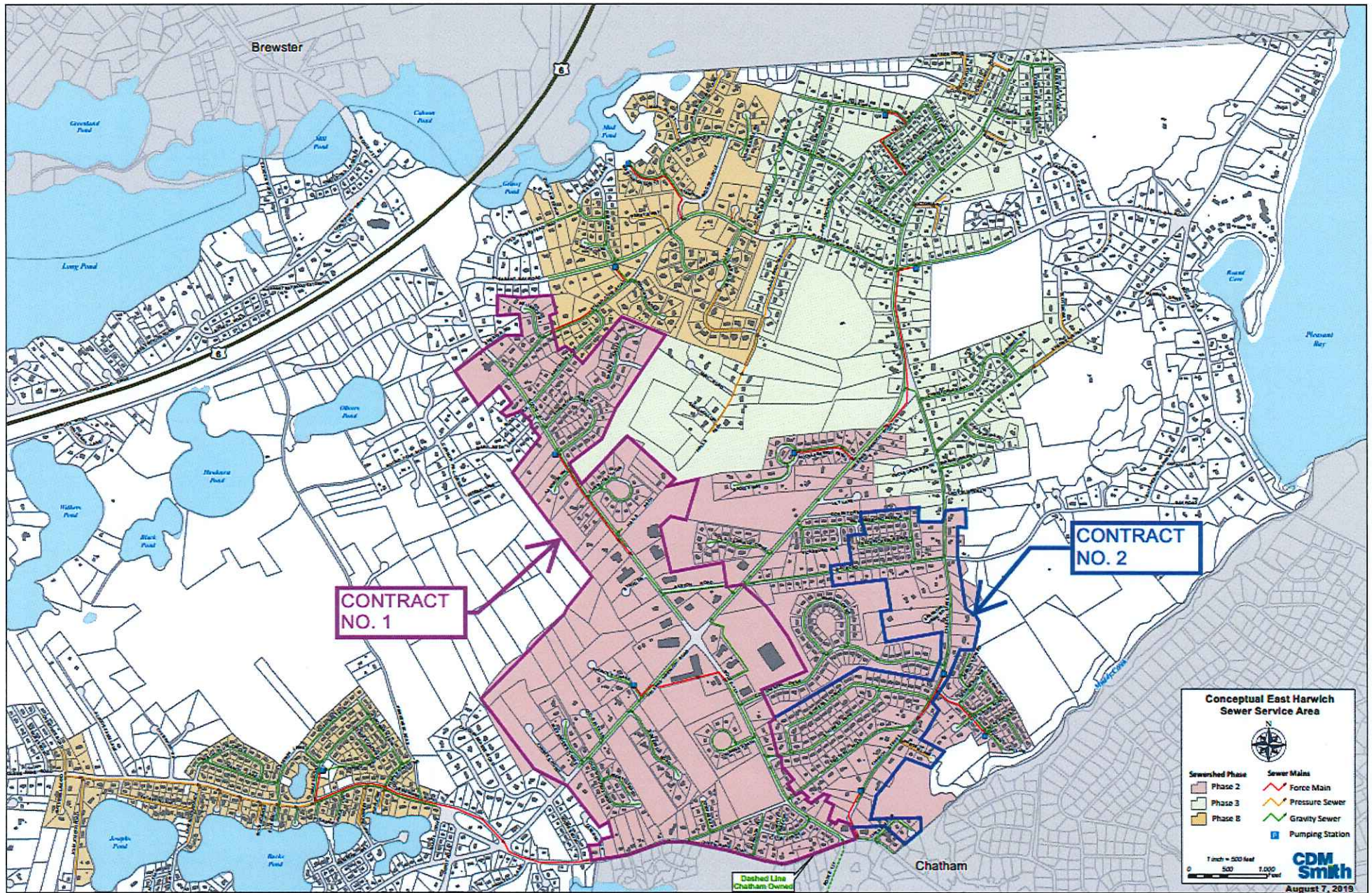
Richard Waystack, Chair  
Lee Culver, Vice Chair  
Angelina Chilaka  
Joanne Lepore  
James Mangan  
Ralph Smith  
Carol Thayer  
Justin White, Alternate

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with grant funding from the Massachusetts  
Executive Office of Elder Affairs.  
Postage is generously provided  
by the Town of Harwich.*

## COA Disclaimer


*The Harwich COA offers many legal, financial, medical, recreational and other services and/or activities by volunteers or nominal cost practitioners. Seniors participating in these services do so with the understanding that the Harwich COA, the Town of Harwich or its employees do not assume any legal or other responsibility for any advice or services rendered by such volunteers or practitioners.*



CONTRACT NO. 1

CONTRACT NO. 2

**Conceptual East Harwich Sewer Service Area**



<b>Sewershed Phase</b>	<b>Sewer Mains</b>
Phase 2	Force Main
Phase 3	Pressure Sewer
Phase B	Gravity Sewer
	Pumping Station

1 inch = 500 feet  
 0 500 1,000 feet

**CDM Smith**  
 August 7, 2015

**HARWICH SEWER COLLECTION SYSTEM - PHASE 2  
 CONTRACT NO. 1  
 STREET LISTING - 08/07/19**

STREET NAME	HOUSE NUMBERS
Alexander's Chase	All
Auston Road	All
Brewster-Chatham Road (Route 137)	#9 to #310
Cemetery Road	#6 to #39
Chris Jobeth Circle	All
Compass Drive	All
Ellis Drive	All
Halls Path	#1356 & #1360
Herndon Road	All
Johanna's Path	All
Landron Way	All
Liberty Trail	All
Mary Beth Lane	#1 & #2
Old Heritage Way	All
Old Salty Lane	All
Orleans-Harwich Road (Route 39)	#1343 to #1475
Partridge Lane	#3 to #32
Queen Anne Road (by Chatham)	#1000 to #1154
Reliance Way	All
Round Cove Road	#134 to #160
Ruddy Duck	#5
Scotch Pine Farm	All
Sherwood Road	All
Somerset Road	All
Sou'west Drive	#4
Spence's Trace	All
Spruce Grove	All
White Pine Circle	All

**HARWICH SEWER COLLECTION SYSTEM - PHASE 2  
 CONTRACT NO. 2  
 STREET LISTING - 08/07/19**

STREET NAME	HOUSE NUMBERS
<b>BASE BID</b>	
Church Street	#1 to #51; #73 to #83; #100 #113 to #179; #192 to #207
Cemetery Road	#66 to #122
Nor'east Drive	All
Sou'west Drive	All (except #4 in Contract 1)
Sparrow Hawk Road	#8
<b>ADD ALTERNATE NO. 1</b>	
Bay Road	#53 to #101
Church Street	#190
Williamsburg Avenue	#64 to #77
<b>ADD ALTERNATE NO. 2</b>	
Fredericksburg Avenue	#5 to #33
Williamsburg Avenue	#28 to #58
<b>ADD ALTERNATE NO. 3</b>	
Church Street	#57
Harden Lane	All
<b>ADD ALTERNATE NO. 4</b>	
Chickadee Lane	All



# Town of Harwich

FINANCIAL REVIEW FY 2019



## REVENUES

Revenues are collected from various sources with the largest percent coming from Property Tax Revenues at 74%. Local Receipts is second at 22% with Transfers at 3% and State Aid at 1%.

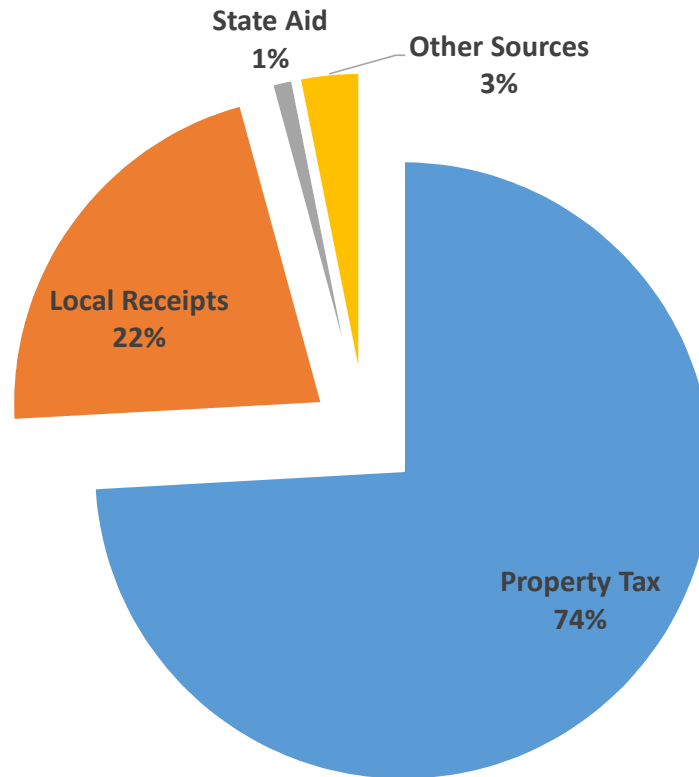
Tax Revenues are calculated yearly on the Tax Rate Recap. Property taxes are limited by 2.5 % of the previous years levy limit plus any new growth, debt exclusions and other adjustments(CCC tax).

Local Receipts are an estimate of several different departmental taxes, licenses, permits, fees, fines and other charges for services. Estimates are made based on past and anticipated collections.

Transfers from other funds support departmental budgets, some capital purchases and long term debt obligations.

State Aid is reported to the Town on the annual Cherry Sheet for the state programs that the Town participates in. Cherry Sheet revenues are generally estimated on prior year receipts.

# Revenues by Source FY 2019



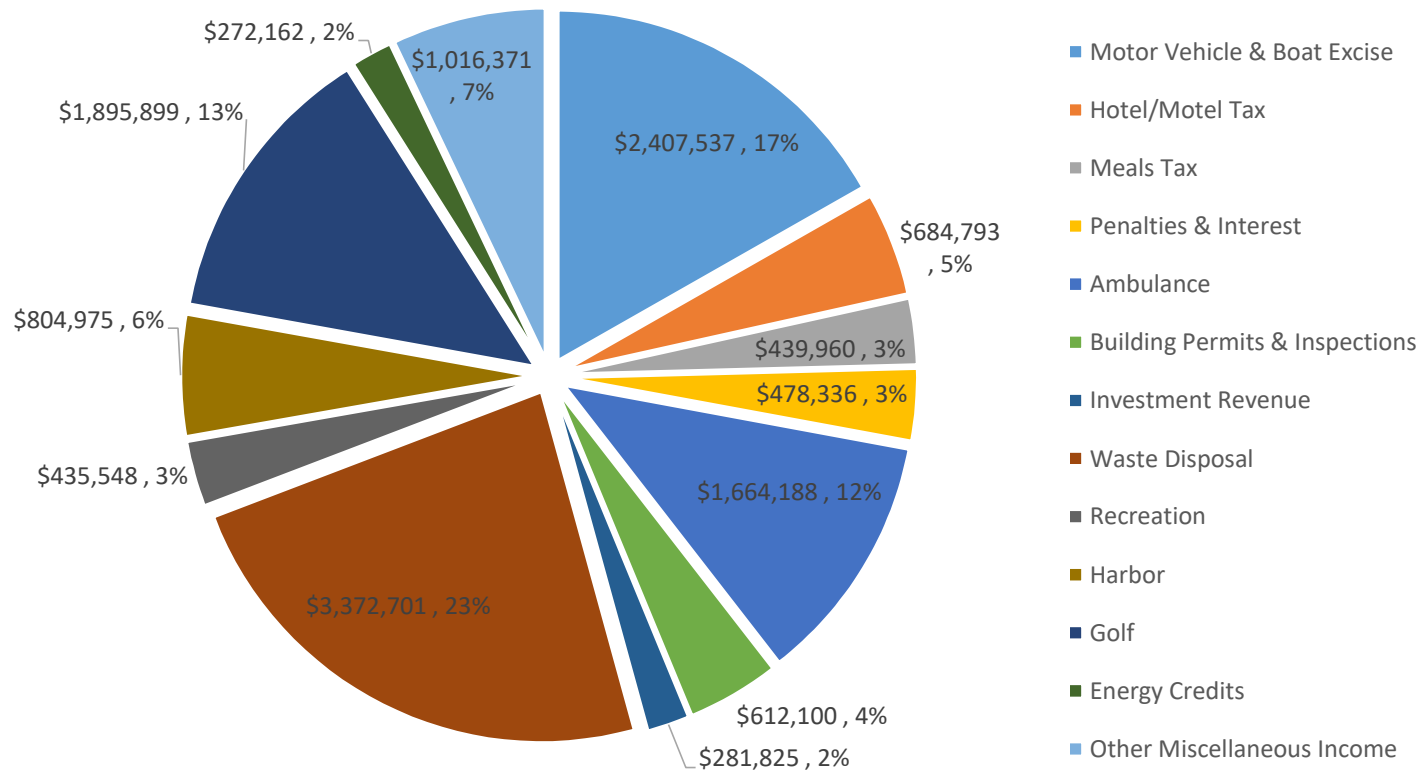
## History of New Growth Budget to Actual

<b>Fiscal Year</b>	<b>Budget New Growth</b>	<b>Actual New Growth</b>	<b>Difference Actual vs Budget</b>
<b>2009</b>	<b>\$300,000</b>	<b>\$432,398</b>	<b>\$132,398</b>
<b>2010</b>	<b>\$300,000</b>	<b>\$282,629</b>	<b>(\$17,371)</b>
<b>2011</b>	<b>\$200,000</b>	<b>\$338,743</b>	<b>\$138,743</b>
<b>2012</b>	<b>\$200,000</b>	<b>\$381,378</b>	<b>\$181,378</b>
<b>2013</b>	<b>\$200,000</b>	<b>\$360,203</b>	<b>\$160,203</b>
<b>2014</b>	<b>\$200,000</b>	<b>\$391,818</b>	<b>\$191,818</b>
<b>2015</b>	<b>\$200,000</b>	<b>\$461,923</b>	<b>\$261,923</b>
<b>2016</b>	<b>\$285,000</b>	<b>\$466,639</b>	<b>\$181,639</b>
<b>2017</b>	<b>\$252,000</b>	<b>\$334,771</b>	<b>\$82,771</b>
<b>2018</b>	<b>\$250,000</b>	<b>\$366,280</b>	<b>\$116,280</b>
<b>2019</b>	<b>\$250,000</b>	<b>\$393,619</b>	<b>\$143,619</b>

## Budget VS Actual Local Receipts FY 2019

FROM LOCAL RECEIPTS	Budget	Actual	Difference	% over budget
Motor Vehicle & Boat Excise	\$2,325,000	\$2,407,537	\$82,537	104%
Hotel/Motel Tax	\$680,000	\$684,793	\$4,793	101%
Meals Tax	\$400,000	\$439,960	\$39,960	110%
Penalties & Interest	\$347,000	\$478,336	\$131,336	138%
Ambulance	\$1,460,000	\$1,664,188	\$204,188	114%
Building Permits & Inspections	\$421,750	\$612,100	\$190,350	145%
Investment Revenue	\$48,000	\$281,825	\$233,825	587%
Waste Disposal	\$2,889,000	\$3,372,701	\$483,701	117%
Recreation	\$381,000	\$435,548	\$54,548	114%
Harbor	\$851,500	\$804,975	(\$46,525)	95%
Golf	\$1,759,000	\$1,895,899	\$136,899	108%
Energy Credits	\$295,000	\$272,162	(\$22,838)	92%
Other Miscellaneous Income	\$833,695	\$1,016,371	\$182,676	122%
<b>Total Local Receipts</b>	<b>\$12,690,945</b>	<b>\$14,366,395</b>	<b>\$1,675,450</b>	<b>113%</b>

# Local Receipts FY 2019



## Appropriation & Expenditures

The FY 2019 budget of 64,892,580 increased 7% over the FY 2018 budget of \$60,541,997.

In FY 2019 the turn backs totaled \$894,174. This was a decrease from FY 2018 of \$600,055.

Town meeting also approved special articles supporting OPEB and Stabilization funding as well as vehicles & equipment and other miscellaneous items, the total authorized by special articles was \$3,089,978.

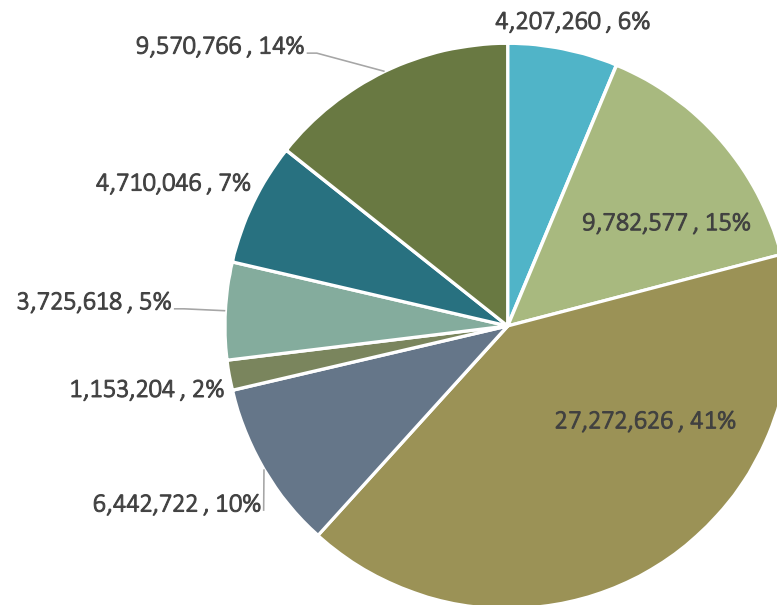
In FY 2019 Public Safety turned back the highest percent of the budget at 339,495 or 38% of the turn back.

Other departmental turn backs were General Government 16%, Health Insurance 15%, Community Services 12%, Culture & Recreation 10% and Debt Service 6%.

## Appropriation & Expenditures FY 2019

	Encumbered Balance 7/1/2018	Appropriation	Expended	Transfers & Budget Amend	Closed to Fund Balance	Encumbered 6/30/2019
General Government	127,878	3,615,539	4,207,260	683,338	142,594	76,901
Public Safety	62,353	9,593,042	9,782,577	564,924	339,495	98,247
Education	0	27,274,990	27,272,626		2,364	0
Public Works	45,743	5,730,252	6,442,722	1,145,832	25,887	453,217
Community Services	300	1,256,879	1,153,204	0	102,970	1,006
Culture & Recreation	531,822	3,593,950	3,725,618	215,730	107,842	508,042
Debt Services		4,762,464	4,710,046		52,418	
Assessments, Health, Insurance	<u>0</u>	<u>9,065,464</u>	<u>9,570,766</u>	<u>646,208</u>	<u>140,906</u>	<u>0</u>
Total General Fund Budget	768,096	64,892,580	66,864,821	3,256,032	914,475	1,137,413

# Expenditure by Department FY 2019



- General Government
- Public Safety
- Education
- Public Works
- Community Services
- Culture & Recreation
- Debt Services
- Assessments, Health, Insurance



## Debt FY 2019

The Town's Long Term Debt increased \$9,105,000 from FY 2018 to FY 2019. The largest increase came from the permanent issue of a majority of the new Fire Station building in East Harwich in the amount of \$5,967,000. Town meeting approved a total of \$6,750,000 for construction of the new station.

Two additional debt excluded projects were voted at the May 7, 2018 Annual Town Meeting. Sewer construction totaling \$24,775,000, Phase II construction is scheduled to commence later this month. The Town has secured funding from the State Revolving Loan Fund at 0% interest to support a majority of the construction phase. The second project supports the Town's annual roadway maintenance program of \$700,000.

The tax levy debt exclusion increased 1,735,881 in FY 2019 over FY 2018. This increase was largely to support the debt for Saquatucket Harbor projects.

