

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:30 P.M.

Monday, November 5, 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. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENTS/ANNOUNCEMENTS**

- A. Accept Proceeds from the Irish Pub Road Race for the Harwich Fire Dept. – Brendan O'Reilly

V. **CONSENT AGENDA**

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

- A. Annual Meeting
1. Finance Committee
2. Capital Outlay Committee
3. Planning Board
B. Joint Meeting with the Planning Board to discuss Accessory Dwelling Units and expanding zoning for Route 28 Downtown Retail
C. Overview of Legal Services for Tax Title Property matters – Attorney Dawn Bloom
D. Harwich ADA Self Evaluation and Transition Plan – Valerie Fletcher
E. Accessing Online Septic and Water Ties – Meggan Eldredge/Dan Pelletier

VII. **NEW BUSINESS**

- A. Approval of request by Harwich Cranberry Festival for One-Day Wine & Malt License for event at the Cultural Center on November 12, 2018
B. Request for use of Cable Fund in the amount of \$5,005 for installation of equipment to upgrade the Small Hearing Room

VIII. **CONTRACTS**

IX. **OLD BUSINESS**

- A. Cable Use Policy – *second reading/possible vote to adopt*
B. Approval of the Revised Amended Lease Agreement between the Towns of Harwich and Chatham and the Mononoy Regional School District
C. Approval of changes to the Harwich liquor license bill (H4932)

X. **TOWN ADMINISTRATOR'S REPORT**

- A. Tax Title Legal Fees for FY18
B. CVGC Cart Barn
C. Operating Budget
D. Departmental Reports

XI. **SELECTMEN'S REPORT**

- A. Committee Vacancy List

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
November 1, 2018

November 5, 2018

PUBLIC COMMENTS/ANNOUNCEMENTS

Accept proceeds from the Irish Pub Road Race for the
Harwich Fire Department

CAPITAL OUTLAY COMMITTEE

Members: Rich Larios, Chairman
Chris Harlow, Vice Chairman
Dana DeCosta
Joe McParland
Angelo La Mantia
Bruce Nightingale
Pete Wall

We want to thank out Town Administrator, Chris Clark, for his continuous support and dedicated efforts to further the Committee's understanding of finance and accounting at the municipal level. These are challenging fiscal times and we value the quality of department reports and evaluations.

We are deeply appreciative of the service to the Committee by Charleen Greenhalgh, our Recording Secretary.

Changes in the New Plan

1. Updated "Capital Expenditure Request" form allows for more accurate information for current and future years in the capital budgeting process.
2. The Seven-Year Capital Plan shall start with the next fiscal year as its first year and six years thereafter (20-26)
3. The result will be our new Capital Plan covering 2020-2026 that will be delivered to the Town Administrator by December (per Town Charter). It is currently being worked on with extensive input from various departments and committees, and will be ready for submission later this year.
4. The Capital Plan will consider the Debt Service requirements of the Town.
5. The Plan will be presented to the Board of Selectmen by this committee and the Town Administrator in January 2019. The Plan may have some adjustments prior to Town Meeting.

Current and Planned Activities

1. We meet monthly and will continue to do so even after the Capital Plan is submitted. All members have passed the ethics exam and have been sworn in.
2. We want to be forward-looking and stay informed about the financial needs of each department.

3. We continue to make site visits and develop a better understanding of department requests.
4. We encourage detailed analysis to support each request through presentations.
5. We will work with the Community Preservation Committee to understand requests and funding sources.
6. We continue to be sensitive to big-dollar requests in an effort to keep the expenditure curve smooth.
7. We want to identify and study Town assets in terms of possible sale or re-use.
8. We want to develop and promote efforts to better maintain our capital assets in terms of life extension.
9. We are mindful that capital planning is a task that never ends, and must be fully aware of the financial capacity of the Town.

October 29, 2018

To: Board of Selectmen
From: Jim Joyce, Planning Board Chair
Re: Annual Report to the Board of Selectmen

2018 has been a busy year for the Planning Board. The Board saw the departure of Aly Sabatino in late 2017. Aly was an asset to the Board and we wish her well. Charleen Greenhalgh was appointed as the Town Planner and has been with us full time since February. Charleen's work, along with that of Elaine Banta, has been invaluable to the Board.

The Board also saw the departure of long term Board Member Larry Brophy. Larry's knowledge and experience will be sorely missed.

The Board has held 18 meetings to date this year. There were two cases carried over from 2017 and 37 applications so far this year. The Board approved:

1 new medical facility	1 for-profit education special permit
2 Town projects – Fire Station 2 and Golf Cart Barn	5 accessory apartments
1 regional project – CCTech	2 accessory buildings with bedrooms
5 commercial site plan reviews	7 ANR plans
4 waivers of site plan	2 preliminary subdivision plans
1 mobile food truck special permit	1 definitive subdivision plan
1 road name change	1 definitive cluster subdivision plan

Three applications were withdrawn without prejudice and one case is pending. The divisions of land created 16 new building lots.

The Board also sponsored four (4) public hearings for zoning amendments, including:

- Extension of the Temporary Moratorium on Retail Sales of Marijuana
- Ban of the Retail Sale of Marijuana
- Use Special Permit for the Retail Sale of Marijuana
- Large-Scale Ground Mounted Photovoltaic Array – Green Communities

All but the Use Special Permit for the Retail Sale of Marijuana, which was not moved on the floor of Town Meeting, were approved by the Town Meeting in May 2018 and approved by the Attorney General.

The Board began reviewing and discussing potential zoning amendment in September and will continue this works. The Board also supported the application for funding for CPC grants for the housing trust and coordinator.

Ann Steidel

From: Ann Steidel
Sent: Thursday, October 11, 2018 1:04 PM
To: Charleen Greenhalgh; Elaine Banta
Subject: FW: Jim Joyce - Planning Board

Please see email below in case you are not aware. The Board of Selectmen intends to have a joint meeting with the Planning Board on November 5th. These are the topics:

1. Discussion on Accessory Dwelling Units 2. Expanding zoning for Route 28 Downtown Retail

Ann Steidel
Support Staff Supervisor
Board of Selectmen/Town Administrator's Office Town of Harwich
732 Main Street
Harwich, MA 02645
Phone 508-430-7513 x2
Fax 508-432-5039

-----Original Message-----

From: Julie Kavanagh
Sent: Wednesday, October 10, 2018 4:33 PM
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: Ann Steidel <asteidel@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>; Evan Melillo <emelillo@town.harwich.ma.us>
Subject: Jim Joyce - Planning Board

Hi Chris,

I met with Jim Joyce & he isn't available until 11/5 so let's put the joint BOS & Planning Board meeting on the agenda for 11/5.

Thanks,

Julie

Sent from my iPhone

Proposed Zoning Bylaws related to Accessory Apartments
This is a working document for discussion purposes only – 10-15-18

§325-51

H. Single-family dwelling with accessory apartment.

(1) Purpose. The intent of permitting accessory apartments is to:

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

(2) Definitions.

OWNER One or more individuals holding title to the property.

(3) Criteria for accessory apartment within an existing single-family dwelling structure are allowable by right, provided the criteria outline in paragraph 4, a-l, with the exception of j, of this bylaw are met. The Building Commissioner shall review said criteria upon the application of a change of use for said accessory apartment. In addition, the accessory apartment within an existing single-family dwelling structure shall comply with paragraphs 5 – 7 of this bylaw.

(4) Criteria for special permit approval. Special permits for single-family dwellings with a detached accessory apartment, may be granted upon determination by the Planning Board that the following criteria have been met:

- a. Only one accessory apartment is permitted for each principal dwelling unit.
- b. The accessory apartment may not be held in separate ownership from the principal use.
- c. Only one of the principal dwelling or accessory apartment may be rented at any given time.
- d. The accessory apartment shall have a net floor area not exceeding 1/2 of the net floor area of the principal dwelling unit and not more than 900 square feet.
- e. The accessory apartment shall have not more than two bedrooms.
- f. At least one off-street parking space shall be provided for the accessory dwelling unit.
- g. The minimum lot area required for a parcel to be eligible for a special permit to allow an accessory apartment shall not be less than 15,000 square feet if the parcel is situated in a RH-1, CV, CH-1, MRL or MRL-1 District; 20,000 square feet if situated in a RL, RM or RR District; and 40,000 square feet if situated in a Water Resource (WR) Overlay District.
- h. The accessory apartment shall be designed so that, to the degree reasonably feasible, the appearance of the property remains that of a single-family property with matching materials, colors, window styles and roof design for one structure, if the apartment is attached, or for both structures, if the apartment is detached.
- i. The principal dwelling unit and accessory apartment shall meet all wastewater treatment requirements for the combined number of bedrooms.

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Proposed Zoning Bylaws related to Accessory Apartments

This is a working document for discussion purposes only – 10-15-18

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- j. The proposed use shall not create traffic hazards or volume greater than the capacity of the streets affected.
- k. The proposed use shall not exceed the building or site coverage for the zoning district.
- l. If an addition is to be built for the proposed use, the addition shall be set back from front, side and rear lot lines the distance required in the zoning district for new construction.

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

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(6) Transfer of ownership. The provisions of the special permit may be transferred with ownership of the property provided all provisions of the Zoning Code of the Town of Harwich and the State Building Code are met.

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(7) A final determination that the owner failed to comply with these provisions or the termination of occupancy by the owner of the subject property shall be evidence that the rights and benefits conferred under the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted.

Deleted: and the Planning Department has approved a transfer for the special permit

Deleted: The new owner also may request a Planning Board certification for the accessory apartment. To obtain such certification, the owner shall submit a written request with a statement that the conditions at the time of the original special permit approval remain unchanged and with a certification of ownership. The Planning Board certification shall be recorded at the Registry of Deeds.¶

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DRAFT

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Proposed Zoning Bylaws related to Accessory Apartments

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*Memorandum from
Charleen Greenhalgh, Town Planner
Town of Harwich*

October 23, 2018

To: Christopher Clark, Town Administrator
Cc: Planning Board
From: Charleen Greenhalgh, Town Planner
Re: Section of Route 28 in Harwich Port Zoned Residential

As requested, and in anticipation of the joint meeting between the Planning Board and the Board of Selectmen scheduled for November 5, 2018, I prepared the attached maps.

The first map “*Area along Route 28 Zone RL – In between CV Zoning Districts*” shows the area between Freeman Street and just west of Wychmere Harbor Road, which is zoned Residential Low-Density (RL). This 1/3 of a mile stretch has been zoned residential since at least 1972 (this is the earliest zoning map that I could find.)

