

Brooks Free Library Board of Trustees
Wed. Oct. 6, 2021 at 7 pm
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Board of Health's Sept. 10, 2021 Face Covering Order for Meetings of Town Boards and Committees
3. Report from Rockland Trust on Library trust funds
4. Vote to Approve Minutes of September 1, 2021
5. Public Comment
6. Reports:
 - A. Chair
 - I. Report on Discussion With Select Board re Management of Facilities Projects
 - B. Library Director
 - C. Assistant Director
 - D. Review of Other Staff Reports or Information in Meeting Packet
 - E. Building & Grounds Committee
 - F. Liaison from Board of Selectmen
7. Correspondence
 - A. Memo from Town Administrator re: Approval Process and Submission Procedure for Community Preservation Act Funding Requests dated Sept. 14, 2021
8. Old Business:
 - A.
9. New Business
 - A. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – 7 pm on Nov. 3, 2021, and Dec. 1, 2021
 - B. Friends of Brooks Free Library - Oct. 21 at 10 AM
 - C. Special Town Meeting - Oct. 18, 2021
10. Adjournment

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – will be posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, and Library website, www.brooksfreelibrary.org/brooks-free-library-board-of-trustees on the Friday preceding the meeting.

** Per the Attorney General's Office: Boards/Commissions 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 Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.*

Brooks Free Library Board of Trustees
Wed. Sept. 1, 2021 at 7 pm
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance - Vice Chair McCarty called the meeting to order at 7:03 pm. Not present, J. Brown. Present were J. McCarty, K. Remillard, L. Cebula, W. Crowell, J. Wheeler, B. Waystack. Library Director Hewitt and Assistant Director Milan were also present.
2. Vote to Approve Minutes of August 4, 2021
Motion: B. Waystack Second: L. Cebula.
Passed with 3 abstentions: W. Crowell, K. Remillard, J. McCarty
3. Public Comment - none
4. Reports:
 - A. Chairman - Chair Brown was absent from the meeting.
 - B. Library Director - In addition to her written report, Director Hewitt provided a status update on ARIS noting that the report was submitted prior to the deadline. She further reported a last minute change to statistics related to circulation to non-residents which resulted from inaccurate reports from CLAMS which did not include electronic renewals. Additionally, she reported on preparation for Hurricane Henri which provided an opportunity to test the use of the town's Civic Ready system to send staff alerts and notifications. She also reported a request from Chronicle Editor Alan Pollock to use the facility to produce the final draft of the weekly paper in event of lack of electricity. Hewitt also noted that she is in the process of documenting procedures for surplus furniture and equipment (not included in the packet). Finally, she shared that two generous donations were recently made to the VITAL program by Gerd and Norma Wagner from Chatham and Laura Barzilai from Hartsdale, New York.
 - C. Assistant Director - In addition to the written report, Milan noted a recent meeting with other town officials related to the potential changes to the Civic Ready agreement. Also reported was the use of the Angel provision to assist a tax workoff volunteer in meeting their maximum number of workoff hours thanks to the donation of hours from our Books On Wheels volunteers. Additionally, Milan reported having met with town Administrator Joe Powers to discuss the Know Your Town proposal.
 - D. Review of Other Staff Reports or Information in Meeting Packet - none
 - E. Building & Grounds Committee - none
 - F. Liaison from Board of Selectmen - none
5. Correspondence
 - A. Aug 24 2021 Email from Town Administrator re: Oct. 18 2021 Special Town Meeting- Director Hewitt indicated that the library has no plans to submit any articles.
6. Old Business:
 - A. Draft letter re: procurement and project management responsibilities - discussion and possible vote. After brief discussion the Board voted to submit the letter to the Board of Selectmen. B. Waystack made a motion to sign and submit to the Board of Selectmen the letter related to procurement and project management responsibilities.
Motion: B. Waystack, Second: J. Wheeler. The motion passed unanimously.