## Long Term Debt as of June 30, 2019

<b>Fiscal Year</b>	<b>Principal Outstanding Beginning Balance</b>	<b>Additions</b>	<b>Payments</b>	<b>Principal Outstanding Ending Balance</b>
2010	20,653,450	10,117,000	3,832,250	26,938,200
2011	26,938,200	0	3,709,013	23,229,187
2012	23,229,187	4,962,000	3,677,227	24,513,960
2013	24,513,960	5,485,000	3,284,227	26,714,733
2014	26,714,733	2,900,000	2,842,265	26,772,468
2015	26,772,468	0	2,912,358	23,860,110
2016	23,860,110	0	3,062,358	20,797,752
2017	20,797,752	0	3,245,399	17,552,353
2018	17,552,353	12,525,000	2,099,462	27,977,891
2019	27,977,891	9,105,000	3,502,891	33,580,000

## Financial Policies

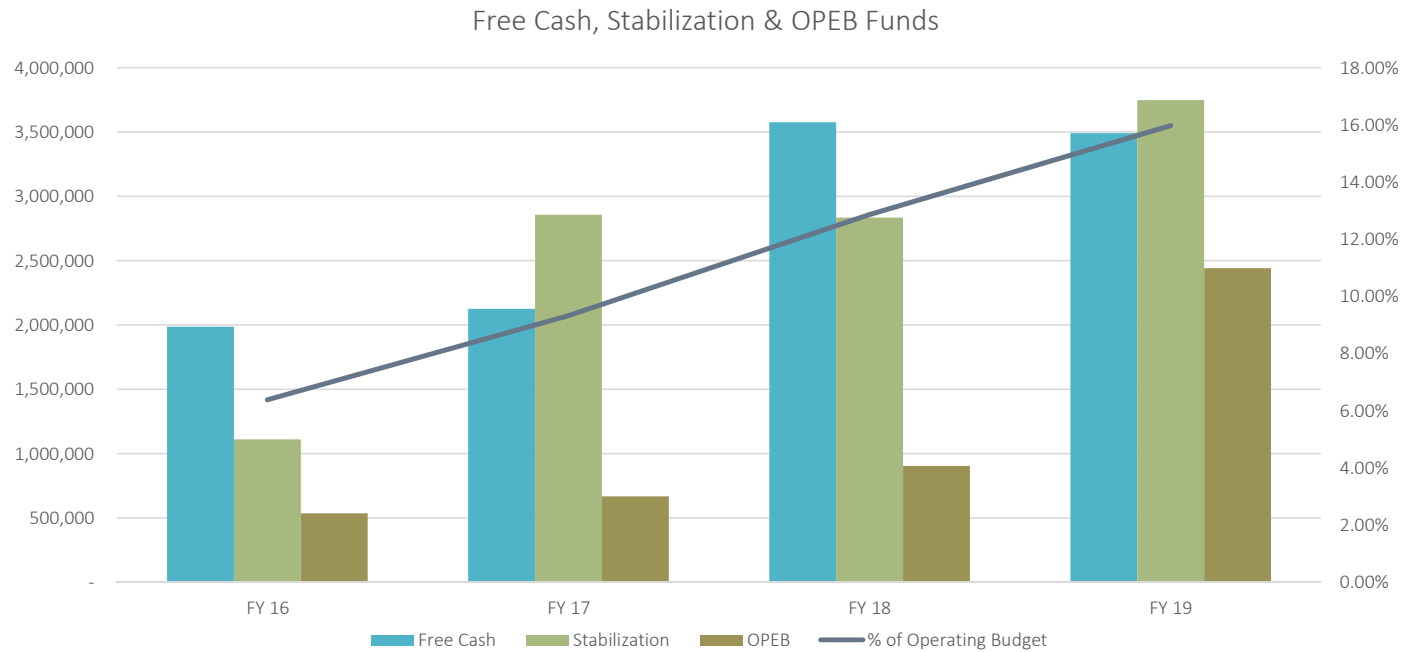
The Town must have the ability to react and respond to emergencies. Circumstances ranging from natural disasters to economic downturns can put significant strains on finances. Reserves, including free cash and the stabilization fund, are an important indicator of our readiness to deal with the unexpected. The Board will attempt to maintain total certified free cash and stabilization at no less than 7% - 8% of general fund expenditures, as of June 30 of each year.

OPEB Trust Fund: The 2013 Annual Town Meeting authorized the creation of an OPEB Trust Fund. The long term goal for the Trust Fund is to fully fund the OPEB Liability. The balance in the OPEB trust fund was \$2,440,721 at June 30, 2019.

**Free Cash, Stabilization and OPEB Funds  
FY 16 - FY 19**

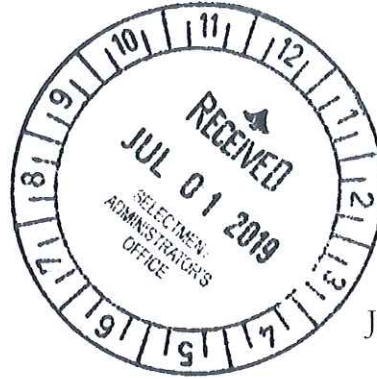
	Actual			
	FY 16	FY 17	FY 18	FY 19
<b>Free Cash</b>	1,984,792	2,125,000	3,576,156	3,492,074
<b>Stabilization</b>	1,109,415	2,855,862	2,835,172	3,746,377
<b>OPEB</b>	535,428	667,252	903,684	2,440,721
<b>% of Operating Budget</b>	6.38%	9.32%	12.86%	15.97%

**Note: FY 19 unaudited and not certified**





**National  
Multiple Sclerosis  
Society  
Greater  
New England  
Chapter**



June 24, 2019

*Delia & Family notified*

Mr. Christopher Clark  
Town Administrator  
732 Main St.  
Harwich, MA 02645

Dear Mr. Clark,

Thank you for your support of the National Multiple Sclerosis Society and our 2018 MS Challenge Walk this past September. The event was a great success and we were able to raise \$1M that will go towards the continuing fight to end MS.

We are holding our 18<sup>th</sup> annual Challenge Walk from September 6<sup>th</sup> - 8<sup>th</sup>, 2019. The weekend route will be the same as past years, and we would appreciate receiving the appropriate permits/permission from the Board.

We will hire Harwich police officers to work safety details where needed. We operate a support team consisting of medical personnel, SAG vehicles, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

If you need any further information or have any questions, comments, or suggestions, please feel free to contact me.

Thank you for your continued support of the Greater New England MS Challenge Walk.

Best Regards,

Emily Christian  
Sr. Manager, Event Production  
National Multiple Sclerosis Society  
101A First Ave Waltham, MA 02451  
(P) 781-693-5154  
[Emily.Christian@nmss.org](mailto:Emily.Christian@nmss.org)

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Printed Name: \_\_\_\_\_



# FRIDAY

Mileage	Direction	Street / Route	Instructions	W or A*
	L	Exit Village Green onto South Street	Continue on sidewalk on left	1W
	X	Cross Ocean Street	Continue on sidewalk on left	1W
	L	Left onto Lewis Bay Road	Continue on sidewalk on left	A
	R	Right onto Main Street	Proceed to sidewalk on right	W
	X	Cross Bayview St. Enter Yarmouth	Continue on sidewalk on right	W
	Merge	Merge onto Rt 28	Continue on sidewalk on right	W
2.02	R	Enter Rest Stop 1	Bagels and Beyond	
	X	Cross Lewis Road	Continue on sidewalk on right	W
	X	Cross Higgins Crowell Road		W
	X	Cross South Sea Ave		W
	Cross	Parker River	Caution no sidewalk	W
	R	Right onto Seaview Ave	Proceed to shoulder on left	A
	XL	Cross and left onto South Shore Dr	Caution no sidewalk	W
4.56	R	Enter Rest Stop 2	Seaview Beach	
	XR	Exit right cross street	Proceed to shoulder on left	A
	XR	Cross street right onto River St	Proceed to shoulder on left	A
	XR	Cross street right onto Pleasant St	Proceed to shoulder on left	A
	L	Left onto Union Street	Sidewalk on left	A
7.20	L	Enter Rest Stop 3	Cultural Center	
	L	Exit rest stop left	Sidewalk on left	A
	XR	Cross street R onto Old Main St	Proceed to sidewalk on right	W
	R	Right onto Rt 28	Sidewalk on right	W
	Enter	Enter Dennis		W
8.57	Enter	Enter Rest Stop 4	Parking lot Royal Palace Restaurant	
	XR	Exit rest stop right	Cross street veer left	
	VL	Veer L onto Old Main Street	Proceed to shoulder on left	A
	VR	Veer R onto Center Street	Proceed to shoulder on left	A
	X	Cross Rte 134	Police Detail	A
	X	Upper Country Road	Police Detail	A
	L	Left onto Depot Road	Proceed to shoulder on left	A
11.07	XR	Enter Rest Stop 5	Depot St. Lunch Stop	
	Enter	Enter CCRT	Enter Cape Cod Rail Trail	Trail
	X	Bells Neck Road	Access Road	Trail
	X	Great Western Road	Access Road	Trail
	X	Lothrop Road	Access Road	Trail
12.93	Pass	Pass	Eldridge Oil Co (water stop only)	Trail
	Enter	Cape Cod Rail Trail Rotary		Trail
	R	Veer R onto CCRT to Dennis		Trail
	X	Queen Anne Road	Access Road	Trail
	X	Bridge over Rt 6		Trail
14.30	Enter	Enter Rest Stop 6	Parking Lot Headwaters Road	
	Exit	Exit rest stop to R on CCRT		Trail
	X	Headwaters Road	Access Road	Trail
	X	Pleasant Lake Ave. / General Store	Access Road	Trail
	X	Sequoattom Road	Access Road	Trail
	X	Pleasant Lake Ave.	Access Road	Trail
	Enter	Enter Brewster		
	X	Brewster - Harwich Road	Access Road	Trail
	R	Exit trail R onto Fishermans Landing	Proceed down street	
16.31	Enter	Enter Rest Stop 7	Sheep Pond	
	Exit	Exit rest stop to R on CCRT		
	R	Enter CCRT		Trail
	X	Long Pond Road	Access Road	Trail
17.96	Pass	Water Stop Only	Stony Brook Elementary School	
	Enter	Enter CCRT	Continue on CCRT	Trail
	Pass	Rail Trail Bike Shop	Continue on CCRT	Trail
	X	Cross Underpass Road	Access Road	Trail
	Under	Pass under tunnel on trail		Trail
	L	Exit trail L onto Millstone Road	Proceed to shoulder on left	A
	XL	Cross Rt 6A Left onto Rt 6A	Proceed to shoulder on right	W
	R	Right into CCSC driveway	Proceed up Driveway	
19.83	Enter	CCSC Grounds	End of Day 1	

# SATURDAY

Mileage	Direction	Street / Route	Instructions	W or A*
	Exit	Exit left onto Rt 6A	Proceed to shoulder on right	W
	R	Right into Cobies Lot	Proceed to access CCRT	Trail
	L	Left onto CCRT	Proceed on rail trail	Trail
0.75	Enter	Enter Rest Stop 1	Nickerson State Park 2nd lot	
	Exit	Exit to continue on CCRT	Continue	Trail
	X	Cross Mitchell Lane	Access Road	Trail
	X	Seaview road	Access Road	Trail
	Exit	Exit CCRT at Salty ridge Road		W
	L	Continue on Salty Ridge Road		W
	SR	Sharp right onto West Road	Cross West Road to should	A
	X	Cross over Rt 6	Sidewalk on bridge	A
	L	Enter left onto CCRT	Continue on trail	Trail
	X	Cross Main Street Orleans Center	Access Road	Trail
	X	Cross Locust Road	Access Road	Trail
	X	Cross Jones Road	Access Road	Trail
	Cross	Cross over Rt 6	Continue on Trail	Trail
3.87	Enter	Enter Rest Stop 2	Orleans District Court	
	Exit	Exit left continue on CCRT		Trail
	X	Cross Gov Pence Road	Access Road	Trail
	Exit	Exit left onto Bridge Road	Proceed to shoulder on left	A
	SR	Sharp right cross Herring Pond Rd	Proceed to shoulder on left	A
6.58	XR	Cross enter Rest Stop 3	Herring Pond Beach	
	Exit	Exit right onto Herring Pond Rd	Continue on shoulder on right	A
	R	Right onto Lawton Road	Continue on shoulder on left	A
	XR	Cross right onto Samoset Road	Proceed to shoulder on left	A
7.49	Enter	Enter Rest Stop 4	CCRT at Samoset	
	L	Enter left onto CCRT	Continue on trail	Trail
	Exit	Exit right onto Locust Road	Proceed to shoulder on left	A
	L	Left onto Salt Pond Road	Proceed to shoulder on left	A
	X	Cross Rt 6 to crosswalk	Proceed to sidewalk on right	W
	Pass	Salt Pond Visitor Center	Sidewalk becomes CCRT	W
	X	Cross access road	Access Road	Trail
	L	Left onto access road	Proceed to end on access road	
9.90	Pass		Doane Picnic Area (portapotties available for use)	
	Exit	Exit to left onto posted short trail	Walking trail	
	L	Left onto CCRT	Proceed to Coast Guard Beach	Trail
	Cross	Cross over Footbridge	Continue on trail	Trail
10.86	Pass		Doane Picnic Area (portapotties available for use)	Trail
		Walk to Coast Guard Beach and Back	Loop at Headquarters	
	Pass	Access road from Rest Stop 6	Doane Picnic Area	Trail
	X	Cross Access Road	Access Road	Trail
	Enter	Salt Pond Visitor Center Rest stop 5 & 6	LUNCH	A
	X	Cross Rt 6 onto Salt Pond Road	Proceed to shoulder on left	A
	R	Right onto Locust Road	Proceed to shoulder on left	A
	L	Left onto CCRT	Proceed on rail trail	Trail
14.28	Enter	Enter Rest Stop 7	CCRT at Samoset	Trail
	X	Cross Bridge Road	Access Road	Trail
	X	Cross Gov Pence Road	Access Road	Trail
17.22	Enter	Enter Rest Stop 8	Orleans District Court	
	Exit	Exit R onto CCRT	Continue on CCRT	Trail
	Cross	Crossover Rt 6		Trail
	X	Cross Jones Road	Continue on CCRT	Trail
	X	Cross Locust Road	Access Road	Trail
	X	Cross Main Street Orleans Center	Access Road	Trail
18.00	Enter	Enter Rest Stop 9	Picnic area Orleans Center	
	Straight	Continue on CCRT	Continue on trail	Trail
	XR	Cross Right onto West Road	Cross West Road to shoulder	A
	Cross	Crossover Rt 6	Continue on shoulder on left	A
	L	Left onto Salty Ridge Road	Proceed to CCRT	W
	R	Right and enter CCRT	Continue on trail	Trail
	X	Cross Seaview Road	Access Road	Trail
	X	Cross Mitchell Lane	Access Road	Trail
20.47	Enter	Enter Rest Stop 10	Nickerson State Park Picnic Area	
	L	Exit L onto CCRT	Continue on CCRT	Trail
	Pass	Pass entrance to Cobies	Continue on CCRT	Trail
	R	Right onto Millstone Road	Proceed to shoulder on left	A
	L	Left onto Rt 6A	Proceed to shoulder on right	W
21.30	Enter	Enter Right Cape Cod Sea Camp	End of Day 2	

\*With (W) or Against (A) traffic



# SUNDAY

Mileage	Direction	Street / Route	Instructions	W or A*
	Exit	Exit Right onto Rt 6A	Proceed to shoulder on rright	W
2.00	Enter	Enter Rest Stop 1	Brewster Inn and Chowder House	W
	R	Exit Right onto Rt 6A	Continue on Sidewalk on right	w
	R	Right onto Lower Road	Proceed to shoulder on left	A
	L	Left onto Paines Creek Road	Proceed to shoulder on left	A
3.73	Enter	Enter Rest Stop 2	Katie's Seafood	
	L	Exit Left onto Paines Creek Road	Proceed to shoulder on left	A
	X	Cross Cranberry Highway	Proceed on Paines Creek Road	A
	XR	Right onto Stony Brook Road	Proceed to shoulder on left	A
4.60	XR	Cross enter Rest Stop 3	Stony Brook Grist Mill	
	Exit	Exit Right onto Stony Brook Road	Proceed to shoulder on left	A
	VL	Veer Left onto Setucket Road	Continue on shoulder on left	A
	X	Cross Airline Road	Continue on shoulder on left	A
	X	Cross Setucket to sidewalk	Proceed to sidewalk on right	W
	X	Cross Rt 134		W
7.65	Enter	Enter Rest Stop 4	Woodside Office Park	
	Exit	Exit Checkpoint Right	Continue on sidewalk on right	W
	XL	Cross Left onto Bass River Road	Proceed to sidewalk on left	A
	L	Left onto Old Chatham Road	Continue on sidewalk on left	A
	L	Left into Wixon School Lot	Driveway	
9.60	Enter	Enter WixonSchool Lot	End of Challenge Walk	

\*With (W) or Against (A) traffic





# 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:** August 7, 2019

**RE:** Chapter 90 Project Request – Resurface Main Street Extension

---

Attached for your review and signatures is a Chapter 90 Project Request for resurfacing Main Street Extension in the amount of \$117,832. Currently, we have \$1,165,325 available in uncommitted Chapter 90 funds, which includes our FY 20 apportionment of \$678,638. Please sign all three copies of the Project Request form and return them to me so that I may submit them for State approval.

This project is part of the revised 2020 Road Maintenance Plan and is the only road we anticipate overlaying this fiscal year. If you have any questions regarding this project, please contact me.

Thank you for your consideration.

Cc: Chris Clark, Town Administrator

# CHAPTER 90 PROJECT REQUEST

CONTRACT ID # **50829**

CLASSIFICATION:     Primary Road     Local Road

PROJECT # 20-02

CITY/TOWN HARWICH

PROJECT: RESURFACE MAIN STREET EXTENSION

LOCATION: SEE ATTACHED                      LENGTH                             WIDTH:       

PROJECT TYPE:     Construction     Reconstruction     **Resurfacing**     Improvement

Other: \_\_\_\_\_

TYPICAL SECTION DETAILS: State depths, special treatments, etc...

Include sketch for Construction/Improvement Projects and Resurfacing/Rehabilitation Schedule

Surface:

Base Course:

Foundation:

Shoulders/Sidewalks:

Scope of Work: (Attach additional sheets if necessary to completely describe project)

### TO RESURFACE MAIN STREET EXTENSION FOR MAINTENANCE PURPOSES


Work to be done: Force Account     Advertised Contract     Other:                       **COUNTY BID**

Estimated Cost (Attach estimate and list funding sources)                      \$                      117,832.10

### CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods.

I/We certify to the following: that the project is on a public way, and has a recorded layout; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the M.H.D. or the advertised low bid; that all documentation for expenditures will be for items incorporated into this project; that the documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared by:   
(Highway Official)

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Duly Authorized Municipal Official(s))

Reviewed by: \_\_\_\_\_  
(State Aid Engineer)

Approved by: \_\_\_\_\_  
(District Highway Director)

Approved for: \_\_\_\_\_ @ \_\_\_\_\_

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





# Expanding Options for Young Families



Monomoy Regional School District  
August 12, 2019

Presentations to:

Chatham BOS – Dr. Scott Carpener, Superintendent  
Dr. Robin Millen, Principal Chatham Elementary

Harwich BOS – Marc Smith, Director of Curriculum, Instruction, & Assessment  
Mary Oldach, Principal Harwich Elementary

# Monomoy's Strategic Plan

Strategic Plan 2018-2022

# Strategic Objective 3: Close the Achievement Gap

*MRSD will close the achievement gap by developing and implementing targeted instruction and supports to improve outcomes for the largest and most persistent achievement gaps.*

## ➤ Initiative 3: Work with Community Partners to Enhance Early Learning Within Our Towns

> Support all children being better prepared for kindergarten by expanding access to PreK learning experiences for all families

It's playtime for these preschoolers at Chatham Elementary School.