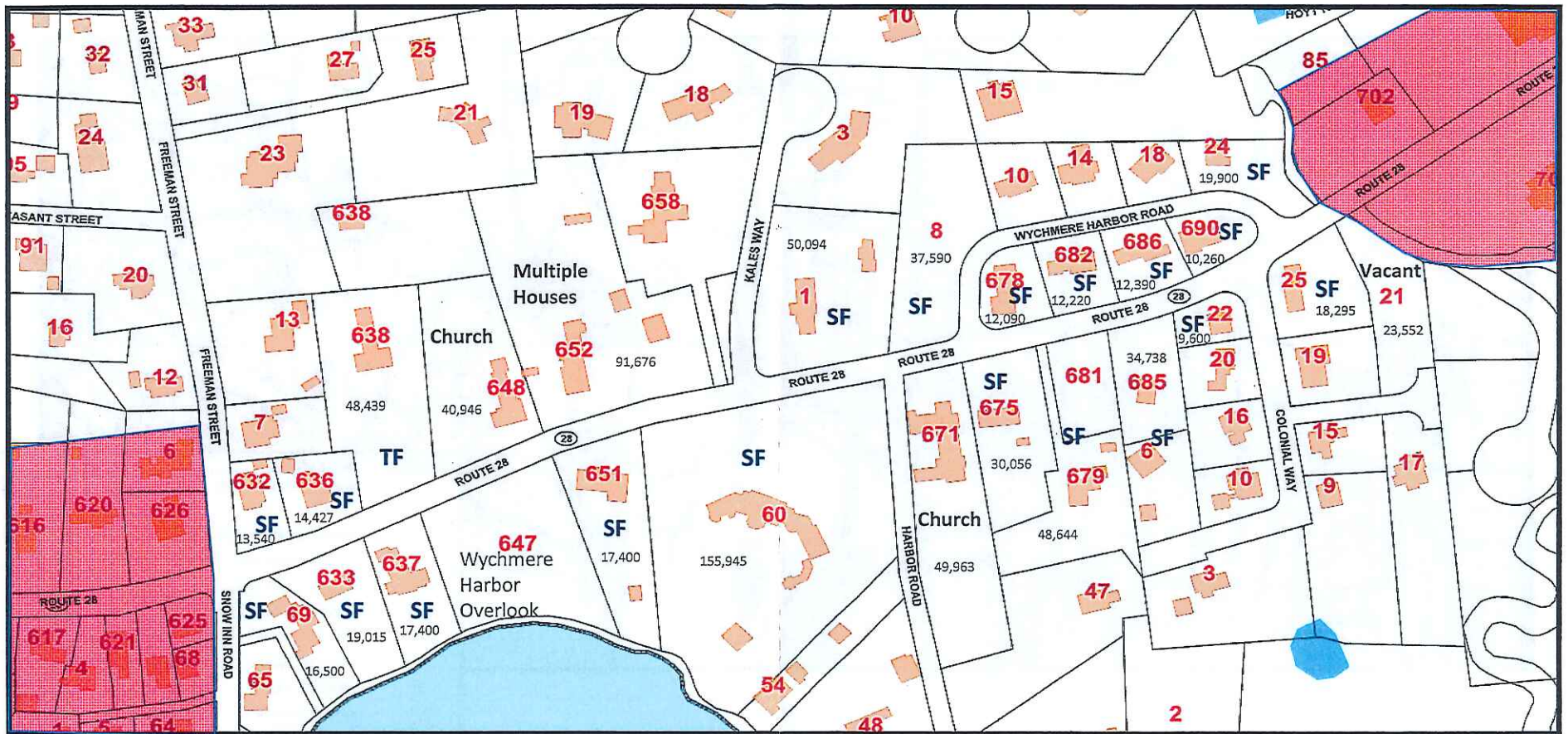
There are 25 properties having frontage along Route 28 (there is one panhandle lot (#658) that is not included) within this RL zoning district. Of those parcels there are: 19 Single Family Dwelling (SF); one (1) Two Family Dwelling (TF); two (2) Churches; one (1) Multiple House parcel; one (1) Town Overlook; and, one (1) vacant parcel, with little frontage on Route 28. The attached map also provides the square footage of these parcels.

The second map (sorry about the quality) shows the zoning within the Harwich Port area from just west of Seaport Lane to Old County Road.


There is one other small area along Route 28 at the Herring River in West Harwich that is also zoned residential (RL – See below). The remainder of Route 28 is zoned either Commercial Village (CV) or Commercial Highway 1 (CH-1).



Area along Route 28 Zone RL – In between CV Zoning Districts



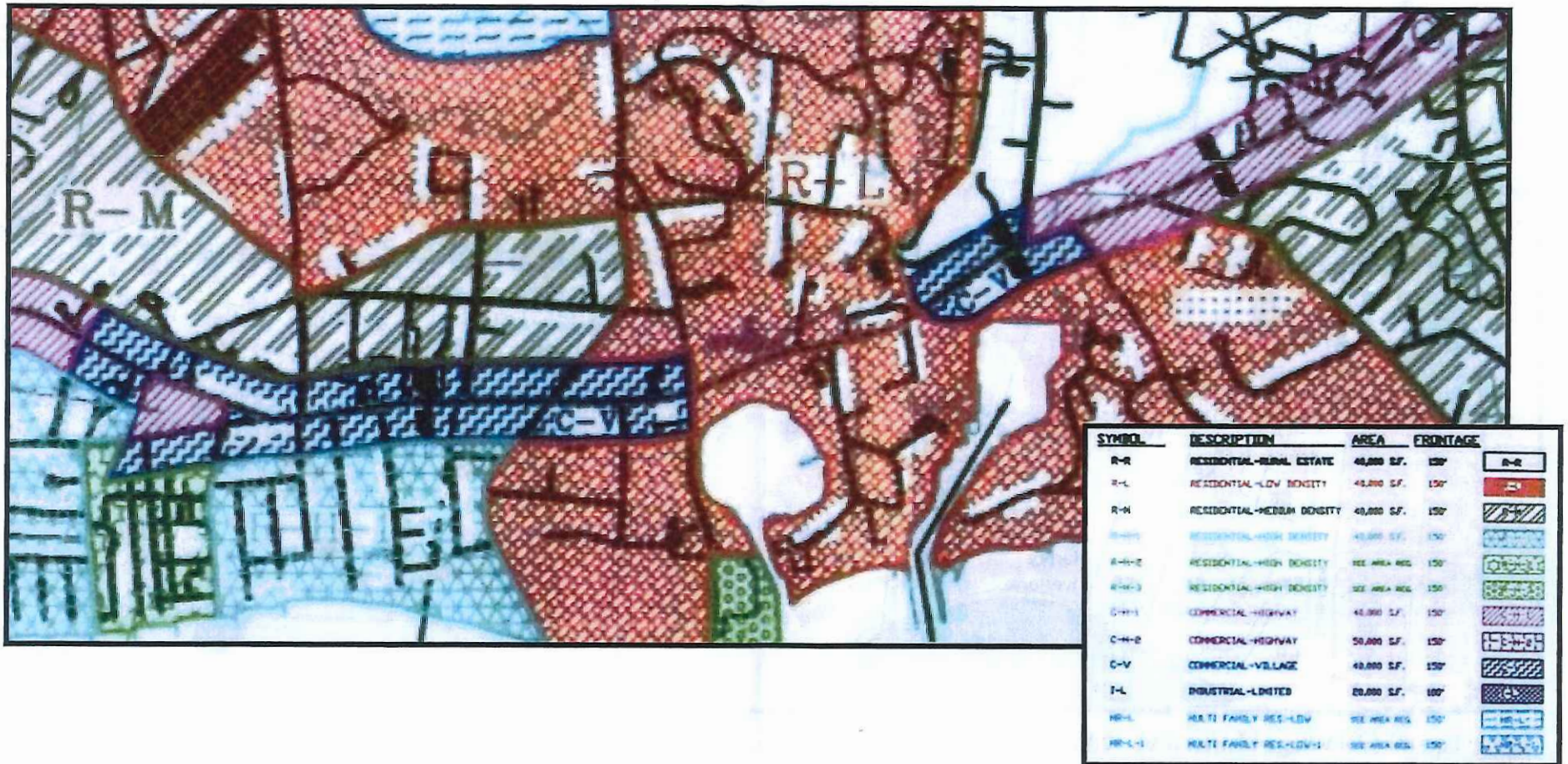
 Commercial Village District (CV) – 200' on either side of Route 28

 Residential Low-Density (RL)

SF – Single Family
TF – Two Family

632 Street No.
13,540 Lot Size in S.F.

Zoning within Harwich Port Area





Timeline for Property Owner Action



Required Property Owner Action

- Locate existing septic system
- Locate existing water service
- Determine preferred lateral location
- Complete sewer service postcard
- Receive Board Of Health notice to connect
- Hire Professional Engineer to design service connection
- Hire Licensed Utility Installer to construct service connection and decommission existing septic tank

Obtaining Your Water Service Tie Card & Septic System Plans

A screenshot of the Harwich Water Department website. The page features a navigation menu with links for Home, About Us, Customer Service, News & Events, Water Quality, Water Protection, and Water Conservation. A prominent banner for "NEW! QUARTERLY BILLING" is displayed, along with a "VIEW OR PAY A BILL" button. Below the banner are buttons for "FORMS", "PAY MY BILL", "SERVICE TIGHT", and "LEAK DETECTION". The "Department News" section is highlighted with a red cloud-shaped annotation. It contains the following text:

Department News

Water Plans for Phase 2
In preparation for the Phase 2 Sewer Project, water and septic plans for those customers that will be affected can be found by following the links provided below:

[Water Plans](#)
[Septic Plans](#)

You may also request water plans plan by emailing customerservice@harwichwater.com and septic plans by emailing health@town.harwich.ma.us or you can visit the water department office for water plans and the health department office for septic plans. Locations and contact information are as follows:

Water Department, 195 Chatham Road, Phone 506-432-0304 x0
Health Department Office, 732 Main Street, Town Hall 2nd Floor, Phone 506-430-7569

Thank you.

www.Harwichwater.com

Obtaining Your Water Service Tie Card & Septic System Plans



ice/water-plan-files/water-plans-for-phase-2.html

HARWICH WATER DEPARTMENT

Home | About Us | Customer Service | News & Events | Water Quality | Water Protection | Water Conservation

home >> customer service >> wastewater plans for phase 2 >> water plans

Water Plans

Water service plan download is a 2-step process. Please follow steps below:

Step 1: Find your water account number in the [Street Listing](#)

Step 2: Go to [Water Plan Download Page](#) and find your account number

You may also request a copy via email to customerservice@harwichwater.com or in person at the Water Department office located at 195 Chatham Road, Harwich.

If you need further assistance, please contact our office at 508-432-0304 x0.

