

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JULY 24, 2017
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Ballantine, Brown, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Carolyn Carey, John Rendon, John Foley, Barbara Burgo, Robert Cutts, and others.

Chairman MacAskill reported that the Board had just come out of Executive Session where they voted to reject the bids on 4 Central Avenue and send it back out for rebid and they voted to approve the contract for HMEA. He noted that there was no decision on the Town Administrator's contract but they did all agree on certain terms which he will write up and bring back to the Town Administrator this week.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Clark announced that he did approve, as per the Board's recommendation, a contract with the Cape Verdean Museum for a year's lease which provides 6 months of no rent so they can get started, and in month 7 they will have a \$500 fee. He noted that they will be taking the administrative wing of the building. Ms. Barbara Burgo, curator of the museum, thanked Ms. Carey and Mr. Clark for their efforts. She noted that they are in the process of organizing and she introduced Mr. Robert Cutts who will be the president.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. June 5, 2017 Regular Meeting
 - 2. June 12, 2017 Regular Meeting
 - 3. June 19, 2017 Regular Meeting
 - 4. July 10, 2017 Executive Session
- B. Approve application for One Day Entertainment License by Harwich Conservation Trust for Wildlands Music & Art Stroll for September 9, 2017, waive \$25 Entertainment License Application fee, waive two \$55 Tent Application fees, and approve use of Harbormaster's Bank Street building parking lot
- C. Confirm approval of CAFR grant in the amount of \$5,000 and authorize the Town Administrator to act as signatory
- D. Approve Caleb Chase Fund request in the amount of \$674.24 per the recommendation of the Council on Aging Social Services Coordinator
- E. Approve the award of Contract for Drainage to Robert B. Our Co. Inc. in the amount of \$236,500
- F. Approve the award of C&D Trailer Contract to KNL Holdings LLC in the amount of \$69,101
- G. Confirm appointment of Elaine Zaiatz to Assistant Assessor position in the Assessor's Department effective August 7, 2017
- H. Rescind the re-appointment of Robert Bradley as the Historic District/Historic Commission's representative to the Community Preservation Committee

- I. Confirm the appointment of Joe Powers as the Historic District/Historic Commission's representative to the Community Preservation Committee
- J. Re-appoint Matt Hart as a member of the Waterways Committee for a 3-year term

Mr. Ballantine moved approval of the Consent Agenda. Ms. Brown seconded the motion. Mr. Clark provided details on Item C. Mr. Howell stated with regard to Item J, it's really a 2 year and 11 month appointment or June 30, 2020 expiration. The motion carried by a unanimous vote.

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

- A. **Public Hearing** – Application for transfer of Seasonal, Common Victualler, All Alcoholic Beverages License from The Commodore Inn Ltd. d/b/a Raspberries Restaurant, Richard Jones – Manager to 30 Earle Road LLC d/b/a The Commodore Inn, John Foley – Manager

Mr. Ballantine read the hearing notice into record. Mr. John Foley, Manager, requested that the Board approve the transfer of the license and offered to answer any questions. Chairman MacAskill noted that the documents appeared to be very detailed. No one from the public appeared before the Board. Mr. Ballantine moved to close the public hearing. Mr. Howell seconded the motion. Ms. Kavanagh moved to approve the license transfer for the Richard Jones – Manager at 30 Earle Road LLC d/b/a The Commodore Inn, 30 Earle Road, West Harwich, and John Foley as the Manager on the premises of 30 Earle Road in West Harwich. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

- B. **Presentation** – Barnstable County Community Septic Loan Management Program – *Kendall Ayers – Program Administrator, George Heufelder – Director of Mass. Alternative Septic Test Center, and Sean O'Brien – Director Barnstable County Dept. of Health & Environment*

Kendall Ayers – Program Administrator, George Heufelder – Director of Mass. Alternative Septic Test Center, and Sean O'Brien – Director Barnstable County Dept. of Health & Environment provided an overview of the Barnstable County Community Septic Loan Program which is a 5% interest rate loan program which includes everything involved in sewer hook-ups. They took questions from the Board on the process and requirements and they noted that the information is on the Barnstable County website.

- C. **Presentation** – Lower County Road Status Update – Lincoln Hooper

Mr. Hooper outlined his memo to the Board of July 12, 2017 regarding Lower County Road Status Update (attached). Mr. Thomas Ockerbloom of Engineering Inspection Services discussed with the Board how he developed the cost estimates and the scope of services. Mr. Hooper, Mr. Ockerbloom, Mr. Nickerson and Mr. Clark took questions from the Board regarding the costs, timeline, and necessity of the project.

- D. **Presentation** – Harwich Big Fix 2018 – *Laura Reckford & David Quinn – Housing Assistance Corp.*

Laura Reckford & David Quinn of the Housing Assistance Corp. discussed the Big Fix annual event to assist veterans, seniors and disabled homeowners with clean-up, landscaping and small home repair projects and they provided the attached Power Point presentation.