**Action Step 3a:** Support the adoption of Universal PreK in our towns by partnering with each town to expand opportunities for preschoolers to develop language, early literacy, numeracy skills, and social-emotional skills and support parent education through the leadership effort of the Monomoy Family Resource Coordinator



**Action Step 3b:** Explore partnering with a community organization to make use of available classroom spaces in our elementary schools with a focus on expanding preschool experiences, specifically for families for whom preschool may not have been otherwise accessible. This may involve providing full-day/full-year options to families

**Measurement:** Progress can be measured by the outreach to community partners and connection of families with financial needs to this offering

**Timeline:** FY 2019 Explore partnerships  
FY 2020 Ideally begin this partnership in September 2019  
FY 2020+ Reevaluate partnership as needed



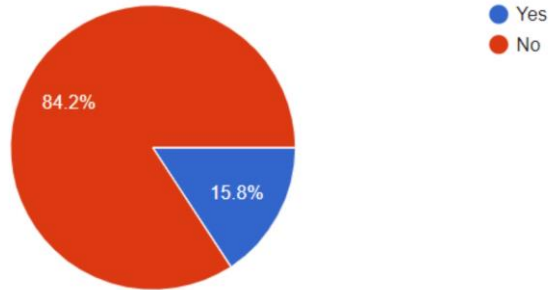
# What our families say they need

*based on the 258 families that responded to our Spring 2019 survey*

# Adequacy of care

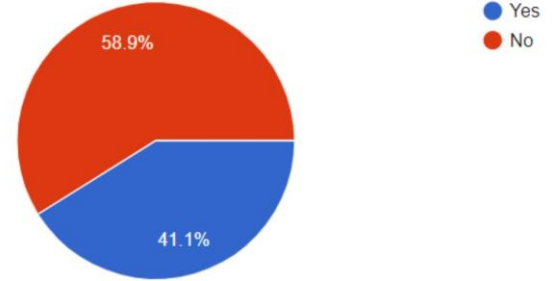
Is there adequate infant/toddler care available in the area?

57 responses



Are there adequate preschool options available in the area?

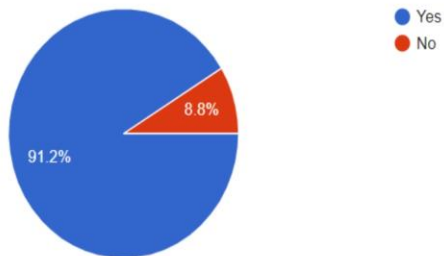
73 responses



# Full year/Full day need

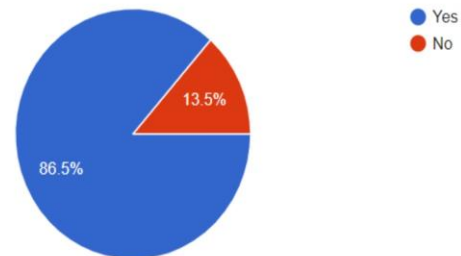
If available in the area, would your family use or be interested in infant/toddler care open year-round from roughly 7:30 a.m. to 5:30 p.m., and only closed for major holidays?

57 responses



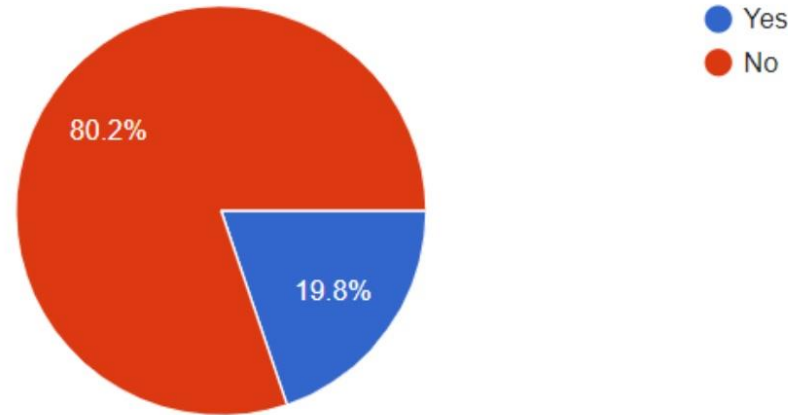
If available in the area, would your family use or be interested in a preschool open year-round from roughly 7:30 a.m. to 5:30 p.m., and only closed for major holidays?

74 responses



Does your family get any type of governmental financial assistance (examples: free/reduced lunch for school-aged children, subsidized housing, WIC support, SNAP – supplemental nutrition assistance program, vouchers to fund childcare and/or children’s activities, etc.)?

268 responses



**Cost of care is an obstacle to access for many**

# The financial impact of child care and preschool affects the majority of young families in our area

Of 57 survey respondents with infants and/or toddlers:

71.9% (41) responded that “the high cost of infant/toddler care strains our household budget”

19.3% (11) responded that “I would use some type of child care but do not because I cannot afford it.”

Of 70 survey respondents with preschoolers:

75.7% (53) responded that “the high cost of child care or preschool strains our household budget.”

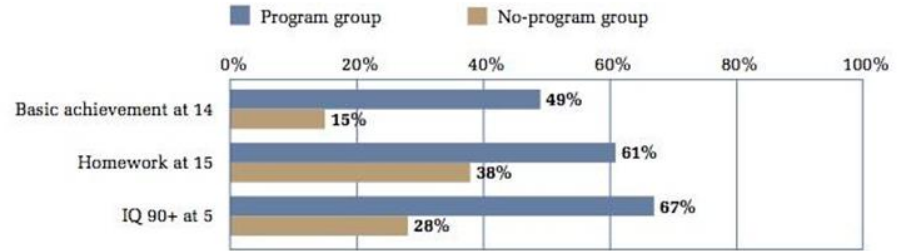
10.0% (7) responded that “I would use some type of child care or preschool, but do not because I cannot afford it.”

**Why focus on infants, toddlers, and preschoolers?**

# Perry Preschool Project

Began in Michigan in 1962, studying the impact of high-quality early education on 123 black children with risk factors of failing in school. It is the longest-running longitudinal study on early education.

Major Findings: High/Scope Perry Preschool Study at 40



**A high-quality preschool experience benefits all children.** For the “high needs” Perry Preschool population, the benefits of this early intervention paid off throughout the children’s school years and beyond. *The persistent achievement gap the Perry Project hoped to address exists in our own towns too.*

<http://centerforeducation.rice.edu/slc/LS/PPP.html>



**The longitudinal Perry Preschool Project found that at age 40, the participants who experienced the high-quality preschool program benefited by, amongst other things:**

- Being more likely to graduate from high school
- More likely to hold a job
- Having higher earnings
- More likely to own their own home and car

**Long-term Outcomes**



**Costs of  
Perry  
Preschool  
Program**

**\$15,166**



**Return per  
Dollar  
Invested**

**\$12.90**

**Calculated Return on Investment for the Perry Preschool Program**

# Our Process

Discussions of the need to have early childhood initiatives as part of the school district's Strategic Plan, Fall 2018

Discussion of the Strategic Plan and its initiatives at School Committee meetings, Winter 2019

Family/Community Needs Survey and presentation of results to the School Committee, Spring 2019

A Request for Proposals was discussed with the School Committee and solicitation for partners went out June 18.

Parent forum so potential partners could hear from parents about their needs/wants July 9.

Partner proposals due July 16.

Recommendation from subcommittee to School Committee July 18.

School Committee approved two partnerships July 18.

Partnerships start September/October 2019 pending approvals and licensing.

# Our Partners

YMCA Cape Cod

- **Where?** Harwich Elementary School
  - **What?** One infant/toddler classroom and one preschool classroom (both full school day/full school year)
  - **Terms of Lease?** 3 years (with 2 one-year options), \$15,000/yr. rent (plus \$2,400/yr. for custodial service and supplies)
  - **How does this address Strategic Plan/Community Need?**
    - Provides full-day/full-year supports to families
    - The YMCA does not turn away any family because of financial need
-

# Our Partners

## CDI Head Start

- **Where?** Chatham Elementary School
- **What?** One preschool classroom (full school day/full school year)
- **Terms of Lease?** One year, could be extended for one year if amendable by both parties, \$7,500/yr. rent (plus \$2,100/yr. for custodial service and supplies)
- **How does this address Strategic Plan/Community Need?**
  - Provides free preschool, transportation, and wrap-around services to income-eligible children and families (including medical, dental, nutritional, and in-home supports)
  - Brings Head Start back to this region of Cape Cod, making Head Start an option for some families in the towns we serve

# Approvals Needed

- School Committee – voted to enter into lease agreements with two early childhood partners
- Towns – per the Regional Agreement (Article VI: 6.5) may enter into a sublease with written consent from the towns, “which shall not be unreasonably withheld, conditioned or delayed.” **VOTE REQUIRED**
- Commissioner of Education – per M.G.L. Ch. 40 Sec. 3 must approve any lease of available classroom space in a school

Financing No: **CWP-18-23**

Date: **July 10, 2019**

Borrower: **Town of Harwich**

Initial Obligation Amount: **\$14,082,547**

Financing Type:

Loan

Bond Purchase Obligation

## FINANCING AGREEMENT

This Financing Agreement (this “Financing Agreement”) is entered into by and between the Massachusetts Clean Water Trust (together with its successors and assigns, the “Trust”), an instrumentality of The Commonwealth of Massachusetts (the “Commonwealth”) and the borrower listed above, a political subdivision or public instrumentality (together with its successors and assigns, the “Borrower”). The agreement between the Trust and the Borrower is comprised of this Financing Agreement and includes the attached Schedules A, B and C, and the “Terms and Conditions to the Massachusetts Clean Water Trust Financing Agreement” dated as of the date set forth in Schedule A hereto, including all representations, warranties, and covenants set forth therein (the “Terms and Conditions”), which hereby is incorporated by reference. Capitalized terms used herein and not otherwise defined shall have the meanings set forth in the Enabling Act and in the Terms and Conditions.

### RECITALS:

WHEREAS, the Trust is organized and exists under the Enabling Act to assist Local Governmental Units in the Commonwealth to initiate, acquire, construct, improve, maintain and operate Drinking Water Projects and Water Pollution Abatement Projects; and

WHEREAS, pursuant to the Enabling Act, the Trust is authorized to make loans to or purchase local governmental obligations from Local Governmental Units in the Commonwealth to finance or refinance costs of a Project or Projects; and

WHEREAS, Local Governmental Units are authorized to contract with the Trust with respect to such financings or refinancings and to issue local governmental obligations (the

“Local Governmental Obligations”) to evidence their obligations to repay such loans or to provide for the purchase thereof by the Trust; and

WHEREAS, the Trust has heretofore issued one or more commitments to the Borrower to finance or refinance costs of the Project or Projects described in Schedule A to this Financing Agreement either (a) by a loan (a “Loan”) from the Trust to the Borrower or (b) through the purchase by the Trust (a “Bond Purchase Obligation”) of Local Governmental Obligations to be issued by the Borrower, as indicated above under “Financing Type,” in an aggregate amount equal to the Initial Obligation Amount set forth in Schedule C attached hereto; and

WHEREAS, to provide for such Loan or Bond Purchase Obligation, the Trust and the Borrower have duly authorized the execution and delivery of this Financing Agreement pursuant to the Enabling Act and the Applicable Authority and the Borrower has duly authorized the issuance and delivery to the Trust of its Local Governmental Obligations in an aggregate principal amount equal to the Initial Obligation Amount; and

WHEREAS, in accordance with the Enabling Act the Department has issued a Project Approval Certificate to the Trust approving each Project and the costs thereof to be financed or refinanced by the Trust and, in connection therewith, the Borrower and the Department are executing and delivering, simultaneously with the execution and delivery of this Financing Agreement, one or more Project Regulatory Agreements pertaining to the construction and operation of each Project.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter contained, the parties hereto agree as follows.

1. Terms of this Financing Agreement. The terms of the Loan or Bond Purchase Obligation represented by this Financing Agreement, including, but not limited to, the effective date of the applicable Terms and Conditions, the description of the Project(s), the Initial Obligation Amount, the interest rate, fees, payment terms, and other essential or important terms and information, are set forth in Schedule A and Schedule C attached hereto.

2. Additional Conditions. Additional conditions to the Loan or Bond Purchase Obligation represented by this Financing Agreement, including any additional security therefor, and any amendments or additions to the Terms and Conditions, are set forth in Schedule B attached hereto.

3. Payment Schedule. The schedule of debt service payments and other fees to be paid by the Borrower pursuant to the Loan or Bond Purchase Obligation represented by this Financing Agreement are set forth in Schedule C attached hereto, which Schedule C may be amended from time to time.



4. Terms and Conditions. The general terms and conditions for the Loan or Bond Purchase Obligation are set forth in the Terms and Conditions dated as of the date set forth on Schedule A attached hereto. Such Terms and Conditions are available on the Trust's website. The Borrower acknowledges and agrees that it is responsible for reviewing the Terms and Conditions and consulting with its legal counsel, as necessary, and maintaining a copy of the Terms and Conditions in its loan file.

5. Certification of Authorized Officer of the Borrower. The undersigned, an Authorized Officer of the Borrower, hereby acknowledges and certifies that such Authorized Officer has read and reviewed and consulted with the Borrower's legal counsel, as necessary, and agrees to the terms, conditions, representations, covenants, and undertakings set forth in this Financing Agreement, including all schedules attached hereto and the Terms and Conditions.

IN WITNESS WHEREOF, the Trust and the Borrower have caused this Financing Agreement to be executed by their duly Authorized Officers the day and year first above written.

MASSACHUSETTS CLEAN WATER TRUST

By   
Authorized Officer  
Title: Executive Director

BORROWER

By \_\_\_\_\_  
Authorized Officer  
Title:

SCHEDULE A

- A. Terms and Conditions dated as of: **March 4, 2015**
- B. Project Approval Certificate(s) - Number and Date: **CW-18-23 1/15/2019**
- C. SRF Identification Number: **CWSRF-4424**
- D. Applicable Authority: **Chapter 44 of the General Laws of the Commonwealth of Massachusetts**
- E. Authorized Officers:
- a) Of the Trust: The Chairman and Vice Chairman of the Trust (and each designee thereof pursuant to G.L. Ch.30 §6A) and the Executive Director and Treasurer of the Trust.  
**Ms. Amy Bullock, Treasurer**  
**Town of Harwich**
  - b) Of the Borrower: **732 Main Street**  
**Harwich Center, MA 02645**
  - c) Of the Department: The Commissioner, the Deputy Commissioner and the Deputy Assistant Commissioner for Financial and Construction Management of the Department.
- F. Interest –
- Interest Rate: **0** %
- G. Administrative Fee: Seventy-five thousandths of one percent (.075%) of the Loan Principal Obligation outstanding on the January 14 or July 14, as applicable, preceding each Loan Repayment Date, subject to proration for any period greater than or less than six (6) months.
- H. Closing Date: **No Later than July 11, 2022**
- I. Interim Loan Interest Rate (as applicable): **0** %

J. The Project(s): **Harwich Sewer Collection System- Phase 2**

K. System: **Water Pollution Abatement Facility**

L. Addresses for Notices:

To the Trust:            Massachusetts Clean Water Trust  
                                 1 Center Plaza  
                                 Suite 430  
                                 Boston, MA 02108  
                                 Attention: Executive Director

To the Borrower:        **Ms. Amy Bullock, Treasurer**  
                                 **Town of Harwich**  
                                 **732 Main Street**  
                                 **Harwich Center, MA 02645**

To the Department:    Department of Environmental Protection  
                                 One Winter Street  
                                 6th Floor  
                                 Boston, MA 02108  
                                 Attention: Commissioner

SCHEDULE B

## SCHEDULE B

### Additional Covenants and Conditions

In addition to the covenants and conditions and the obligations of the Borrower contained in the Agreement, the following covenants and conditions shall pertain to the Loan and the Local Governmental Obligations:

1. The Department has determined that the Project(s) to be financed with the Loan is an Environmental Justice Project eligible to receive funds made available for additional subsidy, pursuant to the CWSRF federal grant No. CS-25000118 (the "Grant"), in the form of principal forgiveness, to finance Project Costs in an amount equal to the Project's pro rata share of funds to be made available for Environmental Justice and Renewal Energy projects.

2. The funds allocable to the Project(s) will be disbursed to the Borrower to pay Costs of the Project(s) in accordance with Section 10(c) of the Terms and Conditions upon receipt by the Trust of the Borrower's Interim Loan Note in a maximum principal amount equal to the Initial Obligation Amount and compliance by the Borrower with all other provisions of Section 10 of the Terms and Conditions.

3. Subject to the terms and conditions of this Schedule B, the Interim Loan Note shall remain outstanding at the original maximum principal amount of the Loan until the completion of the Project(s) in a manner that is in compliance with all conditions herein and in the Project Regulatory Agreement, as evidenced by the Department's issuance of a Project Completion Certificate applicable to the Project(s).

(a) Upon the issuance by the Department of the applicable Project Completion Certificate, the Interim Loan Note shall be amended to reduce the principal amount outstanding on the Interim Loan Note by the amount of the authorized principal forgiveness.

(b) If the Department has issued the applicable Project Completion Certificate prior to the permanent financing of the Loan, the amount permanently financed shall be the amount of the amended Interim Loan Note (the original principal amount, less the amount of principal that has been forgiven).

(c) If the Department has not issued the applicable Project Completion Certificate prior to the permanent financing of the Loan, the Interim Loan Note shall be amended to reduce the principal amount outstanding to equal the amount of anticipated principal forgiveness and the amount permanently financed shall be the amount of such reduction. Upon subsequent receipt of the applicable Project Completion Certificate, the amended Interim Loan Note (comprised of the principal forgiveness amount) shall be cancelled and returned to the Borrower.

4. Notwithstanding the foregoing, the Borrower acknowledges that if the Department fails to issue the applicable Project Completion Certificate because of the Borrower's failure to comply with the conditions herein and in the Project Regulatory Agreement, the Loan shall not receive principal forgiveness on the amount borrowed and Payments thereon shall be payable on the Payment Dates and in a maximum principal amount

equal to the Initial Obligation Amount set forth in Schedule C, as the same may be subsequently amended, as provided herein and in the Agreement.

5. The Borrower further acknowledges that the Department, in the exercise of its audit procedures under the Project Regulatory Agreement, may determine that certain Project Costs paid from amounts deposited in a Project Account are ineligible to be financed with the funds as provided herein. In such event, on and after the date of such determination by the Department, a portion of the Initial Obligation Amount (determined on a Pro-Rata Basis as hereinafter defined) equal to the amount of such ineligible Project Costs shall bear interest at the Interest Rate or such other rate determined in accordance with Section 4(c) of the Terms and Conditions. As used in this Paragraph 5, the term "Pro-Rata Basis" means the portion of each Payment allocable to the principal amount of the Loan payable hereunder subsequent to the date of a determination by the Department as described in this Paragraph 5 as is equal, as nearly as practicable, to the ratio by which the amount of ineligible Project Costs paid from the applicable Project Account bears to the Initial Obligation Amount. Upon any such occurrence the Trust shall recalculate the amount to be applied as principal forgiveness on the Loan, shall certify such amounts to the Borrower and shall amend Schedule C attached hereto to reflect the Payments thereafter payable hereunder, and shall surrender the Local Governmental Obligations to the Borrower in exchange for amended or substitute Local Governmental Obligations reflecting such change in Payments.

6. The Borrower acknowledges that if it is deemed to be a recipient of federal grant funds, it will be deemed a recipient of federal financial assistance under the federal Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996. Accordingly, the Borrower agrees to conduct a single audit of its use of federal financial assistance for the Project(s) in accordance with the reporting requirements of Office of Management and Budget Circular A-133.

7. The Borrower agrees to comply with required prevailing wage rates ("Davis-Bacon"). The Borrower shall be responsible for monitoring compliance of contractors and subcontractors concerning federal wage rates under Davis-Bacon. The Borrower shall review certified payrolls, conduct employee interviews and complete any other actions required to determine compliance, using forms approved by the Department.

8. Notwithstanding anything in the Agreement to the contrary, this Schedule B may be amended by the Trust upon notice to the Borrower to the extent necessary to comply with the provisions of the Grant, the Federal Act, or the Enabling Act, provided that, except to the extent otherwise expressly provided in the Agreement or this Schedule B, no such amendment shall be made which materially adversely affects the rights or obligations of the Borrower under the Agreement without the prior written consent of the Borrower.

