

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, October 26, 2020

REMOTE PARTICIPATION ONLY
OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

1. First, send an email [to comment@town.harwich.ma.us](mailto:to_comment@town.harwich.ma.us) (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter “request to speak, your name”
 - b. In the body of the email please indicate which specific agenda item you wish to speak on.
No further detail is necessary.
 2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
 3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.
Use *6 to mute and unmute your phone
- When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

Board of Selectmen Meeting
Mon, Oct 26, 2020 6:30 PM
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/611935981>
You can also dial in using your phone.
United States: [+1 \(224\) 501-3412](tel:+12245013412)
Access Code: 611-935-981

- I. **CALL TO ORDER**
- II. **EXECUTIVE SESSION**
 - A. Pursuant to M.G.L. c. 30A, § 21(a)(6), to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WEEKLY BRIEFING**
 - A. COVID-19 Updates
 - B. Update on ongoing efforts by the Town in support of the business community
- V. **PUBLIC COMMENTS/ANNOUNCEMENTS**
- VI. **CONSENT AGENDA**
 - A. Vote to approve Caleb Chase Fund request in the amount of \$1,000
 - B. Discussion and possible vote for the Chairman to sign Green Community Annual Report for staff to submit
- VII. **NEW BUSINESS**
 - A. Update from the Interim Town Administrator regarding the process on Chapter 40B projects
 - B. Vote to approve Board of Selectmen Meeting Minutes;
 1. 12.02.2019
 2. 12.09.2019
- VIII. **CONTRACTS**
 - A. Discussion and possible vote – Grant agreement between the Board of Selectmen and Affordable Housing Trust regarding 2020 Annual Town Meeting Article 33
- IX. **OLD BUSINESS**
 - A. Update and discussion – Cape Cod and Islands Water Protection Fund (CCIWPF) Regulations
 - B. Discussion and possible vote – Interim Town Administrator’s Goals and Objectives
 - C. DHY Update – Re-evaluation of Comprehensive Wastewater Management Plan (CWMP) Phasing, Study Area Model, Flow and Cost Estimates
 - D. Update – Status of Liquor Licensing Disciplinary Hearings
 - E. Discussion and possible vote to adopt the updated Personnel Bylaw Employee Compensation Plan Tables
- X. **TOWN ADMINISTRATOR’S REPORT**
- XI. **SELECTMEN’S REPORT**
- 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
Date: _____
October 22, 2020

Danielle Delaney

WEEKLY BRIEFING



Town of Harwich Board of Health

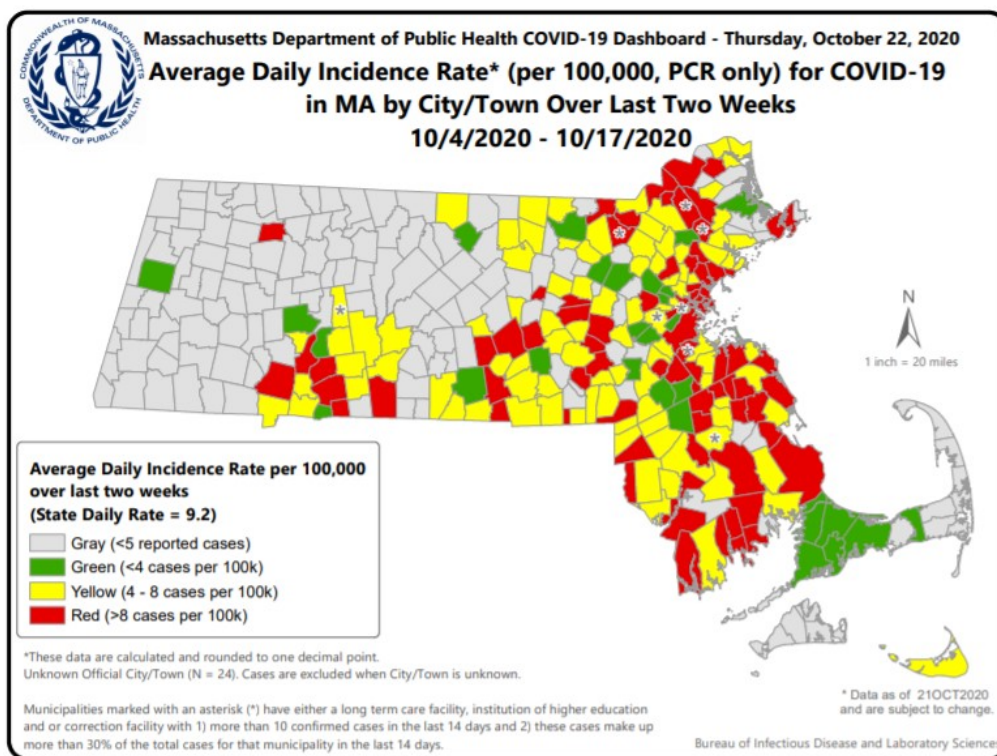
732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

October 23, 2020

Weekly COVID-19 Update

The current total cases of COVID-19 for the Town of Harwich is 168. This is an increase of 4 cases over the last 7 days. We are currently following 3 active cases.

To date 5541 tests of residents in Harwich have been conducted and our positivity rate has decreased again this week to 0.82%. We have moved back to a gray color on the Department of Public Health's COVID-19 incidence map, showing a lower incidence than last week. Harwich has an incidence rate of 2.3, compared to last week at 4.5.



The Health Department is holding a second public clinic on October 29th at the Community Center. It is a drive through clinic from 2-4 pm and participants must pre-register to get a shot. Call or email for an appointment and a registration form.

Thank you,

Meggan Eldredge
Health Director

CONSENT AGENDA

GREEN COMMUNITY ANNUAL REPORT

Annual Report Tab Coloring Key

Community input required
Examples
Guidance

1) In order for a municipality to maintain its Green Community Designation and be eligible for the next available Green Communities Competitive Grant, reports must be submitted **no later than 5:00 PM November 6, 2020 for the reporting period July 1, 2019 – June 30, 2020**

Late reports WILL deem a community ineligible for the 2021 Competitive Grant.

2) Please be certain to address all areas in full. If certain requested information does not apply, then please note it as "N/A."

3) Please follow the instruction for reporting on each Criteria on the individual Criterion Excel Sheets.

4) If you have any questions on these reporting requirements, contact your DOER Green Communities Regional Coordinator (RC). The objective is to have a dialogue with Green Communities staff **BEFORE** the report is due so that minimal follow-up with the municipality is required after the due date.

5) Submit your community's full Excel file electronically as Excel via email with any other supporting files to Grant Administrator Jane Pfister - jane.pfister@mass.gov and your Regional Coordinator. **This page must be signed, made into a PDF, and submitted as a separate file.** Please submit only **one Excel file** for the annual report. DOER will not accept multiple spreadsheets

6) NOTE: In the case of any criteria violations(e.g. a vehicle purchased that does not meet the fuel efficient vehicle policy), the municipality will be asked to provide a corrective action plan. A first-time violation will be factored into consideration when DOER awards funds under the next available Green Communities funding opportunity. A second violation may prohibit the municipality from being eligible for any funds in the next available Green Communities funding opportunity.

8) Fields highlighted in yellow should be completed by Green Communities.

9) Review the "AR Compliance Checklist" tab and ensure that no items are missing. If any items cannot be provided please offer an explanation.

Annual Report is complete.

Date Designated:

December-18

PLEASE NOTE: For a municipality designated December 2018, the reporting period is 18 months, Jan 1, 2019 - June 30 2020

Date of Annual Report Submission

Name of Preparer of Annual Report

Sean Libby
Facilities Maintenance Manager,
DPW

Title

Municipality Name

Harwich

I confirm that I have reviewed this report and verify all information is true.

Signature of Chief Executive Officer

The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.

GREEN COMMUNITY ANNUAL REPORT

Required Values

All values that are required to be reported in this annual report are listed here. If an input appears in red, the "Note" column will explain which cell or cells are missing a value. Click the input item name to go to the item in the corresponding input tab. Prior to submitting this annual report please review this tab to make sure no required items are missing. If any item cannot be completed, please provide an explanation.

Inputs				
Overall Annual Report Status	Annual Report is complete			
Tab	Item	Status	Note	Explanation
Crit 1 & 2	Type of as-of-right siting approval received	Complete		
	Type of expedited permitting approval received	Complete		
	1) Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation?	Complete		
	2) Have any significant changes been made to site plan, design, or other development review criteria or any permit review procedures that would impact the ability to permit qualifying clean energy uses as-of-right and in a timely manner?	Complete		
	3) Since your last Annual Report, or Designation Application (if first Annual Report) have any clean energy projects applied for approval under the zoning for which the community received Green Community Designation? Have any clean energy project been approved for construction?	Complete		
	Table 1	Complete		
Crit 3 - Overview	Is Regional School District (RSD) energy included?	Complete		
	What is the name of the RSD?	Complete		
	How is RSD energy included?	Complete		
	% or names of RSD building energy included	Complete		
	Does the community use MEI?	Complete		
	Date MEI was last verified	Complete		
	Does the community use an EMS Agreement?	Complete		
	Date EMS filed with DOER	Complete		
	Does the community use conventionally net meter renewable energy produced within the community?	Complete		
	Brief narrative of changes seen and anticipated.	Complete		
	Has the community had any building stock changes since it's baseline year?	Complete		
Have any building stock changes occurred since your last Annual Report?	Complete			
Building stock change narrative	Complete			
Building Stock Change Calculator	Building stock change calculator complete for all building stock changes that have occurred since the baseline year	Complete		
Crit 3 - Table 2 Progress	Does the Community use Calendar Year (CY) or Fiscal Year (FY)?	Complete		
	Baseline Year	Complete		
	Building Stock Change Adjustment - Current year	Complete		
	Regional School Prorated - Baseline year	Complete		
	Regional School Prorated - Current Year	Complete		
	TOTAL ENERGY CONSUMPTION (NO Weather Normalization) - Baseline year	Complete		
	TOTAL ENERGY CONSUMPTION (NO Weather Normalization) - Current year	Complete		
	Weather Normalized Consumption (without building stock adjustment) - Baseline year	Complete		
	Weather Normalized Consumption (without building stock adjustment) - Current year	Complete		
	Building Stock Change Adjustment (weather - normalized) - Current year	Complete		
	Regional School Prorated (weather-normalized) - Baseline year	Complete		
	Regional School Prorated (weather-normalized) - Current year	Complete		
	Crit 3 -Tbl 3 for Non-MEI Users	Select plan year	Complete	
Subtotal for buildings		Complete		
Total energy consumption		Complete		
Crit 3 - Table 4 ECMs	Enter at least one ECM	Complete		
Crit 3 - Table 5 RE	If the community uses renewable energy, complete Table 5	Complete		

Crit 4 - Vehicle Policies	1) Replaced an exempt or non-exempt vehicle?	Complete		
	2) Acquired a new exempt or non-exempt vehicle, and/or conducted inter-departmental vehicle transfers?	Complete		
	3) Installed an electric vehicle charging station?	Complete		
	4) Installed idle-reduction technology on any vehicles?	Complete		
	5) Implemented anti-idling technology and/or campaigns?	Complete		
	6) Implemented a driving monitoring system that records miles driven and/or fuel consumption?	Complete		
	7) Implement a fuel use reporting system for operators on fuel efficiency ?	Complete		
	8) Implement any other policies and/or technologies not listed above?	Complete		
	Narrative for #8	Complete		
	9) Does the community met Criterion 4 through alternative compliance?	Complete		
Narrative for #9	Complete			
	10) For communities that met Criterion 4 through alternative compliance, provide as a status regarding the success of these programs and policies.	Complete		
Crit 4 - Vehicle Inventory	If the community replaced an exempt or non-exempt vehicle during FY fill out Table 6 (Acquisitions and Retirements)	Complete		
	If the community has acquired a new vehicle or transferred a vehicle in the FY fill out Table 6 (Acquisitions)	Complete		
Crit 5 - Stretch Code compliance	Is the stretch code still in effect?	Complete		
	Were any residential occupancy permits issued since your last Annual Report or Designation Application (if first Annual Report)?	Complete		
	How many occupancy permits were issued for new commercial construction over 100,000 sq.ft.?	Complete		

Criteria 1 and 2

Type of as-of-right siting approval received:

R&D & MFR & Solar

Type of expedited permitting approval received:

Local

REGULATIONS (zoning & permitting):

1) Since your last Annual Report, or Green Communities Designation Application (if first Annual Report) Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation? Significant changes, such as changes to the geographic extent of the district, allowed uses, and dimensional requirements, would impact the ability to construct a qualifying clean energy use in the district. Overlay districts, such as water protection districts that impose special permitting requirements, count as significant changes. If yes, submit the same documentation required for designation for CR1 to verify that you still meet the requirements (applicable sections of the zoning by-law, definitions, as well as a revised zoning map.)
Select YES or NO in the dropdown on the right.

NO

2) Have any significant changes been made to site plan, design, or other development review criteria or any permit review procedures that would impact the ability to permit qualifying clean energy uses as-of-right and in a timely manner? Significant changes would be anything that pertains to the "by-right" nature of the zoning or to the amount of time necessary to review required permits. If yes, attach a letter from municipal counsel that describes the changes, illustrates any potential impact on the siting of clean energy projects, and affirms continued compliance with the Green Communities As-of-Right Zoning and Expedited Permitting criteria.
Select YES or NO in the dropdown on the right.

NO

NARRATIVE:

PERMITTING:

3) Since your last Annual Report, or Designation Application (if first Annual Report) have any clean energy projects applied for approval under the zoning for which the community received Green Community Designation? Have any clean energy project been approved for construction?

NO

Select YES or NO in the dropdown on the right. If YES, fill out or update Table 1 below:

Table 1 Expedited Permitting Projects During Reporting Year (Please add rows as required) Click here to view a sample version of this table.							
PROJECT NAME	Type (Generation (Capacity), R&D, and/or Manufacturing)	As-of-right designated location	Applicant	Project Description	Status	Date Submitted	Decision Date
To insert additional rows, select this row, right-click, and select "Insert."							

Criterion 3 Instructions: Complete Steps 1-7 Below

1. Read and complete all questions below.

2. Complete Table 2: Progress

[Go to Table 2](#)

Complete Table 2 for baseline year and reporting year, located 3 tabs to the right. ALL categories are required, with the exception of open space.

Fuel use from all vehicles, including those characterized as exempt AND non-exempt under Criterion 4, must be included.

Renewable Energy is a fuel source and the amount of renewable energy consumed by the Green Community must be included.

If you are using MEI, note that there is a report available (entitled Annual Report Table 2). This contains the data you need to enter into Table 2. Please review the data in MEI and, if accurate, enter it into Table 2, located 3 tabs to the right. Note also that if you click on the "years" down arrow on that MEI report, you can choose which year is your baseline year.

Regional School District

Does the community include energy from a Regional School District in their total energy consumption?	No

3. Complete Table 3: Energy Use (NON-MEI Users)

[Go to Table 3](#)

Does the community use MassEnergyInsight (MEI) to provide data for Table 2?	Yes
Please provide the date the information in MassEnergyInsight was last verified. By including a date, you are confirming that the information in MEI is accurate and complete (including all fuels and renewable energy) and that you wish to report your Green Community annual energy usage directly through MEI. REMEMBER to load all diesel, gasoline, heating oil and propane energy usage, as well as renewable energy usage that is NOT virtually net-metered, into MEI prior to providing a date that your data is complete. Also, confirm that Table 3 in MEI matches the data provided in Table 2.	10/20/2020

4. Complete Table 4: Energy Conservation Measures (ECMs)

[Go to Table 4](#)

Update your ECMs in Table 4 by: 1) listing measures that were completed since you submitted last Annual Report or Green Communities Designation as applicable, 2) listing new measures planned or in progress, 3) and providing an ECM type in Column F. All ECMs should be included in Table 4, NOT only ECMs funded by Green Communities grants.

Does the community use an Energy Management Services (EMS) Agreement?	No

5. Complete Table 5: Renewable Energy Projects

[Go to Table 5](#)

Update your **conventionally net-metered (aka "behind the meter")** RE projects in Table 5 by: 1) changing any status dates, and 2) adding any new RE projects.