7. New Business
 - A. Vote to Accept Monetary Donations - none
8. Trustee Reports and Requests for Next Meeting's Agenda - Hewitt reported that Brian Callow of Rockland Trust called Executive Assistant Green to see if they were scheduled for the September Board meeting. As the agenda had already been posted, he will come to the October meeting. Hewitt requested that account reports for FY 21 and first quarter FY 22 reports be provided.
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – 7 pm on Oct. 6, 2021, and Nov. 3, 2021
 - B. Non-Resident Taxpayers Meeting - recorded and has been circulated via email
10. Adjournment - There being no further business, the meeting was adjourned at 7:59 pm.
Motion: J. Wheeler Second: L. Cebula The motion passed unanimously.

Respectfully submitted,

Emily Milan

Board of Health Sept. 9 2021 Face Covering Order

The Board of Health recently enacted a face covering mandate for all meetings of Town boards and committees, including Town Meeting. The order states that with advance notice and for good cause the Chair may excuse any individual's face covering requirement for medical reasons. The Chair may allow attendees to remove their face coverings temporarily to speak to the meeting, or entirely, provided attendees can maintain social distancing of 6 feet or greater throughout the meeting. A copy of the full order is provided in your packet.

Outlook re: Pandemic Restrictions

The Library will be resuming in-person, inside programming in October. Following the Board of Health's new Face Covering Order I provided a description of our upcoming in-person indoor programs, which resume in October, and estimated attendance at the various types of programs to the Health Director and inquired if any further guidance regarding programs or gatherings hosted by Town departments or in Town facilities is expected. Dr. O'Neill replied that further restrictions are not currently being contemplated, but restrictions will be data driven so if case counts rise this could change. For now this new order applies only to meetings of Town boards and committees. (A copy of the email and response are in your packet.)

I have no plans to institute a mask requirement for the Library that differs from the policy at all other Town buildings. The Council on Aging and Community Center have very similar operations with meetings, programs and gatherings of community members. We are all following the guidance from Town Administration and the Board of Health and that consistency is important.

I had already decided to limit occupancy in the meeting room to 45, half of the room occupancy. The only programs where this limit may be needed is the music series (more info in Emily's report) and the First Sunday Series we partner with the Friends to provide. We anticipate much lower attendance (8-20 attendees) at book groups, Knit Lit and discussion groups so we don't expect to limit participation in those programs. Children's programs will continue to be offered outdoors as long as weather permits this fall.

We should all anticipate that as the weather turns colder and people gather more indoors, case counts will rise again and we may need to return to remote programming.

State Aid Financial Report

I've submitted the Financial Report for Brooks Free Library for FY21 to the Mass. Board of Library Commissioners (MBLC), the second of the two annual reports required for state certification. I'll submit the Compiled Compliance Report for the Town of Harwich once I receive the Financial Reports from the Harwich Port and Chase libraries. The FY22 appropriation from the Town is slightly above the Municipal Appropriation Requirement and the Town meets all other certification requirements so we anticipate being approved for FY22 certification by the MBLC at the Commissioners meeting in December or January.

Oct 18 2021 Special Town Meeting

No cost of living adjustments (COLAs) were included in the FY22 budget for any Town unions or for non-union personnel. Several unions have now settled their contracts, however, and there are articles on the Town Meeting warrant for a 2% COLA for those unions. The warrant includes an article for a similar increase for non-union personnel covered by the Personnel By-Law, which would mean increases for the six department heads, including me, that are not in a union or on a personal services contract. I haven't seen revised compensation plans yet but I have been told the COLA would apply to all of the compensation plans in the Personnel ByLaw, including the one for part-time year round staff like our Library Assistants. The rest of our staff are members of the Harwich Employees Assn and they have not come to an agreement with the Town yet for FY22.

Senior Library Technician Vacancy

With the recommendation of Asst. Director Emily Milan and Reference Librarian Jennifer Pickett, who conducted the interviews, I have selected Alan Caughey for the part-time Senior Library Technician. Emily will have more about this appointment in her report. This appointment is conditional based on passing a pre-employment physical, which has been scheduled.

Rogers Groups

The conservator is finishing up the work on the 23 Rogers Groups statues and a fine arts transportation company will be bringing the collection back to the Library on October 13th. I've prepared a plan for where each of the returning statues will be displayed.