# Draft Schedule C

Prepared by MWPAT

Jul, 9 2019 - 4:34 PM

**Massachusetts Clean Water Trust  
Preliminary Structuring Analysis  
Town of Harwich  
CWP-18-23**

Initial Loan Amount	14,082,547	Loan Origination Fee (\$5.5/1000)	77,454.01
Principal Forgiveness*		Loan Term (in years)	30
Net Loan Obligation	14,082,547	Loan Rate	0.00%
		Closing Date	9/15/2020
		First Interest	1/15/2021
		First Principal	7/15/2021

Date	Principal	Interest	Total Debt Service	Admin Fee (0.15%)	Loan Origination Fee	Total Debt Service	Annual Debt Service
9/15/2020							
1/15/2021				10,561.91	77,454.01	88,015.92	88,015.92
7/15/2021	459,280.00		459,280.00	10,561.91		469,841.91	
1/15/2022				10,217.45		10,217.45	480,059.36
7/15/2022	459,969.00		459,969.00	10,217.45		470,186.45	
1/15/2023				9,872.47		9,872.47	480,058.93
7/15/2023	460,660.00		460,660.00	9,872.47		470,532.47	
1/15/2024				9,526.98		9,526.98	480,059.45
7/15/2024	461,351.00		461,351.00	9,526.98		470,877.98	
1/15/2025				9,180.97		9,180.97	480,058.95
7/15/2025	462,044.00		462,044.00	9,180.97		471,224.97	
1/15/2026				8,834.43		8,834.43	480,059.40
7/15/2026	462,737.00		462,737.00	8,834.43		471,571.43	
1/15/2027				8,487.38		8,487.38	480,058.81
7/15/2027	463,432.00		463,432.00	8,487.38		471,919.38	
1/15/2028				8,139.81		8,139.81	480,059.19
7/15/2028	464,128.00		464,128.00	8,139.81		472,267.81	
1/15/2029				7,791.71		7,791.71	480,059.52
7/15/2029	464,824.00		464,824.00	7,791.71		472,615.71	
1/15/2030				7,443.09		7,443.09	480,058.80
7/15/2030	465,522.00		465,522.00	7,443.09		472,965.09	
1/15/2031				7,093.95		7,093.95	480,059.04
7/15/2031	466,221.00		466,221.00	7,093.95		473,314.95	
1/15/2032				6,744.29		6,744.29	480,059.24
7/15/2032	466,921.00		466,921.00	6,744.29		473,665.29	
1/15/2033				6,394.09		6,394.09	480,059.38
7/15/2033	467,622.00		467,622.00	6,394.09		474,016.09	
1/15/2034				6,043.38		6,043.38	480,059.47
7/15/2034	468,324.00		468,324.00	6,043.38		474,367.38	
1/15/2035				5,692.13		5,692.13	480,059.51
7/15/2035	469,027.00		469,027.00	5,692.13		474,719.13	
1/15/2036				5,340.36		5,340.36	480,059.50
7/15/2036	469,731.00		469,731.00	5,340.36		475,071.36	
1/15/2037				4,988.07		4,988.07	480,059.43
7/15/2037	470,436.00		470,436.00	4,988.07		475,424.07	
1/15/2038				4,635.24		4,635.24	480,059.31
7/15/2038	471,142.00		471,142.00	4,635.24		475,777.24	
1/15/2039				4,281.88		4,281.88	480,059.12
7/15/2039	471,849.00		471,849.00	4,281.88		476,130.88	
1/15/2040				3,928.00		3,928.00	480,058.88
7/15/2040	472,558.00		472,558.00	3,928.00		476,486.00	
1/15/2041				3,573.58		3,573.58	480,059.57
7/15/2041	473,267.00		473,267.00	3,573.58		476,840.58	
1/15/2042				3,218.63		3,218.63	480,059.20
7/15/2042	473,978.00		473,978.00	3,218.63		477,196.63	
1/15/2043				2,863.14		2,863.14	480,059.77
7/15/2043	474,689.00		474,689.00	2,863.14		477,552.14	
1/15/2044				2,507.13		2,507.13	480,059.27
7/15/2044	475,402.00		475,402.00	2,507.13		477,909.13	
1/15/2045				2,150.58		2,150.58	480,059.70
7/15/2045	476,115.00		476,115.00	2,150.58		478,265.58	
1/15/2046				1,793.49		1,793.49	480,059.06
7/15/2046	476,830.00		476,830.00	1,793.49		478,623.49	
1/15/2047				1,435.87		1,435.87	480,059.36
7/15/2047	477,546.00		477,546.00	1,435.87		478,981.87	
1/15/2048				1,077.71		1,077.71	480,059.57
7/15/2048	478,263.00		478,263.00	1,077.71		479,340.71	
1/15/2049				719.01		719.01	480,059.72
7/15/2049	478,980.00		478,980.00	719.01		479,699.01	
1/15/2050				359.78		359.78	480,058.79
7/15/2050	479,700.00		479,700.00	359.78		480,059.78	
	14,082,547.00		14,082,548.00	329,792.99	77,454.01	14,489,795.00	14,489,795.00

Notes:

\*This project may qualify for principal forgiveness in accordance with schedule B to the Financing Agreement. Principal forgiveness shown on this schedule is an estimate, and is not a guarantee.



**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATE REVOLVING FUND PROGRAM  
PROJECT REGULATORY AGREEMENT**

This PROJECT REGULATORY AGREEMENT, (the "PRA"), dated July 1, 2019 is by and between the Department of Environmental Protection (the "Department"), and the Town of Harwich (together with its successors and assigns, the "Borrower"):

***WITNESSETH:***

WHEREAS, M.G.L. c. 29C, as amended, Chapter 275 of the Acts of 1989, as amended, and Chapter 78 of the Acts of 1998, as amended (collectively, the "Act") authorizes the Department and the Massachusetts Clean Water Trust (the "Trust") to assist Local Government Units and other Eligible Borrowers in The Commonwealth of Massachusetts (the "Commonwealth") to implement Water Pollution Abatement Projects and Drinking Water Projects; and

WHEREAS, the Borrower has requested that the Trust finance or refinance costs of the Water Pollution Abatement Project or Drinking Water Project described in this Agreement (the "Project") by one or more loans (the "Loan") from the Trust to the Borrower, and to evidence the indebtedness to be incurred thereby, the Borrower has executed and delivered to the Trust a Financing Agreement (the "Financing Agreement"), on the same date as this PRA; and

WHEREAS, the Loan, the Project and the Costs thereof to be financed or refinanced by the Loan have been approved by the Department in accordance with the Act and the Regulations; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this PRA, the Department and the Borrower agree as follows:

Section 1. Definitions

1.1 Unless the context otherwise requires, all capitalized, undefined terms used in this PRA shall have the same meanings given such terms in the Recitals above, in the Act, in the Financing Agreement, or in the applicable Regulations. In addition, the following words and phrases shall have the following meanings.

"Authorized Officer of the Borrower" means the officer or officers of the Borrower identified as such in Exhibit A to this PRA.

"Default" means any of the events or circumstances specified in Section 5 of this PRA.

"Project" means the Water Pollution Abatement Project or Drinking Water Project of the Borrower described in Exhibit A to this PRA.

“Project Approval Certificate” means the certificate issued by the Department to the Trust approving the Project and certifying those costs of the Project determined by the Department to be eligible for assistance from a loan and those costs eligible for financial assistance pursuant to the Act.

“Project Cost(s)” means any Project costs approved by the Department pursuant to this PRA for payment or reimbursement from the proceeds of the Loan.

“Regulations” means, (i) with respect to a Water Pollution Abatement Project, the Department’s Water Pollution Abatement State Revolving Fund program regulations at 310 CMR 44.00 et seq. (the “Clean Water Regulations”), (ii) with respect to a Drinking Water Project, the Department’s Drinking Water State Revolving Fund program regulations at 310 CMR 45.00 et seq. and (iii) with respect to a Title 5 Project, collectively, the Clean Water Regulations and Title 5.

“Title 5” means 310 CMR 15.00 et seq.

“Title 5 Project” means a Project for which the Borrower has developed, or been requested by its members and/or service recipients to administer, a community septic management program, constituting a Water Pollution Abatement Project within the meaning of the Act, to assist eligible homeowners to upgrade failing septic systems and otherwise to comply with the requirements of Title 5 through underlying betterment agreements with such homeowners.

Section 2. The Project and the Project Funding

2.1 The Borrower shall implement the Project in accordance with the final plans and specifications approved by the Department, and shall obtain the Department’s prior written approval of any changes to the approved plans and specifications for the Project. If the Project is a Title 5 Project, the Borrower shall comply with the Community Septic Management Plan manual.

2.2 The Borrower agrees with the Department’s determination of eligible and ineligible Project Costs as set forth in Exhibit D attached hereto, and shall seek payment or reimbursement of Project Costs in accordance with such determination.

2.3 The Project shall be financed in the amount(s) and at the interest rate(s) set forth in Section II of Exhibit A.

Section 3. Disbursement of Loan Proceeds

3.1 DISBURSEMENT SCHEDULE. The Department and the Borrower agree that the disbursement schedule for Loan proceeds shall be as set forth in Exhibit B. Such disbursement schedule may be modified at the request of the Borrower, with the written approval of the Department and the Trust. Upon any such request, the Borrower shall provide the Department and Trust with an updated disbursement schedule.

3.2 REQUISITIONS. All requisitions must be delivered, by mail, electronic mail, facsimile or hand, to the following address:

Maria E. Pinaud  
Director of Program Development  
DEP Bureau of Water Resources  
1 Winter Street, 5th Floor  
Boston, MA 02108  
Email: Maria.Pinaud@state.ma.us  
Fax Number: 6172925850

(a) All requisitions for payment or reimbursement of Project Costs shall be submitted by the Borrower in accordance with a form approved by the Department. Up to one (1) requisition may be submitted each month. Each requisition must be approved by the Department as evidenced by the signature of a Department official.

(b) Each requisition shall be signed by an Authorized Officer of the Borrower, shall set forth in reasonable detail the amount of payment or reimbursement due and the nature of the materials or property or services received, and shall provide the name and address of the person to whom payment or reimbursement is due. Each requisition shall be accompanied by the invoices for each of the amounts requisitioned. In addition, each requisition for a Title 5 Project shall be accompanied by a listing of the properties being provided funds and the estimated cost for each septic system repair or replacement. Each requisition shall also include a written certification signed by an Authorized Officer of the Borrower stating that:

(i) such payment or reimbursement is for Project Costs and that the obligations specified therein have not been the basis for a prior requisition which has been paid;

(ii) no Default as defined hereunder, and no Event of Default as defined in the Financing Agreement, has occurred and is continuing and no event or condition exists which, after notice or lapse of time or both, would become a Default hereunder or Event of Default under the Financing Agreement;

(iii) the payment or reimbursement requested by the requisition is due for work actually performed or materials or property actually supplied prior to the date of the requisition, less retainage; and,

(iv) with respect to a Title 5 Project, the payment or reimbursement requested by the requisition is for Project Costs authorized, or to be authorized, under an underlying betterment agreement between the Borrower and applicable homeowner, and that no advance funds shall be disbursed to such homeowner until such betterment agreement has been executed between the Borrower and such homeowner.

The Borrower shall submit documentation in support of a requisition in accordance with the Department's requisition form, and as otherwise requested by the Department. Within five (5) working days of its receipt of the complete documentation required in Section 3.2(b), the Department shall forward the requisition, or such portion thereof as supported by the complete documentation, to the Trust for payment.

(c) The Department shall conduct an audit of the amounts requisitioned since the previous requisition or, if no audit has yet been conducted, since the date of the Loan. In connection with each such audit, the Borrower shall provide to the Department such supporting documentation and other relevant information as the Department may request in order to confirm the application of Loan proceeds and the classification of Project Costs. If the Department determines that Loan proceeds were not applied as indicated on any requisition or have been classified incorrectly, the Department shall reclassify such Project Costs and provide written notification to the Borrower and the Trust of such reclassification. Whenever practicable, the Department agrees to provide the Borrower with prior notice of a proposed reclassification of Project Costs and a reasonable opportunity to provide additional information and documentation pertaining to the Project Costs under review.

### 3.3 PROJECT COMPLETION.

(a) **PROJECT COMPLETION CERTIFICATE.** Completion of the Project shall be evidenced by the filing with the Department of a Project Completion Certificate signed by an Authorized Officer of the Borrower stating that the Project has been completed and performed in accordance with the plans and specifications approved by the Department and the requirements of this PRA and the Financing Agreement. In addition, the Project Completion Certificate for a Title 5 Project shall be accompanied by a final report documenting that the upgrade of each failed septic system financed by the Loan has been completed in accordance with Title 5. The Department shall conduct a final inspection of the Project after the Department receives the Project Completion Certificate. The Department's final inspection constitutes the final cut-off-date for incurring allowable Project costs, except for those additional costs identified during the final inspection and those costs associated with allowable services performed during the one-year certification period referenced in Section 4.16.

(b) **CLOSE-OUT AUDIT.** Upon filing with the Department of the Project Completion Certificate, the Department shall conduct a close-out audit of the Project, including a review of documentation submitted to the Department and an inspection of the Project. Upon satisfactory completion of such audit, the Department shall notify the Trust by filing a copy of the Project Completion Certificate with the Trust.

Section 4. Covenants of the Borrower.

4.1 The Borrower shall obtain the Department's prior written approval to: (a) advertise any Invitation to Bid or Request for Proposals to procure contracts for the Project; and (b) award any contracts for the Project.

4.2 The Borrower shall comply with the Affirmative Action and Minority/Women Business Enterprise ("M/WBE") requirements in the Regulations and the federal Disadvantaged Business Enterprise (DBE) rule. The Borrower shall comply with the Civil Rights Act of 1964, 42 USC s.2000(a) et seq., as amended, and all Executive Orders and regulations promulgated thereunder. The Borrower shall ensure that any prime contracts or subcontracts for services, construction, goods or equipment for the Project contain the M/WBE utilization goals of 4.2% MBE and 4.5% WBE.

4.3 The Borrower shall at all times provide and maintain competent and adequate resident supervision and inspection of the Project under the direction of a licensed professional engineer. Such resident site engineer shall ensure that the implementation of the Project conforms with the approved plans and specifications, and shall certify to the Borrower and the Department at the completion of the Project that the implementation of the Project is in accordance with the Department-approved, final plans and specifications for the Project. The Borrower also agrees to submit an executed copy of the contract for resident site engineering services to the Department within sixty (60) days of the date of the contract award. The Borrower understands that no payments for the Project will be processed until such contract has been submitted to the Department.

4.4 All change orders or extra work orders not requiring the Department's prior approval shall be submitted to the Department within one month of the time they are executed. In addition, the Borrower shall notify the Department as soon as possible of any pending change orders or extra work orders in excess of \$100,000.

4.5 The Borrower shall be solely responsible for the implementation and completion of the Project in accordance with the Department-approved plans and specifications and Department permit(s) issued for the Project, and for the economical and efficient operation and administration of the Project. The Borrower's responsibilities include retaining sufficient operating personnel and conducting operational tests and other needed evaluations to ensure the economical and efficient operation and administration of the Project.

4.6 The Borrower shall establish accounts for the Project which shall be maintained in accordance with generally accepted government accounting standards, including standards relating to the reporting of infrastructure assets.

4.7 The Borrower agrees that the Department's issuance of a Project Approval Certificate for this Project or entry into this PRA does not constitute the Department's sanction or approval of any changes or deviation from any applicable state regulatory or permit standards, criteria, or conditions, or from the terms or schedules of state enforcement actions or orders applicable to the Project. The Borrower shall obtain, and comply with, all state permits and approvals required for the Project, and is solely responsible for the administration and successful completion of the Project.

4.8 The Borrower agrees to provide any Project information and documentation requested by the Department. The Borrower shall maintain all Project records for seven (7) years after the issuance of final payment or until any litigation, appeal, claim, or audit that is begun before the end of the seven (7) year period is completed and resolved, whichever is longer. The Department, the Trust, the Governor (or designee thereof), the Secretary of Administration and Finance (or designee thereof), and the State Auditor (or designee thereof), also shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data that pertain to the performance of the provisions and requirements of this PRA.

4.9 Except with respect to Title 5 Projects, the Borrower shall obtain fee simple title or such other property interest in the Project site, including any easements and rights-of-way, necessary to ensure the undisturbed use and possession of the Project site for the purposes of implementation and operation of the Project for its estimated life.

4.10 Any proposed change in Project-related contracts which substantially modifies the Project initially proposed shall be submitted to the Department for prior approval.

4.11 The Borrower's implementation of the Project, including the procurement of related contracts, shall comply with all applicable requirements of federal, state and local laws, ordinances, by-laws, rules and regulations.

4.12 Department representatives shall have access to the Project site whenever Project work is in preparation or progress, and shall be provided proper facilities for such Project site access and inspection. All of the Borrower's construction and other relevant contracts shall contain the above provision.

4.13 The Borrower shall promptly notify the Department in writing whenever the Borrower has good reason to believe that the Project costs which it will incur will exceed or be substantially less than those previously approved in the Loan. The Department shall not be obligated to certify, nor the Trust to pay, costs incurred in excess of the Loan amount unless the Department has approved the increase through an amendment to the Project Approval Certificate and the Loan has been amended to include the increased amount. Any such increase shall be subject to the availability of funds.

4.14 The Department may suspend or terminate payments to the Borrower under the Financing Agreement when it determines that there is probable cause to believe that the Financing Agreement was obtained on the basis of fraud, deceit, or illegality or that the Borrower has failed to comply with the Regulations or the terms of this PRA or the Financing Agreement.

4.15 The Borrower shall notify the Department in writing when the project is complete. In addition, prior to receiving final payment for the Project, the Borrower shall file a Project Completion Certificate as described in Section 3.3 of this PRA.

4.16 The Borrower shall notify the Department of the actual date of the initiation of operation of the Project. One (1) year after the date of the initiation of operation of the Project, the Borrower shall certify to the Department whether the Project meets its performance standards. If the Borrower certifies, or the Department determines, that the Project does not meet its performance standards, the

Borrower shall take corrective action to achieve the Project performance standards as directed by the Department.

4.17 The Borrower shall furnish information and otherwise cooperate with the Department and with the United States Environmental Protection Agency in any environmental review of the Project pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. s.4321 et seq. ("NEPA"), the Massachusetts Environmental Policy Act, M.G.L. c. 30, s.61 et seq. ("MEPA"), or the Regulations. The Borrower shall implement all mitigation measures required in connection with the environmental review processes under NEPA, MEPA, and the Regulations.

4.18 With respect to Projects for construction, excluding Title 5 Projects, the Borrower shall require each contractor and subcontractor to submit a certification with respect to the diesel retrofit program to the Department and the Borrower prior to commencing work on the Project. The Borrower shall not allow any contractor or subcontractor to commence work at the Project site prior to submitting such certification.

4.19 The Borrower shall comply with any special conditions set forth in Exhibit C.

Section 5. Default; Remedies for Default.

5.1 DEFAULT. The Borrower shall have committed a Default under this PRA if the Borrower shall fail to perform and observe any covenant, agreement or condition on its part provided in this PRA and such failure shall continue for a period of thirty (30) days after written notice thereof shall have been given to the Borrower by the Department; provided if such failure cannot be remedied within such thirty (30) day period, it shall not constitute a Default under this PRA if corrective action satisfactory to the Department is instituted by the Borrower within such period and diligently pursued until the failure is remedied.

5.2 REMEDIES FOR DEFAULT. If a Default shall occur, and be continuing hereunder, the Department may, in its sole discretion, take one or more of the following measures to the extent necessary to remedy the Default:

(a) The Department may postpone approval of requisitions submitted to the Department pursuant to Section 3 or direct the Trust to cancel all or any part of the Loan not yet disbursed to the Borrower; or

(b) The Department may rescind approval of any requisition previously approved by the Department but not yet acted upon by the Trust; or

(c) The Department may direct the Trust to declare an Event of Default under the Financing Agreement.

Section 6. Miscellaneous.

6.1 NOTICES. Except as otherwise stated in Section 3.2 with respect to requisitions, all notices, consents, certificates and other communications hereunder shall be sufficiently given when delivered by hand or courier or mailed by registered or certified mail, postage prepaid, addressed as set forth in Exhibit A or to such further or different address provided by any of the parties.

6.2 **ASSIGNMENTS.** The Borrower shall not assign this PRA, or any of the obligations hereunder, without the prior written consent of the Department and the Trust.