Does your Green Community use any energy produced by renewable energy within your community? For example, solar PV systems installed on school or municipal buildings and the building uses the electricity generated, or a biomass boiler installed in a municipal building. Please select YES or NO in the dropdown on the right. If YES, complete Table 5 and be sure to include the renewable energy consumed in the building's MassEnergyInsight account or whatever energy tracking tool your community uses.

NO

6. Provide a Narrative

Provide a brief narrative explaining changes seen and what is anticipated for the next year. Any notes on successes or challenges are welcome. Also include changes in building operating hours as well as building use, and/or significant changes in municipal fleet operations. Identify **top 3 buildings in terms of energy consumption** and note how efficient these buildings are by reporting their kBtu/sf numbers. MEI users can find this information by looking at the "Buildings to Target" report; provide a brief statement addressing change in the past year and, if applicable, describe plans for improving building performance next year.

Sample Narrative: Our buildings have a 12 percent decrease in energy use and the vehicles have a 4 percent reduction. We are also intending to implement a large retrofit at the drinking water treatment plant this year that should yield a significant level of savings. We are seeing an uptick in energy use in our library, now that it open 10 more hours a week. Our top 3 energy-using buildings are our high school (68 EUI), middle school (88 EUI) and town hall (78 EUI). Energy use in all three buildings has been fairly consistent over the past year. The middle school boiler has reached the end of useful life and is scheduled to be replaced in 2 years. We have implemented projects in the Town Hall and would have expected larger savings. We are investigating this.

NARRATIVE:

The building usage has decreased by 9.6% and water/sewer has decreased by 6.3%. Some of the decrease can be explained by the pandemic and unexpected closures. Many projects were completed at the Library, and there is a drop in usage in FY20, but the true test will be seen post-COVID. The top 3 energy-using buildings in FY19 are the Cultural Center (EUI 100), Public Safety (84), and Library (97). In FY20, the top 3 energy-using buildings are the Cultural Center (EUI 88), Public Safety (EUI 69) and Club House (EUI 301). The Library (in FY20) is no longer in the top 3.

7. Building Stock Changes

Has the community had any building stock changes since its baseline year?	Yes
<i>Please complete the Building Stock Change Calculator. Include all building stock changes that have occurred since the baseline in the current year.</i>	
Have any building stock changes occurred since your last Annual Report or Designation (if first Annual Report)?	Yes

Please describe any building stock changes that have occurred since your last Annual Report, or Designation Application (if first Annual Report). Include the year and whether any changes are a replacement, addition, removal or renovation. The adjustments to energy usage should be entered on Table 2, Lines 16 and 20. You may use the Building Stock Changes Calculator provided.

NARRATIVE:

Fire station #2 was replaced with a new building with increased square footage.

INSTRUCTIONS on how to calculate your prorated energy use for building stock changes

All building stock changes that have occurred since the baseline year should be reported here.

Please keep track of the prorated use for every year you are reporting on. If you submitted an Annual Report last year, you only need to report on this current reporting year. If this is your community's first Annual Report, enter the building information for this reporting year and past years as needed. If your community did not submit an Annual Report last year, report on last years' building stock changes as needed.

USE THIS CALCULATOR FOR ALL BUILDING STOCK CHANGES

This Building Stock Changes Calculator is for both **new buildings** and **building additions**. Different information is to be entered depending on whether you are entering data for a new building or an addition, so make sure to follow the instructions in Row 11 for each column. You are only required to enter information into the yellow cells in the table. The green cells in the table will populate when the relevant information is entered into the yellow cells. The orange cells in the worksheet (columns M and P) are the numbers that will be used to adjust the Total Energy Use for the year, and will automatically populate in Table 2 Progress (the worksheet on the next tab to the right). Starting with the current reporting year, enter any new buildings and building additions that occurred. Start with Building One, if you have more than one applicable building in a given year then move on to Building Two etc. Please change the generic "BUILDING ONE" label to the actual name of the building (e.g. Senior Center, High School, Police Station).

Building Stock Changes Calculator

Enter the name of the building in the appropriate cell, e.g. change "BUILDING ONE" to "High School". Name should match the name in MEI.	If NEW BUILDING, enter the OLD BUILDING'S sq. footage, if ADDITION, enter the building's sq. footage BEFORE the addition	If NEW BUILDING, enter the NEW BUILDING'S sq. footage, if ADDITION, enter the building's sq. footage AFTER the addition	THIS COLUMN WILL POPULATE % of energy to include	Non Weather-Normalized energy use (MMBTU) - this can be found in MassEnergyInsight - Energy Reduction Plan Guidance Table 3 (MMBTU)	If NEW BUILDING - enter the number 12. If ADDITION, enter the # of months the addition was online during the reporting yr.?	Non Weather-Normalized Prorated energy use (MMBTU) -	Weather-Normalized energy use (MMBTU) - This can be found in MassEnergyInsight - Annual Building Energy Use - Weather Normalized	Weather-Normalized Prorated energy use (MMBTU)	Total Non-Weather-Normalized Energy Use	Total Prorated Non-Weather-Normalized Energy Use	Difference to be used to adjust Non-Weather-Normalized total - This will populate the appropriate cell in Table 2 - Progress	Total Weather-Normalized Energy Use	Total Prorated Weather-Normalized Energy Use	Difference to be used to adjust Weather-Normalized total This will populate the appropriate cell in Table 2 - Progress
2020														
Fire Station 2	5,521	9,365	59%	1,085	8	788	511	371						
BUILDING TWO			0%			0		0						
BUILDING THREE			0%			0		0						
BUILDING FOUR			0%			0		0						
BUILDING FIVE			0%			0		0	1085	788	-297	511	371	-140
2019														
BUILDING ONE			0%			0		0						
BUILDING TWO			0%			0		0						
BUILDING THREE			0%			0		0						
BUILDING FOUR			0%			0		0						
BUILDING FIVE			0%			0		0	0	0	0	0	0	0
2018														
BUILDING ONE			0%			0		0						
BUILDING TWO			0%			0		0						
BUILDING THREE			0%			0		0						
BUILDING FOUR			0%			0		0						
BUILDING FIVE			0%			0		0	0	0	0	0	0	0

Criterion 3 Step 2: Complete Table 2 - Progress

Table 2 Instructions: 1) Enter your community's baseline year (including whether it's a Fiscal Year or Calendar Year); 2) Enter total MMBtus per category (Rows 10-15) for the baseline year and the current reporting year. In MassEnergyInsight, this information is available in the "Annual Report Table 2" report; 3) If this is your community's first Annual Report, enter the energy consumption for past years as needed; 4) If your community did not submit an Annual Report last year, enter energy data for 2019 and 2020; 5) If your baseline includes a proportion of energy consumed by a regional school district, provide the pro-rated energy use in Row 18 for non weather-normalized use and Row 22 for weather-normalized use. Attach a worksheet (add a tab to this workbook) listing the buildings, their total energy use, and calculations on how you arrived at their prorated use; 6) If your community needs to pro-rate energy use due to building stock changes, use the calculator provided on the tab to the left and enter the resulting numbers in Row 17 for non weather-normalized data, and in Rows 21 for weather-normalized data.

WEATHER NORMALIZED DATA - DOER is requiring Green Communities to assess their progress using weather-normalized data through a DOER-approved weather normalization methodology. Qualifying methods include use of MassEnergyInsight or Energy Star Portfolio Manager. Please contact your Regional Coordinator for assistance if you use a different energy-tracking tool. Enter weather-normalized total energy consumption in Table 2, Row 20. In MassEnergyInsight, this information is available in the "Annual Report Table 2" report

Does the Community use Calendar Year (CY) or Fiscal Year (FY)? FY

Table 2: Timeline of Annual Municipal Energy Use					
	Baseline MMBtu	2018 MMBtu	2019 MMBtu	2020 MMBtu	For Most Recent Year: Change vs. Baseline (%)
	2018	2018	2019	2020	
Null		0			Enter baseline year consumption in column D
Buildings	20,046	20,046	20,232	18,120	9.6%
Open Space	235	235	248	204	13.2%
Street & Traffic Lights	33	33	33	33	0.0%
Vehicles	18,781	18,781	19,282	18,149	3.4%
Water/Sewer	6,663	6,663	6,583	6,242	6.3%
Building Stock Change Adjustment		0	0	-297	
Regional School Prorated					
TOTAL ENERGY CONSUMPTION (NO Weather Normalization)	45,758	45,758	46,378	42,451	7.2%
Weather Normalized Consumption (without building stock adjustment)	46,377	46,377	44,377	42,645	8.0%
Building Stock Change Adjustment (weather - normalized)		0	0	-140	
Regional School Prorated (weather-normalized)					
TOTAL ENERGY CONSUMPTION (Weather-Normalized)	46,377	46,377	44,377	42,505	8.3%

Criterion 3 Step 4: Update Table 4 - ECMs

Items were listed as "planned" or "active" in last Annual Report or Energy Reduction Plan and add new ECMs, not only ECMs funded by Green Communities grants.

[Click here to view a sample version of this table](#)

		Table 4 Energy Conservation Measures Data																
Items that were listed as "planned" or "active" in last Annual Report or Energy Reduction Plan and add new projects.			Status		Energy Data						Financial Data					Reference Data		
Building/Site Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Month-year completed or planned)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)	Projected Annual Diesel Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings	
Brooks Free Library	Condensing Boiler	HVAC	Complete	Nov-19		1,737					\$1,737	\$88,800	\$74,910	\$8,000	\$6,890	Town	<i>RISE Engineering</i>	
Brooks Free Library	HW Circulator Pump VFD and CW Pump VFD	Pump/Motor/Drive	Complete	Mar-20	16,099						\$2,495	\$38,804	\$31,500	\$7,304			<i>RISE Engineering</i>	
Brooks Free Library	EMS	Building Control	Complete	Mar-20	13,745	1,741					\$3,871	\$103,564	\$54,067	\$49,497	\$7,567	Town	<i>RISE Engineering</i>	
Brooks Academy Building	Lighting	Interior Lighting	Complete	Jul-19	14,080						\$2,182	\$4,611	\$0	\$4,611	\$0		<i>RISE Engineering</i>	
Brooks Free Library	Lighting	Interior Lighting	Complete	Dec-19	57,042						\$8,842	\$50,683	\$0	\$50,683	\$0		<i>RISE Engineering</i>	
Cultural Center	Lighting Project 1	Interior Lighting	Complete	Jul-19	115,573						\$20,218	\$116,507	\$0	\$116,507	\$0		<i>RISE Engineering</i>	
Cultural Center	Lighting Project 2	Interior Lighting	Complete	Jul-20	8,858						\$1,373	\$8,044	\$0	\$8,044	\$0		<i>RISE Engineering</i>	
Cultural Center	Supply Fan VFD and HW Pump VFD	Pump/Motor/Drive	Complete	Dec-19	141,736							\$149,572	\$0	\$148,736	\$2,836	Town	<i>RISE Engineering</i>	
To insert additional rows, select this row, right-click, and select "Insert."																		
			TOTAL Projected Savings		367,132	3,478	0	0	0	0	40,718	580,585	180,477	391,382	16,293			
TOTAL MMBtu SAVINGS			1,600		1252.656022	347.8	0	0	0	0								

Criterion 4 - Purchase Fuel Efficient Vehicles

Since your last Annual Report OR Green Communities Designation (if first Annual Report) has your municipality...

1) Replaced an exempt or non-exempt vehicle?

2) Acquired a new exempt or non-exempt vehicle, and/or conducted inter-departmental vehicle transfers?

NOTE: Inter-departmental transfers must comply with MPG requirements of Fuel Efficiency Policy

If the answer to #1 and/or #2 above is "yes", please provide a list of all vehicles (Both exempt and non-exempt) for ALL departments, including schools (as appropriate), that were acquired, retired and/or transferred in since your last Annual Report or Designation Application (if first Annual Report). Please do not report any exempt off-road vehicles, trailers, etc. In the spreadsheet on the following tab (Crit 4 -Table 6). 1) List in the top table all vehicles acquired or transferred since the last annual report, noting which vehicles they are replacing, and/or 2) List all vehicles removed from the municipal fleet in the bottom table

3) Installed an electric vehicle charging station during the reporting period?

4) Installed idle-reduction technology on any vehicles during the reporting period?

5) Implemented anti-idling technology and/or campaigns during the reporting period?

6) Implemented a driving monitoring system that records miles driven and/or fuel consumption during the reporting period?

7) Implement a fuel use reporting system for operators on fuel efficiency during the reporting period?

8) Implement any other policies and/or technologies not listed above during the reporting period?

Estimate annual fuel savings from each new technology or policy in the yellow box below. Also attach any new vehicle policies and technologies adopted by the municipality to this annual report.

9) Does the community meet Criterion 4 through alternative compliance?

Criterion 5 - Minimize Life-Cycle Costs in New Construction

Is the stretch code still in effect?

YES

Were any residential occupancy permits issued since your last Annual Report or Designation Application (if first Annual Report)?

YES

How many occupancy permits were issued for new commercial construction over 100,000 sq.ft.?

0

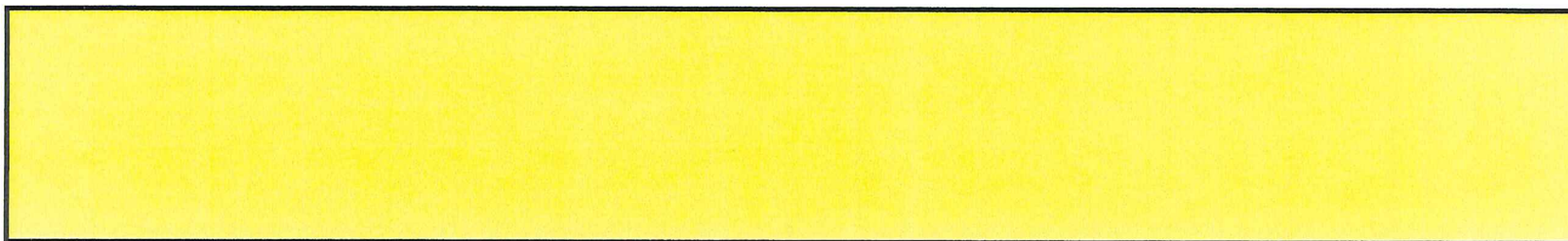
Please provide in the space below any anecdotal information about your community's experience with the Stretch Code (e.g. local banks loaning more to people purchasing stretch code homes, satisfied homeowners, frustrated builders, etc.).

[Empty yellow text box for anecdotal information]

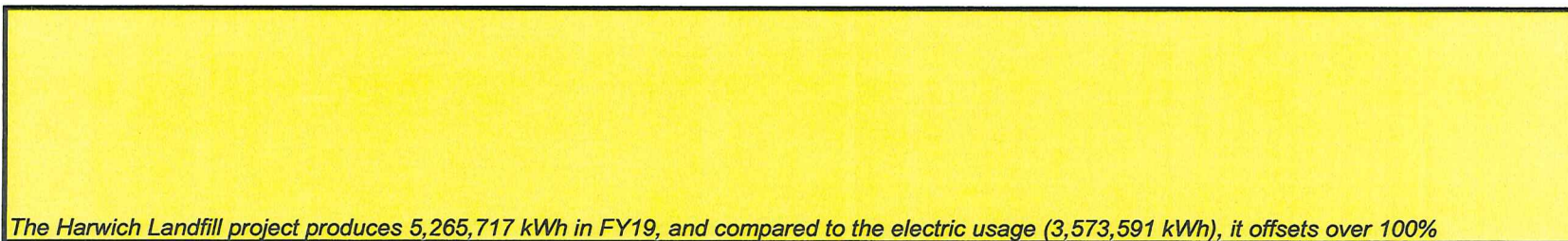
DOER will access HERS scores reported to ResNet to ensure compliance

Other Notes

Please provide in the space below any information about additional measures taken by the community that are consistent with its status as a designated Green Community (e.g. additional as-of-right siting put in place since designation for renewable or alternative energy generation, R&D, or Manufacturing facilities).



Please provide in the space below what percentage of your municipality's electricity consumption is supported by renewable energy generation? Of this percentage, how much of this is onsite generation? How much of this is net metering? How much of this is through the purchase of Renewable Energy Certificates (RECs)?