Home | About Us | Customer Service | News & Events | Water Quality | Water Protection | Water Conservation
© Copyright 2001-2016, Harwich Water Department. All rights reserved.

th%20Account%20Number.pdf

12 / 15

FIND ACCOUNT NUMBER TO DOWNLOAD WATER PLAN

Location	LocNo	WATER PLAN # aka AccountNo
SOMERSET RD	1	092384
SOMERSET RD	2	08922
SOMERSET RD	3	08979
SOMERSET RD	4	09026
SOMERSET RD	5	09038
SOMERSET RD	6	09115
SOMERSET RD	8	09198
SOMERSET RD	10	09202
SOMERSET RD	12	09321
SOMERSET RD	14	08985
SOU'WEST DR	4	05027
SOU'WEST DR	5	04136
SOU'WEST DR	11	05464
SOU'WEST DR	15	04238
SOU'WEST DR	16	04235
SOU'WEST DR	19	05384
SOU'WEST DR	23	04237
SOU'WEST DR	24	04236
SOU'WEST DR	27	04650
SOU'WEST DR	28	04746
SOU'WEST DR	31	07233
SOU'WEST DR	32	04466
SOU'WEST DR	35	05104
SOU'WEST DR	39	05465
SOU'WEST DR	42	04557
SOU'WEST DR	43	04368
SOU'WEST DR	46	04627
SOU'WEST DR	47	05561
SOU'WEST DR	50	09482
SOU'WEST DR	53	08589
SOU'WEST DR	56	04628
SOU'WEST DR	57	06796
SOU'WEST DR	60	06123
SOU'WEST DR	61	06315
SOU'WEST DR	65	01050
SPARROW HAWK RD	8	09599
SPENCES TRACE	2	07163
SPENCES TRACE	6	07231
SPENCES TRACE	10	07168
SPENCES TRACE	11	07276
SPENCES TRACE	14	07232
SPRUCE GROVE RD	11	10043
SPRUCE GROVE RD	12	03442
SPRUCE GROVE RD	17	08106

12 of 15

FIND ACCOUNT NUMBER TO DOWNLOAD WATER PLAN

Location	LocNo	WATER PLAN # aka AccountNo
SPRUCE GROVE RD	18	08788

www.Harwichwater.com

Obtaining Your Water Service Tie Card & Septic System Plans



ice/water-plan-files/water-plans-for-phase-2.html

HARWICH WATER DEPARTMENT

Home | About Us | Customer Service | News & Events | Water Quality | Water Protection | Water Conservation

home >> customer service >> wastewater plans for phase 2 >> water plans

Water Plans

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If you need further assistance, please contact our office at 508-432-0304 x0.

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Office 365

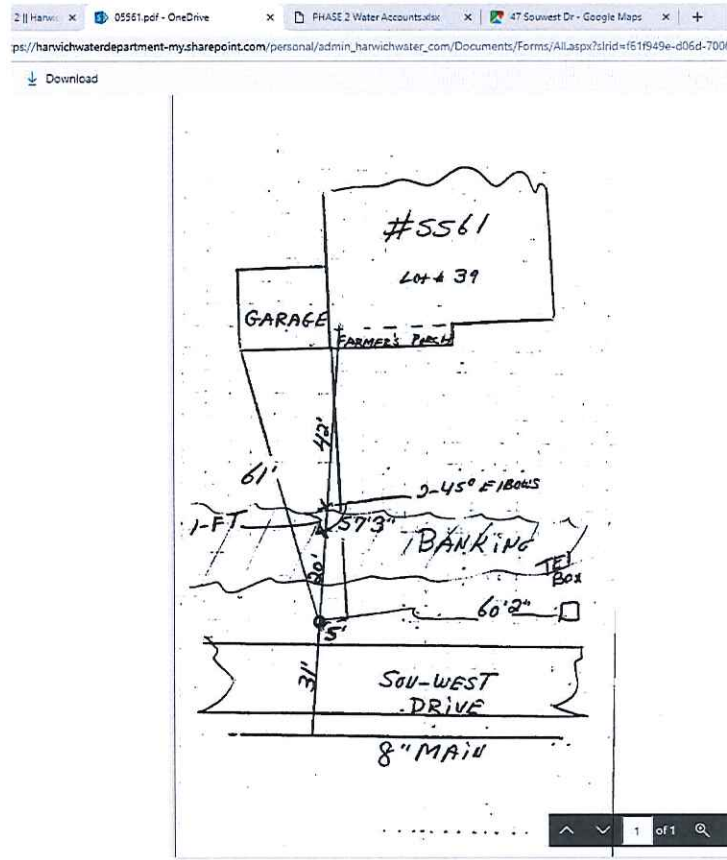
Harwich Admin

Open Download

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05168.pdf	September 12	Shared	Harwich Admin
05186.pdf	September 12	Shared	Harwich Admin
05307.pdf	September 12	Shared	Harwich Admin
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05347.pdf	September 12	Shared	Harwich Admin
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05828.pdf	September 12	Shared	Harwich Admin

www.Harwichwater.com

Obtaining Your Water Service Tie Card & Septic System Plans



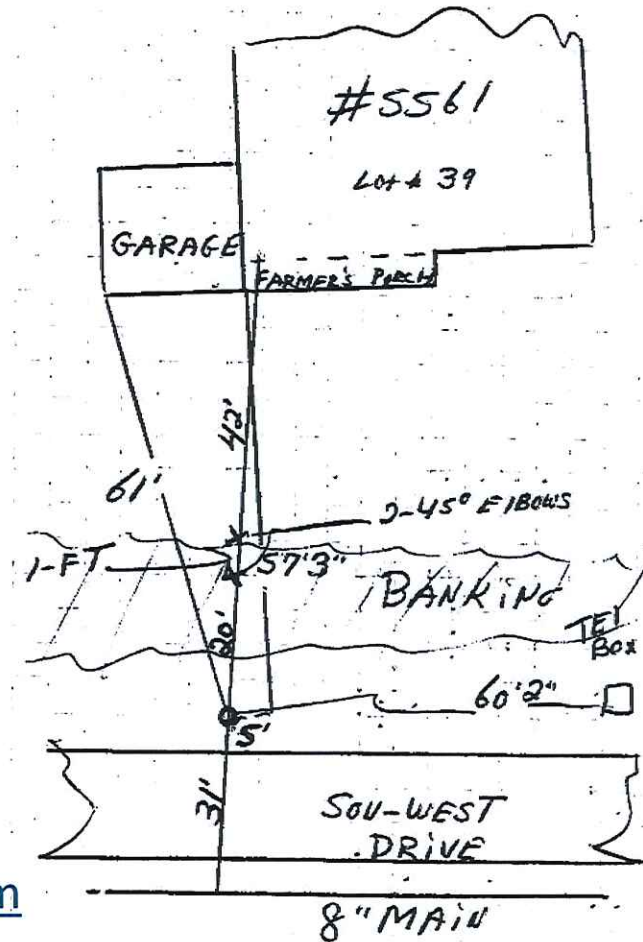
www.Harwichwater.com



Water Service Tie Card

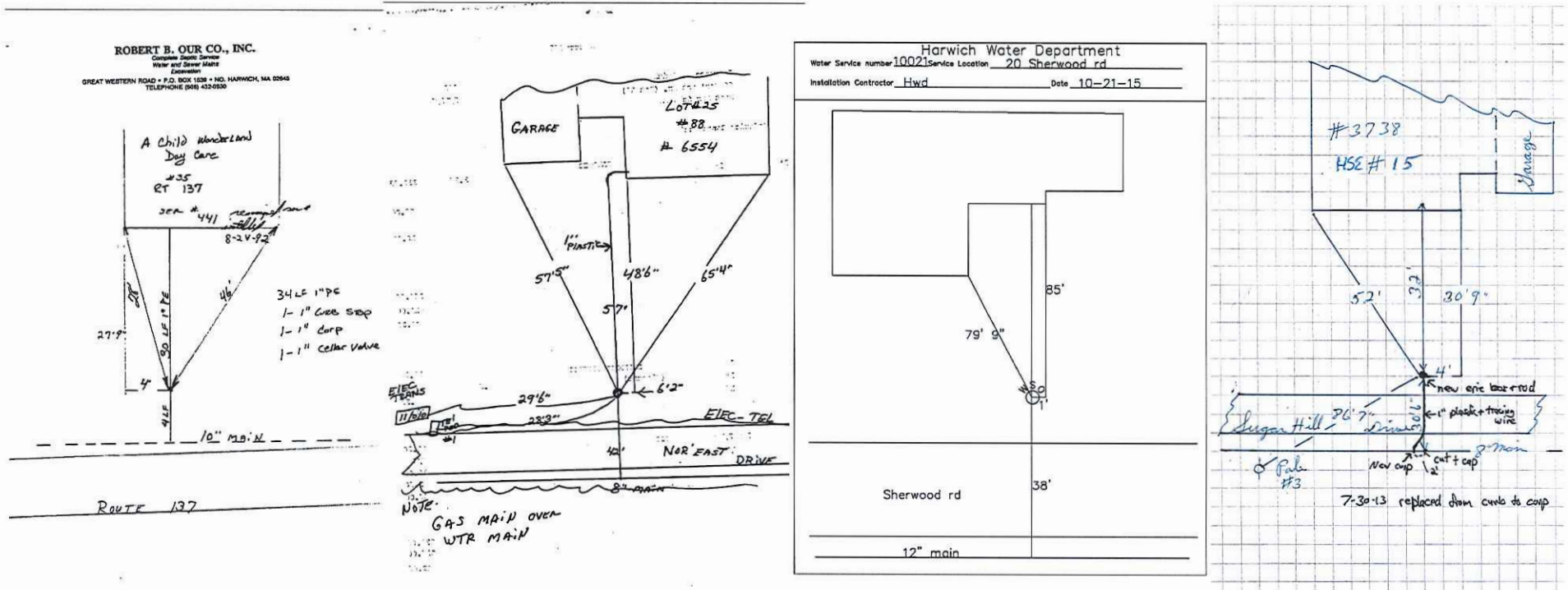
- Water service tie cards provide dimensions that can be used to identify where on your property the water service is located.
- The level of detail on each tie card may vary depending on when the service was installed & who drafted the tie card.
- Should you need assistance interpreting your water service tie card please contact:

Dan Pelletier
Dpelletier@harwichwater.com
(508) 432-0304 x.110

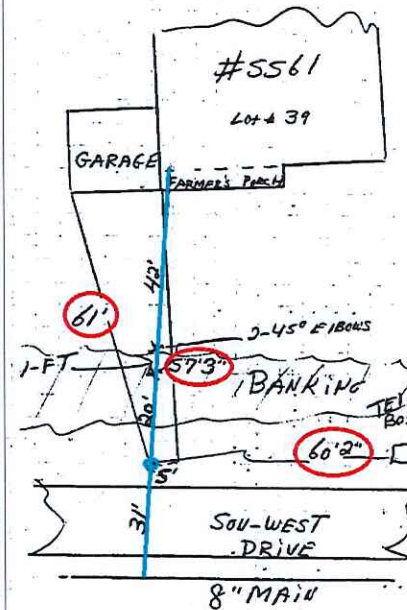




Water Service Tie Card Samples



How To Interpret Your Water Service Tie Card



- -Dimensions from fixed objects like building corners, utility poles/boxes, property bounds, etc.
- | -Indicates approximate location of the water service line
- -Indicates approximate location of the shut off valve

Obtaining Your Water Service Tie Card & Septic System Plans



The screenshot shows the Harwich Water Department homepage. At the top, there is a navigation menu with links for Home, About Us, Customer Service, News & Events, Water Quality, Water Protection, and Water Conservation. A search bar is located in the top right corner. The main content area features a large banner for "NEW! QUARTERLY BILLING" with a calendar graphic and a "VIEW OR PAY A BILL" button. Below the banner are four buttons: FORMS, PAY MY BILL, SERVICE TIGHT, and LEAK DETECTION. The "Department News" section contains a link for "Septic Plans" which is highlighted with a red arrow. Below the news section, contact information for the Water Department and Health Department Office is provided.