6.3 **SEVERABILITY.** In the event that any provision of this PRA shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

6.4 **AMENDMENT.** This PRA may not be amended, modified or changed in any respect except in writing and signed by the parties hereto. No such amendment, modification or change to this PRA (other than an amendment to Sections 2 and 4 and Exhibits A, C and D of such PRA) which, in the reasonable opinion of the Trust (expressed in a certificate of an Authorized Officer (as defined in the Financing Agreement) of the Trust delivered to the Department and the Borrower prior to the execution and delivery of such amendment, modification or change), would materially and adversely affect the rights and obligations of the Trust under the Financing Agreement shall be effective without the prior written consent of the Trust, which consent shall not be unreasonably withheld. A copy of any proposed amendment, modification or change to the applicable sections of this PRA shall be delivered to the Trust by the Department not less than ten (10) days prior to the date of execution and delivery thereof.

6.5 **EXECUTION IN COUNTERPARTS.** This PRA may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.6 **APPLICABLE LAW.** This PRA shall be governed by, and construed in accordance with, the laws of the Commonwealth.





**Exhibit A****I. General**

1. Authorized Officer: Christopher Clark, Town Administrator
2. Borrower: Town of Harwich
3. Address: Town Hall 732 Main Street  
Harwich, MA 02645
4. Project Manager: Christopher Clark
5. DEP Contact and Address: Maria E. Pinaud  
Acting Division Director  
1 Winter Street, 5th Floor  
Boston, MA 02108
6. Project Title and Description: Harwich Sewer Collection System - Phase 2

The Town of Harwich will be implementing Phase 2 of their Comprehensive Wastewater Management Plan and will be installing a sewer collection system in the Pleasant Bay Watershed. After a 400% population increase since 1951, the Town has seen water quality issues due to septic systems releasing nutrients which infiltrate into the ground and over fertilize water bodies, resulting in degraded water quality. Wastewater collected in Pleasant Bay in Harwich will be treated at the existing Chatham Water Pollution Control Facility. The Towns of Harwich and Chatham have signed an inter-municipal agreement to work together to meet their shared goals of the Pleasant Bay TMDL and to protect their resources, which include drinking water supply wells.

**II. Approved Funding:**

1. Eligible Costs: \$14,082,547.00
2. Financial Assistance: 0% Interest Loan

## Exhibit B

## LOAN DISBURSEMENT SCHEDULE

MONTH/YEAR	ESTIMATED DRAW DOWN
July 2019	\$311,204.00
August 2019	\$687,229.00
September 2019	\$687,229.00
October 2019	\$687,229.00
November 2019	\$687,229.00
December 2019	\$687,229.00
January 2020	\$684,412.00
February 2020	\$422,477.00
March 2020	\$281,651.00
April 2020	\$281,651.00
May 2020	\$422,477.00
June 2020	\$681,318.00
July 2020	\$681,318.00
August 2020	\$681,318.00
September 2020	\$681,318.00
October 2020	\$681,318.00
November 2020	\$681,318.00
December 2020	\$681,318.00
January 2021	\$678,797.00
February 2021	\$444,345.00
March 2021	\$281,651.00
April 2021	\$281,651.00
May 2021	\$422,477.00
June 2021	\$687,229.00
July 2021	\$677,154.00
	<b>\$14,082,547.00</b>

**SPECIAL CONDITIONS**

**DAVIS BACON WAGE RATE REQUIREMENTS**

All Projects for construction, excluding Title 5 Projects, having a financing agreement executed on or after October 30, 2009, are required to comply with the federal Davis Bacon Wage Rate Requirements.

**FOR CLEAN WATER CONSTRUCTION PROJECTS:**

The Borrower agrees to comply with the requirements of Section 513 of the Federal Water Pollution Control Act (33 U.S.C. 1372) (Davis Bacon requirements) in all procurement contracts, and agrees to include this term and condition in all subcontracts and lower tiered transactions. All contracts and subcontracts for any construction project shall insert the full the Davis Bacon contract clauses found in the Department's Plan and Specification Checklist.

**FOR DRINKING WATER CONSTRUCTION PROJECTS:**

The Borrower agrees to comply with the requirements of Section 1450(e) of the Safe Drinking Water Act (42 U.S.C. 300j-9(e)) (Davis Bacon Requirement) in all procurement contracts, and agrees to include this term and condition in all subcontracts and lower tiered transactions. All contracts and subcontracts for any construction project shall insert in full the Davis Bacon contract clauses found in the Department's Plan and Specification Checklist.

**AMERICAN IRON AND STEEL**

For all projects for the construction, alteration, maintenance or repair of a public water system or treatment works, the Borrower agrees that all of the iron and steel products used in the Project are to be produced in the United States (American Iron and Steel Requirement) unless (i) the Borrower has requested and obtained a waiver from the United States Environmental Protection Agency (EPA) pertaining to the Project or (ii) the Department has otherwise advised the Borrower that the American Iron and Steel Requirement is not applicable to the Project. The Borrower agrees to include the American Iron and Steel provisions in any construction contracts and maintain Project records demonstrating compliance with the American Iron and Steel Requirement in accordance with the March 14, 2014 EPA guidance on implementation of the American Iron and Steel Requirement.

**COST AND EFFECTIVENESS**

The Borrower agrees to comply with the Cost and Effectiveness requirements of Section 603(b)(13) of the Federal Water Pollution Control Act.

**FISCAL SUSTAINABILITY PLAN (not applicable to Section 319 projects)**

The Borrower agrees to prepare and implement a fiscal sustainability plan (FSP) in accordance with

603(d)(1)(E) of the Federal Water Pollution Control Act.

**PROJECT SIGNAGE**

The Borrower agrees to comply with the “Guidelines for Enhanced Public Awareness of SRF Assistance Agreements” issued by the United States Environmental Protection Agency on June 3, 2015 regarding the use of signs or other methods of enhancing awareness of the SRF project.

Exhibit D

<u>ITEM</u>	<u>ELIGIBILITY DETERMINATION</u>		
	<u>LOAN ELIGIBLE COST</u>	<u>ELIGIBLE COST</u>	<u>INELIGIBLE COST</u>
<u>Construction</u>			
Contract No. 1	\$11,368,663.00	\$11,368,663.00	\$0.00
Contract No. 2	\$0.00	\$5,966,276.00	\$0.00
<u>Construction Contingency</u>			
Contingency Cont. No. 1 5% bid	\$568,433.00	\$568,433.00	\$0.00
Contingency Contract No. 2 10% of Pre-bid construction	\$0.00	\$596,628.00	\$0.00
<u>Construction Services</u>			
Constuction Services	\$1,477,619.00	\$2,290,000.00	\$0.00
<u>Other</u>			
Police	\$667,832.00	\$1,035,000.00	\$0.00
<b>Total:</b>	<b>\$14,082,547.00</b>	<b>\$21,825,000.00</b>	<b>\$0.00</b>

July 31, 2019

Hello Chairman Ballantine and members of the Board of Selectmen.

This is a request for a one day liquor ~~license~~ <sup>permit</sup> to serve wine at the following event to be held in the Cultural Center.

The Captains' Row group contracted with a professor of note in the Historic Preservation field from the College of Charleston to do watercolors of 12 of the Captains' row houses. We are planning to exhibit them on August 27th from 5:00p.m. to 7:00 p.m. at the Library of the Cultural Center.

At this event we want to host a celebration in which we can serve a glass of wine and a few tasty nibbles /appetizers. I understand that we can procure a one day insurance binder from an outside agency and will do so. A responsible adult will control the dispensing of the wine.

The attendees will include those from the Captains' Row group who contributed to the "Go Fund Me" project to pay for the watercolors. We also will send out personal invitations to select individuals, town administration, and some board members. Even if everyone attends at the same time it would be about 50 to 100 people at the most. The library is a beautiful and large open space.

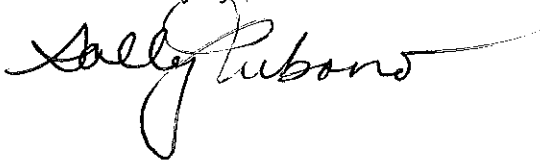
We hope as well, that you as Selectmen might be able to attend.

Thank You

I will be the contact for this liquor license request.

Sally Urbano

Urbanosally@yahoo.com

A handwritten signature in black ink that reads "Sally Urbano". The signature is written in a cursive style with a long, sweeping underline that extends to the right.



## THE CHILDREN'S CENTER

---

508-432-0152  
115 Sisson Road  
Harwich Port, MA 02646

Abigail Newberry-West  
*Director*  
anewberry@hech.org

Harwich Board of Selectmen,

July 30, 2019

This is a request for a temporary liquor license for The Children's Center during a fundraising event to be held at The Harwich Cultural Center on November 3, 2019. The hours will be between 2pm-8pm. (Beer and wine only) Thank you for providing a temporary liquor license and waiving the \$400 rental fee for our program last year! We are hoping that you will be able to support our request again this year.

We are planning on another Forks and Corks fundraiser with a wine tasting along with desserts and hors d' oeuvres. We are also planning a bigger live auction and adding a silent auction also. If a temporary liquor license is granted, we will have a licensed bartender and employees from the wine store on site during the event.

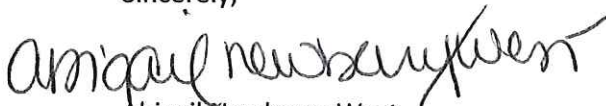
The Children's Center is part of Harwich Ecumenical Council for Housing. Our mission is to develop compassionate solutions to homelessness problems for families, especially those with children, living on Cape Cod. The Children's Center is a reliable, safe, early education and childcare program delivering affordable childcare for working families on Cape Cod. Its goals are to meet the social and emotional needs of the individual child while providing outstanding care and early childhood learning in a safe and healthy environment for each child to thrive. The Children's Center is one of the only truly affordable childcare programs in the region and has provided supportive and stable preschool and childcare services for 26 years.

In order to provide affordable childcare, we are in a constant search for funding for our Tuition Assistance Program (TAP). We work tirelessly grant writing and fundraising, so we can help as many young children and families in the community as possible. The purpose of this event is to raise funds for our TAP program and to grow our donor base, all with the goal to help more young children and families in the area.

If this request is approved perhaps The Board would consider making the first donation by waiving the \$400 room rental fee? All funds raised will go directly to children in our community.

I appreciate your time and consideration of our request. Please contact me with any questions. Thank you! I hope to see you there!

Sincerely,

  
Abigail Newberry-West





COMMONWEALTH OF MASSACHUSETTS  
**DEPARTMENT OF REVENUE**  
 PO BOX 7010  
 BOSTON, MA 02204



403C  
**HARWICH ECUMENICAL COUNCIL FOR  
 THE HOMELESS INC**  
 PO BOX 324  
 WEST HARWICH MA 02671-0324

<b>Notice Date:</b>	<b>07/06/15</b>
<b>Taxpayer ID Number:</b>	<b>223 214 502</b>

Dear Taxpayer,

Below please find your Certificate of Exemption (Form ST-2). Please cut along the dotted line and display at your place of business.

Sincerely,

Massachusetts Dept. of Revenue



**Form ST-2  
 Certificate of Exemption**

**Massachusetts  
 Department of  
 Revenue**

Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.

**HARWICH ECUMENICAL COUNCIL FOR  
 THE HOMELESS INC**  
 PO BOX 324  
 WEST HARWICH MA 02671-0324

EXEMPTION NUMBER  
 223 214 502  
 ISSUE DATE  
 08/09/15  
 CERTIFICATE EXPIRES ON  
 08/09/25

OUTER CAPE WIC

P.O. Box 598  
Harwich Port, MA 02646  
508-240-0853 *phone*  
508-255-3166 *fax*

---



7/25/19

Dear Harwich Town Administrator and Board of Selectmen,

I am the Director at the Outer Cape Women, Infants, and Children (WIC) Program. WIC is a nutrition program for pregnant and breastfeeding women and children under the age of five. Our goal is to help establish healthy lifelong habits for our participants. We do this by providing personalized nutrition consultations, healthy food and referrals for medical assistance, child care and other services that can assist families. Outer Cape WIC serves the towns from Harwich to Provincetown. Our main office is located in Harwich Port.

Outer Cape WIC will be throwing it's second annual baby shower for prenatal and postpartum woman of infants up to 6 months that are currently enrolled in WIC. The baby shower is meant to celebrate, promote and educate participants about the benefits of breastfeeding. This will also be an opportunity for new and soon-to-be moms to learn about local resources and healthy eating.

This celebration will be held on September 26, 2019 at the Harwich Cultural Center. This will be a non-profit and donation driven party held by employees of Outer Cape WIC. We are writing you to ask if you would consider waiving the fee for use of the Cultural Center cafeteria for the community baby shower. We look forward to your response.

Thank you,  
Cynthia LeVangie

\$100.00  
*fee*

Director/Senior Nutritionist  
Outer Cape WIC



Form ST-2  
Certificate of Exemption

Massachusetts  
Department of  
Revenue

Certification is hereby made that the organization herein named is an exempt purchaser under General Laws, Chapter 64H, sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

\* OUTER CAPE HEALTH SERVICES INC  
OUTER CAPE HEALTH SERVICES INC.  
25 BATTANYS WAY UNIT A2  
NORTH EASTHAM MA 02651

EXEMPTION NUMBER E  
042-509-828  
ISSUE DATE  
07/04/89  
CERTIFICATE EXPIRES ON  
NONE

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE  
NAVJEET BAL

July 25, 2019

Harwich Board of Selectmen  
Town Offices  
Main Street  
Harwich, MA 02645

Dear Board:

As you know, the Caleb Chase Trustees are tasked with the investment management and oversight of funds provided by Testamentary Grant in the Will of Caleb Chase and to be used for the benefit of those Town Residents "in need". Grants are to be administered by the Board of Selectmen. Since then the original gift of \$10,000 in 1904, the Fund has grown to its current value of approximately \$490,000. It generates approximately \$12-13,000 in annual dividend income to provide the source of funds

Through the years, the Trustees have come to the opinion that the policies and procedures for the distribution of these funds need to be periodically examined and potentially updated or otherwise modified in order to effectively address the changing conditions of the Town residents. Currently, the applicants for grants are screened by the Council on Aging and its recommendations are made to the Board for its approval prior to any distribution of funds. Payments are made directly to a Third Party provider. According to current policies, that have remained in effect for at least the 30 years that I have served as Trustee, payments are limited to one lifetime grant up to a cap of \$700 for payment of utility bills only.

Some years ago, that amount was raised from a previous cap of \$500. The COA examines each applicant to insure suitability for the grant prior to its recommendation. Last fiscal year, 11 grants totaling approximately \$5000 for payment of utility bills were given out. That is a normal demand on the funds.

The Trustees believe the time has come to consider modification of benefits in hopes of making the funds available for a greater number of purposes and to hopefully increase the number of annual recipients. The Trustees retain the dividend income in cash for a period of time, segregate it, reporting wise, to have funds available upon demand. In the past made, the trustees have made payments of \$10,000/annually to the Town whether requested to or not by the Town Accountant, to provide the Town with a source of available funds.

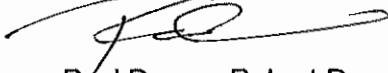
As a result of our concern, in 2018, we asked the COA, who administers the program and qualifies individuals, for any recommendations aimed at broadening the program. Recently at its summer meeting, the Trustees reviewed those recommendations and suggested further modifications. I met again with Director Mitchell at the COA. It was agreed to submit these reworked policy changes to the Board. It is our belief that by developing a broader outreach program together with the suggested policy changes, we can expand the effort to distribute funds generated annually from the Trust. Obviously, if market conditions change or we find the demand to dramatically increase, or conversely, if demand remains somewhat tepid, we'll plan to review procedures in a year's time. However, we as a Board of Trustees maintain the principal growth as a source to generate future income providing funds from annual dividends.

The Policy changes proposed by the Board of Trustees and reviewed by the Council on Aging Director are as follows:

1. Increase the Per Family grant from \$700 to \$800 for utility bills but with certain expanded options. (see below) Family is defined as current individuals living within one structure. Children of majority living separately shall be eligible to apply separate from a parent(s).
2. Revise the receipt of the grant from only once per lifetime to once every THREE years. Applicants will be required on the application for funds to stipulate that no other Caleb Chase Grant has been received within the immediate three past yearly period.
3. Expand the use funds beyond solely utility bills to help cover other important family expenses including: a: Rent/Security Deposit/Mortgage Payments; b. Pellet/Cord-wood supply for heating; and c: Medical Payments to include health insurance premiums, bills for medical care, assistive devices (e.g. hearing aids), and medication costs. Also, to a cap of \$500 per family per every three years, for car payments; and a cap of \$300 per family per every three years for Cell Phone bills.

We ask the Board to approve and adopt these Policy change recommendations for the administration of the annual grants from the Caleb Chase Trust.

Respectfully,



Paul Doane, Robert Doane, James Stinson  
Trustees

## Caleb Chase Fund

### FY 2017 Activity

EFF DATE	Beg Bal	Deposits	Disbursements	Ending Balance	Description
7/1/2016	39,194.39				
06/30/2017			395.00		EVERSOURCE
06/29/2017			126.67		FIREHORN SOLAR I
06/29/2017			247.56		EVERSOURCE
06/29/2017			181.05		NATIONAL GRID
03/09/2017			634.24		EVERSOURCE
02/09/2017			540.70		EVERSOURCE
02/09/2017			159.30		NATIONAL GRID
08/25/2016			700.00		EVERSOURCE
08/25/2016			700.00		EVERSOURCE
08/25/2016			197.96		EVERSOURCE
08/04/2016			614.82		EVERSOURCE
2/28/2017		6,000.00			Caleb Chase Investment
FY 2017 Activity		531.00			Various Donations
<b>Ending Balance</b>	<b>39,194.39</b>	<b>6,531.00</b>	<b>4,497.30</b>	<b>41,228.09</b>	

### FY 2018 Activity

EFF DATE	Beg Bal	Deposits	Disbursements	Ending Balance	Description
7/1/2017	41,228.09				
04/05/2018			402.47		EVERSOURCE
04/26/2018			555.10		EVERSOURCE
02/28/2018			700.00		NATIONAL GRID
02/28/2018			700.00		NATIONAL GRID
02/28/2018			674.24		EVERSOURCE
6/28/2018			40,000.00		Transfer to Investment
1/18/2018		6,000.00			Caleb Chase Investment
FY 2018 Activity		239.00			Various Donations
<b>Ending Balance</b>	<b>41,228.09</b>	<b>6,239.00</b>	<b>43,031.81</b>	<b>4,435.28</b>	

### FY 2019 Activity

EFF DATE	Beg Bal	Deposits	Disbursements	Ending Balance	Description
07/01/2018	4,435.28				
08/21/2018			700.00		EVERSOURCE
08/21/2018			242.79		EVERSOURCE
08/21/2018			700.00		NATIONAL GRID
08/21/2018			338.00		NATIONAL GRID
01/24/2019			268.09		EVERSOURCE
01/24/2019			431.91		THE OIL EXPRESS
04/30/2019			581.12		CAPE DISCOUNT FUEL
04/30/2019			700.00		EVERSOURCE
04/30/2019			113.86		EVERSOURCE
05/29/2019			207.07		HARWICH WATER DEPT
12/13/2018			187.05		EVERSOURCE
12/13/2018			679.23		EVERSOURCE
12/13/2018			700.00		EVERSOURCE
12/13/2018			244.50		NATIONAL GRID
12/18/2018			407.68		CAPE DISCOUNT FUEL
1/15/2019		5,000.00			Caleb Chase Investment
FY 2019		279.00			Various Donations
<b>Ending Balance</b>	<b>4,435.28</b>	<b>5,279.00</b>	<b>6,501.30</b>	<b>3,212.98</b>	

Investment Account Balance as of June 30, 2019

486,472.36

Schwab One® Trust Account of  
J STINSON & P DOANE & R DOANE  
U/W CALEB CHASE

Account Number

Statement Period  
June 1-30, 2019

Protect your privacy and the environment. Switch to eStatements at  
www.schwab.com/lesspaper. Visit www.schwab.com/premiumstatement to  
explore the features and benefits of this statement.