The Harwich Landfill project produces 5,265,717 kWh in FY19, and compared to the electric usage (3,573,591 kWh), it offsets over 100%

NEW BUSINESS

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Interim Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, Interim Town Administrator

CC: Charleen Greenhalgh, Town Planner

RE: Update on the process on Chapter 40B projects

DATE: Monday, October 26, 2020

In an effort to familiarize myself with any pending c.40B projects, I directed the Town Planner to share any documents and provide me a narrative detailing whether any such projects are presently “before the Town” meaning filed with the Zoning Board of Appeals.

As you will see with the attached email, there **is no pending 40B application** relative to East Harwich presently before the town.

Additionally, as of this writing, there is no “Project Eligibility Letter” (PEL) that has been submitted to the “Chief Executive Officer” (in this instance, the Board of Selectmen). Given that there is a regulated process that will occur if and/or when such a document is sent to the Board, I believe it appropriate for the Board to have the discussion proposed for Monday, October 26, 2020 to hold off until the appropriate time; namely the receipt of a Project Eligibility Letter.

As you may already be aware, I presented these thoughts to the Affordable Housing Trust at their meeting on Thursday, October 22, 2020 and they took no action nor heard any presentation. Unless there is objection from the Board, I will reach out to any and all town public bodies to inform them that, unless and until the Board of Selectmen are advised that there is a pending 40B project and so inform all relevant public bodies, they should engage in conceptual discussions.

Additionally, it is my recommendation that any prospective applicant for any future project should consider sponsoring and conducting “community input forums” before proceeding to any formal discussion to any board, commission or committee of the town.

I am hopeful that this process will go a long way to assure the residents of the town that there will always be opportunities for formal, relevant public input on pending projects.

Joe Powers

From: Charleen Greenhalgh
Sent: Wednesday, October 21, 2020 1:04 PM
To: Joe Powers
Cc: Danielle Delaney
Subject: 40B Application Status
Attachments: Eligible Sidsidy Programs (and Ineligible).pdf; 5 Unit Building Packet.pdf; Unit Plans and Elevations.pdf; 1XGoogleEarth_Image.jpg; abodin.pdf; Conceptual Site Plan color 090420.pdf; ROUTE 137 DEVELOPMENT SITE PLAN 08-20-2020.pdf; Bldg Plans and Elevs.pdf; FrontElevPacket.pdf

Joe:

Per your request on the status of any 40B applications currently before the Town of Harwich, as of this date and time, October 21, 2020 1:00 pm, there have been no filings for a Comprehensive Permit pursuant to MGL c.40B, Section 21 ("40B") *"Any public agency or limited dividend or nonprofit organization proposing to build low or moderate income housing may submit to the board of appeals, established under section twelve of chapter forty A, a single application to build such housing in lieu of separate applications to the applicable local boards."* .

Before an application is made to the Town (Zoning Board of Appeals), it is my understanding that a Project Eligibility Letter ("PEL") would be applied for and a determination made by a Subsidizing Agency that a Project satisfies the jurisdictional requirements of 760 CMR 56.04(1) (see below Note #1). As part of that PEL it is required that under 40B regulations that the Subsidizing Agency provide a 30-day notice ("30-Day Notice") to the "Chief Executive Officer" of the Town/City where the project is located, at least 30 days prior to issuance of a PEL. This would allow the Town to comment on the proposed development and location. To date I am not aware of any such application being made to a Subsidizing Agency.

Under a 40B application to the Zoning Board of Appeals, the applicant may request waivers from **any** local regulations (Zoning, Health, Planning Board, Water, Sewer, Conservation, or other Town regulations).

You also asked for the status of a 10-Lot subdivision in East Harwich. On December 17, 2019 the Harwich Planning Board approved a 10-Lot definitive subdivision plan for land located off Route 137, in between Sherwood Road and Chris JoBeth Circle. The applicant has not sought endorsement of the plan or the covenant to date.

Note #1

760 CMP 56.04: Project Eligibility; Other Responsibilities of Subsidizing Agency

(1) Project Eligibility. To be eligible to submit an application to a Board for a Comprehensive Permit or to file or maintain an appeal before the Committee, the Applicant and the Project shall fulfill, at a minimum, the following project eligibility requirements:

a) *The Applicant shall be a public agency, a nonprofit organization, or a Limited Dividend Organization;*

- b) *The Project shall be fundable by a Subsidizing Agency under a Low or Moderate Income Housing subsidy program;*
and
- c) *The Applicant shall control the*
site.

Compliance with these project eligibility requirements shall be established by issuance of a written determination of Project Eligibility by the Subsidizing Agency that contains all the findings required under 760 CMR 56.04(4), based upon its initial review of the Project and the Applicant's qualifications in accordance with 760 CMR 56.04.

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

Respectfully,
Charleen

Charleen Greenhalgh
Town Planner
732 Main Street
Harwich, MA 02645

508-430-7511
508-430-4703 (fax)

Town Hall is currently closed to the public. Entrance by appointment only.

MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, December 2, 2019
6:30 P.M.

SELECTMEN PARTICIPATING: Larry Ballantine, Stephen Ford, Donald Howell, Michael MacAskill, Edward McManus.

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update

Mr. Joseph Powers, Interim Town Administrator, provided the update and said that the one week look ahead for December 2nd through December 6th, Mainline Sewer Crew # 1 will continue installation on Route 39, west from Spence's Trace, working on service and sideline stubs, with detours continuing in that area. They will also continue installation on Old Salty Lane. Mainline Sewer Crew # 2 will continue work on Route 137, and detours are still in place there. For the two week look-ahead for the week of December 9th, Mainline Sewer Crew # 1 will continue installation on Route 39, detours may be necessary depending upon how much progress they make. Mr. Powers added that they had a meeting on a related matter and they are hoping to clear out of Route 39 sometime next week, if all goes well with weather and progress. They will also be commencing installation on Old Heritage Way. Mainline Sewer Crew # 2 will continue installation on Route 137, again detours will still be present. The three week look ahead, for the week of December 16th, Mainline Sewer Crew # 1 will continue installation on Old Heritage Way and Liberty Trail. Mainline Sewer Crew # 2 will continue installation on Route 137, with the detours in place.

Mr. Powers also updated the Board regarding the moratorium on extending hours of work, based on the request that was granted two weeks ago. He did want to update them that they had a very helpful discussion today with representatives from Robert B Our, CDM Smith, Weston & Sampson, as well as staff. They have come up with a good plan of action going forward, and he hopes to have it ready to present at next week's meeting.

Mr. Howell asked what would constitute the divide between them to push forward versus not doing anything if the weather is not great. Mr. Powers said that it is would be due to what they refer to as dirt mitigation, or the weather causing the hole to fill in again, and, of course, the safety of the crew. Mr. Howell asked about snow. Mr. Powers said he can get more specifics, but it will mostly have to do with the safety of the road, the crew and the project.

Mr. Ballantine said that he wanted to note that they have questioned the intersection of Church Street and Old Queen Anne Road, and they had traffic help there. It was appreciated to see the police presence there.

PUBLIC COMMENTS/ANNOUNCEMENTS

A. Mr. Richard Waystack, Chairman, Board of Assessors, followed up from their visit a few weeks ago. He explained that at their meeting that evening, they discussed creating the hardship exemption, for those under the age of 65. He is requesting the Board add an agenda item for discussion. This would require them to file legislation, which they have done successfully in the past. At their meeting they discussed how to address some of the difficulties with the younger families, and younger people, living in the community. They discussed filing legislation, but they would need the Boards blessing to do so. They would like to have a discussion on the agenda, to look at filing the legislation to create a hardship exemption tax credit for those under 65.

Mr. Ballantine asked what the timeframe is that they are looking for. Mr. Waystack said that when the Board can fit them in, they will be there. Mr. Ballantine said sooner would be better.

Mr. Waystack also announced that the first tax bill will be coming out at the end of the month. As discussed, with the valuation up and the actual mill rate being higher this year, people can file an abatement to challenge the valuation on their property. People will see their taxes going up, and filing an abatement

does nothing to challenge the taxes being increased, all it does is challenge the valuation on their property. The abatement application has to be filed no later than February 1st, and information will be online after the tax bill goes out.

Mr. McManus added in regards to the earlier topic on legislation that it not only needs the blessing, but would also need to go to Town Meeting. Mr. Waystack confirmed that he understood, and wanted to start with them.

B. Lieutenant Brad Willis, Harwich Fire Department, was present to speak to the Board about *Homeless for the Holidays*. This is a program that they have been involved in for the past five years. It has been going on for 18 years across Cape Cod, at various locations. This year they are looking for another great turn out. Basically, what they are doing is trying to supplement the Family Pantry and their mission to help local families in need, especially at this time of year. Lt. Willis provided some numbers from previous years; in 2018 they collected 1,087 toys, 1,620 pounds of food and \$6,460 of cash and gift cards. Over the past four years, they have collected just over 4,500 toys around 9,000 pounds of food and about \$25,000 in cash and gift cards. All of the money goes to the Family Pantry, with the toys being split between the Family Pantry and the Toys for Tots program. He added that the toy day is the Family Pantry's push for this time of year to help parents give kids a good Christmas. They help more than a 1,000 kids in this community. Some of things they are looking for are family type board games, puzzles and for the older kids they are looking for gift cards to the mall or Amazon.

Lt. Willis said that they will be in Brooks Park starting Wednesday December 4th, and will be there straight through for 103 consecutive hours, until 3:00 pm on Sunday, December 8th. Please come by, they are there 24-hours a day for donations and are there in solidarity for those that are struggling.

C. Ms. Carolyn Carey, Director of the Community Center, just wanted to publicly thank everyone that attended the weekend's event. The Cultural Center was booming. She said that she had heard there was not a parking spot for three blocks. It was a lot of local vendors and she appreciated all who were there. She also announced that the light display should be up by this weekend and keep an eye on their website for information. Also, their mitten tree is up, if anyone wants to pick up a mitten. Also, she supports the Fire Department and she said that she normally tries to bring 52 gifts, which is a

gift for every week of the year, and challenged everyone to do the same and hopes to see everyone there. Mr. Ballantine said she sets a high bar.

D. Ms. Cyndi Williams, Executive Director of the Chamber of Commerce, announced that this Friday kicks off Christmas in Harwich, with the Harwich Port Stroll. The tree lighting and caroling will be at 5:30pm. Ms. Williams added that another item they have taken on, in partnership with White Flowers and 400East, is the Festival of Trees, which also is a fundraiser for the Family Pantry. There will be trees at 400East, the Chamber and White Flowers on both Friday and Saturday evenings. Santa will arrive at 6:15 pm, by firetruck. On Saturday, they have a couple of new things, such as, having a Disney author at the Chase Library in the afternoon and breakfast with Santa at the Pilgrim Masonic Lodge. Tickets are still available for that and for the trolley to Christmas town on both Saturday and Sunday. People should call the Chamber with any questions.

CONSENT AGENDA

- A. Vote to authorize Chairman to sign Powers & Sullivan, LLC Agreement
- B. Vote – Annual liquor license renewals 2020 as listed in the packet material

Mr. Ford moved to approve the vote to authorize the Chairman to sign Powers & Sullivan, LLC Agreement and vote to approve the annual liquor license renewals, for the corrected date of 2021, as listed in the packet material. Seconded by Mr. MacAskill.

Mr. Howell asked that licenses should be in New Business in the future. Mr. MacAskill also wanted to point out one error regarding Embers being listed as a package store. He said that Mr. Powers assured him that it was a mistake on the States' part. Mr. Powers confirmed that they have it in writing and it can be approved as they understand it to be, meaning restaurant, and they have already made the correction on their end.

All in favor, motion carried by unanimous vote.

NEW BUSINESS

- A. Annual Meetings with the Board:

- 1. Harwich Youth Services

Ms. Meredith Henderson, Clerk, Harwich Youth Services Committee, reported that the Harwich Youth Services Committee met eight times during the past 12 months. Two new members are herself and Ms. Holly Tavano, who are both parents of kids in the Monomoy school system. As well as their Youth volunteer, Annalise Langelier, who is her daughter. Ms. Henderson said that they support the practice and work of the Town Youth and Family Counselor, who has a full caseload and participates on the following boards, groups and commissions: 1- Barnstable County Regional Substance Abuse Commission (town appointee); 2- Substance Abuse Prevention Council (Prevention Working Group); 3- Massachusetts Opioid Prevention Council (Cape & Islands); 4- Monomoy Regional School District Crisis Response Team (tier 2); 5- Cape & Islands Suicide Prevention Coalition; 6- Harwich Children's Fund/The Friends of Harwich Youth; and 7- Behavioral Health Innovators, Inc. (currently running an after-school peer recovery program for teens in Hyannis)

Ms. Henderson said that the Harwich Youth Services is a collaborative committee working with schools and the community to inform the public about resources, educational events and supports for Harwich youth and families. During the period of December 2018 through November 2019, Harwich Youth Services focused on the following initiatives and events:

- Sheila House obtained funding for the Monomoy School District to administer the Massachusetts Youth Risk Behavior Survey in June. The data gathered from this anonymous survey informs the schools and the community on trends with regards to risky behavior. The data can be found on the Monomoy School website. Two of the surprising findings were the increase in student vaping, as well as the reporting of riding in cars with drivers that had been drinking. So, some of the parent universities will focus on those moving forward.
- They continued to support and promote the Harwich Children's Fund/Friends of Harwich Youth, a non-profit community collaborative made up of school and community members, who provide periodic assistance for youth. Any Monomoy School District youth in need, from towns other than Chatham or Harwich, can apply for assistance from Harwich Children's Fund, through a

parent or guardian, with contacts at all schools in the Monomoy district. Areas of help available include: clothing, food, medical/dental, vision/hearing, enrichment, school supplies, and holiday needs. Each situation is assessed and needs are determined. If a referral is needed with regards to the request, Harwich Children's Fund/Friends of Harwich Youth will give the family contact information for support and services. The Harwich Children's Fund is currently in the process of the Outerwear Drive and Holiday Gift Drive. Twice as many families applied for the program during its second year.

- They hosted the Monday Night Summer Concert Series, sponsored by TD Bank, during the month of July. This continues to be a well-attended popular event with similar concerts in five other Cape towns. It was co-hosted with Arts Foundation of Cape Cod, who obtained funding.
- They also helped promote the 2nd annual Yogis Unite for Recovery in June 2019, held at the Monomoy Regional High School. This event raised money to fund important programs at Behavioral Health Innovators, Inc., including an after-school teen program for youth struggling with substance abuse, and development of a prevention toolkit, featuring Peer Heroes in Recovery.
- In collaboration with Chatham Recreation and Sharon Stark, they hosted three Monomoy Middle School Socials during the months of March, May and October 2019. These events attracted 100+ youths, from grades five to seven, to both the Harwich and Chatham Community Centers to enjoy safe and fun activities. The next social is scheduled for January 2020 at the Harwich Community Center.
- They also promoted a campaign rolled out by the Barnstable County Regional Substance Abuse Council, ESCAPE THE VAPE, educating parents, youth and community members about the latest science on vaping, as well as risk factors. For information about the vaping toolkit developed by the county, people can visit: <https://www.mychoicematters.net/vaping-toolkit/>. Also, Kim Slade from the county presented at a Parent University in October, where parents learned about the risks of vaping on the developing brain.

Ms. Henderson also wanted to let them know that this Wednesday, December 4 at 6:00 p.m. Harwich Youth Services will host a Parent University, at the high school library. The topic is “The Importance of Parent Messaging and the Choices made by Teens”. The Youth Risk Behavior Survey administered during the past decade, overwhelmingly points to the importance about open discussions between teens and their parents about the dangers of early alcohol and drug use, and how parents play the most significant role in shaping decisions. She added that projects in the works for the coming year will be continuing the support of Middle School Socials in both Harwich and Chatham, and sponsoring speaker events for parents and community members about topics directly related to teen wellness.

She also wanted to let them know that they are excited that Jeff and Rebecca Craig will be voted into their committee, they will make it a real well-rounded committee. They are very excited about having them join.

Mr. Howell asked Ms. Sheila House how many of her type of position exist on Cape Cod. Ms. House responded that the only two places she is aware of, is Falmouth Human Services, which has been around for quite a long time and is an agency, and also Mashpee Human Services, which just has one person like herself. This model is huge in Massachusetts with over 70 Youth Councilors. She said that she networks with 25 other councilors quarterly. Mr. Howell said he mentioned this because they should be proud to show that they care about their children.