Furniture

Staff Librarian Suzanne Martell has been coordinating the clean-out of stored items in the meeting room prior to the resumption of inside programs on October 3rd. We've been following the Library procedure (and Town and MGL requirements) for the disposal of surplus property. Major items of note include:

- The dining table set, previously used as a conference table in Director/Asst. Director office, was transferred to the Fire Dept. Since the set stayed within the Town it did not need to be declared surplus by the Board.
- The Friends have also disposed of a couch and 4 upholstered chairs they purchased that have been stored in the meeting room since the start of the pandemic. No surplus declaration was required since these items belonged to the Friends. Although not necessary to do, these items were offered to other departments and then given to Restore when there were no takers.
- The Friends have also given three unused cement garden benches to the Garden Club for use at Brooks Academy Museum.

Respectfully submitted,

Virginia Hewitt
Library Director



Town of Harwich

Board of Health

732 Main Street Harwich, MA
02645
508-430-7509 – Fax 508-430-7531
E-mail:
health@town.harwich.ma.us

BOARD OF HEALTH FACE COVERING ORDER

Due to the current resurgence in COVID-19 cases, and the number of breakthrough cases of vaccinated individuals in the Town, the Board of Health hereby orders, effective immediately, that face coverings shall be worn by anyone age 2 years or older attending an indoor public meeting of a Town Board, Commission or Committee, including Town Meeting, except as provided below:

- The Chair (or in the case of Town Meeting, the Moderator) may excuse, upon advance request and for good cause shown, any individual attendee's face covering requirement for medical reasons;
- The Chair (or in the case of Town Meeting, the Moderator) may allow attendees to remove face coverings temporarily to speak to the meeting, or entirely, provided that attendees can maintain social distancing of 6' or greater throughout the meeting.

As used herein, attendees shall include members of a Town Board, Commission or Committee.

All attendees shall be required to provide either an email address or phone number to the Town at the meeting for contact tracing purposes.

This order shall remain in effect until further notice. The Board of Health will revisit this order at one of its duly-noticed, upcoming, regularly-scheduled meetings, likely Tuesday October 19, 2021, at which time it may consider, among other things, either rescinding or continuing the face covering requirement.

The Chair (or in the case of Town Meeting, the Moderator) has the authority to ask for either masks to be put on, or to not take part in the meeting.

Adopted: September 10, 2021

Effective: Immediately

Assistant Library Director's Report for
Oct. 6, 2021 Board of Trustees Meeting

Written 09.29.21

Senior Library Technician Vacancy

As reported by Director Hewitt, Alan Caughey has been selected to fill the Senior Library Technician position. Alan is a Harwich resident and library paraprofessional with nearly a decade of experience in public libraries both on and off Cape. Having demonstrated superb customer service, circulation, and problem solving skills during his time as a Library Assistant, we were thrilled to offer him the position here at Brooks. In addition to the skills listed previously, Alan also brings experience in technical services skills and has worked in the reference department at the Mashpee Public Library. We are very happy to welcome Alan to the Brooks team!

Collection Development

We have recently received the following alert from our primary book vendor: "global publishing industry expects disruption in shipping and shortages in labor and manufacturing supplies for books and printed matter. Publishers continue to express concern over printing delays and their ability to obtain secondary print runs." Due to these concerns, I have elected to place orders further in advance than I typically would in the hopes of securing copies of high demand titles during the first print. In addition to ordering early, Ingram is suggesting that we place additional copy orders sooner rather than later. My typical workflow is to wait and see which titles develop long wait lists before ordering additional copies. However, under the current circumstances, I intend to order duplicate copies of authors and titles I am certain will develop wait lists.

When 2 Work (W2W)

This past month we reverted to using the When 2 Work scheduling software to develop schedule templates and maintain the staffing schedule. We had just begun to use the software in January of 2020, after spending a good deal of time training managers on its use, before the pandemic hit and we reverted to a basic spreadsheet schedule. Now that operations have returned to a pre-pandemic schedule we elected to resume use of W2W. I spent a good part of August setting up schedule templates and updating the staff information in the system before rolling out the software to the rest of the staff at the beginning of September. I am happy to say that we made the transition relatively smoothly.