JUN 13 2019

Account Registration

Customer Service and  
Account Information

Customer Service and Trading:  
Call your Schwab Representative  
1 (800) 435-4000

Schwab by Phone™

Automated Services:  
1 (800) 435-8804

TeleBroker®:  
1 (800) 272-4922

Visit Our Web Site:  
schwab.com

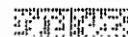
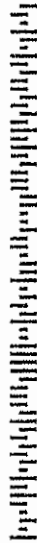
Cost Basis Updates:  
To provide updates for incomplete  
cost basis information, please visit  
schwab.com/gainloss

Market Monitor

Rates	Yield
Value Adv Money Fd SWVXX	2.22%
Sch Investor Money Fund	2.19%

Indices	Year To Date Change
Dow Jones Industrial Average	14.03%
Standard & Poor's 500 Index®	17.35%
Schwab 1000 Index®	17.71%
NASDAQ Composite Index	20.66%

AB 02 001944 89157 H 6 A  
TOWN ACCOUNTANT  
TOWN OF HARWICH  
732 MAIN ST  
HARWICH, MA 02645



Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

Account Number

Statement Period  
**June 1-30, 2019**

## Terms and Conditions

### GENERAL INFORMATION AND KEY TERMS:

All references to "Schwab" in this document refer to the broker-dealer Charles Schwab & Co., Inc. Unless otherwise defined herein, capitalized terms have the same meanings as in your Account Agreement. If you receive any other communication from any source other than Schwab which purports to represent your holdings you should verify its content with this statement. Securities, products, and services are not available in all countries and are subject to country specific restrictions.

**AIP (Automatic Investment Plan) Customers:** Schwab receives remuneration in connection with certain transactions effected through Schwab. If you participate in a systematic investment program through Schwab, the additional information normally detailed on a trade confirmation will be provided upon request.

**Average Daily Balance:** Average daily composite of all cash balances that earn interest and all loans from Schwab that are charged interest.

**Bank Sweep Feature and Bank Sweep for Benefit Plans Features:** Schwab acts as your agent and custodian in establishing and maintaining your Bank Sweep and Bank Sweep for Benefit Plans features as a Schwab Cash feature for your brokerage account. Deposit accounts constitute direct obligations of banks affiliated with Schwab and are not obligations of Schwab. Deposit accounts are insured by the FDIC within applicable limits. The balance in the bank deposit accounts can be withdrawn on your order and the proceeds returned to your securities account or remitted to you as provided in your Account Agreement. For information on FDIC insurance and its limits, as well as other important disclosures about the Bank Sweep for Benefit Plans features, please refer to the Cash Features Disclosure Statement available online or from a Schwab representative.

**Cash:** Any Free Credit Balance owed by us to you payable upon demand which, although accounted for on our books of record, is not segregated and may be used in the conduct of this firm's business.

**Dividend Reinvestment Customers:** Dividend reinvestment transactions were effected by Schwab acting as a principal for its own account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acted as the buying agent. Further information on these transactions will be furnished upon written request.

**Estimated Annual Income:** Derived from information provided by outside parties. Schwab cannot guarantee the accuracy of such information. Since the interest and dividends are subject to change at any time, they should not be relied upon for making investment decisions.

**Fees and Charges:** It is your responsibility, and not Schwab's, to verify the accuracy of all fees. Margin interest charged to your Account during the statement period is included in this section of the statement.

**Interest:** For the Schwab One Interest, Bank Sweep, and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. For the Schwab One Interest feature, interest accrues daily from the second-to-last business day of the prior month and is posted on the second-to-last business day of the current month. For the Bank Sweep feature, interest accrues daily from the 16th day of the prior month and is credited/posted on the first business day after the 15th of the current month.

If, on any given day, the interest that Schwab calculates for the Free Credit Balances in the Schwab One Interest feature in your brokerage account is less than \$.005, you will not accrue any interest on that day. For balances held at banks affiliated with Schwab in the Bank Sweep

and Bank Sweep for Benefit Plans features, interest will accrue even if the amount is less than \$.005.

**Latest Price/Price (Investment Detail Section Only):** The most recent price evaluation available on the last business day of the statement period, normally the last trade price or bid. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Pricing of assets not held at Schwab is for informational purposes only. Some securities, especially thinly traded equities in the OTC market or foreign markets, may not report the most current price and are indicated as Stale Priced. For Limited Partnerships (LP) and Real Estate Investment Trust (REIT) securities, you may see that the value reflected on your periodic statement for this security is unpriced. FINRA rules require that certain LP and REIT securities, that have not been priced within 18 months, must show as unpriced on customer statements. Note that these securities are generally illiquid, the value of the securities will be different than its purchase price; if applicable, that accurate valuation information may not be available.

**Margin Account Customers:** This is a combined statement of your margin account and special memorandum account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection.

**Non-Publicly Traded Securities:** All assets shown on this statement, other than certain direct investments which may be held by a third party, are held in your Account. Values of certain Non-Publicly Traded Securities may be furnished by a third party and Schwab shall have no responsibility for the accuracy or timeliness of such valuations. The Securities Investor Protection Corporation (SIPC) does not cover many limited partnership interests.

**Option Customers:** Be aware of the following: 1) Commissions and other charges related to the execution of option transactions have been included in confirmations of such transactions previously furnished to you and will be made available promptly upon request 2) You should advise us promptly of any material changes in your investment objectives or financial situation 3) Exercise assignment notices for the option contracts are allocated among customer short positions by an automated procedure which randomly selects from among all customer short option positions those contracts which are subject to exercise, including positions established on the day of assignment 4) Realized gain/loss of underlying securities is adjusted to reflect the premiums of assigned or exercised options. Please consult your tax advisor or IRS publication 550, Investment Income and Expenses, for additional information on Options.

**Schwab Sweep Money Funds:** Includes the primary money market funds into which Free Credit Balances may be automatically invested pursuant to your Account Agreement. Schwab or an affiliate acts and receives compensation as the Investment Advisor, Transfer Agent, Shareholder Service Agent and Distributor for the Schwab Sweep Money Funds. The amount of such compensation is disclosed in the prospectus. The yield information for Schwab Sweep Money Funds is the current 7-day yield as of the statement period. Yields vary. If, on any given day, the accrued daily dividend for your selected sweep money fund as calculated for your account is less than 1/2 of 1 cent (\$.005), your account will not earn a dividend for that day. In addition, if you do not accrue at least 1 daily dividend of \$.01 during a pay period, you will not receive a money market dividend for that period. Schwab and the Schwab Sweep Money Funds investment advisor may be voluntarily reducing a portion of a Schwab Sweep Money Fund's expenses. Without these reductions, yields would have been lower.

**Securities Products and Services:** Securities products and services are offered by Charles Schwab & Co., Inc., Member SIPC. Securities products

and services, including unswept intraday funds and net credit balances held in brokerage accounts are not deposits or other obligations of, or guaranteed by, any bank, are not FDIC insured, and are subject to investment risk and may lose value. SIPC does not cover balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features.

**Gain (or Loss):** Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information is not a solicitation or a recommendation to buy or sell. It may, however, be helpful for investment and tax planning strategies. Schwab does not provide tax advice and encourages you to consult with your tax professional. Please view the Cost Basis Disclosure Statement for additional information on how gain (or loss) is calculated and how Schwab reports adjusted cost basis information to the IRS.

**IN CASE OF ERRORS OR DISCREPANCIES:** If you find an error or discrepancy relating to your brokerage activity (other than an electronic fund transfer) you must notify us promptly, but no later than 10 days after this statement is sent or made available to you. If this statement shows that we have mailed or delivered security certificate(s) that you have not received, notify Schwab immediately. You may call us at 800-435-4000. (Outside the U.S., call +1-415-667-8400.) Any oral communications should be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). If you do not so notify us, you agree that the statement activity and Account balance are correct for all purposes with respect to those brokerage transactions.

**COMPLAINT CONTACT INFORMATION:** Complaints about Schwab statements, products or services may be directed to 1-800-435-4000. For clients residing outside of the U.S., call collect +1-415-667-8400. Please send any written complaints to the Client Advocacy Team, 211 Main St. San Francisco, CA 94106, USA.

**Address Changes:** It is your obligation to keep Schwab informed of any changes in your address, telephone number or other contact information. If you fail to notify Schwab of those changes, you may not receive important notifications about your Account, and trading or other restrictions might be placed on your Account. For assistance, you may contact Schwab at 1-800-435-4000. Clients residing outside of the U.S. may call Schwab collect at +1-415-667-8400.

**Additional Information:** We are required by law to report to the Internal Revenue Service adjusted cost basis information (if applicable), certain payments to you and credits to your Account during the calendar year. Retain this statement for income tax purposes. Schwab or an affiliate acts as the Investment Advisor, Transfer Agent, Shareholder Service Agent and Distributor for the Sweep Funds and as Transaction Services Agent for the Government Money Fund. Schwab or an affiliate is compensated by the Sweep Funds for acting in each of these capacities other than as Distributor. The amount of such compensation is disclosed in the prospectus. Additional information will be provided upon written request. A financial statement for your inspection is available at Schwab's offices or a copy will be mailed to you upon written request.

Any third party trademarks appearing herein are the property of their respective owners. Schwab and its affiliated banks are subsidiaries of The Charles Schwab Corporation. (1017-7MAX)



Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

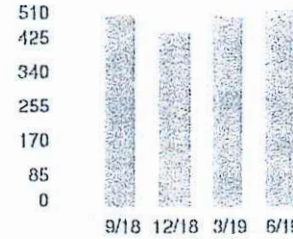
Account Number

Statement Period  
 June 1-30, 2019

**Account Value as of 06/30/2019:\$ 486,472.36**

**Change in Account Value**

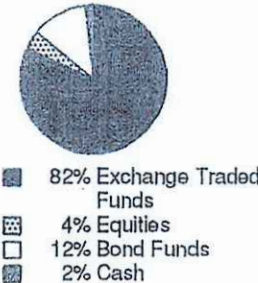
	This Period	Year to Date	Account Value [in Thousands]
<b>Starting Value</b>	<b>\$ 459,641.64</b>	<b>\$ 429,907.44</b>	
Credits	3,144.06	6,214.66	510
Debits	0.00	(5,000.00)	425
Transfer of Securities (In/Out)	0.00	0.00	340
Income Reinvested	(556.09)	(1,273.36)	255
Change in Value of Investments	24,242.75	56,623.62	170
<b>Ending Value on 06/30/2019</b>	<b>\$ 486,472.36</b>	<b>\$ 486,472.36</b>	85
<b>Total Change In Account Value</b>	<b>\$ 26,830.72</b>	<b>\$ 56,564.92</b>	0
	5.84%	13.16%	



**Asset Composition**

	Market Value	% of Account Assets
Cash	\$ 9,896.68	2%
Equities	18,063.20	4%
Bond Funds	59,126.87	12%
Exchange Traded Funds	399,385.61	82%
<b>Total Assets Long</b>	<b>\$ 486,472.36</b>	
<b>Total Account Value</b>	<b>\$ 486,472.36</b>	<b>100%</b>

**Overview**





Schwab One® Trust Account of  
J STINSON & P DOANE & R DOANE  
U/W CALEB CHASE

Account Number

Statement Period  
June 1-30, 2019

Gain or (Loss) Summary	Realized Gain or (Loss) This Period		Unrealized Gain or (Loss)
	Short Term	Long Term	
All Investments	\$0.00	\$0.00	\$67,173.97

Values may not reflect all of your gains/losses.

Income Summary	This Period		Year to Date	
	Federally Tax-Exempt	Federally Taxable	Federally Tax-Exempt	Federally Taxable
Schwab One® Interest	0.00	1.78	0.00	10.59
Cash Dividends	0.00	3,142.28	0.00	6,082.75
<b>Total Income</b>	<b>0.00</b>	<b>3,144.06</b>	<b>0.00</b>	<b>6,093.34</b>

Cash Transactions Summary	This Period	Year to Date
	<b>Starting Cash*</b>	<b>\$ 7,308.71</b>
Deposits and other Cash Credits	0.00	0.00
Investments Sold	0.00	0.00
Dividends and Interest	3,144.06	6,214.66
Withdrawals and other Debits	0.00	(5,000.00)
Investments Purchased	(556.09)	(1,273.36)
Fees and Charges	0.00	0.00
<b>Total Cash Transaction Detail</b>	<b>2,587.97</b>	<b>(58.70)</b>
<b>Ending Cash*</b>	<b>\$ 9,896.68</b>	<b>\$ 9,896.68</b>

\*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.

Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALER CHASE

Account Number

Statement Period  
 June 1-30, 2019

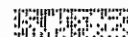
**Investment Detail - Cash**

	Starting Balance	Ending Balance	% of Account Assets
Cash	7,308.71	9,896.68	2%
<b>Total Cash</b>	<b>7,308.71</b>	<b>9,896.68</b>	<b>2%</b>
<b>Total Cash</b>		<b>9,896.68</b>	<b>2%</b>

**Investment Detail - Equities**

	Quantity	Market Price	Market Value <i>Cost Basis</i>	% of Account Assets	Unrealized Gain or (Loss)	Estimated Yield	Estimated Annual Income
<b>Equities</b>							
BLACKROCK CORPORATE HIGH SYMBOL: HYT	1,685.0000	10.72000	18,063.20 20,902.64	4%	(2,839.44)	8.05%	1,455.84
<b>Total Equities</b>	<b>1,685.0000</b>		<b>18,063.20</b>	<b>4%</b>	<b>(2,839.44)</b>		<b>1,455.84</b>
		<b>Total Cost Basis:</b>	<b>20,902.64</b>				

*Estimated Annual Income ("EAI") and Estimated Yield ("EY") calculations are for informational purposes only. The actual income and yield might be lower or higher than the estimated amounts. EY is based upon EAI and the current price of the security and will fluctuate. For certain types of securities, the calculations could include a return of principal or capital gains in which case EAI and EY would be overstated. EY and EAI are not promptly updated to reflect when an issuer has missed a regular payment or announced changes to future payments, in which case EAI and EY will continue to display at a prior rate.*





Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

DUPLICATE STATEMENT

Account Number

Statement Period  
 June 1-30, 2019

**Investment Detail - Exchange Traded Funds**

Exchange Traded Funds	Quantity	Market Price	Market Value <i>Cost Basis</i>	% of Account Assets	Unrealized Gain or (Loss)	Estimated Yield	Estimated Annual Income
<b>ENERGY SELECT SECTOR SPDR ETF SYMBOL: XLE</b>	380.0000	63.71000	24,209.80 <i>29,678.97</i>	5%	(5,469.17)	3.61%	876.22
<b>ISHARES CORE S&amp;P SMALL CAP ETF SYMBOL: IJR</b>	218.2323	78.28000	17,083.22 <i>17,963.79</i>	4%	(880.57)	1.28%	218.85
<b>ISHARES MSCI EAFE ETF SYMBOL: EFA</b>	570.0000	65.73000	37,466.10 <i>40,225.09</i>	8%	(2,758.99)	4.18%	1,568.78
<b>ISHARES MSCI EMERGING MARKETS ETF SYMBOL: EEM</b>	308.0000	42.91000	13,216.28 <i>13,978.50</i>	3%	(762.22)	1.45%	191.85
<b>ISHARES RUSSELL 1000 ETF SYMBOL: IWB</b>	340.0000	162.79000	55,348.60 <i>22,945.71</i>	11%	32,402.89	2.14%	1,188.59
<b>ISHARES S&amp;P MID CAP 400 GRWTH ETF SYMBOL: IJK</b>	86.0000	226.27000	19,459.22 <i>19,820.74</i>	4%	(361.52)	1.06%	206.54
<b>SELECT SECTOR HEALTH CARE SPDR ETF SYMBOL: XLV</b>	270.0000	92.64000	25,012.80 <i>20,304.58</i>	5%	4,708.22	1.72%	430.24
<b>SELECT SECTOR UTI SELECT SPDR ETF SYMBOL: XLU</b>	800.0000	59.63000	47,704.00 <i>36,108.86</i>	10%	11,595.14	3.25%	1,553.48
<b>SELECT STR FINANCIAL SELECT SPDR ETF SYMBOL: XLF</b>	600.0000	27.60000	16,560.00 <i>14,718.95</i>	3%	1,841.05	2.02%	334.71

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.

Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

Account Number

Statement Period  
 June 1-30, 2019

**Investment Detail - Exchange Traded Funds (continued)**

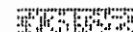
	Quantity	Market Price	Market Value Cost Basis	% of Account Assets	Unrealized Gain or (Loss)	Estimated Yield	Estimated Annual Income
<b>Exchange Traded Funds</b>							
SPDR FUND MATERIALS SELECT SECTR ETF SYMBOL: XLB	300.0000	58.50000	17,550.00 15,767.66	4%	1,782.34	2.36%	415.33
SPDR S&P DIVIDEND ETF ♀ SYMBOL: SDY	712.7834	100.88000	71,905.59 58,881.38	15%	13,024.21	2.48%	1,787.26
TECHNOLOGY SELECT SECTOR SPDR ETF SYMBOL: XLK	425.0000	78.04000	33,167.00 24,841.95	7%	8,325.05	1.42%	473.12
VANGUARD FINANCIALS ETF SYMBOL: VFH	300.0000	69.01000	20,703.00 14,693.35	4%	6,009.65	2.17%	450.24
<b>Total Exchange Traded Funds</b>	<b>5,310.0157</b>		<b>399,385.61</b> <b>329,929.53</b>	<b>82%</b>	<b>69,456.08</b>		<b>9,695.21</b>

*Estimated Annual Income ("EAI") and Estimated Yield ("EY") calculations are for informational purposes only. The actual income and yield might be lower or higher than the estimated amounts. EY is based upon EAI and the current price of the security and will fluctuate. For certain types of securities, the calculations could include a return of principal or capital gains in which case EAI and EY would be overstated. EY and EAI are not promptly updated to reflect when an issuer has missed a regular payment or announced changes to future payments, in which case EAI and EY will continue to display at a prior rate.*

**Investment Detail - Mutual Funds**

	Quantity	Market Price	Market Value	% of Account Assets	Average Cost Basis	Cost Basis	Unrealized Gain or (Loss)
<b>Bond Funds</b>							
PIMCO TOTAL RETURN FUND CL A SYMBOL: PTTAX	3,614.7000	10.35000	37,412.15	8%	10.49	37,908.84 <sup>1</sup>	(496.69)

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Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

Account Number

Statement Period  
 June 1-30, 2019

**Investment Detail - Mutual Funds (continued)**

Bond Funds (continued)	Quantity	Market Price	Market Value	% of Account Assets	Average Cost Basis	Cost Basis	Unrealized Gain or (Loss)
WESTERN ASSET CORE PLUS <sup>Q</sup> BD FD FI SYMBOL: WACIX	1,823.2340	11.91000	21,714.72	4%	11.33	20,660.70	1,054.02
<b>Total Bond Funds</b>	<b>5,437.9340</b>		<b>59,126.87</b>	<b>12%</b>		<b>58,569.54</b>	<b>557.33</b>
<b>Total Mutual Funds</b>	<b>5,437.9340</b>		<b>59,126.87</b>	<b>12%</b>		<b>58,569.54</b>	<b>557.33</b>
<b>Total Investment Detail</b>							<b>486,472.36</b>
<b>Total Account Value</b>							<b>486,472.36</b>
<b>Total Cost Basis</b>							<b>409,401.71</b>

**Transaction Detail - Purchases & Sales**

**Exchange Traded Funds Activity**

Settle Date	Trade Date	Transaction	Description	Quantity	Unit Price	Total Amount
06/24/19	06/24/19	Reinvested Shares	ISHARES CORE S&P SMALL CAP ETF: IJR	0.7112	76.6736	(54.53)
06/27/19	06/27/19	Reinvested Shares	SPDR S&P DIVIDEND ETF: SDY	4.4558	99.6510	(444.02)
<b>Total Exchange Traded Funds Activity</b>						<b>(498.55)</b>

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Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

Account Number

Statement Period  
 June 1-30, 2019

**Transaction Detail - Purchases & Sales (continued)**

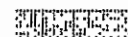
**Bond Funds Activity**

Settle Date	Trade Date	Transaction	Description	Quantity	Unit Price	Total Amount
06/28/19	06/28/19	Reinvested Shares	WESTERN ASSET CORE PLUS BD FD FI: WACIX	4.8310	11.9100	(57.54)
<b>Total Bond Funds Activity</b>						<b>(57.54)</b>
<b>Total Purchases &amp; Sales</b>						<b>(556.09)</b>

**Transaction Detail - Dividends & Interest (including Money Market Fund dividends reinvested)**

Transaction Date	Process Date	Activity	Description	Credit/(Debit)
06/21/19	06/21/19	Div For Reinvest	ISHARES CORE S&P SMALL: IJR	54.53
06/21/19	06/21/19	Cash Dividend	ISHARES MSCI EAFE ETF: EFA	784.39
06/21/19	06/21/19	Cash Dividend	ISHARES MSCI EMERGING: EEM	95.92
06/21/19	06/21/19	Cash Dividend	ISHARES RUSSELL 1000: IWB	297.15
06/21/19	06/21/19	Cash Dividend	ISHARES S&P MID CAP 400: IJK	51.64
06/26/19	06/26/19	Cash Dividend	ENERGY SELECT SECTOR: XLE	219.05
06/26/19	06/26/19	Cash Dividend	SELECT SECTOR HEALTH: XLV	107.56
06/26/19	06/26/19	Cash Dividend	SELECT SECTOR UTI SELECT: XLU	388.37
06/26/19	06/26/19	Cash Dividend	SELECT STR FINANCIAL: XLF	83.68
06/26/19	06/26/19	Cash Dividend	SPDR FUND MATERIALS: XLB	103.83
06/26/19	06/26/19	Div For Reinvest	SPDR S&P DIVIDEND ETF: SDY	444.02
06/26/19	06/26/19	Cash Dividend	TECHNOLOGY SELECT SECTOR: XLK	118.28
06/26/19	06/26/19	Cash Dividend	VANGUARD FINANCIALS ETF: VFH	112.56
06/27/19	06/27/19	Credit Interest	SCHWAB1 INT 05/30-06/26	1.78
06/28/19	06/28/19	Cash Dividend	BLACKROCK CORPORATE HIGH: HYT	121.32
06/28/19	06/28/19	Cash Dividend	PIMCO TOTAL RETURN FUND: PTTAX	102.44

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.