2. Cemetery Commission

Mr. Powers explained that they received a call today from the Cemetery Director asking that they push this off until the December 16th meeting, due to some scheduling conflicts.

3. Harwich Energy

No one present.

B. Vote to approve the appointment of Charles Walkey to the Bikeways Committee as a full member

Mr. McManus moved to approve the appointment of Charles Walkey, to the Bikeways Committee as a full member, with a term to expire 2021. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

- C. Vote to approve the appointment of Donald MacAskill to the Harwich Disability Rights Committee as a full member

Mr. Howell moved to approve the appointment of Donald MacAskill to the Harwich Disability Rights Committee as a full member with a term to expire June 30, 2021. Seconded by Mr. Ford.

Mr. MacAskill announced that this is his father, and he had called the State and confirmed there was not a conflict of interest.

All in favor, motion carried by unanimous vote.

- D. Vote to approve the appointment of Jeffrey Craig to the Youth Services Committee as a full member

Mr. McManus moved to approve the appointment of Jeffrey Craig to the Youth Services Committee as a full member with a term to expire June 30, 2021. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

- E. Vote to approve the appointment of Rebecca Craig to the Youth Services Committee as an alternate

Mr. MacAskill moved to approve the appointment of Rebecca Craig to the Youth Services Committee, as an alternate, with a term to expire June 30, 2021. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

- F. Designation of the Local Planning Committee per the request of the Town Planner

Mr. Powers explained that a few weeks back, Charleen Greenhalgh, Town Planner, notified Administration and the Board, by way of the memo that is in the packet. She could not be here tonight, but the memo stands for itself. As you can see in the memo, it is her recommendation of designating a local

planning committee. She requests that representatives from the boards listed in the memo be designated to constitute this committee.

Mr. Howell just wanted to point out that the first iteration of the comprehensive plan passed at Town Meeting unanimously, and there was a reason for that. Basically it followed this blueprint. He agrees with Ms. Greenhalgh, and they probably should broaden this up.

Mr. Ford said that he thought her memo was great. Mr. Ballantine said to emphasize what Mr. Howell just said, for this to be successful they really need wider participation. There are a lot of things going on in this town, and the more you can have discussions on, the better off we will be. He does have one question for Ms. Greenhalgh, in addition to the committee she has listed, he asks whether there will be consideration of one or two public participants.

Mr. McManus said that is the point he was going to make. Having different boards appointed, they will represent their committees, it would be good to have members of the public that are not serving on committees. Mr. Howell said he was going to make that same comment.

Mr. Powers said that there are 11 boards of the town that are represented, the 12th is the Chamber of Commerce. He asked if it is the intention of the Board to say add three members at large? This was agreed by the Board.

G. Town Administrator Search Process - Discussion

Mr. Ballantine said that they are early in the game on this, but he has mentioned in the past, that they have an Acting Town Administrator, they have strong Department Heads, and he wanted to move forward, not with panic but with some caution. He is looking at January to form a search committee, to get past the holidays. His initial thought on the search committee is to have two Selectmen and to keep the search committee small in size. They should also ask for some outside participation, to get a broad input for who they bring in front of the Board. His final comment is that they will be very careful that this is an open and fair process.

Mr. Howell said he wanted to throw this out, he had been on a bunch of search committees and he is not sure what the value is for some members of the Board, as an initial committee. He is wondering maybe, if each of the

Selectmen should pick a person for the committee, and then reserve two other positions for at-large, which would total up to seven.

Mr. MacAskill said that it makes sense and he also asked if he can get the process that was followed previously and a list of what search firms are out there and a little more detail for what our options are.

Mr. Ford said that maybe they should get a little more information on the group at UMass that assists the Town, just to see if they make any sense to use.

Mr. Ballantine said that they will work on it and come back with more of a process on paper and schedule for moving forward.

Mr. MacAskill requested a look into what other towns are paying their Town Administrators. This would be in response to an article in the Chronicle, with a quote from the leaving Town Administrator, regarding his pay being demoralizing. Mr. Powers said that there are reports out there on MMA and there is an upcoming Cape and Islands Administrator's meeting and he can bring it to the group as well.

Mr. McManus said going forward that they should bring back possibly some additional help to be able to be prepared for Town Meeting. Mr. Ballantine recapped the discussion.

CONTRACTS

- A. Chapter 90 Project Request – Lower County Road Patching – Discussion & possible vote

Mr. Powers heard from the DPW Director today, and he requested that they hold this, pending the outcome of the internal bid process versus the Cape bid request. They want to tie this request into the bidding mechanism, so at this time, they would like to hold off on this request.

OLD BUSINESS

- A. The Traffic Safety Committee – New Traffic Calming Policy – Second Reading - first reading on 10/7/19 – Discussion – possible vote

Mr. Gerald Beltis, Member, Traffic Safety Committee, said that the first reading put forth, had opposition and they were asked to put in another sentence. There was a workgroup within the committee that put this together, so he introduced Ms. Linda Cebula, Member, Traffic Safety Committee to address it.

Ms. Cebula said that they added the sentence under the introduction, third paragraph, "Applicants may seek through the applications process (Appendix B and C) an exemption to the prohibition on speed bumps and speed humps on Town Roads". So this gives someone the ability, even though the policy would prefer not to have them, to put in the application if there is an extenuating circumstance, and it will be addressed. She hopes that this finds favor.

Mr. Ballentine said, if you recall, they were concerned for people to have a way out so that it was not absolutely no speedbumps. He also asked for a clarification on the process regarding waivers. Ms. Cebula confirmed that they would fill out this application and go in front of the Traffic Safety Committee, and would not need more waivers. If they wish to appeal, it would go in front of the Board of Selectmen.

Mr. MacAskill asked about the third paragraph, regarding contacting the Fire Chief for review and assessment? Ms. Cebula, said that it just for a private road that they would go to the Fire Chief. Mr. MacAskill asked if the proposal is to have the Traffic Safety Committee hear the appeal on why they should have speed humps or speed bumps. Ms. Cebula said yes, that is our proposal. The application is made to the Department of Public Works, and there would be reviews done by the Police, the Fire department and the Town Engineer. It seems there are enough people looking at something, to give their opinions as to how something should or should not go forward, and in what manner.

Mr. MacAskill asked to confirm that the final appeal would be the Board of Selectmen, but there is no thought of putting that into the new policy? Ms. Cebula said yes, it always is. She said she does not think it is in any other policy, but they could be put it in. Mr. MacAskill said that he would like to see it spelled out.

Mr. Howell said that he would point out that they do not have any real enforcement power, it would have to go in front of the Board of Selectmen, if

there was any issue. Ms. Cebula said absolutely, they are a committee, so they would be making a recommendation. If somebody wishes to appeal, this is where they would come to the Board of Selectmen.

Mr. Beltis added that the committee is an advisory committee.

Mr. Ballantine said that he thought it would be good for informational purposes, to include the appeal process, so that people know the way it goes.

Ms. Cebula recommended that they could add it on page two, under Application, following Local Review Process. She said that they could add; “It is possible to appeal a recommendation directly to the Board of Selectmen”.

Mr. MacAskill moved that they approve the New Traffic Calming Policy as presented, with the addition of the appeals process. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

B. CVEC – Round 1 Adder Extension – Discussion - possible vote

Mr. Powers said that they have his memo and this follows up on prior notice that was given back in June 2018.

He said that staff recommends approval, but he will also defer to Ms. Liz Argo, Manager Cape & Vineyard Electric Cooperative, Inc., to speak to her letter, dated October 2, 2019.

Ms. Argo said that this is the second year asking for the round one adder extension, and when they do this, they let them know how the Town has performed and how CVEC has been effective for them over the course of the previous year, which would be FY19. She said that the packet she just handed out has some highlights, but she will review and hit on how Harwich did this year with the landfill PV project, and some of the projects they have upcoming. Then she will return to the adder extension for a motion.

Ms. Argo explained that CVEC members are made up of town representatives. They have had five initiatives, which brought forward some minor installations. They had thought they were huge back in 2010, now they realize they were smaller. Round one included the school roofs and the Harwich

landfill PV installation, which is still one of the largest that CVEC has installed on behalf of the town. Round two included more roofs and public lands, and a lot of installations at DY high school. Also, the airport had a large installation running down the runways. For round three, those projects just came online, and included seven roof installations, though none were in Harwich.

Harwich is a participant in round 4, which includes a couple of projects for the Community Center solar canopy, which will go in to provide both shelter and power. They also have a solar canopy at the Harwich police facility. They already have a ground mount structure there and they will do something to match that with solar canopies, and possibly to include a battery as well. They are looking at resilience for emergency shelters and first responder facilities. They also have two projects at the golf course. A ground mount that will feed the maintenance building and the cart barn will get a roof mounted system.

Ms. Argo said she wanted to give a shout out to the people she has been working with, such as, Ms. Carolyn Carey, Mr. Leo Cakounes, Mr. Sean Libby, Mr. Roman Greer, Mr. Griffin Ryder, Ms. Charleen Greenhalgh and Mr. Chris Clark, who worked really hard on the round 4 projects. She also made mention that they have an electric vehicle initiative and they have brought forward electric vehicles and charging stations for different towns. Her colleague at CVEC is available if Harwich wants to look at that further.

Ms. Argo added as the most important thing to note, that they have saved the Towns and participants, which includes the schools, over \$13 million. That is equivalent to a huge amount of greenhouse gas reduction that they have affected thanks to the towns.

Mr. Ballantine asked what projects the schools were doing. Ms. Argo reviewed all the schools in Dennis/Yarmouth that now have PV, and also the plans for Monomoy.

They are looking to have more rounds and looking to have a community solar project for Harwich. This would be for businesses or residents that cannot do it at their location due to lack of capital or the right orientation. So, they can participate and also get a reduction in their utility bill.

Ms. Argo explained that in the packet, they have the FY19 production report. This shows the totals by year on the top. What CVEC projects have done for

FY17, 18 and 19. The net benefit keeps climbing up, for money saved, for all of the towns and participants. The net benefit for Harwich this year is \$441,216, which is basically what the cap landfill project has earned them.

Mr. Ballantine asked if she could comment on the trend of Harwich's net benefit, and whether is it going up. Ms. Argo said it is going up. It is in step with all the projects going up. She said that by looking at their trends last year with the cold snap and the net metering credit value, the cost of electricity is going up and therefore so is the net metering credit that you get for producing renewable energy power. She also noted that they had a rate case last year where CVEC intervened against Eversource. They argued against Eversource being able to rearrange the rate structure which would have devalued the net metering credit. Another aspect of what CVEC does.

Mr. Howell said that before they move on, for reasons both economic and environmental, they had talked before about the comprehensive plan and the assembly regarding the as-of-right and it would seem that this should be somewhere in the plan as they move along.

Mr. Sandy McLardy, East Harwich resident, asked if there was a plan for end of life disposal of the batteries and solar panels. He is a proponent of solar, he has solar, and he installs solar. He said that in Europe there is a lot of discussion and they put the cost on the manufacturers. In America, as far as he knows, it is just disposed of as regular trash and it can be classified as hazardous waste. Going forward it might be advisable to consider panels that do not have lead, or silver, that can be found in some panels. Different manufacturers do a better job than others. Mr. McLardy asks if that a part of the discussion.

Ms. Cebula, said that at this point they are looking 20 years from now. It is not part of their request for proposal. If town's want to dictate that it is critical to include it, they could adjust the RFP, but they are seeing the same solar panels being recommended by almost all of the developers. It is a select group, they are trying to bring in solar panels that are made in America, but they don't exist. The panels are made in China and moved to Taiwan and other places to try and avoid the tariff. There is an awful lot that goes in to trying to select the right panel and she is not sure how to impose that kind of dictate in an RFP. But they can review it. They are looking so far in the future with the solar panels, and the inverters are another matter. They are being recycled as best they can be. Panels have a warranty of 25 years and go on

for another 10 years. So perhaps in 35 years there will be a way to recycle them.

Mr. Ballantine said that Mr. McLardy raised an interesting point, and it deserves a very broad discussion. Hopefully they are going in the right direction.

Mr. McManus said that there are environmental downsides to do anything that involves any industrial process. If you look at the energy produced through solar, as opposed to the continued fracking of our heartland, the Canadian Shield or arctic tundra area, and removing the bank of offshore drilling, he thinks it is something they can work towards solving.

Ms. Cebula continued on to phase two of her discussion. There was a letter that CVEC sent out about the CVEC round one adder. She said that 2017 was the first year they came to them and asked for an operational adder. It is a cost to them of about \$8,900, which is less savings then they would see if they could stand on their own two feet without it.

Mr. MacAskill asked how many towns are in the round one project. Ms. Cebula said that there are six towns that are called ‘hosts’, but it also effects nine off takers. Mr. MacAskill also asked how many towns she has been to before, and how many have approved or denied the adder.

She said none yet- they have been to Eastham, Provincetown, Dukes County, and Brewster and they go to Tisbury tomorrow and Oak Bluffs next week. They have not been to Chatham or Barnstable, and they will have only 4 or 5 others left to appear in front of.

She said they are here for them and they want to keep the communication with the Boards open. She is accessible and they can call her. This is a critical point for them. They will be proceeding at the town level to get permits after they get the approvals from the utility.

Mr. MacAskill moved that they approve Round 1 Adder Extension of a quarter of a penny, providing all other towns participate, for FY21 and for the chair to sign. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

ADMINISTRATOR'S REPORTS

A. ABCC Holiday Memo

Mr. Powers explained that this is something that that came up while they were doing the renewal process. He added that he would be remiss if he did not give thanks to Ms. Danielle Delaney, who has done a great job keeping track of the renewals. While she was working on applications this came in from the ABCC and this will be going out to all licensed establishments. It is about happy hour and private parties, which he added as a spoiler alert, there are none.

SELECTMEN'S REPORT

Mr. Ford said that he had a chance to go to the Cultural Center and he was so impressed with the huge turnout. He talked to people that rented space there and they said how great it was. He was very impressed.

Mr. MacAskill said he agreed with Mr. Ford, he went as well. It was great to have to drive around and not find parking. A lot of residents use that building and it was a great event. Also, along with the rest of the Board, he was at the dedication for Fire Station 2. He could not be any prouder of this town. It was an amazing event, with amazing participation. They had many town employees there, as well as other fire departments and Mr. McManus did a great job. The Town should be proud.

Mr. McManus thanked Mr. MacAskill and said that the ceremony was spectacular as is the facility itself. He said he was not able to make it to the Cultural Center because he was at the Community Center, with the equally vibrant Kiwanis Community Market. He also noted, that they should work on their dates next year.

Mr. Ballantine asked Fire Chief LeBlanc if there were photos or videos of the ceremony. Chief LeBlanc confirmed that there are a couple of videos which could be found on Channel 18.

Mr. Howell wanted to remind everybody that on Wednesday, December 4th at 4:00 pm there is going to be an ordinance discussion with the Assembly Delegates about the DCPC. It will be located at the East Wing Conference Center, which is the old jail.

Ms. Williams repeated that Friday night will be the tree lighting in Doane Park at 5:15pm and then Santa arrives by fire truck at 6:15pm. There is a lot going on all weekend

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:47 pm. Seconded by Mr. Howell. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant

MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, December 9, 2019
6:30 P.M.

SELECTMEN PARTICIPATING: Larry Ballantine, Michael MacAskill, Edward McManus. Absent was: Stephen Ford, Donald Howell.

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen. He explained he first called the meeting to order at 6:00 pm for an Executive Session. They convened in Executive Session for the purpose of discussing strategy concerning a potential agreement with non-union personnel. They also discussed strategy for a litigation matter in front of them.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction
Schedule – Weekly Update

Mr. Joseph Powers, Interim Town Administrator, provided the update and said that for the one week look ahead for the week of December 9th through December 13th, Mainline Sewer Crew # 1 will continue installation on Route 39, detours will be needed, however they are expecting to be clear of Route 39 hopefully sometime this week, weather permitting. Mainline Sewer Crew # 2 will continue installation on Sou'West Drive and also continue installation on Route 137, which will require detours. The two week look ahead, for the week of December 16th through the 20th, Mainline Sewer Crew # 1 will have their subcontractors performing various tasks at various locations. Mainline Sewer Crew # 2 will continue installation on Route 137, still necessitating detours. Mr. Powers also mentioned that there is an expectation for extended hours next week. This would be for the work related to Route 137, because of an installation of a deep man hole. They are working on confirming with public safety and once confirmed they will have it on the website, and

announce it next week here as well. Mr. Ballantine asked if this is the second of the deep man holes. Mr. Powers confirmed this is the second of what they expect to be five opportunities for extended hours. Mr. Ballantine also asked if the businesses have been contacted on that street to keep them up to date. Mr. Powers confirmed that Mr. Charlie Sumner has been in touch with them.