Programming

As stated in previous reports, in-person programming resumes this month. I am happy to report that in addition to our book groups, discussion group and Knit Lit, the Friends of the Brooks Free Library are hosting Bourbon Sunset on Sunday, October 3rd at 2pm. We also have two music

programs scheduled for November and December. Both performers have agreed to be ready to pivot to a virtual program if necessary.

On September 28, I attended the CLAMS virtual Program Planners meeting where we had an opportunity to hear updates from libraries Cape-wide on their winter plans for programming. In general most libraries are currently offering a hybrid model of programming and continuing to keep Children's programming outdoors for as long as possible. We are among about a half dozen or so libraries who reported the return of in-person programming.

In advance of the Special Town Meeting (STM), I will be recording a podcast episode with Water/Wastewater Superintendent Dan Pelletier reviewing the Wastewater articles on the STM warrant. Additionally, Town Administrator Joe Powers and I will be recording a warrant review in the Channel 18 studio on Friday, October 8th.

Staff Development

I hosted a virtual staff meeting on September 23rd where we reviewed some best practices and shared some updates with staff. This month we discussed the process for referring patrons to the COA as well as alerting the COA of any potential concerns. The next staff meeting will be on October 21st at 9 a.m.. On Tuesday, September 14th, Executive Assistant Megan Green and I attended a training session on the CommBuys website. The session reviewed the layout and use of the CommBuys website for purchasing from various municipal and state contracts.

Friends of the Brooks Free Library

We were excited to welcome back the Friends Board for an in-person board meeting on September 16th. At that meeting, resumption of book donations was discussed and it was decided that two volunteers from the board will be on hand to accept donations on Tuesday and Thursdays (see flyer below for more details). Due to the anticipated high volume of donations and a limited amount of space for storage and sale, the Friends have elected to limit donations to 20 items per person per day. Donations must be in excellent or new condition and be fiction or non-fiction published in the last few years. The Friends cannot be responsible for disposal of items that are not accepted for donations.

Respectfully submitted,

Emily Milan
Assistant Director



The Friends of the Brooks Free Library will be accepting

BOOK DONATIONS

as of October 2021

Donations will be received by Friends Board Members outside (weather permitting) or just inside the library lobby.

Please do not leave your donations unattended outside the building. They must be reviewed with a volunteer before you leave the premises.


The Friends cannot be responsible for disposing of items that are not accepted for donation. Collection bins for unwanted items are located in the recycling area of the Harwich Transfer Station.

Tuesdays (beginning October 5th) - 1:00-3:00
and Thursdays (beginning October 7th) - 10:30 - 12:30

Due to the anticipated high volume of donations, as well as space limitations, the following restrictions are in place:

- 20 items per person on a given day
- New or very recent fiction or non-fiction
- Items must be in excellent condition: no mold, mildew or other damage

Thank you for your cooperation!



BROOKS FREE LIBRARY
739 MAIN STREET
HARWICH MA 02645
brooksfree library.org
508-430-7562

Youth Services Report
September 29, 2021

Summer Reading Statistics

This section ended up very long! If you don't have the time to read through a lot of data analysis, the two sentence summary of the next several paragraphs is: While this year's Summer Reading stats are lower than any year after I started visiting the Harwich Elementary School, they are consistent with the numbers from before the school visits, leading me to believe that there is a quantitative difference in participation being driven by the weekly school visits. More students participated in our program, and the individual students read for longer hours, after I started visiting HES.

Last month I reported that with one week left in the Summer Reading Program this year's numbers were only slightly more than half what we would see in a "typical" year. However, I was defining that "typical year" as the average of the previous three years of normal operation, 2017-2019. As I finalized my numbers, I wanted to put this year into context not just for the last few years, but for the entirety of my data set, in which I have records going back 15 years. Doing so made me realize that while 2021 was the lowpoint since 2016, it was actually on the high end of typical for the entire data set.

For the 15 years of which I have data, there are three distinct periods. 2006-2009 saw a very moderate amount of participation. We had a mean of 262 children sign up each year and a mean of 922 hours read in total. While we did not at that time have a way to track the percentage of children who actually participated (versus just signing up and then not returning to log their hours read or receive a prize), if we estimate using data from the following years when we did have that data, I estimate the mean participant was reading about 5 hours.