Schwab One® Trust Account of  
**J STINSON & P DOANE & R DOANE**  
 U/W CALEB CHASE

Account Number

Statement Period  
**June 1-30, 2019**

**Transaction Detail - Dividends & Interest** (including Money Market Fund dividends reinvested) (continued)

Transaction Process					
Date	Date	Activity	Description		Credit/(Debit)
06/28/19	06/28/19	Div For Reinvest	WESTERN ASSET CORE PLUS: WACIX		57.54
<b>Total Dividends &amp; Interest</b>					<b>3,144.06</b>
<i>05/30 through 06/26: \$1.78 based on .304% average Schwab One® interest rate paid on 28 days in which your account had an average daily balance of \$7,626.84.</i>					
<b>Total Transaction Detail</b>					<b>2,587.97</b>

**Endnotes For Your Account**

Symbol Endnote Legend

- ◊ Dividends paid on this security will be automatically reinvested.
- t Data for this holding has been edited or provided by a third party.

For information on how Schwab pays its representatives, go to <http://www.schwab.com/compensation>.



**Proposed Appointments from INTERVIEWS – Wednesday, July 17, 2019**

<u>TIME</u>	<u>APPLICANT:</u>	<u>VACANCY</u>	<u>TERM</u>
9:00 a.m.	Christopher Murphy	Board of Appeals (1 vacancy - alternate member)	Alt Member Term Exp June 30, 2020
9:15 a.m.	Charles Barnes	Harwich Cultural Council (4 vacancies – full)	Full Member Term Exp June 30, 2021
9:30 a.m.	Angela McNamara	Harwich Port Noise Containment Committee (local resident)	Full Resident Member Term Exp Dec 31, 2020

**Selectmen's Interview/Nominations Subcommittee  
Selectmen's Office, Town Hall  
Wednesday July 17, 2019  
9:00 A.M.**

**AGENDA**

**I. CALL TO ORDER**

**II. NEW BUSINESS**

A. Interview applicants for various committee/board/commission vacancies including, but not limited to:

- Harwich Port Noise Containment Committee
- Board of Appeals
- Cultural Council

B. Miscellaneous discussion(s) regarding interviews/appointments and/or procedure

**III. 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 are a person with a disability who requires an accommodation, contact the Selectmen's Office at (508) 430-7512 ext. 2*

**Authorized Posting Officer:**

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

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

**Date:** July 11, 2019

9:00

# Citizens Committee Vacancy Form

## Volunteer Now - Serve Your Community

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

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

### CITIZEN'S COMMITTEE VACANCY FORM BOARD OF SELECTMEN

732 Main Street, Harwich, MA 02645

Name CHRISTOPHER MURPHY  
Street/P.O. Box 3 CRANBERRY HOLLOW LN  
Town HARWICH ZIP 02645  
Occupation RETIRED CTO  
Email MURPHCR@GMAIL.COM  
Telephone 609 933 8226

LIST IN ORDER OF PREFERENCE

- | <u>PLANNING AND PRESERVATION</u>                                 | <u>OTHER</u>  |
|--|---|
| <input type="checkbox"/> Agricultural Commission                 | <input type="checkbox"/> Affordable Housing Trust               |
| <input checked="" type="checkbox"/> <b>*Board of Appeals</b>     | <input type="checkbox"/> <b>*Board of Assessors</b>             |
| <input type="checkbox"/> Brooks Academy Museum Commission        | <input type="checkbox"/> <b>*Board of Health</b>                |
| <input type="checkbox"/> Building Code Board of Appeals          | <input type="checkbox"/> Capital Outlay Committee               |
| <input type="checkbox"/> Bylaw/Charter Review Committee          | <input type="checkbox"/> Cemetery Commission                    |
| <input type="checkbox"/> Community Preservation Committee        | <input type="checkbox"/> Community Center Facilities Committee  |
| <input type="checkbox"/> <b>*Conservation Commission</b>         | <input type="checkbox"/> Constable                              |
| <input type="checkbox"/> Cultural Council                        | <input type="checkbox"/> Council on Aging                       |
| <input type="checkbox"/> Historical/Historic District Commission | <input type="checkbox"/> Finance Committee                      |
| <input type="checkbox"/> <b>*Planning Board</b>                  | <input type="checkbox"/> Harwich Accessibility Rights Committee |
| <input type="checkbox"/> Real Estate, Open Space Committee       | <input type="checkbox"/> Harwich Center Initiative Committee    |
| <input type="checkbox"/> Town Forest Committee                   | <input type="checkbox"/> Harwich Housing Committee              |
| <input type="checkbox"/> Traffic Safety Committee                | <input type="checkbox"/> Herring Supervisor (Voluntary)         |
| <input type="checkbox"/> Trail Committee                         | <input type="checkbox"/> Saquatucket Development Committee      |
| <input type="checkbox"/> Harwich Energy Committee                | <input type="checkbox"/> Shellfish Constable (Voluntary)        |
| <input type="checkbox"/> OTHER _____                             | <input type="checkbox"/> Treasure Chest Volunteers              |
|  | <input type="checkbox"/> Voter Information Committee            |
|  | <input type="checkbox"/> Wastewater Support Committee           |
|  | <input type="checkbox"/> Youth Services Committee               |

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

\* Please include a resume with form

## Christopher Murphy

3 Cranberry Hollow Lane  
Harwich, MA 02645

Mobile: 609.933.8226  
murphcyr@gmail.com

### Profile:

- As a key member of the Executive Management team, proven expertise in developing Business Unit and Company Wide Research Strategic plans to drive Business Unit innovation.
- Comprehensive R&D management experience in diverse basic and applied research groups. Global expertise in product development, product rollout, marketing and technical support. Able to quickly move into new technical areas and establish R&D priorities.
- Ability to turnaround or build responsive research departments with budgets up to \$60MM
- Established focused, companywide, portfolio management and Stage and Gate project management systems.
- Effectively led international teams of researchers on multi-location research efforts.
- Generated up to \$1M in financial support for research projects through funding from external government agencies leading to the development of new materials and monitoring equipment.

### Experience:

**PolyOne Corporation** – Avon Lake, OH **2012 - July 2018 (Retired)**  
*Specialty formulator of polymer materials, manufacturer composite products with sales of \$3.4B.*

#### Vice President R&D, Chief Innovation Officer – Corporate Technology

As a member of the Operating Council, responsible for global innovation strategy and product development across all Business Units, as we built a robust R&D organization

- Led development of a market focused Portfolio Management system with quarterly innovation reviews to focus innovation in key markets, with robust innovation metrics and a gated product development system
- Focused longer term R&D efforts on key technology platforms targeting \$500MM in profitable market opportunity
- Established a Technology Leadership Development Program to develop a pipeline of talent into technical organization
- Established global training curriculum targeting R&D, VOC and ideation skills
- Technical due diligence of several acquisitions including leading composites companies

**Lubrizol Advanced Materials** – Brecksville, OH **2007- 2012**  
*Specialty Chemical manufacturer of Additives for Personal Care, Lubricants, and Coating, as well as specialty polymers*

#### Global R&D Director – Personal and Home Care, Food Additives

Lead 10 Global R&D teams of 125 people based in Ohio, New Jersey, California, Illinois, Belgium, China, Hong Kong, India, Mexico and Brazil. Responsible for Synthesis, Applications, Polymer Physics and Technical Support, with oversight of Process Engineering functions.

- Developed and supported technology for rheology control, conditioning, fixatives, emollients, surfactants, sensory applications, excipients, oral care, food thickeners, and functional polymers.
- Implemented NPD Strategic Plan Process focusing R&D and Marketing personnel on projects with highest revenue potential.
- Installed an Innovation System with Exploratory Applications Research, external consultant network, and external research centers.
- New product introduction increased 4 fold, with parallel increases in associated patent filings. Initiated two major platform technology initiatives focused on breakthrough innovation.

**Elementis Specialties** – Hightstown, NJ

**2002-2007**

*Specialty Chemical manufacturer of rheological and surface chemistry additives.*

**Vice President of Technology – R&D and Product Stewardship**

- Turned around a global R&D organization of 50 people based in New Jersey and the Netherlands. Responsible for Synthesis, Exploratory Applications, Analytical and Pilot Plant areas in coatings additives, surfactants, oil field chemicals, consumer markets, plastic additives, clays and organoclays, nanotechnology, nano ZnO electronics applications.
- Introduced a business focused Stage Gate process using strict financial metrics to focus decision making, increasing new product sales.
- 3 major product rollouts were underway in 2007 – market potential over \$100MM.
- Instituted strong portfolio management/strategic planning process for product development and drove the business strategy throughout R&D.
- Utilized an Innovation Board and a licensing process to drive innovation.
- Integrated an R&D organization in Delden, the Netherlands.
- 300% increase in rate of Patent application submission/IP development.

**Nalco Chemical Company** – Naperville, IL

**1985-2002**

*World leader in water treatment and process chemicals, providing solutions to 60,000 industrial customers, with sales of \$3.3 billion and a dominant market share in key industries.*

**Division VP of Research – Pulp and Paper Division – Naperville, IL (2001-2002)**

*\$500MM provider of wet end and functional chemicals to global Pulp and Paper industry.*

- Led 4 global R&D teams based in Illinois and the Netherlands, with strong product development focus in water soluble polymers, silica sols, biocides, strength additives, sizing, cleaners, antifoams, deposit control, coatings additives. \$109MM in sales from new products.
- Reordered research priorities to focus on functional additives, as division expanded into new product areas, through focused portfolio management.
- Initiated joint customer projects with research departments of four international pulp and paper companies to provide faster product development, quicker route to market, and to build research image.
- Integrated coatings research laboratory from NC to Naperville, hired two researchers to support this new business area, saving \$220,000.

**Division VP of Research – Specialty Division – Naperville, IL (1999-2001)**

*\$500MM sales in water treatment chemicals and services to institutional, food and beverage, and small industrial customers globally.*

- Led 3 global Applied R&D based in US, Netherlands, UK, and Italy, developing corrosion, scale, microbiological control chemistry, polymers for waste and process separations, monitoring/control equipment.
- Introduced 9 products with \$7.5MM in annual sales.
- Established new research and service programs to capitalize on new business opportunities in *Legionella* control/Water Hygiene Services - which became a new global Business Unit, 3 year growth projection is \$200MM
- Consolidated 6 research locations in Europe and the US during integration of 4 companies with over \$250MM in sales, saving \$700,000 annually.

**Division VP of Research – Pacific Division - Singapore (1995-1999)**

*Markets water treatment, paper process chemistry and water hygiene services, with annual sales over \$175MM.*

- Finalized the formation of the Pacific Research Center in Singapore. Hired 11 researchers internationally to support regional technical needs and consolidated analytical and customer support/applied research facilities regionally, providing a higher-level support structure for the region.
- Led a team of 27 researchers and QC staff in Singapore, Australia, India and Taiwan. Focused department on bringing new technologies into region from US research and providing high-level analytical/plant support services.

- Obtained over \$500,000 in funding from Singapore National Science and Technology Board to sponsor research personnel and support research projects. Served as Board Member for Environmental Technology Institute.
- Assisted with integration of 2 acquisitions in Pacific region.

**Technical Director Cooling Water Research – Naperville (1994-1995)**

*Key cornerstone of Nalco's technology - sold by all of the operating divisions.*

- Led research for Nalco's largest technical area developing treatment chemistry for corrosion, scale, and microbiological control, as well as novel monitoring and control equipment.
- Introduced a more market driven approach to product development by introducing portfolio management planning jointly with division marketing.
- Expanded the focus of a new Recycle Technology Group, which is a cornerstone of the service-based offering.

**Technical Director Refinery Chemicals – Sugar Land, TX (1989-1994)**

*\$200MM sales of process control chemicals sold to refining and chemical process industries for corrosion control, emulsion breaking, antifouling, antifoam.*

- Turned research of a rapidly expanding business unit from a heavy technical support focus into a new product/growth focus.
- Doubled product development, tripled patent application rate in a department of 27 researchers.

**Senior Chemist/Group Leader Corporate Research – Naperville, (1985-1989)**

<b>Education:</b>	<u>University of Texas</u> , Austin TX – Professor Steve Martin	1985
	Postdoctoral Research Associate – Synthetic Organic Chemistry	
	<u>Tufts University</u> , Medford, MA – Professor Frank Guziec	1983
	Ph.D., Organic Chemistry	
	<u>Boston College</u> , Chestnut Hill, MA	1978
	BS, Chemistry – cum laude	

**Professional Affiliations/Boards:**

Society of Plastics Engineers – Member  
 American Chemical Society – Member  
 Industrial Research Institute – Member  
 Board of Directors – Goodwill Industries of Lorain County, Chair Governance Committee 2014 – 2018  
 Board of Directors, Environmental Technology Institute, Singapore 1997-1999  
 National Petroleum Refinery Association – Q&A Panelist 1993  
 Signature of Solon HOA, Treasurer, Chair Design Review and Landscape Committees 2009 - 2013

9:15



**CITIZENS ACTIVITY RECORD FORM  
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**CITIZENS ACTIVITY RECORD PROGRAM  
BOARD OF SELECTMEN  
732 Main Street, Harwich, MA 02645**

Name Charles T Barnes Street/P.O. Box P.O. Box 361 Town South Harwich Zip 02661  
Occupation Retired Email chasman823gmail.com Telephone 508-432-9333

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

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

**OTHER**

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

**RECREATION**

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

**\* Please include a resume with form**

EDUCATIONAL BACKGROUND:

Bachelor of Arts - Dickinson College, Carlisle, PA  
Various courses in literary, music and and fine arts

RELEVANT SKILLS:

50 Years in business, 34 years as a partner in an insurance agency located in Albany, NY serving businesses including a large number of not for profit entities.

Served on not for profit boards involved in fund-raising, grant writing and general business advisory functions

Grew up in Harwich with parents heavily involved in the arts my father being an author, my mother a portrait painter and history of art professor.

Involved with Harwich Junior Theater as a youth and acted in several productions.

Guitarist in several jazz bands in high school and college with an active interest in all music and performers

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

I am extremely interested in the support and growth of of the arts, social institutions and the many talented groups and individuals whose efforts are aimed at broadening the horizons of youth and all those with an appreciation of the varied talents that surround us here.

I have been fortunate in my life to know many great and talented people whose work and broad interest in other people have brought knowledge and intellectual prosperity to others through their sharing of their talents and in their willingness to build bridges to ideas and activites aimed at bringing people together in the most beneficial ways.

I am hopeful that my past experience and work in a similar vein may be helpful to my community and to the population in general.



***Charles T. Barnes, CIC***

Ten Eyck Group

1924 Western Ave.

Albany, New York 12203

(518) 464-0059

(518) 456-7076 Fax

Business E-mail: [ctbarnes@teneyckgroup.com](mailto:ctbarnes@teneyckgroup.com)

Personal E-mail: [chasman823@gmail.com](mailto:chasman823@gmail.com)

- ***President & Chairman, Ten Eyck Group (1985- 2018). Retired 01/01/2018***  
Designed and provided insurance programs for real estate development, not-for-profit organizations, municipalities, financial institutions, retail, manufacturers, contractors and personal risk management.
- **Managing Partner, Operations & Administration:** Responsible for internal underwriting operations, claims management and analysis, insurance program design and implementation, client and insurance company relations, special projects and strategic planning.
- **Account Management:** Day to day oversight of client accounts, risk management development and implementation and large lines consulting .
- **Company Advisory Boards:** Active member of several national insurance company advisory boards formed by carriers from the ranks of their most profitable agents. Day to day consultation on best practices issues.
- **Certified Insurance Counselor (CIC):** Attained the Professional Designation of Certified Insurance Counselor (CIC) in 1986. This designation required the successful completion of 5 graduate level courses on various topics of insurance, risk and agency management. Each year the Society of CIC requires it's designees to complete a 20-hour course on current insurance and risk management topics in order to maintain their professional designation.

President & CEO, Barnes Insurance (1982-1985): Provided risk management, consulting and placement services for commercial businesses, domestic and foreign. Developed competitives program for not-for-profit agencies involved in low-income housing in New York and Massachusetts.

- **Broker, Troy Insuring Agency (1974-1982):** Developed business plan and provided underwriting and brokerage services for an established city general insurance agency in Troy, New York. Created a special program for not-for-profit low-income housing companies in upstate New York.
- **Marketing Special Agent, Royal Globe Insurance Companies (1972-1974):**  
Provided marketing , underwriting and building appraisal services for 90 New

York State agents in the upstate area for all lines of business.

- Commercial Lines Underwriter, Hartford Insurance Group, Albany, NY (1971-1972): Trained and began insurance career with the Hartford in their Delmar office. Worked in all departments before being assigned to service a cadre of Albany and Rensselaer County agents.
- Dickinson College, Carlisle, PA (1965-1969): Graduated with honors with a bachelor of Arts degree. Dual major in English and History. Lettered in three sports during all four years. Assisted in Establishing the Carlisle Goju Karate School under the supervision of Mr. Mitsuo Takamura, Instructor Ritsumeikan University, Kanazawa, Japan. Awarded black belt, ni-dan (2<sup>nd</sup> degree) 1968.

Current residence: 18 South Chatham Road  
South Harwich, MA

Current mailing : P.O. Box 361  
South Harwich, MA 02661

930



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

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

Name Angela M. Namara Street/P.O. Box 196 Bank St. Town H. Port Zip 02646

Occupation Retired Email rosebankfarm1@gmail.com Telephone 508-146-8042

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

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

OTHER Harwich Port - noise complaints

**RECREATION**

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

**OTHER**

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

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

BS - CRJU

MA - CRJU

RELEVANT SKILLS:

Willingness to listen and compromise prior to making any decision.

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

With the popularity of music/entertainment in H-Port, I feel it's important that all interests be heard - there is always room for compromise on both sides to ensure the business community can thrive, but not at the complete expense of neighboring residents.