Mr. Powers continued with the three week look ahead, which is during the week of Christmas. There will be no work on December 25th. However, on December 23rd, 24th, 26th, and 27th, Mainline Sewer Crew # 1 will still be working with their subcontractors and Mainline Sewer Crew # 2 will continue installation on Route 137, with detours.

PUBLIC COMMENTS/ANNOUNCEMENTS

- A. Ms. Carolyn Carey, Director of the Community Center, wanted to let them know that the Community Center has the red mailbox out for letters for Santa. Also, she hears that he has been writing back. For those of you that have not noticed, the lights are on at the Cultural Center and they started this weekend from 4:30 pm to 10:00 pm. During that time, you must enter from South Street, and it is one-way. She added that on December 18th, outside of the Cultural Center, they are requesting a donation of a canned good, which will go the Family Pantry. She also added, if people come to see the lights, please remain in your car.
- B. Ms. Charleen Greenhalgh, Town Planner, shared as a heads up for folks that this Wednesday morning at 10:00 am, the Barnstable County Commissioners are taking up the West Harwich DCPC at their meeting. It is being held at the Superior Court House.
- C. Ms. Amy Usowski, Conservation Administrator, wanted to let the Board and the public know that this Thursday at 9:30, she and AmeriCorps member Hannah Schmidt will be leading a natural history walk in the Bells Neck Conservation area. They have about 20 to 25 people already and they will be meeting at 9:30 am, off the Depot Street entrance, at the fish ladder.
- D. Erica Strzepek, Program Aide, Harwich Cultural Center, wanted to remind the Board that the Mass Cultural Council is convening a series of regional meetings to learn about the status of rehearsal, production, and artist's workspaces in Massachusetts. The focus will be on the places where artists make and performers work, rehearse, and produce. This is not necessarily the

place where the public would go to see the work. People that should attend the meeting would be those who tangibly support creative work spaces, which includes, but is not limited to, artist's workspaces, operators, owners, developers, artist funders, municipalities, community members, and anyone that has worked as a part of artist workspaces in Massachusetts. Ms. Strzepek was very happy that they were chosen to host this for Cape Cod. This will be tomorrow from 10:00 am - 12:00 pm.

- E. Mr. Ballantine wanted to announce that they received notification from Chief Norm Clarke that he has decided to retire, effective July 17th, 2020, after 43 years. Mr. Ballantine said that Chief Clarke gave them a great letter announcing this and he read it out loud. Chief Clarke said the letter said it all and thanked everyone.

CONSENT AGENDA

A. Minutes:

1. May 13, 2019 Regular Session
2. June 3, 2019 Regular Session

- B. Vote to accept the resignation of Dean Hederstedt, Harwich Board of Appeals, effective 12.5.19

Mr. MacAskill moved to approve the minutes of May 13, 2019, Regular Session and June 3, 2019, Regular Session, and also vote to accept the resignation of Dean Hederstedt, Harwich Board of Appeals, effective 12.5.19. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

NEW BUSINESS

- A. DHY Clean Waters Professional Services Agreement Discussion – Dave Young, CDM Smith

Mr. Ballantine explained that since there are only three Board members present, they have postponed this item until a week from tonight, so that they can have a full board present.

- B. Annual Meetings with the Board:

1. Conservation Committee

Mr. Brad Chase, Conservation Commission Chairman was present to give a summary of their report. He said that they have a committee of seven full-time members and two alternates. He explained that it has been a while since they have had the full seven and it is great to have them all there. He said that it is his fourth term on the committee, and he thinks they have one of the best groups in terms of dedication and experience. They are also fortunate to have professional assistance from Ms. Amy Usowski, as their Conservation Administrator, as well as, Ms. Nicole Smith, as the Assistant Conservation Administrator.

Mr. Chase said that this past year, the Conservation Department has issued just under 100 administrative review permits, for minor work in the outer buffer zones on properties. They held hearings twice a month, and as of November 20, 2019, there have been 146 individual hearings at those meetings. He said that they were for various applications, which sometimes required review or sometimes a continuance. They would have some back and forth to try and approve projects. They rarely deny projects, and they only denied one this year. They had a meeting last week and they have one more coming up, so the number of hearings will increase.

Mr. Chase said that in terms of enforcement, they had an increase in violations this year. They had 13 enforcement actions, which led to seven fines that were issued, with payments of \$3,300 received. The enforcement actions were generally for vegetation or tree clearing to improve vistas, as well as installation of docks and installation of hardscapes, in the buffer zones, without permits. He said that it is a concern, because if there are thirteen of them, there are more out there. They want to try and get ahead of them to try and enforce the need for permits.

Another responsibility of the Conservation Commission is to take care and custody of the just under 1,000 acres of conservation land. This past year, town meeting helped fund the purchase of the 14.9 acre Cornelius Pond Woodlands parcel, off of Queen Anne Road, in May. The Harwich Conservation Trust owns the parcel, and the conservation restriction is held by the Conservation Commission. This is a very

important activity and takes quite a bit of work to do it. This year they are asking for funds through the Community Preservation Committee, to purchase fencing, signage, and other items which will help to manage the properties more effectively.

The Commission is also working to revise regulations on docks and piers. This is to better protect the sensitive wetland resource areas and also to help clarify what the applicants need to do to get permissions. Secondly, they are working with the Natural Resources Department and the Conservation Department to try and deploy a pilot oyster reef project in the Herring River. This is a permitting project and is going to take over a year to try and get this project permitted. The idea is to try and seed oyster shells, and install the oyster reef in the river. This is to try and improve the ecology in the river, by the cleaning value the oysters can provide. Hopefully there will be more on this in the coming year. They are also trying to augment the fishing reef that was deployed off of Harwich, with demolition materials from the high school. The last item that he wanted to touch on is the Bells Neck Conservation Lands. This was an area that was leased for cranberry bog operations, for a number of years. A vote was made by the Commission to not lease it. They now need to find the best way to manage those properties, in the interest of the Conservation Department.

Mr. Ballantine commented that they are a very hard working committee and asked if Mr. Chase could introduce the other members that were present.

Mr. Chase said that present they had Mr. John Ketchum, and Mr. Stanley Pastuszak. He said that they are very active members and they are very fortunate with the present experience and dedication.

2. Harwich Port Parking Committee

Mr. Al Donoghue, Chairman, Ad Hoc Harwich Port Parking Committee, reported that the committee has met 15 times since its inception. They have made recommendations to the Board of Selectmen, which were accepted.

They included:

- The placement of signage in the Municipal Lot, the universal sign for parking {P}, with arrows on both sides of the sign. Traffic traveling along Route 28, east or west, can easily recognize the Lot. Similar signage was placed at the Pleasant Street entrance/exit.
- The parking lot known as “TD Bank Extension” was designated for “Employee Parking”, freeing up approximately 35 spaces in the Municipal Lot for visitor parking. This has proven to be very successful.
- With the grateful assistance of the Recreation and Youth personnel, the Municipal Lot was monitored periodically for compliance of “No Beach Parking”. There were approximately 10 to 12 times where it was noted that the Lot was being used for beach parking. For the most part, people complied.
- Ms. Cyndi Williams, Executive Director of the Chamber of Commerce, instituted an educational portion on the Chamber’s use of Wayfair signs. The information was placed on the Chamber website and was successful.
- The monitoring of the Municipal Lot at various times indicated the Lot had spaces available fairly frequently, during peak day time hours.
- The cooperation of TD Bank and Cape Cod Five, in allowing public parking after 5:00 pm, helped significantly.

Mr. Donoghue added that some additional changes the Committee would like to see happen, would be the relocation of the “No Beach Parking” sign along Route 28. They would like it relocated to the ladder sign, at the entrance to the Municipal Lot and Chamber of Commerce Building.

He concluded that the Committee, at this time, believes that it has done all that it can relative to parking in Harwich Port. They would recommend to the Board, at this stage, that the Ad Hoc Committee be disbanded. The Committee would need to meet one more time to allow for action on meeting minutes.

Mr. Ballantine asked if there would be any merit to hanging out a bit longer to monitor how it goes, through another season.

Mr. Donoghue said it could, and also mentioned that the recreation department could be good, if they monitored it.

Mr. Ballantine asked if they could review this in their next meeting for any follow up actions. Mr. Donoghue agreed.

3. Harwich Port Noise Containment Committee

Mr. Ballantine said that the Committee has asked to postpone their discussion until January, because they have not had a chance to meet.

Mr. MacAskill added that they had to cancel their last meeting due to weather, and therefore were not able to vote on some items. They would like to postpone till mid-January. Mr. Ballantine confirmed the rescheduling to that time.

C. Vote – Annual Liquor License Renewals 2020 – as listed in the packet

Mr. Powers said that they appreciate the patience of the licensees over the last several weeks. They have had staff that have not been through the process before, though they are doing a fantastic job to get us to this point. He is happy to report that they expect that all annual licenses will be completed at next week's meeting, including; entertainment, common victuallers, auto and all of the others, so that is impressive work by staff to get it to this point. He is looking to have them vote on the list of renewals that are in the packet.

Mr. MacAskill moved that they approve the Annual Liquor License Renewals for 2020, as listed in the packet. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

D. Vote – Annual Common Victuallers License Renewals 2020 – as listed in the packet

Mr. MacAskill moved to approve the Annual Common Victuallers License Renewals 2020, as listed in the packet. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

E. West Harwich DCPC Update and Next Steps

Ms. Charleen Greenhalgh, Town Planner, repeated from what she said earlier that the hearing before the County Commissioners is Wednesday at 10:00 am. She then added that this past Wednesday, December 4th, the Assembly of Delegates voted 100% in favor of the ordinance. So, they voted to pass it, and it will now go on to the County Commissioner for their endorsement.

Ms. Greenhalgh said that the email in the packet is what she had written prior to attending the Assembly meeting. Essentially, her goal was to have the amendments completed for May 2020. However, she does not believe that there is any way to have the amendments completed for the February 2020 article deadline. As she said in the email, she would strongly request, recommend, plead that a Special Town Meeting within the regular ATM be called to provide additional time. After the Assembly of Delegates meeting she understood that from the date the County Commissioners actually sign, to make this approval, they are really looking at only having three months to work on this. She does not feel that is enough time to do what they need to do. From the date it is signed by the Commissioners, assuming they approve it on Wednesday, they will have twelve months to come up with the necessary bylaws, regulations, etc. She really thinks it will be an injustice if they do this too quickly.

She said that they will also need input from the people that own property in that area, and a lot of them are summer residents. If they try to do that through the winter, the residents will not have the opportunity to participate in a one on one. Her goal is to have a meeting every two weeks, not necessarily before the Planning Board or the Board of Selectmen, but to have workshops, so that they can hear from the people in that area. She said that they will be working with the staff from the Cape Cod Commission, but she is concerned if they try and do it in three months.

Mr. Ballantine said it seems that everyone agrees with that. He would be interested to know how much help they would be getting from the Cape Cod Commission.

Ms. Greenhalgh said that it is a huge job and when she met with the Commission, when the nomination was made, there was a team ready, willing, and able to help them out. However, they do not know all of the players. So, they will be able to help with the drafting of the language and what the Commission will ultimately accept. They are on board and she is very happy with the team that was appointed to work with them.

Mr. Ballantine said speaking for the board, they are all willing to help out.

Ms. Greenhalgh said she is retiring in July, so she is going to try and get as much done as she can. So, whoever the next planner is, they can just slide in and get it done. She will let the Board know when they are going to start having workshops, and also thinks it may be good to possibly appoint a selectmen as a liaison.

- F. Vote to appoint Town Engineer as the replacement to the DHY Clean Waters Community Partnership replacing former Town Administrator

Mr. MacAskill moved to appoint Griffin Ryder, Town Engineer, as the replacement to the DHY Clean Waters Community Partnership replacing former Town Administrator, Christopher Clarke. Seconded by Mr. McManus.

Mr. Ballantine asked that they keep Mr. Dan Pelletier in the know and thinks they will continue a very strong presence.

All in favor, motion carried by unanimous vote.

- G. Discussion and possible vote - Board of Selectmen hereby delegates the duties to administer, implement and enforce the Town of Harwich Comprehensive Stormwater and Illicit Discharge Regulations to the Harwich Town Engineer

Mr. Griffin Ryder, Town Engineer, said that they may remember that last year in September and October, there were Comprehensive Stormwater and Illicit Discharge Regulations that were put into effect. Since then, part of the MS-4 (Municipal Sewer Separation Program), which is a 5-year permit term, and as part of these regulations, basically implemented the Selectmen as the Town of Harwich Stormwater Authority. As the authority, they have the ability to appoint the duties of the authority and adhering to the regulations to a staff member. He is bringing this up now, because they just had their first application come in that triggers this requirement. There is an application that came up in East Harwich, for a subdivision that disturbs greater than one acre of land, which is the threshold for triggering this. They will need to have a public hearing and go through the process to review the information submitted and hopefully approve the plans and information as it comes in. Mr. Ryder would like to request that the designation goes to him, so that he can review

this, and work with the Planning Board to see how to roll this into a public hearing.

Mr. Powers completely recommends what Mr. Ryder is requesting.

Mr. MacAskill moved to delegate the duties to administer, implement and enforce the Town of Harwich Comprehensive Stormwater and Illicit Discharge Regulations to the Harwich Town Engineer, Griffin Ryder. Seconded by Mr. McManus.

Ms. Greenhalgh said that she is glad they are moving forward with this. They have been speaking a lot about it, and they are going to be making changes to the subdivision rules and regulations. They would like to make it part of their process to hold joint hearings so that the applicants do not have to go through multiple departments.

Mr. Ballantine asked where they are with the MS-4 list of items that they needed to do and if they are up to speed on it. Mr. Ryder said that they are close. Since he came on board, he has dug in to what they have said they would do, and what they need to do, and he will be meeting with them in the near future. They are getting in front of it and are in good standings.

All in favor, motion carried by unanimous vote.

H. Discussion and possible vote - potential legislation for hardship tax exemption process

Mr. Ballantine called upon Mr. Richard Waystack to present and explained that he brought this topic to their attention last week and thanked him for doing this on such short notice.

Mr. Waystack said that they have some wonderful programs available for those that are seniors, veterans, those with sight impairments, and a number of exemptions and tax credits available. But there is very little for anyone under the age of 65. There is only one thing that is available, and that is a temporary hardship which is a tax deferral. That means that they can set aside their taxes for a period of time. It is a deferral for three years, a lien is put upon the property and it has an 8% simple interest rate. It is not compounded and they have five years to pay it back.

He included in their handout the 2019 income for the affordable limits. The 80%, for a single person, which would be considered affordable is \$51,250. That is what is meant by low income. Median low income is approximately \$32,000 and very low income is \$19,000. They are not ready for a vote tonight, but what they are looking for is some guidance from the Board of Selectmen.

Mr. Waystack said that they would like to look at a program that uses a tax credit as opposed to a deferral. He said that there are a number of reasons to do so. If affordable housing is built in the community, using the same income limits for affordable, the values automatically are reduced by 50%. So, the taxes on any of those in town, would be cut in half. By keeping people in their homes, paying full taxes, but allowing a credit of a various amount, the town is still getting a greater value. He would like their blessing to move forward to put together a program, that they would ask the Board of Selectmen and Town Meeting to allow them to file legislation, as a home rule petition to create a hard ship tax credit for the Town of Harwich.

He continued that the Town is pricing out some of their younger people that can no longer afford to live here. He has already challenged staff to look at what they could potentially do to create this for the community. He is proud of the Board of Assessors, who want to be proactive and address the needs of our residents and tax payers under the age of 65.

Mr. McManus asked what the difference is between an exemption and a tax credit. Mr. Waystack said that in essence it is very similar, both offer an amount off of their taxes.