The screenshot shows the "Septic Plans" page on the Harwich Water Department website. The page title is "Septic Plans" and the URL is "/water-plan-files/septic-plans-for-phase-2.html". The page contains a list of links on the left side, including "Contact Form", "Contact Us", "Wastewater Plans for Phase 2", "Water Plans", "Septic Plans", "Wastewater Information", "Paying Your Water Bill", "Forms", "Services", "Informational Brochures", "How-to Instructions", "Address Change", "Service Tight Protection Plan", "Voice Broadcast System", and "Report a Violation". A red arrow points to the "Septic Plans" link. The main content area provides information about septic as-built and site plan files, including a link to "Septic As-Built and Site Plan Download Page". It also mentions that users can request a copy via email or in person at the Health Department office. Contact information for the office is provided at the bottom of the page.

www.Harwichwater.com

Obtaining Your Water Service Tie Card & Septic System Plans



SEPTIC PLANS - OneDrive

Office 365

HA Harwich Admin

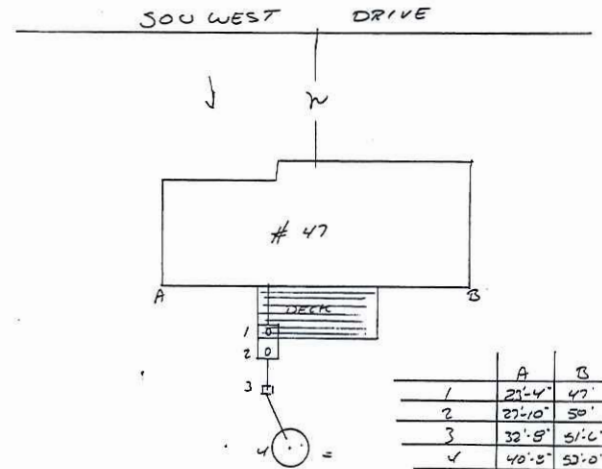
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44 SPRUCE GROVE ROAD-SITE ...		2 hours ago	Shared	Harwich Admin
44 WILLIAMSBURG AVENUE-AS...		2 hours ago	Shared	Harwich Admin
44 WILLIAMSBURG AVENUE-SIT...		2 hours ago	Shared	Harwich Admin
45 NOR EAST DRIVE-ASBUILT.pdf		2 hours ago	Shared	Harwich Admin
45 NOR EAST DRIVE-SITE PLAN...		2 hours ago	Shared	Harwich Admin
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47 WHIDAH DRIVE-SITE PLAN.p...		2 hours ago	Shared	Harwich Admin
48 CONTINENTAL DRIVE-ASBUI...		2 hours ago	Shared	Harwich Admin

Page 10 of 11

OFFICIAL INSPECTION FORM – NOT FOR VOLUNTARY ASSESSMENTS
 SUBSURFACE SEWAGE DISPOSAL SYSTEM INSPECTION FORM
 PART C
 SYSTEM INFORMATION (continued)

Property Address: 47 Sou'west Dr
Harwich
 Owner: George Stillman
 Date of Inspection: 4-10-03

SKETCH OF SEWAGE DISPOSAL SYSTEM
 Provide a sketch of the sewage disposal system including ties to at least two permanent reference landmarks or benchmarks. Locate all wells within 100 feet. Locate where public water supply enters the building.



www.Harwichwater.com

Septic System “As-Built”



It is important to verify the location of the existing septic system through an as-built. Occasionally a septic system will be installed in a different location than shown on the proposed design plan.

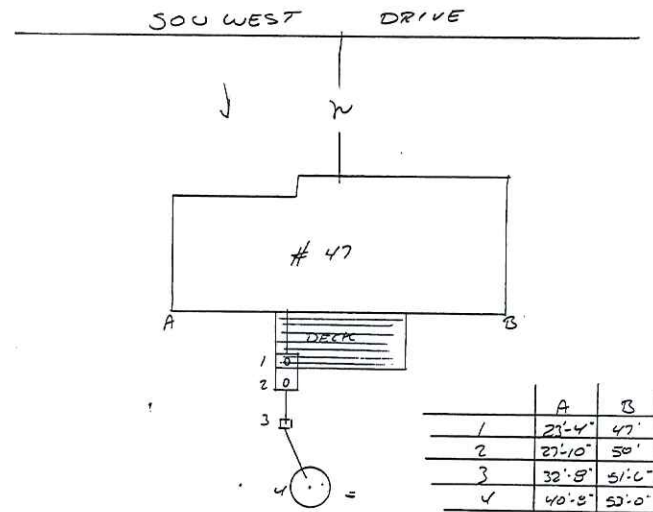
Should you need assistance interpreting your septic system plans please contact:

Meggan Eldredge
health@town.harwich.ma.us
 508-430-7509

OFFICIAL INSPECTION FORM – NOT FOR VOLUNTARY ASSESSMENTS
 SUBSURFACE SEWAGE DISPOSAL SYSTEM INSPECTION FORM
 PART C
 SYSTEM INFORMATION (continued)

Property Address: 47 Southwest Dr
E Harwich
 Owner: George Sullivan
 Date of Inspection: 4-10-03

SKETCH OF SEWAGE DISPOSAL SYSTEM
 Provide a sketch of the sewage disposal system including ties to at least two permanent reference landmarks or benchmarks. Locate all wells within 100 feet. Locate where public water supply enters the building.



Obtaining Your Water Service Tie Card & Septic System Plans



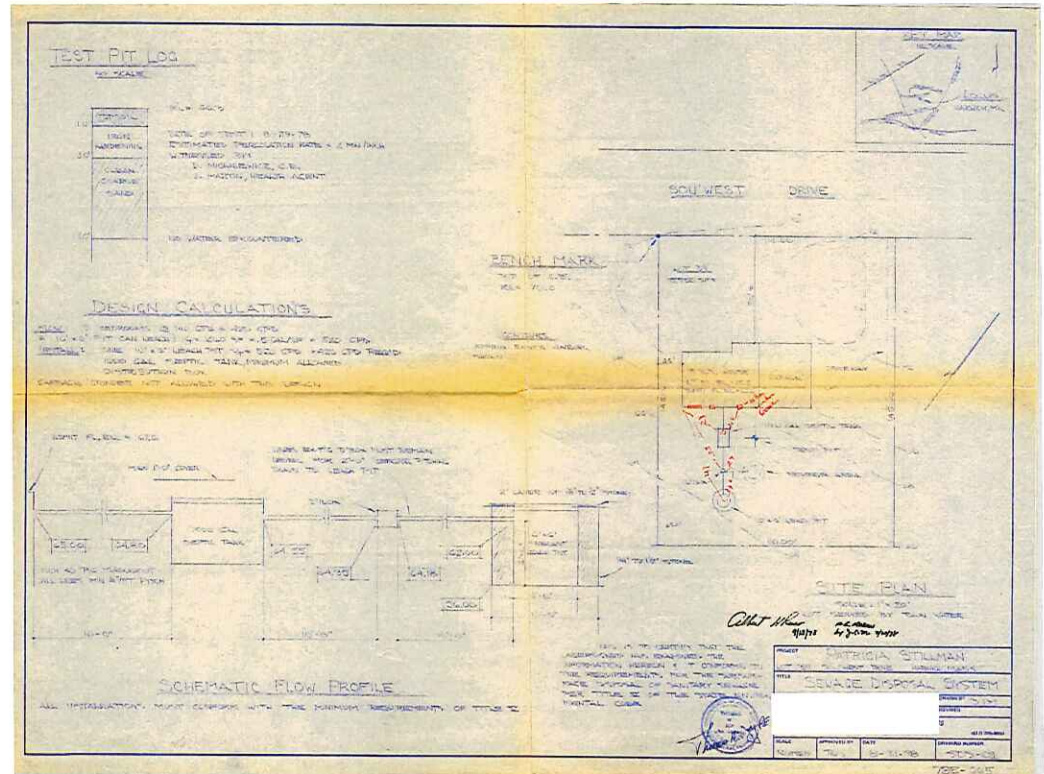
Town of Harwich, MA Public Works | Google Maps | SEPTIC PLANS - OneDrive

https://harwichwaterdepartment-my.sharepoint.com/personal/admin_harwichwater_com/Documents/Forms/All.aspx?lic

Office 365

HA Harwich Admin

Open	Download				
		44 WILLIAMSBURG AVENUE-AS...	3 hours ago	Shared	Harwich Admin
		45 NOR EAST DRIVE-ASBUILT.pdf	3 hours ago	Shared	Harwich Admin
		45 NOR EAST DRIVE-SITE PLAN...	3 hours ago	Shared	Harwich Admin
		45 WILLIAMSBURG AVENUE-AS...	3 hours ago	Shared	Harwich Admin
		45 WILLIAMSBURG AVENUE-SIT...	3 hours ago	Shared	Harwich Admin
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		47 BAY ROAD-ASBUILT.pdf	3 hours ago	Shared	Harwich Admin
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www.Harwichwater.com



Lateral Location Demonstration

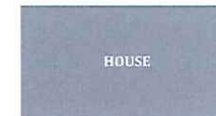
How do I fill out this form?

- Things to consider BEFORE completing the form
 - Where is my water service located?
 - Where is my existing septic system?
 - Do you have plans to finish your basement?
 - Where does the waste pipe currently exit my basement?
 - What impacts will the sewer service have on my property?
 - Will I be expanding my home's building footprint?



TOWN OF HARWICH, MASSACHUSETTS SERVICE CONNECTION LOCATION FORM PHASE 2 / CONTRACT NO. 1

1. MARK AND CLEARLY DIMENSION WHERE YOU PLAN TO HAVE THE SANITARY SEWER SERVICE CONNECTION ENTER YOUR HOME/PROPERTY.
2. PLEASE FILL IN THE APPROPRIATE SPACES LISTED BELOW INCLUDING OWNER'S NAME, STREET NAME, HOUSE NUMBER, DAY/EVENING PHONE NUMBER, AND THE HOMEOWNER'S SIGNATURE
3. IF YOU NEED ANY ASSISTANCE OR HAVE ANY QUESTIONS, PLEASE CONTACT: _____



PROPERTY LINE _____

(TOWN SEWER PIPE IN THE STREET)

PROPERTY LINE _____

OWNER'S NAME: _____
(PRINT)