In 2010 we saw a big change in numbers. This was the year we switched to an online summer reading program, and our big push to help people navigate the new system meant that we saw an enormous surge in people signing up...which then led to a very low actual participation percentage. The numbers evened out after that year. From 2011-2015 we had a mean of 232 children participating, with an actual participation rate of 62%. The children read a mean of 2,144 hours, where the mean child read 15 hours. This huge jump, from an average of 5 to 15 hours read is likely to do with the ease in which the new reporting system allowed students to log their time.

The next big change is the summers of 2016-2019. We had a mean of 361 children sign up each year during this time - a 56% increase from the previous mean average! Despite the rise in total children signing up, we did not see a drop in the percent who actually participated in the program, which actually rose slightly to 66% The mean hours of reading for this period was 4,564 with a mean of 19 hours read per child participating, which is a 27% increase!

We did not change any aspect of our summer reading program in 2016. The only difference was that the 2015-2016 school year was the first school year where I was doing regularly scheduled

weekly or monthly school visits to HES. This leads me to conclude that the rise across the board in sign ups, participation levels, and reading per participant were driven in large part by those school visits. Interestingly, 2021 became a sort of unintended experimental control. Because of COVID restrictions, I was only able to "visit" a small handful of virtual classrooms - and we saw the summer reading numbers and amount read per participant drop back down to fall in line with the 2010-2015 numbers. This is very exciting news for me. While I knew that I was having a qualitative impact on the reading culture of HES, it is gratifying to see the quantitative difference in hard numbers.

Programming

I have resumed my weekly visits to Harwich Elementary School. There are currently 18 classrooms I will be visiting regularly on Mondays. With classrooms in grades 2-4, we will be running a Mock Caldecott project that will culminate in February with a schoolwide vote on the best picture book.

The Laurel School is sending classrooms to our library three times a week to search for books. We are also running a Mock Caldecott with this group of students as well.

I am running an afterschool program at the Monomoy Middle School. We felt this was a unique opportunity to make a connection with this age group without necessarily encouraging students - most of whom are currently too young to be vaccinated - to ride a crowded school bus to the library to participate. I have 18 students signed up for my Escape Room Design Club. We are designing escape rooms, which will then be presented to friends and family.

So far only one Thursday in September has been rain free, but we did have multiple families show up for the Outdoor Storytime on that one dry day. Tuesdays have been luckily damp-free and we are averaging about seven families at each Preschool Project day. We intend to keep both programs outdoors through October while the weather remains cooperative.

Respectfully submitted,

Ann Carpenter
Brooks Free Library

Staff Librarian
October 2021
Report to the Trustees of Brooks Free Library

Social Media/PR: Made a post on our website to highlight the online resources we have that used to be solely hosted on our research computer in reference. I also ensured that Suzanne was able to create her own Facebook account and post from it as the Brooks Free Library.

Technology: Trained Carla Burke on our new staff schedule software, When2Work. Updated and resolved JAWS issues on the VITAL computer. Set up the Youth Services Homework Center, creating 3 new stations and a floating laptop, as well as a printer. Recreated and set up the word processing computer and accompanying printer in the Reference section. Set the word processing computer to shut down at a specified time.

Staff: Created and began work on a Librarians only site, in an attempt to organize all full-time staff documents. Attended Pam P's quarterly check-in with plans to attend future check-ins with other staff. Attended Pub Serv, which decided to reduce rubber band use in delivery and voted on a billing procedure for CLAMS libraries.

Collection Development: Added 22 eaudiobooks and 57 ebooks to our collection. Watched the recorded meeting of the diversity audit of CLAMS OverDrive titles.

Future work

I plan to switch out the current word processing printer with a different one, unsure of which one to use yet. The current printer only prints in black and white, and I anticipate this becoming an issue in the future, so I will look into the options we have and come up with a solution.

I also plan to organize the server room. It is currently full of computers, cords, and other boxes of tech that need to be organized.

In addition, I will be preparing for staff workshops to go over Facebook Business Suite and Useful manager.