Mr. MacAskill said that he supports it. He also asked how many seniors take advantage of it. Mr. Waystack said, please don't quote him, but he believes it is around the 250 range. Mr. MacAskill also asked what other communities on the Cape are doing what he is trying to do? Mr. Waystack said none, that they are starting this. No one is doing an absolute tax credit. Mr. MacAskill said he supports it 100%.

Mr. Sandy McLardy, East Harwich resident, asked Mr. Waystack if he could clarify the affordable housing 50% reduction in taxes, asking if that is in contrast to this proposal. Also, he would like to comment on if there is a concern with incentivizing the hardship, which may cause people to take advantage of the situation to try and qualify.

Mr. Waystack said it is an excellent question. People should not be double dipping. If something is classified as an affordable home, it comes with a deed rider which states that the property must maintain its affordability in perpetuity. So, if someone bought a home at \$200,000 and it increased in value to \$400,000, in an affordable home the owners cannot pick up the equity. Their value would be restricted. The criteria would be for those that own a home and they must be domiciled in the community for 10 years. They would have some broad criteria discretion for what is appropriate, as they currently do for the other exemptions.

Mr. Ballantine asked about the current wastewater project- for those that it is mandatory to hook up he asked if there is any way to qualify for help to pay for the hook up.

Mr. Waystack said that is a great question and people are going to be hurting and right now they have an open canvas.

Mr. Ballantine said that as the Board, they are all interested for them to move ahead.

I. Town Administrator Search Process; Search Firms, Salary Requirements, Other Towns Experiences

Mr. Ballantine said that with Mr. Ford and Mr. Howell absent, they will hold this till next week.

CONTRACTS

A. Possible vote - Weston & Sampson DHY Peer Review Engineering Services

Mr. Powers said that they were hoping to have materials to the Board this evening for the Weston & Sampson DHY Peer Review Engineering Services. As they may recall several weeks ago, it had been on the agenda but council review of it indicated it was an improper form. They have been working to correct it, and they had further reviews today and hope to be able to present it to the Board next week.

Mr. MacAskill asked if this is holding up the other towns. Mr. Ballantine said that it is, and he is disappointed it was not ready yet. Mr. Powers said that the

holdup was due to additional language changes, that he was not sure the town could accept. Council went over those and he feels confident it will be ready this week. Mr. MacAskill asked if the changes have come after the other towns have voted. Mr. Powers said no, that the other towns have not voted yet. The towns have committed to their obligations of the \$6,000 each. That was one of the concerns that council had, and he has been in communication with the other towns.

TOWN ADMINISTRATOR'S REPORTS

A. Budget/Warrant Timeline FY2021

Mr. Powers said that they have in their packet the budget/warrant timeline for FY2021. He also handed out an update with a list of all of the department budgets that have occurred, or are scheduled to occur. He wanted to alert the Board of a potential deliverable this evening, regarding the seven year capital outlay plan, with a joint meeting of the Board of Selectmen and Finance. However, he and the Finance Director had a meeting with the departments last week and they were made aware of additional capital items that were not presently in the capital plan, where there was an expectation that they would be. They are trying to circle back on that, and they wanted take one more look at that in the plan before they handed it off.

Mr. Ballantine asked on the capital items, if the items are clarifying place holders or new items. Mr. Powers said that from speaking with Department Heads, they are items that were included, but it is hard to recreate things, so that is why they are looking to speak with Capital Outlay. Mr. Ballantine said that will be a good discussion, because they have tried to clarify the capital plan.

Mr. MacAskill also asked for a summary list of what they are and what year they are going in.

Mr. Powers added that they have done 13 out of the 25 department budgets. The whole process should be completed by December 17th. Then the Finance Director and himself will be circling back, and developing the budget message, and trying to evaluate a first pass of where they are at with the sense of the budget.

Mr. Powers also wanted to advise the Board of where they are at with staffing levels in the Administration department. He said there are some staffing needs that he sees that are needed to successfully get the town through with personnel and procurement, as well as, standard duties and building for Town Meeting.

Mr. Ballantine said that he asked Mr. Powers to put this on, because he would like to add an agenda item for next week to vote on additional support for the Town Administrators office.

SELECTMEN'S REPORT

Mr. McManus reported that this Friday is the monthly meeting of the Cape Cod Selectmen and Councilors Association. The subject is the growing problems that they are having finding places to put their garbage, finding a reasonable place for solid waste and what it will look like in the future. A number of towns will have their Public Works Director or Transfer Station Director attending the meeting. He reached out to Mr. Lincoln Hooper, DPW Director, to invite him. Mr. Hooper is not able to attend, but will have a representative attend.

Mr. Ballantine said he just wanted to thank Ms. Williams on the Christmas in Harwich events. He said that it was well attended.

ADJOURNMENT

Mr. MacAskill moved that they adjourn at 7:40 pm. Seconded by Mr. McManus All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Administrative Assistant

CONTRACTS



TOWN OF HARWICH
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

October 19, 2020

Mr. Donald Howell
Chairman
732 Main Street
Harwich, MA 02645

RE: Harwich Affordable Housing Trust
Account #: 80271292/620033

Dear Don,

Congratulations, the project you submitted from Community Preservation Act Funds was approved at the Annual Town Meeting held on September 26, 2020. Enclosed please find a grant agreement which outlines the management and reporting requirements for CPA Funds. The document will need to be fully executed prior to the expenditure of funds. We ask that you return the signed agreement to the Community Preservation Committee Chairman by November 3, 2020.

Please pay particular attention to the reporting requirements outlined in the agreement; the first report is due no later than April 30, 2021. Vendor invoices submitted for payment must be approved by the project manager and the Chairman of the Community Preservation Committee. If the project is in excess of \$49,999 a purchase order is also required by the town.

We look forward to seeing this project through to completion.

Sincerely,

David Nixon
Community Preservation Committee Chairman



TOWN OF HARWICH
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7518 FAX: 508-430-7504

October 19, 2020

Mr. Donald Howell
Chairman
732 Main Street
Harwich, MA 02645

RE: Harwich Affordable Housing Trust
Account #: 80271292/620033

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We look forward to seeing this project through to completion.

Sincerely,

David Nixon
Community Preservation Committee Chairman

TOWN OF HARWICH, MASSACHUSETTS

COMMUNITY PRESERVATION ACT

GRANT AGREEMENT FOR

Harwich Affordable Housing Trust

This GRANT AGREEMENT made this ____ day of October, 2020, by and between the Town of Harwich, a municipal corporation duly organized under the laws of Massachusetts and having its usual place of business at Seven Thirty-two Main Street, Harwich, MA 02645, acting by and through its Board of Selectmen (hereinafter the “TOWN” or “Board of Selectmen”, as applicable), and the Town of Harwich Affordable Housing Trust, established pursuant to Chapter 44, Section 55C of the Massachusetts General Laws, and under Declaration of Trust recorded with the Barnstable Registry of Deeds in Book 31507, Page 299, #43476 (hereinafter, the “TRUST”), having its usual place of business at: Seven Thirty-Two Main Street, Harwich, MA 02645:

WITNESSETH:

WHEREAS, the Harwich Community Preservation Committee (hereinafter, the “COMMITTEE”), invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act (“CPA”), G.L. c.44B; and

WHEREAS, in response thereto, the TRUST submitted a proposal for funding for purposes of pursuing affordable housing opportunities in Harwich, hereinafter referred to as the “Project”, and the COMMITTEE reviewed and approved the Project and recommended that the September 26, 2020 Annual Town Meeting appropriate the funds herein described for the purposes of the Project; and

WHEREAS, Town Meeting on September 26, 2020 pursuant to Article 33 (the “Article”) voted to appropriate Two Hundred Fifty Thousand Dollars (\$250,000) from the Community Preservation Fund Community Housing Reserves Account (the “Funds”); and

WHEREAS, the purpose of the within Grant Agreement is to ensure that the Funds are used for the acquisition, creation, preservation and support of community housing as defined by the Community Preservation Act, G.L. c.44B; and

WHEREAS, the Board of Selectmen has conferred with the COMMITTEE concerning the terms of this Agreement, and both have approved the terms of this Agreement, as evidenced by their signatures attached hereto;

TOWN OF HARWICH, MASSACHUSETTS

COMMUNITY PRESERVATION ACT

GRANT AGREEMENT FOR

Harwich Affordable Housing Trust

This GRANT AGREEMENT made this ____ day of October, 2020, by and between the Town of Harwich, a municipal corporation duly organized under the laws of Massachusetts and having its usual place of business at Seven Thirty-two Main Street, Harwich, MA 02645, acting by and through its Board of Selectmen (hereinafter the "TOWN" or "Board of Selectmen", as applicable), and the Town of Harwich Affordable Housing Trust, established pursuant to Chapter 44, Section 55C of the Massachusetts General Laws, and under Declaration of Trust recorded with the Barnstable Registry of Deeds in Book 31507, Page 299, #43476 (hereinafter, the "TRUST"), having its usual place of business at: Seven Thirty-Two Main Street, Harwich, MA 02645:

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WHEREAS, Town Meeting on September 26, 2020 pursuant to Article 33 (the "Article") voted to appropriate Two Hundred Fifty Thousand Dollars (\$250,000) from the Community Preservation Fund Community Housing Reserves Account (the "Funds"); and

WHEREAS, the purpose of the within Grant Agreement is to ensure that the Funds are used for the acquisition, creation, preservation and support of community housing as defined by the Community Preservation Act, G.L. c.44B; and

WHEREAS, the Board of Selectmen has conferred with the COMMITTEE concerning the terms of this Agreement, and both have approved the terms of this Agreement, as evidenced by their signatures attached hereto;

NOW THEREFORE, the TOWN and the TRUST agree as follows:

1. Contract Documents. The Contract Documents consist of this Grant Agreement, the CPA application approved by the COMMITTEE dated _____, 2020 (the "Application"), a certified copy of the Article and all documents attached thereto. The Contract Documents constitute the entire Agreement between the parties concerning the Application, and all are as fully a part of this Agreement as if attached hereto.

2. Term. The Work shall be completed within three years of the execution of this Grant Agreement (the "Completion Date"), unless the COMMITTEE grants an extension for good cause shown.

3. The Work. The Work consists of the Project, as described in the Application attached hereto as Attachment A and the following additional conditions:

a) Notwithstanding the TRUST's bylaws, all funds expended pursuant to this Grant Agreement shall be limited to the allowable spending purposes as defined under M.G.L c.44B.

b) Every six months until the Completion Date, the TRUST shall provide the COMMITTEE with a written update on the progress toward completion of the Work. A final report, including digital photo documentation of the project where appropriate, is due within 30 days of the Completion Date.

c) No more than ten percent (10%) of Funds can be used for expenses related to the administration and operation of the TRUST.

d) Consistent with the provisions of M.G.L. c.44B Section 5(b)(2), under no circumstances shall the Funds be used to rehabilitate existing community housing units.

e) Consistent with the provisions of M.G.L. c.44B Section 5(b)(2), when creating community housing the TRUST shall, wherever possible, reuse existing buildings or construct new buildings on previously developed sites.

f) Consistent with the provisions of M.G.L. c.44B Section 6, the Funds shall not replace existing TOWN operating funds nor reimburse the TOWN for services provided to the TRUST.

g) If the Funds are the sole funding source for the acquisition of real property, the property shall only be used for Community housing as defined in M.G.L. c.44B Section 2. In all other cases, the Funds may be used to cover a share of the project expenses proportionate to the part of the project that will qualify as Community housing as defined in M.G.L. c.44B Section 2. The TRUST shall track the cost of the allowable scope through a reasonable means of cost estimating, and only use the Funds for the allowable portion of the project cost.

4. Contact. The TRUST shall identify in writing a contact person responsible for the administration of the Project.

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5. Restriction. With respect to any real property purchased using the Funds or housing created or preserved using the Funds, the TRUST shall execute or obtain a perpetual affordable housing restriction meeting the statutory requirements of G.L. c.184 and G.L. c.44B, §12, and running to the benefit of the TOWN. The deed restrictions executed for each unit of housing created or preserved pursuant to this grant must be approved and accepted by the TOWN.

6. Funding. The TOWN shall pay the TRUST the Funds within 30 days of the execution of this Grant Agreement. The TRUST shall manage the Funds in accordance with its Declaration of Trust and related by-laws.

7. Liability of the TOWN. The TOWN's liability hereunder shall be to make the payment specified in Paragraph 6 of this Grant Agreement and the TOWN shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the TOWN or any elected or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Grant Agreement.

8. Independent Status. The TRUST acknowledges and agrees that it is acting in a capacity independent of the TOWN.

9. Indemnification. The TRUST shall indemnify, defend, and hold the TOWN and its departments, committees, officers, employees, and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorneys' fees, arising out of or directly from the TRUST's performance of the Work that is the subject of this Grant Agreement or the negligence or misconduct of the TRUST or its agents or employees.

10. Record Keeping. The TRUST shall keep such records with respect to the utilization of the Funds as are kept in the normal course of business and such additional records as may be required by the TOWN. Should the TRUST have multiple funding sources, the TRUST shall track specific expenditures of the Funds separate from other funding sources. The TOWN shall have full and free access to such records and may examine and copy such records. The TRUST further agrees to meet from time to time with the COMMITTEE or its designee(s), upon reasonable request, to discuss expenditures of the Project Funds.

11. Successors and Assigns. This Grant Agreement is binding upon the parties hereto, their successors, assigns, and legal representatives. The TRUST shall not assign or otherwise transfer this Grant Agreement, in whole or in part without the prior written consent of the TOWN.

12. Termination. This Grant Agreement shall terminate upon the TRUST's final disbursement of all Project Funds and the delivery of copies of any restrictions recorded pursuant to paragraph 6 hereof. In the event that the TRUST fails to fulfill its obligations under the terms of this Grant Agreement as determined by the TOWN, the TOWN shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the TRUST. Upon receipt of such notice, the TRUST shall refund all undisbursed Project Funds to the TOWN, and such funds shall be returned to the CPA account from which the Funds were appropriated.

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13. Compliance with Laws. The TRUST shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Work undertaken pursuant to this Grant Agreement. The TRUST or its designees shall be responsible for obtaining any necessary licenses, permits, and approvals required for the performance of such Work.

14. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, or by other reputable delivery service, to the parties at the addresses set forth on page 1 hereof or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, or if so mailed, when deposited with the U.S. Postal Service or if sent by private overnight or other delivery service, when deposited with such delivery service.

15. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

16. Governing Law. This Grant Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the TRUST submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

TOWN OF HARWICH

TOWN OF HARWICH AFFORDABLE

BOARD OF SELECTMEN

HOUSING TRUST

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TOWN OF HARWICH

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BOARD OF SELECTMEN

HOUSING TRUST

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

TOWN OF HARWICH

COMMUNITY PRESERVATION COMMITTEE

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

**TOWN OF HARWICH
ANNUAL TOWN MEETING
SEPTEMBER 26, 2020**

HARWICH AFFORDABLE HOUSING TRUST

ARTICLE 33: To see if the Town will vote to appropriate from Community Preservation Act Funds –FY 21 Estimated Revenue, \$250,000 to fund the Harwich Affordable Housing Trust to create and preserve affordable housing in the Town of Harwich in the amount of \$200,000 and to fund a part-time Housing Coordinator in the amount of \$50,000. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Community Housing Reserve, and further authorize the Board of Selectmen to enter into a grant agreement including the acquisition of a restriction, if appropriate, with the Harwich Affordable Housing Trust, and to act fully thereon. By request of the Community Preservation Committee, the Harwich Affordable Housing Trust and the Board of Selectmen. Estimated Cost: \$250,000.

THE FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$250,000.00 TO BE TRANSFERRED FROM COMMUNITY PRESERVATION ACT FUNDS TO FUND MORE AFFORDABLE HOUSING FOR THE TOWN, AND THESE FUNDS WILL HELP PROVIDE THE NECESSARY EXPERTISE IN SETTING UP FUTURE PROGRAMS AND ASSISTANCE.

VOTE: YES-8, NO-0

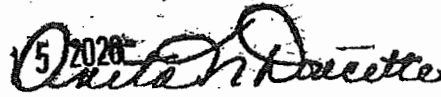
The Board of Selectmen Recommends: 4-0

MOTION: (Dana DeCosta, Chairman- Finance Committee) I move that this article be accepted and adopted as printed in the Warrant. Duly seconded

The CPC Committee favorably recommended this article.