HOUSE NUMBER: _____

STREET NAME: _____

PHONE NUMBER (DAY): _____

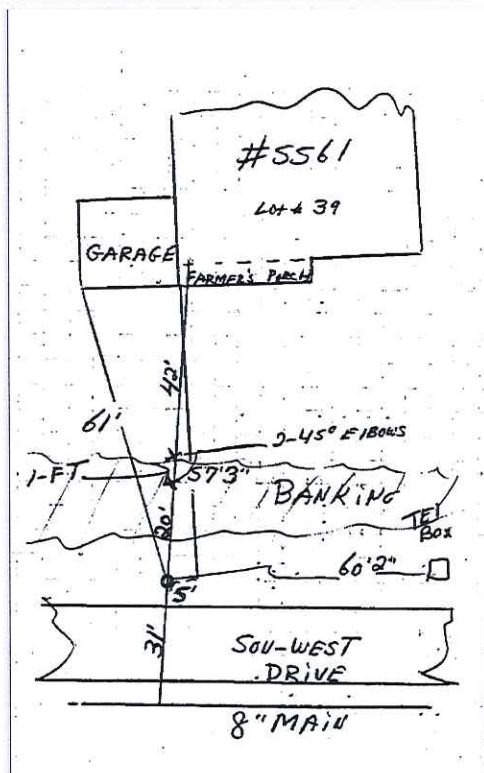
PHONE NUMBER (EVENING): _____

OWNER'S SIGNATURE: _____

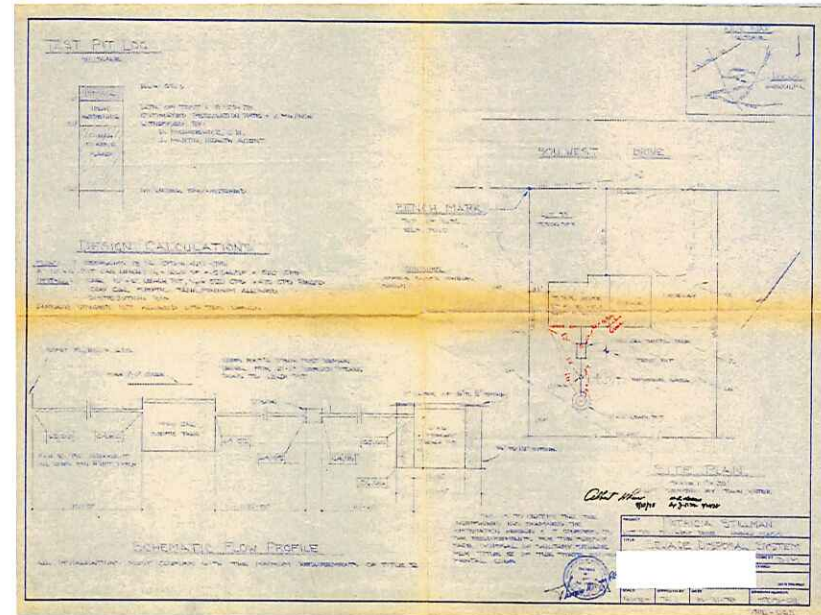
DATE: _____

Please show and dimension any underground utilities you are aware of on your property (e.g., Buried sprinkler system, electrical, etc.).

Existing Condition Information



Water Service Tie Card



Septic System Site Plan

Both the Septic System plans & Water Service records can be obtained electronically at www.harwichwater.com. This information can also be obtained in person at the Health & Water Department offices or via email at the addresses below:

- Water Service Tie Card- Customerservice@harwichwater.com
- Septic System Site Plans- Health@town.Harwich.ma.us

Locating Your Sewer Stub



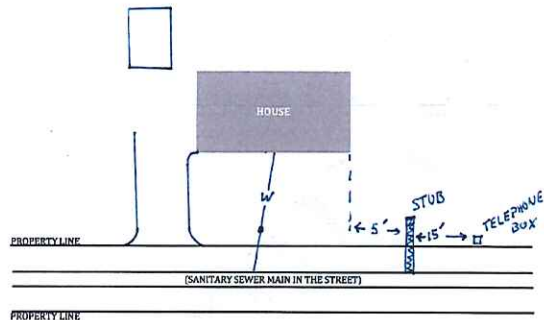
- Option "A" and Option "B" both identify acceptable locations for a sewer stub.
- In the case of this property, Option "B" would be a better location for the stub. This option allows for the sewer service to be installed at a later date without digging up the driveway.

Completed Form Examples



TOWN OF HARWICH, MASSACHUSETTS SANITARY SEWER LOCATION FORM PHASE 2

1. MARK AND CLEARLY IDENTIFY WHERE YOU PLAN TO HAVE THE SANITARY SEWER SERVICE CONNECTION ENTER YOUR HOME/PROPERTY.
2. PLEASE FILL IN THE APPROPRIATE SPACES LISTED BELOW INCLUDING OWNER'S NAME, STREET NAME, HOUSE NUMBER, DAY/EVENING PHONE NUMBER, AND THE HOMEOWNER'S SIGNATURE
3. IF YOU NEED ANY ASSISTANCE OR HAVE ANY QUESTIONS, PLEASE CONTACT: (CDM SMITH FIELD ENGINEER- TBD)



OWNER'S NAME: _____
(PRINT)

HOUSE NUMBER: 47

STREET NAME: SW West

PHONE NUMBER (DAY): _____

PHONE NUMBER (EVENING): _____

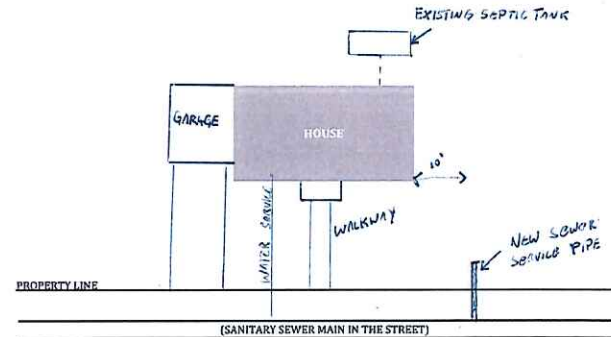
OWNER'S SIGNATURE: _____

DATE: _____

Please show and label underground utilities you are aware of on your property. Ex. Buried sprinkler system, electrical, etc.

TOWN OF HARWICH, MASSACHUSETTS SANITARY SEWER LOCATION FORM PHASE 2

1. MARK AND CLEARLY IDENTIFY WHERE YOU PLAN TO HAVE THE SANITARY SEWER SERVICE CONNECTION ENTER YOUR HOME/PROPERTY.
2. PLEASE FILL IN THE APPROPRIATE SPACES LISTED BELOW INCLUDING OWNER'S NAME, STREET NAME, HOUSE NUMBER, DAY/EVENING PHONE NUMBER, AND THE HOMEOWNER'S SIGNATURE
3. IF YOU NEED ANY ASSISTANCE OR HAVE ANY QUESTIONS, PLEASE CONTACT: (CDM SMITH FIELD ENGINEER- TBD)



OWNER'S NAME: Janel Doe
(PRINT)

HOUSE NUMBER: 1

STREET NAME: YELLOW BRICK ROAD

PHONE NUMBER (DAY): 508 867 5309

PHONE NUMBER (EVENING): 509 867 5309

OWNER'S SIGNATURE: [Signature]

DATE: 5/1/2020

Please show and label underground utilities you are aware of on your property. Ex. Buried sprinkler system, electrical, etc.



Resources Available



Resources

- Town website
- Town staff (Administration, Water Superintendent, Health Director)
- Wastewater Support Committee
- Homeowner Connection Guidebook
- Septic system as-builts & Water Service tie-cards can be accessed and downloaded through the Harwich Water Department website
 - www.harwichwater.com
- Topographic survey



Harwich Cranberry Festival Inc.

508-527-7620 P.O. Box 555 Harwich Port, Massachusetts 02646

October 31, 2018

Julie Kavanaugh
Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645



Dear Chairman Kavanaugh and Selectmen,

The Harwich Cranberry Festival, Inc. would like to request a charity one day special liquor license for serving wine and beer at a musical performance the committee is sponsoring at the Harwich Cultural Center on November 12, 2018. The performance will feature Kolonien, an award winning group whose folk rock music is grounded in traditional Swedish themes and harmonies.

The beverage service will be done before and during the intermission of the performance in the cafeteria adjacent to the auditorium of the Harwich Cultural Center located at 204 Sisson Rd. An appropriate wrist band identifying those of age will be required for the purchase of wine or beer and the servers are certified professional bartenders.

Thank you for your consideration of this request.

Sincerely,

Edward McManus, President

Harwich Cranberry Festival, Inc.

Enclosure (2): Commonwealth Of Massachusetts, Certificate for Solicitation

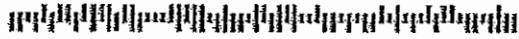
Certificate of Exemption



MASSACHUSETTS DEPARTMENT OF REVENUE
 PO BOX 7044
 BOSTON, MA 02204-7044
 CONTACT CENTER
 (617) 887-6367

Letter ID: L0793560064
 Notice Date: August 1, 2016
 MA Taxpayer ID: 10205554

CERTIFICATE OF EXEMPTION



HARWICH CRANBERRY FESTIVAL INC
 2C DOANE RD
 HARWICH PORT MA 02646-1514

000228

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

HARWICH CRANBERRY FESTIVAL INC
 2C DOANE RD
 HARWICH PORT MA 02646-1514

MA Taxpayer ID: 10205554
Certificate Number: 1192505344

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: September 8, 2016

Expiration Date: September 7, 2026



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

HARWICH CRANBERRY FESTIVAL, INC.
P.O. Box 555
Harwichport, MA 02646

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: HARWICH CRANBERRY FESTIVAL, INC.
Certificate End Date: 05/15/2019
Attorney General's Account Number: 022605

Issued By
The Division of Non-Profit Organizations/Public Charities
Business and Labor Bureau

October 31, 2018

Chairperson Julie Kavanagh and Board of Selectmen,

I would like to request money from the Cable Fund in the amount of \$5,005.00 for the installation of equipment in the Small Hearing Room located at Town Hall, 732 Main Street, Harwich, MA.

This is the final step in Channel 18's process to upgrade the Small Hearing Room. As stated in my previous request to the Board on 9/11/18 it was explained that there would be a second step (installation) and further cable fund requests involved in the project.

Thank you for your consideration.

Jamie Goodwin

Station Manager
Harwich Channel 18

Harwich Channel 18 Operational Procedures

A. Channel Designation

The Town Government Channel is established on cable channel 18 for Comcast Customers. Its designation shall be known as “Harwich Channel 18”

B. Modes of Broadcast

1. Live Broadcasts

A limited amount of live coverage will be provided. Generally, this will include broadcast of Board of Selectmen meetings, Annual Town Meeting and other selected public meetings of governmental bodies (e.g. Planning Board, Zoning Board of Appeals, Conservation Committee, Historical Commission etc.) and of Town sponsored events.

2. Delayed Broadcast

Many public meetings and events will be recorded for broadcast at a later time. Delayed broadcast will appear on Harwich Channel 18, YouTube and online On Demand Service.

3. Municipal TV Produced Programs

The Town may produce or contract for the production of programs which illustrate the functions or operations of Harwich Town government. These may include video documentary programs on the various Town services provided to and for citizens, public service announcements, crime prevention, outreach programs, emergency management information, Chamber of Commerce events and Town sponsored cultural events.

4. Outside Sourced Programs

Programming produced outside the Town may be broadcast so long as the programming is consistent with the governmental purpose of this channel and is consistent with the sponsoring Town board or department’s function and purpose.

C. Access Policy

The Town of Harwich's Government Channel is not a "public access" channel; Access to the Town's government channel shall be limited to the Town, its boards, Committees and Department Heads. In addition, programming concerning the operations and functions of the Monomoy Regional School District and of other governmental agencies may also be broadcast, subject to the approval of the Channel 18 Director.

E. Program Content

1. Public Meetings/Hearings

Public meetings, including but not limited to Board of Selectmen, Annual Town Meeting, Town Legal Counsel Workshops or any meetings of official public record, may be broadcast either live or in delayed replay, will be shown "gavel-to-gavel," and shall not be edited for content.

2. Informational Programming

Informational programming may only be sponsored by and presented on behalf of regular appointed or elected boards and officials of the Town. Channel 18 Director must approve format and length. Such broadcasts are intended to provide information useful to Harwich residents regarding Town operations, services and events and must be consistent with the governmental purpose and/or functions of the sponsoring Town board or department.