**Proposed Appointments from INTERVIEWS – Wednesday, July 31, 2019**

<u>TIME</u>	<u>APPLICANT:</u>	<u>VACANCY</u>	<u>TERM</u>
9:30 am	Holly Tavano	Youth Services Committee 2 full vacancies	Full Member Term Exp June 30, 2020
9:45 am	Sarah Powell	Harwich Port Noise Containment Committee Business owner – 2 vacancies	Full Business Member Term Exp Dec 31, 2020
10:00 am	James Duncan Berry	Planning Board 1 full vacancy 2 alternates	Full Member Term Exp June 30, 2020
10:15 am	Sandra Hall	Community Preservation Committee 1 Selectmen's appointment	Selectmen's Appointee Term Exp June 30, 2022



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**CITIZEN'S COMMITTEE VACANCY FORM  
BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name HOLLY TAVANO Street/P.O. Box 500 Route 28 Town Harwich port Zip 02646  
Occupation Nurse Email hdtavano@gmail.com Telephone 508-241-3488

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

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

**OTHER**

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

**RECREATION**

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

\* Please include a resume with form

### EDUCATIONAL BACKGROUND:

- Harwich High School graduate, Class of 2000
- University of New Hampshire, Bachelors of Science in Nursing 2004
- Currently enrolled at Elms College, pursuing Masters Degree in Nursing, School Nurse track

### RELEVANT SKILLS:

- Extensive experience caring for children as a profession
- Fundraising for 2 marathons
- Mother of 2
- Babysitter/nanny/summer camp counselor throughout college

### REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

As the current School Nurse at Harwich Elementary School, keeping children safe, healthy, engaged, and connected to their community is (literally) my full time job. It is a job that I approach with love, true commitment, and excitement. I hope that my presence on the Harwich Youth Services Committee will infuse new ideas, enthusiasm, and bring a new dual perspective to the group as a staff member of our local school and a parent of 2 Harwich students (aged 7 and 9).



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

Name Sarah Capobianco Powell Street/P.O. Box 545 Route 28 Town Harwich Port Zip 02646  
Occupation business owner Email Capobianco.s@gmail.com Telephone 774-270-1481

**(LIST IN ORDER OF PREFERENCE)**

**PLANNING AND PRESERVATION**

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

**RECREATION**

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

**OTHER**

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

\* Please include a resume with form





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**CITIZENS ACTIVITY RECORD PROGRAM**

**BOARD OF SELECTMEN**

732 Main Street, Harwich, MA 02645

Name JAMES DUNLAN BERRY Street/P.O. Box P.O. BOX 307 Town W. HARWICH Zip 02671

Occupation CONSULTANT Email DUNLAN.BERRY@COMCAST.NET Telephone 774-722-0451

(LIST IN ORDER OF PREFERENCE)

**PLANNING AND PRESERVATION**

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

**OTHER**

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

**RECREATION**

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

\* Please include a resume with form

## EDUCATIONAL BACKGROUND:

- B.A. (HONORS), 1982, COLLEGE OF WOOSTER (WOOSTER, OHIO)  
A.M., 1985, BROWN UNIVERSITY (PROVIDENCE, RI)  
PH.D., 1989, BROWN UNIVERSITY
- } HISTORY OF ARCHITECTURE
- UNIVERSITY FELLOW, 1982-1989
  - FULBRIGHT SCHOLAR, UNIVERSITY OF VIENNA (AUSTRIA) 1991-1988
  - ILEX SCHOLAR, TECHNICAL UNIVERSITY OF DRESDEN (FR. EAST GERMANY), 1982
  - EXCHANGE SCHOLAR, FEDERAL POLYTECHNIC INSTITUTE (ZÜRICH, SW.), 1989.
  - FELLOW, INSTITUTE FOR INTERNATIONAL RELATIONS, BROWN UNIVERSITY, 1989-90.

## RELEVANT SKILLS:

- CAPACITY TO ACCESS WIDE VARIETY OF SOURCE MATERIAL (5 LANGUAGES)
- CAPACITY TO SYNTHESIZE AND CAPTURE KEY DATA, POINTS, LOCAL ERRORS
- LIFELONG COMMITMENT TO HANNOCH'S CULTURAL, HISTORICAL, + AESTHETIC VALUES
- EXCELLENT COMMUNICATION SKILLS
- GOOD "TEAM PLAYER" (VEHRY OF ST. CHRISTOPHERS; LODGE SECTY; HANNOCH HIST. COMMISSION)
- DEEP KNOWLEDGE OF LOCAL HISTORY
- 15-YEAR CAREER WORKING ON GLOBAL, BILLION-DOLLAR BRANDS AS IMAGE CONSULTANT

## REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

1. PERSONAL + FAMILY COMMITMENT TO THE CULTURAL INTEGRITY OF THE TOWN OF HANNOCH (12M OZS CAFE COPPER)
2. STRONG BELIEF IN THE RELEVANCE OF HISTORICAL PRECEDENT FOR SENSITIVE PLANNING ISSUES
3. DESIRE TO SEE HANNOCH LEVERAGE UNIQUE + RARE CULTURAL AND HISTORICAL ASSETS IN AN OVERALL VISION FOR PROPER AND SENSIBLE PLANNING



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

Name Sandra Hall Street/P.O. Box 426 Town S. Har. Zip MA 02661

Occupation Business Email sandyhall7@comcast.net Telephone 508-280-9654  
owner

*(LIST IN ORDER OF PREFERENCE)*

**PLANNING AND PRESERVATION**

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

**OTHER**

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

**RECREATION**

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

\* Please include a resume with form

EDUCATIONAL BACKGROUND:

Hawthorn High School Class of 1966

University of Delaware

Cape Cod Community College

Graduate Katharine Gibbs School w/ Merit

RELEVANT SKILLS: Computer; Accounting; Writing; Effective Communication Skills. Previous town service on Youth Commission, Government Study Committee; Charter Commission, 4 terms on Board of Selectmen. Currently serving on Brooks Academy Museum Commission & By Law/Charter Review Comm. Professional experience owning/operating 3 Local Businesses & worked as paralegal for 20+ years.

REASONS FOR INTEREST IN COMMITTEE/COMMISSION/BOARD:

Continued interest in preserving and protecting Town assets and maintaining community character.

## BUDGET/WARRANT TIME LINE FY2020

Monday, June 17, 2019	Review Town Meeting Results and actions to take	
Monday, July 1, 2019	First goals discussion	
Monday, July 15, 2019	Continuation of goals discussion	
Monday, July 29, 2019	Set Goals	
Monday, August 12, 2019	Potential articles and assign to committees and departments. By Law Charter Review Committee to come in to discuss	
Monday, August 26, 2019	Discuss potential C P C articles	
Friday, August 23, 2019	Capital Budget Instructions submitted by T A to Departments	
Monday, September 16, 2019	Discuss Budget Message	
Friday, September 20, 2019	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 30, 2019	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
TBD	MRSD and Cape Cod Tech meeting with Selectmen and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, September 30, 2019	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
October 1 @ 4:00 p.m.	Deadline for submission of C P C requests	
Monday, October 7, 2019	Begin review of warrant articles	<i>Weekly as they come in</i>
Monday, October 21, 2019	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Monday, October 21, 2019	Joint Meeting with MRSD, Cape Cod Tech, Finance Committee and Capital Outlay Committee to discuss: <ul style="list-style-type: none"> <li>• State of the Town/BOS Budget Message</li> <li>• MRSD Budget/Enrollments</li> <li>• Finance Committee Priorities</li> <li>• Capital Budget Requests</li> <li>• Outlook for 2020</li> </ul>	
Friday, October 25, 2019	Operating Budget instructions submitted to departments by T A	
Monday, October 28, 2019	B O S to review Capital Outlay Plan and set priorities	
Friday, November 29, 2019	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, November 29, 2019	Deadline for submission of departmental warrant articles to T A	
Monday, December 9, 2019	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>
Monday, December 23, 2019	MRSD School Vacation	

Monday, January 6, 2020	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January (Finance Committee)</b>
Friday, January 24, 2020	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, February 3, 2020	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 3, 2020	Last BOS meeting before Annual Warrant closes	
Monday, February 3, 2020	TA presents budget and budget message to B O S and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
Saturday, February 8, 2020 Snow date: Sat. Feb. 15, 2020	Selectmen and Finance Committee Budget Presentations	
Friday, February 14, 2020	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>
Monday, February 17, 2020	MRSD School Vacation	
Monday, February 17, 2020	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271-1.B. Not later than 14 days after article deadline</b>
Monday, February 17, 2020	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
Tuesday, February 18, 2020	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
February 2020	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Monday, March 2, 2020	Joint budget/article hearing BOS/Finance Committee	
March, 2020	BOS reviews Warrant articles	
Monday, March 2, 2020	VOTE to sign <b>final</b> Annual Town Meeting Warrant	
Monday, March 9, 2020	Vote to open Special Town Meeting Warrant on Tuesday, March 10 and close on Thursday, March 12	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
No later than Monday, March 18, 2020	Article funding review by B O S	
Monday, March 18, 2020	BOS votes Special Warrant BOS votes Ballot	
<b>not later</b> than Monday, March 23, 2020	FINCOM submits written recommendations on Budget/Warrant. Joint budget /article hearing with B O S and Fincom reconciliation	<b>Charter 9-3-3/by March 31<sup>st</sup></b>
<b>Not later</b> than Monday, March 23, 2020	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 23, 2020	Ballot to Town Clerk	

Monday, April 1, 2020	Send Warrant to Printer Send Warrant to Chronicle <b>(April 16<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Monday, April 20, 2020	MRSD School Vacation	
Friday, April 17, 2020	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
Monday, May 4, 2020	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 19, 2020	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>

Tele: 508-430-7513  
 Fax: 508-432-5039

Office of the Town Administrator  
 732 Main Street

**Town Of Harwich**  
 Harwich, MASSACHUSETTS 02645

Name:	Christopher Clark		
Job Title:	Town Administrator	Classification:	Contract
Administrator:	Christopher Clark		
Department:	Town Administrator		
Anniversary Date:		Evaluation date:	

**Key for Performance evaluations:**

- EX: Exceptional**  
 Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.
- EE: Exceeds Expectations**  
 Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent, resulting in an overall quality of work that was superior.
- ME: Meets Expectations**  
 Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.
- IN: Improvement Needed**  
 Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.
- UN: Unsatisfactory**  
 Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

**Results Based Goals  
 (60 points total)**

1. Manage the Town's finances for a level funded budget or for a minimal increase in expenses of no more than 2% with BOS approval and avoid the use of capital exclusions and limit the use of debt exclusions.

- Negotiate employee contracts with an awareness of the budget limitations in line with this overall 2% goal.
- Develop a detailed plan to improve the OPEB funding and management /pursue new sources of revenue to fund costs.
- New funding sources should be presented to the BOS prior to adoption
- Increase stabilization and reserve fund balances to meet reserve policy objectives.

Rating:					Points:
3	6	9	12	15	
UN	IN	ME	EE	EX	

BOS Comments:

Employee Comments

2. Lead/manage town staff by increasing delegation, team processes and IT efficiency steps.

- Delegate specific assignments to staff with appropriate authority and accountability measures.
- Measure efficiency by labor/cost reductions from 2019 levels and regulatory review time expended.
- Work to reduce non-retirement turnover.
- Implement procurement practices and policies throughout all departments and town projects

Rating:					Points:
2	4	6	8	10	
UN	IN	ME	EE	EX	

BOS Comments:

Employee Comments

3. Oversee Harwich's input into the Dennis/Harwich/Yarmouth community partnership on wastewater.

- Provide project oversight to continue Phase 2 according to current schedule, costing and property assignment
- Work with consultant, town engineer and project manager to reduce costs where possible.

Rating:					Points:
2	4	6	8	10	
UN	IN	ME	EE	EX	



- Work with Project Manager, Department Heads and Selectmen to effectively communicate wastewater actions to the residents of the town.
- Support DHY sewer special legislation and three town agreement allowing the three-town agreement to be brought before town meeting in the Fall.

BOS Comments:

Employee Comments

4. In your role as a member of the affordable housing trust, aggressively pursue the creation of affordable housing opportunities throughout the town.
- Explore new potential parcels for affordable house use, including possible private-public or non-profit-public partnerships.
  - Develop and support new affordable housing without building. Expand existing buy down program, town sponsored rental assistance programs or rent to own programs and actively work to preserve existing Subsidized Housing Inventory (SHI) units through outreach and, when required, with financial involvement/ commitment.
  - Work with other housing partners in Town and in surrounding Towns building support and collaboration for initiatives, including town committees that also play an important role in housing, planning and open space such as the Harwich Housing Committee, Housing Authority, Planning Board, Real Estate & Open Space and Community Preservation Committee.

Rating:					Points:
2	4	6	8	10	
UN	IN	ME	EE	EX	

BOS Comments:

Employee Comments

5. Create a more transparent budget process for the taxpayers of Harwich.
- Develop a more user-friendly website where the taxpayers can educate themselves on the town's budget and
  - Create a format for the town warrant which includes understandable information on the budget and specific outstanding debt and debt repayment schedule.
  - Seek public input and engage residents prior to development of the budget to gather information on resident budget priorities
  - TA and staff should be fully prepared to answer questions during Annual Town Meeting

Rating:					Points:
3	6	9	12	15	
UN	IN	ME	EE	EX	

BOS Comments:

Employee Comments

Core Competencies  
(40 points total)

**Collaborates (10 points)** Points:   
Builds teams/partnerships and works collaboratively to meet shared town objectives

**Communicates Effectively (10 points)** Points:   
Develops and delivers clear and effective communications throughout the organization.

**Ensures Accountability (10 points)** Points:   
Holding self and others accountable to meet commitments.

- Review TA performance vs. goals quarterly
- TA follow-through with quarterly updates of staff
- Actions assigned by BOS to TA during the year are to be reviewed quarterly

**Attracts Top Talent (5 points)** Points:   
Attracts and selects the best talent to meet current and future town needs.

**Develops Talent (5 points)** Points:   
Develops people to meet both their career goals as well as the Town's goals.

Overall rating:  
(100 total possible points)

Total points: 0

Professional Development Plan/Comments:

Future Goals and Objectives:

Please list 9 goals & objectives for the following year, 6 attainable goals, 2 possible goals & 1 "if time permits" goal

Attainable:

Attainable:

Attainable

Attainable

Attainable:

Possible:

Possible:

Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature : \_\_\_\_\_ Date: \_\_\_\_\_

My signature also indicates that I have received a copy of this evaluation

I would like to include comments regarding my evaluation.

Select person: \_\_\_\_\_ Date: \_\_\_\_\_

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

## OFFICE OF THE TOWN ADMINISTRATOR

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

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



## Memo

To: Larry Ballantine, Chairman  
Board of Selectmen

From: Christopher Clark  
Town Administrator

cc: Lincoln Hooper  
DPW Director

Ray Chesley  
Building Commissioner

Date: August 8, 2019

Re: Board of Selectmen Staffing Concerns

The Chair has requested that Administration provide an overview of some of the staffing concerns that currently exist in the organization and Administration's plan to address said staffing shortages. The concerns that have been identified to me include one administrative support position in the Selectmen Town Administrator's office, one administrative support position in the Community Development department, the Finance Committee's secretarial support for minutes, hiring process for permanent part-time employee at the DPW and Treasure Chest support services. I do wish to officially acknowledge that personnel deliberations according to the Charter are within the purview of the Town Administrator. Second due to HIPPA requirements I will just referred to employees currently out.

The Board of Selectmen/Town Administration office has had a person out for an extended period. We do anticipate a return of that employee. Over the past fiscal year we were able to supplement the office by myself and Sandy Robinson agreeing to not utilize time off and putting in extra hours. This current fiscal year with the retirement of Sandy has led to the need which is already been voted by the Board of Selectmen for a reserve fund transfer to hire a part-time temporary skilled person to assist in the workload of the office. It is anticipated that this will be a minimum of three months with evaluations to occur at the end of this period of time.

The Community Development support staff has had one person in and out over an extended period of time. Other documentation identifies actions taken by Administration to resolve this issue. Resolution is anticipated shortly.

The Finance Committee's secretarial support issue has only temporarily been resolved with the hiring of a temporary person to take minutes. Administration did put forth the name of Dana DeCosta who currently works at the DPW as secretarial support due to his knowledge and the desire of the committee

chair. Due to the need for a special municipal employee designation and now the employees desire only to focus on his current DPW employment Administration will seek another candidate for the position. Limited and varied hour positions are some of the hardest to fill with very often few to no candidates applying.

DPW part-time position. I have attached an email from Lincoln Hooper DPW Director regarding the hiring process for Dana DeCosta. Basically, an advertisement was put out for positions with only limited interest. Dana applied later in the year and was interviewed and was hired for a part-time position. Due to other staffing concerns he has been working closer to full time and once the other staffing conditions resolve will return to his part-time schedule.

The Treasure Chest Committee Chairman had indicated before the Board of Selectmen a significant concern with Treasure Chest customers sometimes being abusive to the all-volunteer staff. Administration had suggested in the meeting that we could utilize seasonal laborers to provide some coverage until such time as a formal position could be put into the FY 2021 budget. The town has 10 seasonal positions budgeted from 17 to 21 weeks and we have only been able to recruit six of the 10 positions. DPW Administration is still in discussions with the Treasure Chest Committee Chairman about duties and responsibilities of the seasonal employee being deployed at the Treasure Chest. No one has been recruited or hired for the seasonal position at the Treasure Chest. The issue of abusive patrons does continue.

## Patti Macura

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**From:** Lincoln Hooper <lhooper@harwichdpw.com>  
**Sent:** Wednesday, August 07, 2019 1:16 PM  
**To:** Christopher Clark  
**Cc:** Patti Macura  
**Subject:** Dana DeCosta

Hi Chris,

Per your request I have researched the hiring of Dana, the ad we placed for seasonal laborers and the number of slots we have budgeted for seasonal. Dana was hired as a PT4 (Recycling Laborer / Scalehouse Monitor) at \$18.94 per hour on 3/18/19. At the time, we were down two positions at the Disposal Area (Walter Stratton's sudden retirement and Dave Gilbert was in the hospital for 6 weeks and out for 4+ months), so we slotted him there. Once staffing stabilized at the Disposal Area, Boo started utilizing Dana to assist with Highway functions, but Dana still works 2 days per week minimum at the Disposal Area.

We advertised for seasonal positions in the Cape Cod Times from 3/15 - 3/17, posted at both high schools and posted it on our website. We received no applicants from those endeavors. We have a total of 10 seasonal positions budgeted from 17 weeks to 21 weeks. We have been able to recruit 6 total, with 3 being rehires from previous years.

I would like to close by saying that Dana has done a great job, has been willing to work weekends cleaning bathrooms (a job that we have been unable to fill with seasonal help) and does anything else we need done with a smile. Further, he has declined any benefits (does not need health insurance) and is cheap labor. If I didn't have Dana, we would be paying full time staff OT to clean restrooms on the weekends. He also saves us OT at the Disposal Area by filling in at the Scale House when someone is on vacation.

Thanks,

Link

## Christopher Clark

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**From:** Dana DeCosta <ddecosta@comcast.net>  
**Sent:** Thursday, July 18, 2019 7:33 AM  
**To:** Christopher Clark  
**Subject:** Finance Committee Secretary

Mr. Clark,

Back on June 10th when I applied for the Finance Committee's open position for secretary I thought I was doing something that was clearly in the best interest of the Town. At this time however it is clear that the Board of Selectmen is not ready to make the necessary approval to satisfy the ethics commission that I would be able to work in two different agencies at the same time.

Based on that I will withdraw my request for consideration at this time.

I am extremely happy and grateful to be working in the Highway Department and for the time being I will concentrate all my efforts for the Town there.

I thank you and the others in your department that supported me in this request.

Regards,

Dana

**Dana A. DeCosta**  
**ddecosta@comcast.net**  
**774-209-0042**

## 2019 ANNUAL MEETINGS WITH THE SELECTMEN

### September

- 16                      Bikeways Committee  
Voter Information Committee  
Traffic Safety Committee
- 23                      Recreation and Youth  
Harwich Housing Committee  
Community Center Facilities
- 30                      Harwich Cultural Council  
Brooks Academy Museum Commission  
By-Law and Charter Review Committee

### October

- 7                        Capital Outlay Committee  
Historic District  
Planning Board
- 21                      Accessibility Rights Committee  
Waterways Committee  
Recreation & Youth Commission
- 28                      Library Trustees  
Water Commissioners  
Housing Authority

### November

- 4                        Board of Health  
Board of Appeals  
Real Estate and Open Space
- 12                      Council on Aging  
Board of Assessors  
Finance Committee
- 18                      Conservation Commission  
Community Preservation Committee  
Golf Committee

### December

- 2                        Cemetery Commission  
Harwich Energy Committee  
Youth Services
- 9                        Harwich Port Parking Committee  
Harwich Port Noise Containment Committee