ACTION: It was a unanimous vote, so declared

A true copy
Attest:

OCT 15 2020

Anita N. Doucette, MMC/CMMC
Town Clerk

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

**TOWN OF HARWICH
ANNUAL TOWN MEETING
SEPTEMBER 26, 2020**

HARWICH AFFORDABLE HOUSING TRUST

ARTICLE 33: To see if the Town will vote to appropriate from Community Preservation Act Funds –FY 21 Estimated Revenue, \$250,000 to fund the Harwich Affordable Housing Trust to create and preserve affordable housing in the Town of Harwich in the amount of \$200,000 and to fund a part-time Housing Coordinator in the amount of \$50,000. Any funds left unspent from this Article are to be returned to the Community Preservation Act Funds – Community Housing Reserve, and further authorize the Board of Selectmen to enter into a grant agreement including the acquisition of a restriction, if appropriate, with the Harwich Affordable Housing Trust, and to act fully thereon. By request of the Community Preservation Committee, the Harwich Affordable Housing Trust and the Board of Selectmen. Estimated Cost; \$250,000.

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VOTE: YES-8, NO-0

The Board of Selectmen Recommends: 4-0

MOTION: (Dana DeCosta, Chairman- Finance Committee) I move that this article be accepted and adopted as printed in the Warrant. Duly seconded

The CPC Committee favorably recommended this article.

ACTION: It was a unanimous vote, so declared

A true copy
Attest:

OCT 15 2020
Anita N. Doucette

Anita N. Doucette, MMC/CMMC
Town Clerk

Application # C.H.5
For Administrative Use Only

**TOWN OF HARWICH - COMMUNITY PRESERVATION
COMMITTEE 2019 CPA PROJECT FUNDING REQUEST
APPLICATION
FISCAL YEAR 2020-2021**

Submission Date: Sept. 30, 2019

APPLICANT INFORMATION

Applicant: Town of Harwich

Town Committee, Board or Organization: Harwich Affordable Housing Trust

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430-7514 Email Address: administrator@town.harwich.ma.us

Project Manager: Chris Clark, Town Administrator / now HAHT chair Don Howell

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430-5713 Email Address: administrator@town.harwich.ma.us dhowell

Second Contact Person: Charleen Greenhalgh, Town Planner

Legal Mailing Address: 732 Main Street, Harwich Center, MA 02645

Phone: (508) 430-7511 Email Address: cgreenhalgh@town.harwich.ma.us

PROJECT INFORMATION

PROJECT TITLE: Harwich Affordable Housing Trust Fund / Part-Time Housing Coordinator

PROJECT AMOUNT REQUESTED: \$550,000

PROJECT DESCRIPTION:

Based on the 2010 census data, data demonstrates the following major trends: recent small population losses, loss of younger residents with projections suggesting a continuation of this trend, slower housing growth where new growth is directed to second or retirement homes, seasonal rental pressures and rising housing costs are major factors in families leaving Cape Cod.

At the 2018 ATM, the Town approved the creation of the Affordable Housing Trust and funding for a Housing Coordinator. Starting in December 2018, the Affordable Housing Trust awarded the housing coordinator contract to Community Development Partnership. The Trust identified four vacant town parcels and two other town properties for consideration. At the 2019 ATM, the Town approved to designate five parcels under the jurisdiction of the Trust, amend a zoning by-law to permit accessory dwelling units by-right as well as approve general funds for the Trust and the housing coordinator. These additional funds, \$500,000 for the Trust and \$50,000 for the Coordinator, would continue the efforts to create, support and preserve safe

Application # CH5
For Administrative Use Only

**TOWN OF HARWICH - COMMUNITY PRESERVATION
COMMITTEE 2019 CPA PROJECT FUNDING REQUEST
APPLICATION
FISCAL YEAR 2020-2021**

Submission Date: Sept. 30, 2019

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and decent housing affordable to our residents, while maintaining the quality of life for all residents. The additional \$20,000 is for specialized work that is beyond 10 hours per week. Such tasks include: planning a community forum, developing engagement strategies and potential housing development related tasks. Please see Attachment A.

Over the past year, the Affordable Housing Trust (AHT) has moved forward on several initiatives:

- Affordable housing development
 - Identified 4 parcels of municipal land with potential for housing
 - Parcels were approved at 2019 ATM for affordable housing and placed under the jurisdiction of the AHT.
 - The AHT secured a technical assistance grant from Mass Housing Partnership to assess the feasibility of housing on one priority site.
 - Parcels were prioritized and work has begun on predevelopment for two of the parcels – Oak Street and Sisson Road.
 - The AHT partnered with the Harwich Conservation Trust to explore the possibility of jointly acquiring a parcel for both housing and open space.
 - The AHT is working with the Real Estate/Open Space Committee to identify new parcels for 2020 ATM.
- Education
 - Held a Housing Forum to educate voters about the parcels and strategy
 - Established a Harwich Housing Facebook page to share housing information and AHT activities
 - Participated in interviews, panels etc. to update the public on housing activities.
- Action Plan
 - Released a solicitation to housing specialists to assist the AHT in creating a community-engaged Action Plan for the AHT outlining short-term and long-term strategy. This Action Plan will include a Housing Development Strategy and related 5-Year budget.

ESTIMATED START DATE: July 1, 2020

ESTIMATED COMPLETION DATE: The intent is for this to be an ongoing project.

Three years from the release of funds (July 2020) funds may be rescinded automatically; waivers may be sought.

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CPA CATEGORY

APPLICANTS PLEASE TAKE NOTE **please check boxes for all that apply**

- Open Space:** This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.
- Historic:** This application is for the “acquisition, preservation, rehabilitation and/or restoration of historic resources”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “acquisition, creation, preservation and/or support of community housing”.
- Recreation:** This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use”.

How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission’s Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State’s mandate 10% goal is to use a range of housing strategies. Increasing the Affordable Housing Trust’s capacity to acquire land and support housing initiatives, along with hiring a part-time Housing Coordinator would increase and expedite the ability to allow the Town to create affordable housing. Please see Attachment **B** for additional information.

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich’s level of affordable housing is 5.40%. Please see Attachment **C** for additional information.

The Affordable Housing Trust’s mission and on-going projects will support a vital community by working towards creating sustainable housing solutions, both rentals and homeownership.

Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Board of Selectmen	
Planning Board	<i>J. M. V.</i>
Affordable Housing Committee	<i>C. J. B.</i>

CPA CATEGORY

APPLICANTS PLEASE TAKE NOTE **please check boxes for all that apply**

- Open Space:** This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.
- Historic:** This application is for the “acquisition, preservation, rehabilitation and/or restoration of historic resources”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “acquisition, creation, preservation and/or support of community housing”.
- Recreation:** This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use”.

How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?

The Local Comprehensive Plan, the Housing Production Plan and the Cape Cod Commission’s Regional Policy Plan all highlight the dire need to promote and create affordable housing. The best way to reach the State’s mandate 10% goal is to use a range of housing strategies. Increasing the Affordable Housing Trust’s capacity to acquire land and support housing initiatives, along with hiring a part-time Housing Coordinator would increase and expedite the ability to allow the Town to create affordable housing. Please see Attachment **B** for additional information.

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?

The state of Massachusetts requires each community to have at least 10% of their housing stock be restricted as affordable. Currently, Harwich’s level of affordable housing is 5.40%. Please see Attachment **C** for additional information.

The Affordable Housing Trust’s mission and on-going projects will support a vital community by working towards creating sustainable housing solutions, both rentals and homeownership.

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<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Board of Selectmen	
Planning Board	<i>J. P. [Signature]</i>
Affordable Housing Committee	<i>Ch. J. [Signature]</i>

Describe their response, or provided written comments/input:

Please refer to attached letters of support – Attachment D

PROJECT BUDGET: Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

COST ESTIMATE(S): \$ 550,000

Attach cost estimates or firm quotes (if available) for all projects.

LAND and/or BUILDING ACQUISITION PROJECTS: The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer's knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.


Signature - Chief Executive Officer or Board Chair

Title Chair, HAHT

Printed Name Christopher Clark

Date

9/17/2015

Describe their response, or provided written comments/input:

Please refer to attached letters of support – Attachment D

PROJECT BUDGET: Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

COST ESTIMATE(S): \$ 550,000

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Signature - ~~Chief Executive Officer~~ or Board Chair

Title Chair, HAHT

Printed Name Christopher Clark

Date 9/17/2015

OLD BUSINESS

DHY Re-Phasing Update

October 2020



TOWN OF
HARWICH MASSACHUSETTS



DHY
DENNIS HARWICH YARMOUTH
CLEAN WATERS COMMUNITY PARTNERSHIP

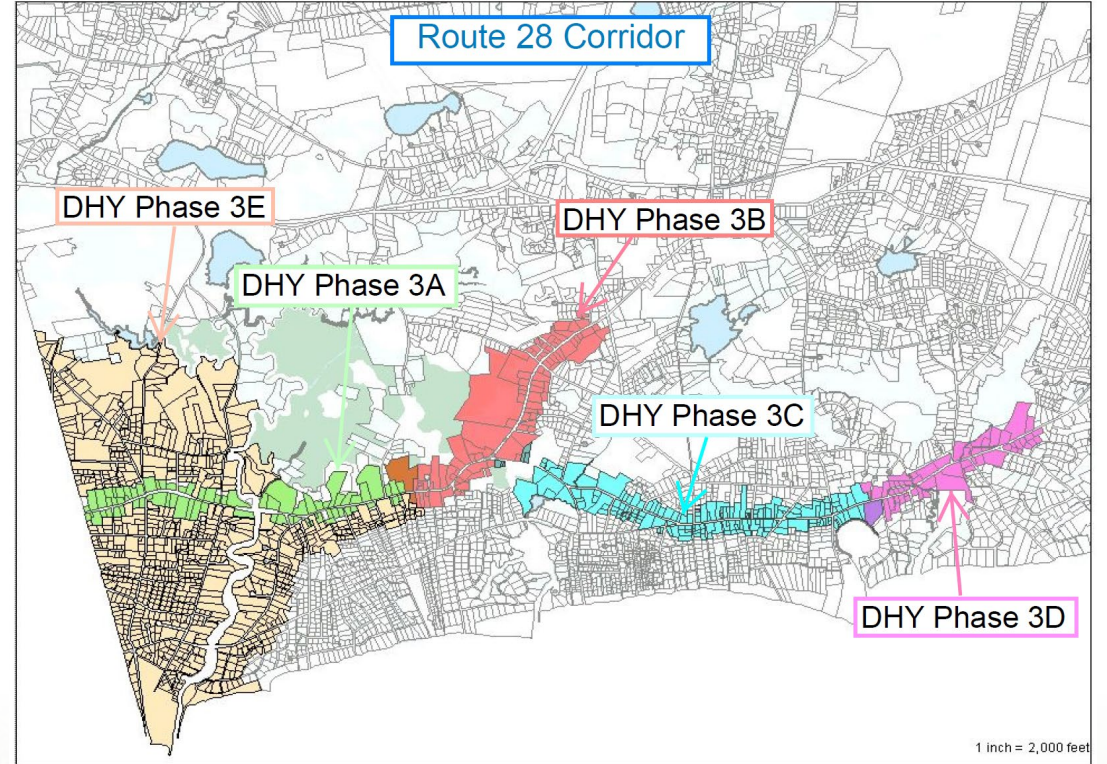
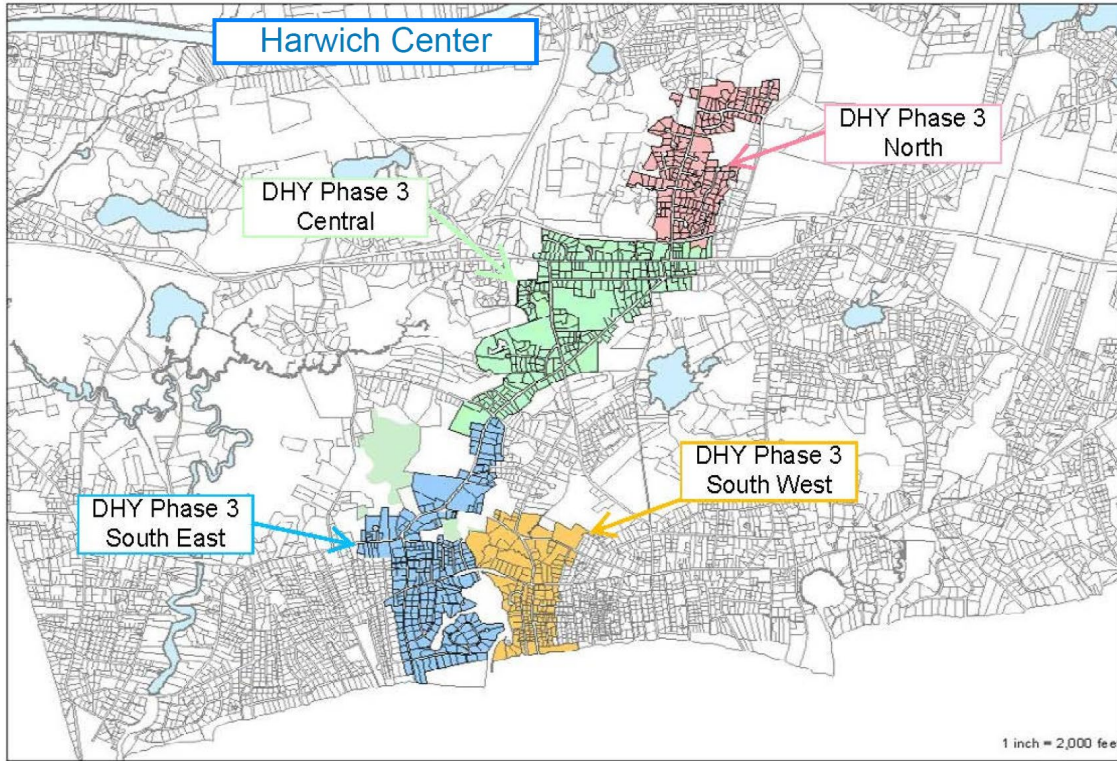
DHY Re-Phasing Update

Background

- May 7th 2018 – ATM Article #15 Authorize and direct the Board of Selectmen to draft special legislation to establish the DHY Clean Waters Community Partnership
- February 4th 2019 – CDM Smith presents DHY overview & costs to the Board of Selectmen
- October 11th 2019 – DHY Special Legislation Signed
- November 14th 2019 – CDM Smith presents DHY Update and Phasing Plan at the Harwich Community Center
- February 27th 2020 – Joint Dennis, Harwich, Yarmouth Board of Selectmen meeting to discuss DHY Clean Waters Community Partnership
- March 9th 2020 – TOH Staff present two (2) areas, Harwich Center and Route 28 corridor, for consideration in re-phasing the CWMP to accommodate the DHY Clean Waters Community Partnership