3. Public Service Announcements

Video announcements of Town-sponsored events or informational messages about Town programs and services are produced as needed. These Public Service Announcements may be broadcast on the Government Channel. Public Service Announcements will identify the Town of Harwich and Town department.

4. Emergency Messages / Announcements

Government use of the Government Channel during emergencies and disasters declared by the Town's Emergency Management Director or his designee has absolute priority over all other programming. During such emergencies or disasters, the Government Channel shall be permitted to accept live, recorded, character-generated or audio information from other governmental or non-governmental entities when such announcements are deemed necessary by the

Town's Emergency Management Director or his designee to provide important public information pertaining to the emergency or disaster or other conditions requiring protection of the public health, safety and welfare. During an emergency event the Channel 18 Director will pull all previously scheduled content and only air programming that pertains to the current emergency situation. This includes any regularly scheduled government meetings.

5. Other Programming

Channel 18 may, upon occasion, broadcast other programs such as, but not limited to:

- a.) Selected items from the official Town of Harwich website, including the calendar
- b.) Budget hearings and community forums
- c.) Town-sponsored events, job announcements, and programs via a video bulletin board. This service may be broadcast in conjunction with regular programming
- d.) Other local area governmental meetings. Such as Barnstable County Regional events.
- e.) Promotional announcements for Town-sponsored or sanctioned events
- f.) It shall be the policy of Harwich Channel 18 to broadcast acceptable and approved mature content programming during FCC specified safe harbor hours when children are less likely to constitute a significant portion of the viewing audience. When possible, acceptable mature programming will be preceded by verbal and/or text information stating that the programming content is intended for a mature audience
- g.) Open discussion at a public meeting of a Town governmental body, related to ballot questions, warrant articles, override issues or other voter informational issues.

6. Prohibited Broadcasts

The following activities are NOT permitted to be broadcast on the Harwich Channel 18:

- a.) Commercial advertising or other information which promotes the sale of any product or service. Including for profit entities and business advertisement.
- b.) Programming which directly promotes religious beliefs or religious philosophies

- c.) Subject matter which is defamatory in nature
- d.) Programming content which, in the opinion of the Board of Selectmen and/or the Channel 18 Director is indecent, obscene or illegal.
- e.) Programs containing copyrighted materials without proper copyright authorization. Outside agencies submitting programming for telecast are responsible for obtaining all necessary copyright clearance and shall hold the Town and its successors, departments, officers, employees, servants, attorneys and agents, harmless in any case of copyright infringement
- f.) Materials provided by or for declared candidates for elected office. Candidates for elected office may not use the Government Channel as a part of a campaign effort. This exclusion does not apply to persons who receive air time as part of official public meeting coverage, candidate forums and special election coverage.
- g.) Programming related to support a certain political campaign purposes, such as the election of a candidate or the passage or defeat of a ballot question or override-related article, as well as programming advocating support or defeat of town meeting warrant articles.

7. In-Service Training

Production of videos for training and education of Town employees and/or Town Boards and Committee's which are not intended for the general public, may be considered for broadcast. Such videos may include training from Town Counsel regarding but not limited to: Open Meeting Law, Ethics, website training and software training.

F. Use of Town Equipment

Use of Town-owned video and related production equipment shall be restricted to Town activities and by personnel/volunteers identified by the Channel 18 Director. Loaning of equipment for personal or outside agency use shall not be authorized.

G. Videography and Production

1. Requests for Programming

- a. Requests for programming must be made to the Channel 18 Director via email at jgoodwin@town.harwich.ma.us In order to allow for sufficient time for

production, scheduling, and publicity, requests must be made at least two weeks in advance of the intended broadcast date.

b. Requests for information to be broadcast on the scrolling video bulletin board must be submitted in writing, along with the start and end dates of the announcements at least one week in advance of the start date. Printed flyers or email attachments are accepted. Harwich Channel 18 cannot guarantee that requested announcements will be broadcast.

2. Video and Audio Recording of Boards & Committees

Any Board or Committee that conducts a public meeting in either the Donn B. Griffin Room or the Small Hearing Room, located at, 732 Main Street, Harwich, MA 02645 MUST assume that they are being recorded for public broadcast/record. Any questions regarding this procedure can be addressed by the Harwich Channel 18 Director.

3. DVD Duplication

Viewers are encouraged to record programs from the cable channel, and unrestricted access is allowed for the recording of programming off the air for private use. Citizens may request copies of previously broadcast materials still retained within the town video archives. These will be provided in DVD format only, for a service fee of \$5.00 per copy. Such requests may be executed at Harwich Channel 18 Studios, located at 100 Oak Street, Harwich, MA 02645 and accompanied by a check or money order for the total fees due. Checks payable to "Town of Harwich"

H. Program Content

1. Technical Standards

Before externally produced programs or other productions may be scheduled for broadcast, they must be approved for minimum technical and broadcast aesthetic standards, to be determined by the Harwich Channel 18 Director.

2. Human Errors

Should human error result in the broadcast of incorrect information over the Government Channel, the Town of Harwich, its officers, employees, and volunteers shall be held harmless. This includes any board/committee who fails to record a meeting in an "unmanned" hearing room.

I. Boards and Departmental Responsibilities

Boards and Departments requesting program development must be willing to assist in writing and producing the program in its entirety. The requesting entity shall be responsible for content development. Length and content to be finalized by the Channel 18 Director.

J. Staffing

1. Paid Staff

To administer the Harwich Channel 8, there are currently two full-time staff positions and one part-time videographer. Part-time staff positions may be created as needed per the town recruitment procedure. All operational positions will work under the supervision of the Channel 18 Station Manager, who will be guided by the Town Administrator, on matters related to video broadcast and channel operation and use.

2. Volunteers

Volunteers for Harwich Channel 18 function under the volunteer policy of the Harwich Council on Aging. In addition to this policy Channel 18 volunteers will not be held responsible for failed recordings, operational errors or other unforeseen issues.

M. Funding

Funding for equipment, personnel, maintenance and repair of equipment and software is provided by the Town through the Comcast Cable Television Franchise Fee Agreement.

Ann Steidel

From: Isernio, Kathleen <kisernio@monomoy.edu>
Sent: Friday, October 26, 2018 8:53 AM
To: Christopher Clark; Jill Goldsmith; Carol Coppola; Contact; Ann Steidel
Subject: Revised amended Lease Agreement
Attachments: First Amendment to Lease Agreement 10 25 18.docx

Good Morning,

Attached is the revised - revised Lease Agreement re-approved by the School Committee at last night's meeting (10/25/18) . The revised amended lease incorporates the changes made by the Town of Chatham's counsel to which Monomoy's counsel agreed.

This needs to be placed as an agenda item on an upcoming BOS meeting. I don't think Monomoy needs to be present for this however if you feel differently let me know.

Thank you,
Katie Isernio

Kathleen Isernio
Business Manager
Monomoy Regional School District
425 Crowell Road
Chatham, MA 02633
(508) 945-5148
(508) 945-5133 (fax)
kisernio@monomoy.edu

**FIRST AMENDMENT TO LEASE AGREEMENT BETWEEN
THE TOWNS OF HARWICH AND CHATHAM AND
THE MONOMOY REGIONAL SCHOOL DISTRICT**

This First Amendment to Lease (this “Amendment”) is effective as of _____, 2018, and is by and between the Towns of Harwich (“Harwich”) and Chatham (“Chatham”), governmental entities established under state law and having their principal place of business as 732 Main Street, Harwich, Massachusetts 02645 and 549 Main Street Chatham, Massachusetts 02633, acting by and through their duly authorized Boards of Selectmen (collectively “the Towns”), and the Monomoy Regional School District, a governmental entity created pursuant to M.G.L. c. 71, having a usual address of 425 Crowell Road, Chatham, Massachusetts 02633, acting by and through its duly constituted School Committee (hereinafter “the School District”).

RECITALS

WHEREAS, The Towns and the School District are parties to that certain Lease Agreement dated July 1, 2012 (the “Lease Agreement”); and

WHEREAS, The Towns and the School District desire to amend the Lease Agreement so that the Lease Agreement’s insurance provisions are consistent with existing practice.

TERMS OF AGREEMENT

NOW, THEREFORE, for good and valuable consideration paid, the receipt and sufficiency of which are acknowledged, and in accordance with Section 12.1 of the Lease Agreement, the Towns and the School District agree as follows:

Capitalized terms used in this Amendment shall have the meanings supplied in the Lease Agreement unless a different definition is supplied herein.

Article IX of the Lease Agreement is replaced in its entirety with the following:

ARTICLE IX: INSURANCE

9.1 **School District’s Insurance.** The School District shall obtain and keep in force at its own expense for so long as this Lease remains in effect, and thereafter, for so long as the School District, or anyone claiming by, through or under the School District, uses or occupies the Leased Premises or any part thereof, policies of insurance for the benefit of the School District and the Towns, in the amounts, and in the manner and form set forth in this Section; provided, however, that amounts of insurance coverage may from time to time be increased. The School District shall furnish certificates evidencing each such insurance coverage to the Towns prior to the execution of this Lease, each naming the Towns as an additional party insured (to the extent such insurance is appropriate at such time) and providing that the insurer shall give the Towns written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. The kinds and amounts of such insurance coverage shall not be less than the kinds and amounts designated herein, and the School District agrees that the stipulation

herein of the kinds and minimum amounts of insurance coverage, or the acceptance by the Towns of certificates of insurance indicating the kinds and limits of coverage, shall in no way limit the liability of the School District to any such kinds and amounts of insurance coverage.

(a) General Liability Insurance: A commercial general liability policy insuring against claims for damages for bodily injury or death occurring upon, in, or about the Leased Premises, such insurance to afford protection in limits of not less than \$1,000,000 in respect to personal injury or death to any one person, and \$3,000,000 in respect to personal injury or death to any number of persons in any one occurrence; and \$1,000,000 for property damage. Such comprehensive general liability insurance may be effected by a policy or policies of blanket insurance which may cover other property in addition to the Leased Premises, provided that the protection afforded thereunder shall be no less than that which would have been afforded under a separate policy or policies relating only to the Leased Premises, and provided further that in all other respects any such policy shall comply with the other provisions of this Article IX. The Towns, its officers, agents, servants, and employees shall be named as additional insureds in each such policy.

(b) Workers' Compensation Insurance: The School District and any subtenants, as applicable, shall provide Workers' Compensation Insurance required by law, and Employer's Liability insurance for at least the amounts of liability for bodily injury by accident of \$100,000 each accident; bodily injury by disease for each employee of \$100,000; and a bodily injury by disease policy limit of \$500,000; or such greater amount as may be required from time to time by the laws of the Commonwealth of Massachusetts.

(c) Umbrella/Excess Liability Insurance: An Umbrella/Excess Liability insurance policy on an occurrence basis "following form" of the primary coverage with a limit of liability of \$5,000,000.00 shall be obtained and maintained by the School District, at its own expense. The Umbrella/Excess Liability insurance policy shall include, but not be limited to, the following coverages for bodily injury, property damage, and personal injury: (i) Leased Premises -Operations Liability; (ii) Contractual Liability; (iii) Automobile Liability for owned, non-owned, and hired vehicles. The Towns, its officers, agents, servants and employees shall be named as additional insureds in said policy.