Respectfully submitted,
Jamie Thornton
Staff Librarian

VITAL Monthly Report
September 30, 2021

The Brooks Free Library has returned to its' pre-COVID hours. The library is open to patrons Monday through Thursday from 10:00 to 7:00 and Friday and Saturday from 10:00 to 4:00. In-person one-on-one training and group services are not yet available to patrons. VITAL assistive technology training is currently offered via the telephone, FaceTime, Google Meet, email, and mail. In-person demonstrations of our VITAL assistive technology to patrons has resumed. Talking books and books that are downloaded for patrons from the Braille and Audio Reading Download (BARD) website may be checked out at the library or delivered through the library's Books on Wheels home delivery program. VITAL resource and referral services are available in-person, or via the telephone, email, and mail.

During the month of September:

Demonstrations of Assistive Technology

One patron received a demonstration at the library of the Victor Reader Stream media player and of the VoiceOver screen reader on the iPhone.

VITAL Instruction

One patron received VoiceOver instruction on her iPhone via telephone.

Volunteers

This month Monomoy Regional High School students began volunteering weekly in the VITAL program. They will continue to volunteer throughout the school year whenever school is in session. Two to three students will volunteer each Tuesday and Thursday, performing such tasks as dusting the VITAL equipment and furniture, restocking the VITAL resource shelves, assisting with the library's talking book collection, etc.

One individual trained as a volunteer instructor. He is now available to teach the ZoomText screen magnifier/reader software program.

One individual has begun training as a volunteer instructor. Upon completion of her training, she will be available to teach the VoiceOver screen reader.

Respectfully submitted,
Carla Burke

FY22 Budget Balances

9/30/2021

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$429.00	\$3,095.00	12%
Library Materials	\$157,660.00	\$40,056.24	\$117,603.76	25%
Electric	\$25,741.00	\$9,104.29	\$16,636.71	35%
Employee Fringe Benefits	\$300.00	\$0.00	\$300.00	0%
Gas	\$10,601.00	\$75.09	\$10,525.91	1%
Library Supplies	\$13,000.00	\$2,024.50	\$10,975.50	16%
Maintenance & Repair	\$5,700.00	\$1,307.45	\$4,392.55	23%
Office Supplies	\$5,750.00	\$493.74	\$5,256.26	9%
Professional & Tech	\$50,973.00	\$42,765.33	\$8,207.67	84%
Water	\$1,391.00	\$0.00	\$1,391.00	0%
Total Library Expenses	\$274,820.00	\$96,255.64	\$178,564.36	35%
Wages & Salaries	\$737,977.00	\$169,148.71	\$568,828.29	23%
TOTAL	\$1,012,797.00	\$265,404.35	\$747,392.65	26%

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Joseph F. Powers, *Town Administrator*

Meggan M. Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645

Memo

To: Department Heads, Board, Committee or Commission Chairs

From: Joseph F. Powers, Town Administrator

CC: Carol Coppola, Finance Director
Meggan Eldredge, Assistant Town Administrator
David Nixon, CPC Chair

Date: September 14, 2021

RE: Community Preservation Committee 2021 Project Funding Request Applications for FY23

The deadline for Community Preservation requests for funding is quickly approaching. As explained earlier this year, *any* prospective articles for CPC wherein the Town (aka – any board, committee, commission or department) is anticipating filing, the application must be presented to me for review. I am compiling all such applications and will be presenting them to the Board at their September 27th meeting. The Board will determine which applications to prioritize, which to decline and other actions they deem appropriate.

This process is necessary to ensure that the Board is *fully aware* of all requests before the applications are processed by CPC and not after as in years past.

Therefore, any CPC applications contemplated by Departments, Boards, Committees or Commissions should be compiled and submitted to Administration by Wednesday, September 22nd at noon so I can ensure they are included in the raft of applications to be vetted by the Board on Monday, September 27, 2021.

When filling out the application, ensure that I am listed as the applicant on behalf of the Town of Harwich. When completing the Project Manager section, list the Department Head who will be the primary champion of the project.

If you are submitting a request, make yourself available to attend the meeting on September 27th to discuss the particulars with the Board. Only those applications supported by the Board will be provided to the CPC for consideration.

Questions or concerns should be directed to Administration staff who will set up a time for discussion with me. As always, thank you for your time and consideration of this matter. I appreciate your support.