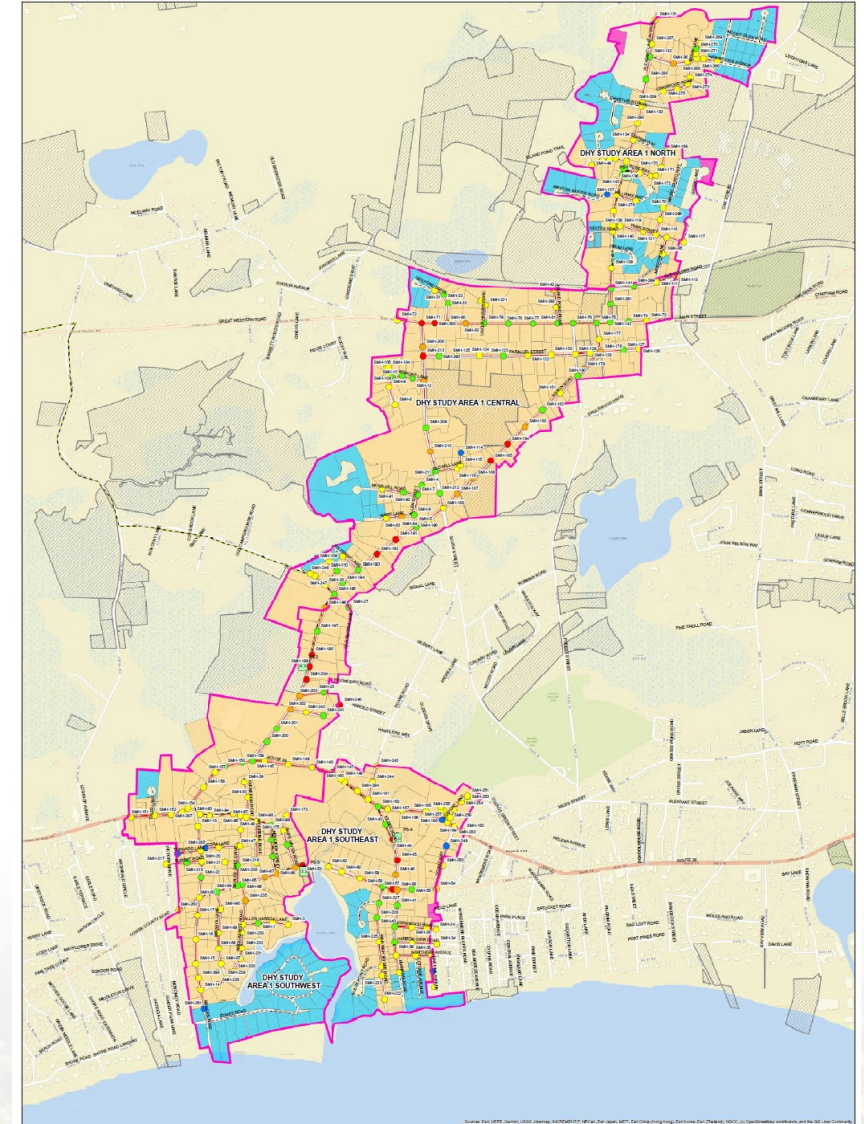
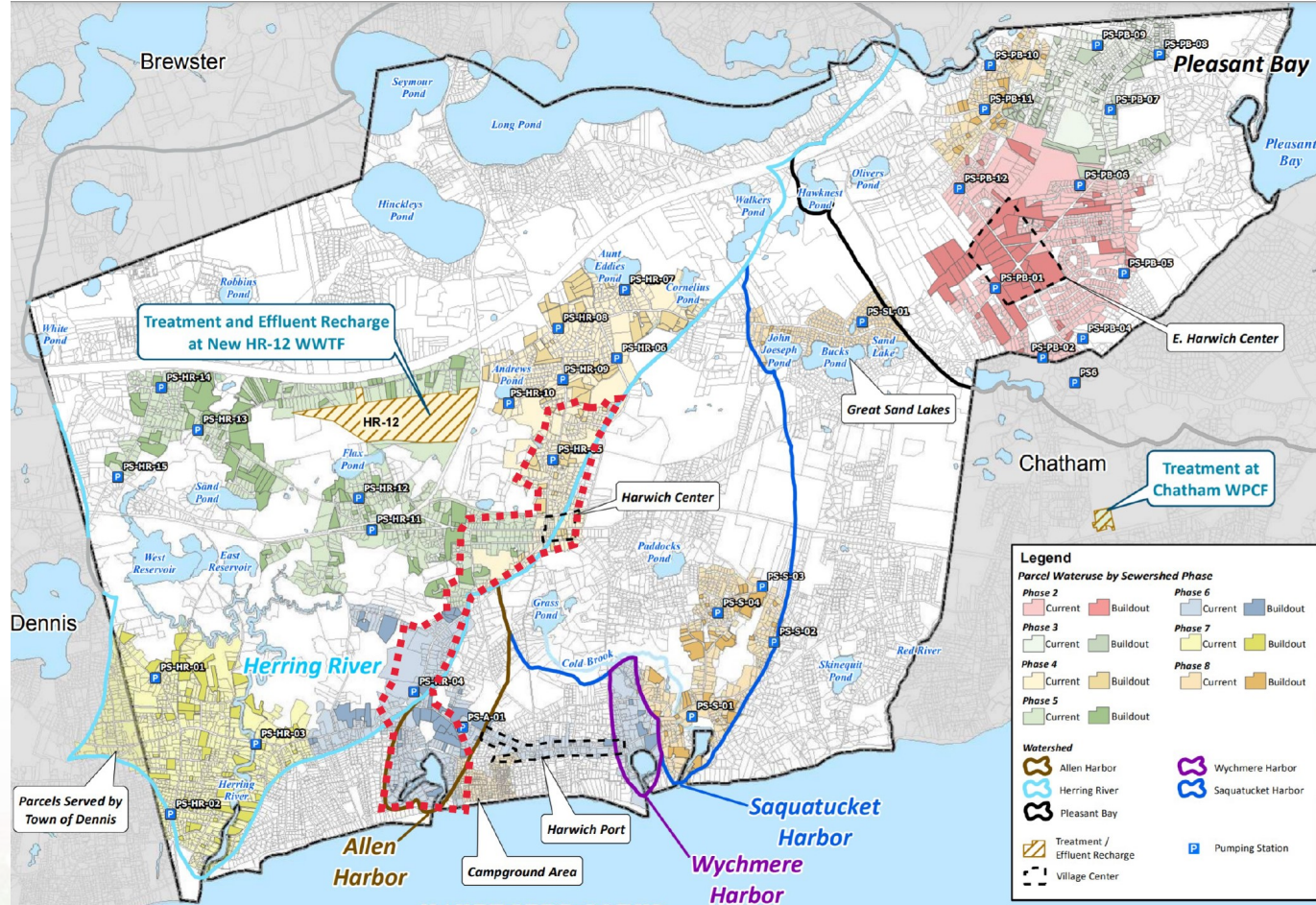
DHY Re-Phasing Update

Harwich Center & Route 28 Corridor



DHY Re-Phasing Update

Harwich Center Study Area



TOWN OF
HARWICH MASSACHUSETTS



DHY
DENNIS HARWICH YARMOUTH
CLEAN WATERS COMMUNITY PARTNERSHIP

TOWN
ADMINISTRATOR'S
REPORT

Engineering Department

Phone: (508) 430-7508

Fax: (508) 432-4703

732 MAIN STREET, HARWICH, MA 02645



MEMO

TO: Joseph F. Powers, Interim Town Administrator

FROM: Griffin Ryder, ^{GJR} Town Engineer

CC: Carol Coppola – Finance Director/Town Accountant
David LeBlanc – Fire Chief

RE: Town of Harwich and Northeast Rescue Systems, Inc. Contract Agreement

DATE: October 23, 2020

Please find the attached Contract Agreement between the Town of Harwich and Northeast Rescue Systems, Inc. for the procurement of Personal Protective Equipment (PPE) for the Fire Department signed by the Interim Town Administrator.

The PPE is being purchased through the Commonwealth of Massachusetts Operational Services Division (OSD) FIR04/04A: Public Safety Equipment, Supplies, Services and Repairs Statewide Contract.

The contract form is based on the KP Law 30B Supplies Contract Template and the Finance Director has confirmed the availability of funds and the source.

Based on procurement laws, I recommended that the Interim Town Administrator execute the contract with Northeast Rescue Systems, Inc. for the purchase of Fire Department PPE for \$24,848.00.

Additional information from the Fire Department regarding the procurement is attached.



HARWICH FIRE DEPARTMENT

MEMORANDUM

David J. LeBlanc, **Chief of Department**
Craig W. Thornton, **Deputy Fire Chief**

Date: 09/22/2020
To: Procurement
From: David LeBlanc, Chief of Department
Subject: Procurement of PPE

Project: Each fiscal year, the Department budgets to replace 6 complete sets of personal protective equipment (PPE). This replacement is done in order to maintain each firefighter with two complete sets of PPE that are serviceable and conform to the current National Fire Protection Association (NFPA) Standard 1971. NFPA 1971 recommends that a firefighters primary set of gear is less than 5 years old and that the secondary set is less than 10 years old.

While the intent of the standard is to have a primary set of gear and a spare set for when the other requires cleaning, in Harwich each set is typically stored in each station, so personnel have a set of gear in each station for when they respond in for recalls or report for duty. The concept of a spare set has been identified as being a critical part of a carcinogen exposure reduction program, so that firefighters can completely wash their PPE after a fire, removing the contaminants linked to the increase in cancer.

Description:

Personal Protective Equipment for a firefighter consists of the following:

- 1) Helmet
- 2) Protective Hood
- 3) Structural Firefighting Gloves
- 4) Structural Firefighting Boots
- 5) Protective coat and pants. Fire resistive with thermal and vapor barriers

Since this program was instituted, personnel have had their gear replaced on a rotating basis based on the age of their equipment. For FY21 we increased the funding to return back to the original 8 sets of gear we have traditionally replaced. With the budget reductions, we removed that funding from the FY21 budget and have decided to write an amendment to our vehicle extrication grant and use the excess funds there to replace this PPE. The amendment has been approved by FEMA.

This year the following personnel are schedule to have their gear replaced:

Smith, Elliott. Rego, Mayo, Diamond, Laplante, Clarke, Willis

Following the guidance of the OSD FIR04/FIR04A Contract, contract prices were requested for the following 1) Quaker Structural Firefighting coat and pants 2) Ben2 low-profile helmet 3) protective hood 4) 1 pair of structural Firefighting gloves 5) 1 pair of structural Firefighting leather boots.

Based on the pricing requested, and the funding available in the grant, the department would like to make the purchases listed below.

Contract: Operational Services Division FIR04/FIR04A

Vendor: Northeast Rescue

1) 8 sets PPE as described

Price: \$24,848

Additional Information: The pricing requested is for PPE similar to PPE we have purchased in the past. The Gear we use has a long standing history, over 25 year, of service with the department. In that time frame we have had little issue with failures or needed repairs, and the customer service and support has been excellent. Additionally the gear is universally accepted by all personnel for its fit and comfort.

Funding:

Source: EMW-2018-FO-02821: FY 2018 Assistance to Firefighters Grants

Org: 11222202 **Obj:** 558000 **Project Number:** 0006

Total Funds: \$32,882.98

Finance Director: _____

Interim Town Administrator: _____

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Northeast Rescue Systems, Inc., with an address of 280 Milton Street, Dedham, MA 02026, hereinafter referred to as "Contractor", effective as of the 19th day of October, 2020. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all supplies necessary to provide the Town with Firefighting Personal Protective Equipment, including the scope of supplies set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and supplies required hereunder by January 8, 2020.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$24,848.00. The Contractor shall submit monthly invoices to the Town for supplies rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.
4. The Commonwealth of Massachusetts Operational Services Division FIR4/FIR04A: Public Safety Equipment, Supplies, Services and Repairs.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the supplies provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under

this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and supplies rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

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

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 5) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.

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

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, Dorothy O'Connor _____, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

043394594

Social Security Number or
Federal Identification Number

Northeast Rescue Systems

Signature of Individual or
Corporate Name
DocuSigned by:
By: *Dorothy O'Connor*
3C13CABE09694C8...
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR
By DocuSigned by:
Dorothy O'Connor
3C13CABE09694C8...

Dorothy OConnor President

Printed Name and Title

TOWN OF HARWICH
by its Board of Selectmen Over \$25,000

Approved as to Availability of Funds:
DocuSigned by:
Carol Coppola
48C32099D33D434...
Finance Director (\$24,848.00)
Contract Sum
11222202/558000/0006

by its Interim Town Administrator Up to
\$25,000
DocuSigned by:
Joseph F. Powers
0629C0C5799844E...
Interim Town Administrator



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201218

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	CAPT. SMITH; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	CAPT. SMITH; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	CAPT. SMITH; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	CAPT. SMITH; Fire Armor Gloves	1	99.00	99.00
KL23-20	CAPT. SMITH; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	CAPT. SMITH; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201219

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	ELLIOTT; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	ELLIOTT; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	ELLIOTT; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	ELLIOTT; Fire Armor Gloves	1	99.00	99.00
KL23-20	ELLIOTT; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	ELLIOTT; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201220

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	REGO; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	REGO; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	REGO; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	REGO; Fire Armor Gloves	1	99.00	99.00
KL23-20	REGO; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	REGO; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00

Quoted prices valid for 30 days.

Subtotal	\$3,106.00
Sales Tax (0.0%)	\$0.00
Total	\$3,106.00

**ATTACHMENT A****Quote**

Date	Quote #
10/2/2020	Q-20201221

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK - ...	CAPT. MAYO; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	CAPT. MAYO; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	CAPT. MAYO; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	CAPT. MAYO; Fire Armor Gloves	1	99.00	99.00
KL23-20	CAPT. MAYO; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	CAPT. MAYO; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201222

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	DIAMOND; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	DIAMOND; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	DIAMOND; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	DIAMOND; Fire Armor Gloves	1	99.00	99.00
KL23-20	DIAMOND; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	DIAMOND; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201223

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	LAPLANTE; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	LAPLANTE; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	LAPLANTE; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	LAPLANTE; Fire Armor Gloves	1	99.00	99.00
KL23-20	LAPLANTE; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	LAPLANTE; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201224

Quote For

Harwich Fire Department
Deputy Thornton
175 Sisson Road
Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK - ...	CLARKE; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	CLARKE; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	CLARKE; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	CLARKE; Fire Armor Gloves	1	99.00	99.00
KL23-20	CLARKE; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	CLARKE; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00
Quoted prices valid for 30 days.		Subtotal		\$3,106.00
		Sales Tax (0.0%)		\$0.00
		Total		\$3,106.00



ATTACHMENT A

Quote

Date	Quote #
10/2/2020	Q-20201225

Quote For
Harwich Fire Department Deputy Thornton 175 Sisson Road Harwich, MA 02645-2616

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price E...	Total
Harw76C - BLK -...	WILLIS; Quaker Coat 76C Radius Coat- Q5653 04/09/19 Radius Coat Outer Shell- Men's (with DRD) 76C 7B Armor AP Black Radius Coat Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer New York City Style Trim- Radius NYC-R TRIM 3" Lime Scotchlite Triple	1	1,279.00	1,279.00
Harw90P-BLK-19	WILLIS; Quaker - Axis Pant Armor AP -Black Q5653-04/09/2019 Axis Pant Outer Shell- Men's 90P 7B Armor AP Black Axis Pant Liner- Men's S4-99- Stedair 4000/Glide Ice 2-Layer F Style Trim F TRIM 3" Lime Scotchlite Triple	1	989.00	989.00
HT-BFL-HDO-18	WILLIS; COLOR with NFPA EZ; Ben 2 LRFYR-Helmet with 6 Point Padded Ratchet Suspension	1	269.00	269.00
Fire Armor-20	WILLIS; Fire Armor Gloves	1	99.00	99.00
KL23-20	WILLIS; Life Liners - Double Layer Navy Hood	1	41.00	41.00
5006-18	WILLIS; 14" Fabric/Leather Boot, Power Toe/Power Heel	1	429.00	429.00

Quoted prices valid for 30 days.

Subtotal	\$3,106.00
Sales Tax (0.0%)	\$0.00
Total	\$3,106.00

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1
ROBERT B. OUR COMPANY
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: October 13, 2020

One Week Look Ahead (10/19/20-10/23/20)

- Pump Station Crew # 1
 - Excavate & Install Spence’s Trace Wet Well

Two Week Look Ahead (10/26/20-10/30/20)

- Pump Station Crew # 1
 - Continue Working on Spence’s Trace Pump Station Site
- Crew #2
 - Various Activities in Preparation for Paving

Three Week Look Ahead (10/26/20-10/30/20)

- Pump Station Crew # 1
 - Continue Working on Spence’s Trace Pump Station Site
- Crew #2
 - Various Activities in Preparation for Paving

Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor’s actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #2

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (10/19-10/23)

- Mainline Sewer Crew #1
 - Finish sewer on Sou'West Drive from Nor'East Drive (C-9)
 - **Road Closed between Church Street and Rt 137**
 - Restoration on Nor'East Drive and Sou'West Drive (C-9 & C-10)
 - **Road Closed between Church Street and Rt 137**

Two Week Look Ahead (10/26-10/30)

- Mainline Sewer Crew #1
 - (Monday) Paving on Nor'East Drive and Sou'West Drive (C-9 & C-10)
 - **Road Closed between Church Street and Rt 137**
 - Start sewer on Cemetery Road from Church Street (C-6)
 - **Road Closed between Church Street and Rt 137**

Three Week Look Ahead (11/02-11/06)

- Mainline Sewer Crew #1
 - Continue sewer on Cemetery Road from Church Street (C-6)
 - **Road Closed between Church Street and Rt 137**

Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.