(d) Should the School District choose to make improvements to the building as discussed in Section VI, the School District will be required to provide the town where the building is located evidence that the School District has required its contractors and consultants to maintain: (i) worker's compensation insurance in the amounts required by law (or reasonably comparable insurance if such insurance is no longer available); (ii) builder's risk insurance (or such reasonably comparable insurance) on an "all risk" basis (including collapse) insuring against casualty to such construction for the full replacement value of the work performed, and the equipment, supplies, and materials furnished and stored; (iii) automobile liability insurance with limits of \$1,000,000 combined single limit for both bodily injury and property damage ; (iv) Employer's Liability Insurance affording protection in the

amount of not less than \$500,000 per accident and \$500,000 for disease; (v) public liability insurance with limits in an amount not less than \$3,000,000 comprehensive general liability aggregate, with a limit of \$1,000,000 per occurrence; and (vi) Professional/Environmental Impairment Liability Insurance providing coverage for environmental contamination, bodily injury, and/or property damage arising out of acts and omissions of the School District or its contractors, consultants, employees, or agents in the performance of the Permitted Uses, or any other activities or failures to act, at or with respect to, the Leased Premises in the amount of \$1,000,000 for each claim and \$1,000,000 in the aggregate (which insurance, unlike the other insurance noted above, may be made on a claims made basis). The School District shall require that the respective Towns, and their officers, agents, servants, and employees be named as additional insureds on all sub-tenant's, subcontractor's, and independent contractor's/consultant's insurance, excluding Worker's Compensation.

(e) The Towns shall have the right to require the School District to increase such limits during the term of this Lease to account for inflation in establishing minimum limits of liability insurance maintained from time to time on the Leased Premises.

9.2 Property Insurance.

(a) The Towns shall obtain and keep in force, at the School District's expense, and in consultation with the School District, for so long as this Lease remains in effect a commercial property policy/ies covering the buildings and improvements thereon, in an amount equal to at least one hundred percent (100%) of the replacement cost of such property; provided, however, that amounts of insurance coverage may from time to time be increased. The School District shall pay all premiums and costs associated with such insurance policy/ies upon receipt of invoices from the Towns. The School District, its officers, agents, servants and employees shall be named as additional insureds in each such policy/ies. The Towns shall furnish certificates evidencing such insurance coverage to the School District naming the School District as an additional party insured and providing that the insurer shall give the School District written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. The Towns agree that the stipulation herein of the kinds and minimum amounts of commercial property insurance coverage, or the acceptance by the School District of certificates of insurance indicating the kinds and limits of coverage, shall in no way limit the liability of the Towns to any such kinds and amounts of insurance coverage.

(b) The School District shall have the right to require the Towns to increase such limits during the term of this Lease to account for inflation in establishing minimum limits of liability insurance maintained from time to time on the Leased Premises.

9.3 Personal Property. The School District agrees that the respective Towns shall have no responsibility or liability for any loss, damage or injury to, from any cause whatsoever, including theft, of fixtures, improvements, or other personal property of the School District, its

officers, employees, students or invitees, unless caused by the negligent acts or omissions of the respective Towns. The School District agrees that it shall continuously keep its fixtures, merchandise (if any), equipment, and other personal property from time to time located in, on, or about the Leased Premises, and all leasehold improvements to the Leased Premises constructed or installed by the School District, insured by reputable, duly licensed insurance companies against loss or damage by fire, with the usual extended coverage endorsements. Within a reasonable time after the School District enters the Leased Premises, and no less often than annually thereafter, and at any other time upon the request of Towns, the School District shall furnish to the Towns evidence of such continuous insurance coverage, satisfactory to the Towns. It is understood and agreed that the School District assumes all risk of damage to its own personal property and the personal property its officers, employees, students or invitees, arising from any cause whatsoever, including, without limitation, loss by theft or otherwise.

9.4 General Requirements.

(a) School District General Insurance Requirements:

(i) With respect to the insurance obligations of the School District, all required insurance shall be written with such companies qualified to do business in Massachusetts as the School District shall select and the Towns shall approve, which approval the Towns agree not to unreasonably withhold. Without limiting the Towns' other rights under any other provisions of this Lease, if the School District shall fail to keep the Leased Premises insured as provided herein, and if such failure shall continue for a period of ten (10) days following written notice by the Towns to the School District thereof, then the Towns or either town, without further notice to the School District, may take out and pay for such insurance, and the amount of any such payment shall become due and payable to the Towns or either town by the School District upon demand therefor.

(ii) The School District hereby waives any and all rights of recovery that it might otherwise have against the Towns, their officers, agents, employees, and other persons for whom the Towns may be responsible, for any loss or damage to the School District's property or improvements on the Leased Premises that are either required to be insured under the terms of this Lease, or that the School District, in the absence of any such requirement, elects to insure, notwithstanding that the loss or damage may result from the negligence, willful act, or default under the terms of this Lease by the Towns, their officers, agents, employees, contractors, or other persons for whom the Towns may be responsible.

(b) Towns General Insurance Requirements:

(i) With respect to the insurance obligations of the Towns, all required insurance shall be written with such companies qualified to do business in Massachusetts as the Towns shall select, and the School District shall approve, which approval the School District agrees not to unreasonably withhold. Without limiting the School District's other rights under any other provisions of this Lease, if the Towns shall fail to keep the Leased Premises insured as provided herein, and if such failure shall continue

for a period of ten (10) days following written notice by the School District to the Towns thereof, then the School District, without further notice to the Towns, may take out and pay for such insurance, and the amount of any such payment shall become due and payable to the School District by the Towns upon demand therefor.

(ii) The Towns hereby waive any and all rights of recovery that they might otherwise have against the School District, its officers, agents, employees, and other persons for whom the School District may be responsible, for any loss or damage to the Town's property or improvements on the Leased Premises that are either required to be insured under the terms of this Lease or that the Towns, in the absence of any such requirement, elect to insure, notwithstanding that the loss or damage may result from the negligence, willful act, or default under the terms of this Lease, by the School District, its officers, agents, employees, contractors, or other persons for whom the School District may be responsible.

Except as set forth in this Amendment, the Lease Agreement remains in full force and effect.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties, having authorized the respective Chairs to sign on the party's behalf, agree as indicated by the signatures below.

Town of Harwich,
by its Board of Selectmen Chair,
duly authorized:

Monomoy Regional School District,
by its School District Chair,
duly authorized:

Signature

Signature

Name printed

Name printed

Date

Date

Approved as to form:

Town Counsel Signature

Date

Town of Chatham,
by its Board of Selectmen Chair,
duly authorized:

Signature

Name printed

Date

Approved as to form:

Town Counsel Signature

Date

Sandy Robinson

From: Christopher Clark
Sent: Tuesday, October 30, 2018 2:16 PM
To: Sandy Robinson; Ann Steidel
Subject: Fwd: H4932 amendments
Attachments: H4932-as amended.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Peake, Sarah - Rep. (HOU)" <Sarah.Peake@mahouse.gov>
Date: October 30, 2018 at 9:54:33 AM EDT
To: "cclark@town.harwich.ma.us" <cclark@town.harwich.ma.us>, "jkavanagh@townofharwich.us" <jkavanagh@townofharwich.us>
Cc: "Ferrara, Sarah (HOU)" <Sarah.Ferrara@mahouse.gov>, "Smith, Dorothy M. (HOU)" <Dorothy.Smith@mahouse.gov>
Subject: H4932 amendments

Good morning Chris, the Committee staff has made some boilerplate changes to the Harwich liquor license bill. Can you please review these, and out of an abundance of caution, place these revisions on the selectmen's agenda for approval by them?

Often House Counsel will let minor changes like this pass through without an approval vote by the Board of Selectmen, but then it may get hung up in the Senate. If the Selectmen take the vote then we don't have to worry about this moving forward. Once they approve the bill as amended, please send up a "raised stamp" certification of the vote.

If you let me know when this vote is scheduled, I can try to get to the meeting and be the "courier."

Thanks! Of course, always feel free to call with any questions you may have.

Sarah

Sarah Peake
617.722.2040
sarah.peake@MAhouse.gov

Sent from my iPhone

HOUSE No. 4932

The Commonwealth of Massachusetts

PRESENTED BY:

Sarah K. Peake

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act authorizing the town of Harwich to issue three additional liquor licenses.

PETITION OF:

NAME:	DISTRICT/ADDRESS:
<i>Sarah K. Peake</i>	<i>4th Barnstable</i>
<i>Julian Cyr</i>	<i>Cape and Islands</i>

HOUSE No. 4932

By Ms. Peake of Provincetown, a petition (accompanied by bill, House, No. 4932) of Sarah K. Peake and Julian Cyr (by vote of the town) that the town of Harwich be authorized to issue three additional licenses for the sale of all alcoholic beverages to be consumed on premises. Consumer Protection and Professional Licensure. [Local Approval Received.]

The Commonwealth of Massachusetts

In the One Hundred and Ninetieth General Court
(2017-2018)

An Act authorizing the town of Harwich to issue three additional liquor licenses.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the local
2 licensing authority of the *Harwich* may grant one additional license for the sale of all alcoholic
3 beverages to be drunk on the premises, pursuant to section 12 of chapter 138, one license to Blue
4 Stripe LLC d/b/a Cape Sea Grille, to be located at 31 Sea St., in the Town of Harwich Port; one
5 license to Ember Pizza, Inc. d/b/a Ember, to be located at 600 Route 28, in the Town of Harwich
6 Port; and one license to Pleasant Bay Group Inc. d/b/a Wequassett Inn, to be located at 2173
7 Route 28, in the Town of Harwich. Licenses granted under this section shall be subject to all of
8 said chapter 138 except said section 17.

9 (b) A license granted under this section shall only be exercised in the dining room of a common
10 victualler and such other public rooms or areas as may be deemed reasonable and appropriate by
11 the licensing authority as certified in writing.

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15 (c) The licensing authority shall not approve the transfer of the license granted pursuant to this
16 section to any other location but it may grant the license to a new applicant at the same location
17 if the applicant files with the licensing authority a letter from the department of revenue and a
18 letter from the department of unemployment assistance indicating that the license is in good
19 standing with those departments and that all applicable taxes, fees and contributions have been
20 paid.

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21 (d) If a licensee terminates or fails to renew a license granted under this section or any such
22 license, is cancelled, revoked or no longer in use, it shall be returned physically, with all of the
23 legal rights, privileges and restrictions pertaining thereto, to the licensing authority, and the
24 licensing authority, may then grant the license to a new applicant at the same location under the
25 same conditions as specified in this section.

Deleted: c

Deleted: any

Deleted: of the licenses granted under this section

Deleted: which

Deleted: act

26 (e) All licenses granted pursuant to this act shall be issued within 1 year after the effective date
27 of this act; provided, however, that a license originally granted within that time period maybe
28 granted to a new applicant pursuant to subsection (d) or (e) thereafter.

Commented [CL(1)]: These establishments are currently built thus, one year is appropriate

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29 SECTION 2. This act shall take effect upon its passage.



TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7501 FAX: 508-430-7504

MEMO

To: Chris Clark, Town Administrator
From: Amy Bullock, Treasurer/Collector
CC: Carol Coppola, Finance Director
Date: October 3, 2018
Re: Coppola legal fees, FY 2018

Chris,

At the Selectmen's meeting on October 1st, tax title legal fees were discussed. I had prepared a breakdown of fees for both Attorneys Coppola and Bloom. It was noted that the majority of Attorney Bloom's fees are added to current tax lien bills, while a large portion of Attorney Coppola's fees were not.

During fiscal years 2017-2018 a 28.8 parcel (34/N5-7) that had been assessed since 1994 to "Owners Unknown" and was in tax lien, was discovered to have known owners. This resulted in the parcel being re-assessed, apportioned to 8 new parcel IDs. There were also 13 other parcels assessed to "Owners Unknown" that were re-assessed to known owners. The 14 previous tax takings were disclaimed, and revised omitted bills in the form of letters written by Attorney Coppola, were sent to the newly assessed owners, in care of their Attorney. Subsequently, demand bills were prepared by him as well.

There was a vast amount of work involved to apportion the taxes and calculate the interest back to the proper statutory dates. I worked with Attorney Coppola over several weeks. The re-assessment did result in redemption of 3 of the 8 new parcels, and 13 of the re-assessed, for \$71,193.80. (41,448.19 interest and fees) Legal fees added to the new takings were limited to the customary fees involved in a tax taking, but not the fees charged for the work involving verifying the newly assessed owners and preparing all necessary documents.

I apologize for not providing this information with the initial breakdown of legal fees; hopefully it will explain the discrepancy.

Respectfully,

Amy

Sandy Robinson

To: Amy Duffy
Subject: RE: BOS Agenda November 5

From: Amy Duffy
Sent: Monday, October 29, 2018 6:00 PM
To: Sandy Robinson <srobinson@town.harwich.ma.us>
Subject: RE: BOS Agenda November 5

Hi Sandy,

Attorney Bloom is scheduled to be at that meeting. Attached is a further breakdown of Attorney Coppola's charges relating to the parcel assessed in error to "owners unknown" which involved a great deal of work disclaiming the original taking, re-assessing to the correct owners, issuing new bills, demands, and ultimately re-taking several of the parcels.

Thanks,

Amy

Amy Bullock, CMMC – CMMT
Treasurer/Town Collector
abullock@town.harwich.ma.us

Town of Harwich
732 Main Street Harwich, MA 02645
508-430-7501, fax 508-430-7504

<u>Client</u>	<u>Date</u>	<u>Matter</u>	<u>Staff</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Harwich, Treasurer, Town of - Town of Harwich	7/14/2017	assignments	JECJR	email treas re various procedures to assign tax takings	0.33	\$165.00	\$55.00
Harwich, Treasurer, Town of - Town of Harwich	8/15/2017	reassessment of taxes	JECJR	phone assess re reassessment of taxes re. Gammons	0.25	\$165.00	\$41.25
Harwich, Treasurer, Town of - Town of Harwich	8/24/2017	tax takings	JECJR	prepare tax tak file, email treas re: outstanding 2016 taxes	1.33	\$165.00	\$220.00
Harwich, Treasurer, Town of - Town of Harwich	8/25/2017	reassessment of taxes	JECJR	email town administration regarding meeting, re reassessment of taxes	0.17	\$165.00	\$27.50
Harwich, Treasurer, Town of - Town of Harwich	8/29/2017	tax takings	JECJR	proof warning letters	1.00	\$165.00	\$165.00
Harwich, Treasurer, Town of - Town of Harwich	9/5/2017	tax takings	JECJR	phone owner re warning letter	0.25	\$165.00	\$41.25
Harwich, Treasurer, Town of - Town of Harwich	9/6/2017	reassessment of taxes	JECJR	phone atty re gammons, review documents	0.33	\$165.00	\$55.00
Harwich, Treasurer, Town of - Town of Harwich	9/7/2017	reassessment of taxes	JECJR	meet w/ta and assess re Gammons reassessment of taxes	7.83	\$165.00	\$1,292.50
Harwich, Treasurer, Town of - Town of Harwich	9/8/2017	reassessment of taxes	JECJR	research re reassessment taxes, calc. of int. email atty re gammons	1.50	\$165.00	\$247.50
Harwich, Treasurer, Town of - Town of Harwich	9/13/2017	reassessment of taxes	JECJR	memo to assess re the requirement to calculate int on reassessed taxes	<u>1.25</u>	<u>\$165.00</u>	<u>\$206.25</u>

2,351.25

**TOWN OF HARWICH
NOTICE OF VACANCIES ON VARIOUS TOWN BOARDS, COMMISSIONS
AND COMMITTEES**

The Board of Selectmen will give consideration to the appointment of members to the following Boards, Commissions and Committees:

Agricultural Commission (3 full, 1 alternate).....	4
Bikeways	3
Board of Appeals (alternate)	2
Building Code Board of Appeals	5
Cultural Council	1
Harwich Accessibility Rights Committee.....	1
Harwich Center Initiative	6
Harwich Energy Committee.....	1
Forest Committee	2
Health Board.....	1
Historic District/Historical Commission (alternate).....	2
Planning Board (alternate)	2
Traffic Safety Committee.....	2
Treasure Chest Committee (alternate)	1
Voter Information.....	1
Wastewater Support Committee.....	2
Youth Services	1

Committee Vacancy Forms are available at the Selectmen’s Office,
732 Main Street, Harwich

Health Director Monthly Report October 2018

- Departmental news-

I attended the Cape and Islands Health Agents Coalition meeting in Barnstable and was nominated to be chair of the Coalition. This responsibility comes with one additional meeting per month and is both an honor and an opportunity to become more involved with public health issues across the Cape.

Board Member Vacancy still remains. I encourage everyone to spread the word that the Board of Health is searching for a qualified resident to fill this vacancy.

Sr. Health Agent Katie has completed the Soil Evaluator course. This intensive 8 week course was demanding both in time and intellect. We are anxiously awaiting the results of her exam, however we have the utmost confidence that they will be passing.

Health Inspector Mark Polselli started working part time in mid-October. He is scheduled to work every Tuesday and Wednesday and one additional day each month to total 19 hours/week. Mark's focus is on food service and real estate transfer inspections.

- Wastewater-

Staff attended and presented at an informational meeting on October 3rd along with Administration, the Water Superintendent and CDM Smith engineers. This meeting provided information to residents in Phase 2 on what steps are needed and when they need to be completed by.

CDM Smith submitted the SRF application to the State for funding/approval of the sewer design and construction. This application will be reviewed and returned by the end of the year, then the town will send out requests for proposals for the construction. Homeowners in Phase 2 will be receiving a lateral location form from CDM Smith in the spring. This form will request the homeowner to indicate where on their property they would like the sewer lateral to be installed. This decision requires knowledge of the existing septic and water services. Our staff has been helping residents with this information each day.

- Food Service Program-

With Mark back on board the food service program is getting back on track. He is making his way to each establishment and becoming familiar with them.

The State adopted the 2013 Federal Food Code on October 5th. This new code along with amendments to the State Sanitary Code have changed several key parts of the previous Code we were working under. The definition of a Food Establishment has changed to exclude places that sell only foods that are pre-packaged and do not require refrigeration as well as bed and breakfast establishments that have 6 guest rooms or fewer. These change will take 8-10 establishments off of our permit list. These types of establishments have always been low-risk not time-intensive for our staff, however this will take approximately \$2000.00 of revenue from the general fund.

Other changes include reducing the hot-holding temperature to 135°F and expunging the need for a variance to use time as a public health control. We are still absorbing the entirety of the Code and will hold an educational seminar for permit holders in early 2019.

○ Community Programs-

I was able to obtain a Wellness Grant for the Town of Harwich to be used for employee wellness programs. This Grant is offered by the Cape Cod Municipal Health Group. The money will go towards a rewards program for employees who complete a fitness program or wellness activity.

The VNA had a School Nurse in Harwich reach out to them about the Nutrition Detective Program. Nutrition Detectives™ is a 3-part educational program that teaches children 5 clues to make healthful food choices and detect marketing deceptions by using food labels and ingredient lists. It includes a PowerPoint slide show, a food demonstration, and a hands-on activity in which children examine food products. The goals of this program are to: (1) teach children to make healthful food choices and detect marketing deceptions; (2) give students the opportunity to practice what they have learned; (3) empower children to share their “detective skills” with other family members.

This program sounds so wonderful and needed for our population that I approved the use of our wellness/other purchased services budget to provide the program to the Elementary School 4th grade. The school nurse will coordinate with the VNA to make this program possible.

We will use in-house staff for a few months to witness soil tests rather than pay our contract inspector to off-set the cost of the program.

The annual Employee flu clinic was held on October 29th at the Community Center. The clinic ran smoothly and 111 people were vaccinated at the site. This clinic was run as an emergency dispensing site drill to satisfy a deliverable of the State Department of Public Health. Lee Culver, Director of Emergency Management was able to provide assistance with site facility set up and flow through the building.

I would like to thank the Town Nurse, Sue Jusell for her assistance in administering the vaccinations as well as providing volunteer nursing staff. Also, Carolyn Carey was extremely helpful with facility set up and obtaining anything needed to run the clinic. Although she was not present for the clinic, Robbin Kelley must be acknowledged for her help in gathering volunteers to staff the registration tables, thank you Robbin. Support was also provided by the Barnstable County Public Health Nurse, Deirdre Arvidson. The County is a vital part of our clinics and assistance from Deirdre is very much appreciated.

Meggan Eldredge 11/1/2018

October 2018 - Natural Resources Department

- Pleasant Bay Alliance water sampling marker buoys retrieved.
- Collected final 2018 water samples for CEC's Contaminants of Emerging Concern for the Center for Coastal Studies.
- Presented the Hinckleys Pond phosphorus inactivation treatment (Alum) project to the Conservation Commission.
- Completed biannual Red River Tide-gate inspection and maintenance.
- Shellfish lab – field planted shellfish seed from lab into recreational and commercial shellfishing areas; Herring River, Allen Harbor + Oyster creek, Wychmere Harbor, Saquatucket Channel, Stony Flats, Round Cove and Pleasant Bay flats. Many volunteers helped with this effort.
- Removed a tree trunk that was obstructing the Herring run at Johnson's flume.
- Met with Shellfish wardens to set patrol schedule for the month.
- Shellfish permits issued YTD – 376. Had to close Shellfishing flats for a few days (Oct 12th-15th) due to heavy rains.
- 8 classes of Monomoy 5th graders attended tours of the Shellfish Lab. Kids were allowed to handle the shellfish and then filled out questions in their field journals.
- Attended Harwich Wastewater Support Committee site tour of the Cold Brook Eco-Restoration project. A project summary, purpose and timeline were presented regarding the design as it pertains to natural nitrogen attenuation in the CWMP.
- Continued working with a Harwich Senior workforce program employee. He will work until Nov. 15th with the Natural Resources Department.
- Responded to many freshwater jellyfish *Craspedacusta sowerbyi* spotted in Bucks pond on 10/9/18. It appears sporadically in ponds and lakes and this was the first time Natural Resources was aware (in 21 years) that they were seen in Bucks pond.
- Completed Massachusetts Endangered Species Act review checklist and Mass. DEP Notice of Intent application form for the Hinckleys pond phosphorus inactivation project (Alum treatment).

Heinz Proft
Natural Resources Director