OLD BUSINESS

A. Part-time Housing Coordinator and establishment of Housing Trust – *Bob Lawton, Mary Waygan*

Mr. Lawton said that Yarmouth started the program in 2007, they adopted a by-law and a section of the General Law Chapter 44, Section 55c, which describes what the approved regulations and authority of the Trust is. He noted that they have 5 members on their Board, the Town Administrator is the Chair, there is one member of the Board of Selectmen, one member of the Community Preservation Committee, one member of the Housing Committee, and one citizen. He said they have been successful noting that they have 13 buy down home ownership projects, 3 new construction housing units on Town land, Habitat for Humanity did 6 units, and they have 6 units of town-wide rental. He reported that they have 2 major construction projects going on now including the Cavalier Motel which will be 69 units of affordable housing, and the Yarmouth Gardens which will be 40 units. Ms. Waygan noted that she was hired as an Administrative Assistant to the Director of Community Development which developed into a full-time position in affordable housing. She stated that the Community Preservation Act allocates 10% of the annual revenue to the Trust so the town has been able to become more flexible and act quicker on their affordable housing projects. She discussed how the program evolved and pointed out that non-profits can apply to acquire funds as well. She stated that the Trust is used to fix major repairs as well so the units can remain viable. She said the 5 member Board works well and noted that they have brought in 53 units of housing through the Trust and have 150 units planned. Mr. Lawton and Ms. Waygan took questions from the Board. Mr. Clark stated that this model makes a lot of sense and commented that there is a real value to not being in the landlord business. Mr. Clark said we could use the Yarmouth by-law and tailor it to Harwich and prepare a presentation for Town Meeting to outline the concept. He stated that we will prepare an application for CPC for this cycle. He added that we will actively research the Housing Coordinator and see if we can get that in as well.

B. Categorized Tax Title list – discussion on process

Mr. Clark reported that he and the Tax Collector have been approached by some people about looking at properties and they have some claims of ownership. He said ultimately we are looking to establish the appropriate owner and have the taxes paid on these properties. He said his first goal is to identify those parcels where ownership is potentially known and to remedy those. He noted that they are trying to refine the list and there are probably some parcels that are not in the Town's interest to own. He said they want to come back with that refined list to send out to the marketplace and he has not had a chance to do so due to his role in serving as Interim Council on Aging Director. He stressed the need to get it right. He said there are some properties we may want to consider going into tax title. He added that there is a fair amount of work needed to determine which properties we want to pursue and he asked for additional time to put that together. He stated that the Judah Eldredge property will be a request to CPC to acquire the property by eminent domain for conservation purposes and they will look at some of the other bigger pieces. Chairman MacAskill asked if it made sense to do this in-house and suggested getting a proposal from our current tax counsel as well as a couple of others. Mr. Clark responded that it does make sense to do that in a lot of ways, specifically for the tax title piece. He explained that if you can identify properties that are delinquent, the Attorney General's office will come in for free and help us to negotiate those properties and see if they can get them into a better state. He said he would look at some tax title people and see if we can start doing it. He said we don't

necessarily need a tax lawyer and can approach some title examiners directly. The consensus of the Board was to move ahead with it.

C. Planning Board appointments and terms

Mr. Howell provided an overview of the attached document he provided to the Board. Mr. Ballantine noted there was discussion at the last meeting that Tom Stello was going to resign and he did resign today so there is a vacancy. Chairman MacAskill responded it is irrelevant as the letter went to the Board of Selectmen and not the Town Clerk and it wasn't signed. Mr. Howell said it is a slippery slope if a Chairman of a committee calls up a member who was duly appointed and ask them to resign. Mr. Brophy, Chairman, stated that he did not ask Mr. Stello to resign but rather asked him to be an alternate and he agreed. He said he sent a letter as such but he can't determine its validity. He said he sees this as a complete vote of no confidence in what they are doing. Ms. Brown said they would have to remove Ms. Cebula or Mr. Brophy and they were both appointed the same day but Mr. Brophy was previously an alternate member so Ms. Cebula would have to be the member removed. She added that the Chairman cannot ask a member be an alternate. Ms. Brown moved to rescind the appointment of Linda Cebula to the Planning Board effectively immediately. Chairman MacAskill seconded the motion for discussion. Ms. Kavanagh said that seems to be the logical way to approach this and questioned if anyone else wants to be an alternate. Chairman MacAskill responded that we are rescinding an appointment we shouldn't have made and this is a corrective action and tomorrow we can take suggestions from Mr. Brophy as far as what he wants for his committee and until Mr. Stello resigns with the Town Clerk, he is still a member of the Planning Board. The motion carried by a unanimous vote. Mr. Howell stated that the Board exceeded its authority to unbalance the staggered terms. He moved to amend the appointment that was made last year to Mr. Brophy for a term to expire June 30, 2018. Ms. Brown seconded the motion. Mr. Howell stated that this would create a board of 2-2-3. The motion carried by a unanimous vote. Ms. Cebula said she would be putting in her application either for the vacancy that is going to exist or for the alternate position.

D. Town Administrator's Contract

Chairman MacAskill stated that the Board discussed the Town Administrator's contract in Executive Session where they built the framework to make an offer to Mr. Clark based on his request for a two year extension and that proposal will be made to Mr. Clark this week.

E. West Harwich School Discussion

Mr. Clark stated that we had a staff meeting in which different concepts were floated and he will put those together and bring those to the Board. He described one concept which was to have the building repurposed as a bathroom facility, to have a playground be located in that area, and provide a space for any sewer operations, most likely a pump house that we would need as part of the three town agreement we are pursuing with Dennis and Yarmouth. Ms. Brown said she spoke to some of the interns at the Cape Cod Theater and one of their concerns is the distance between the theater and the Old Rec Building they are using in Harwich Center. She suggested the use of West Harwich School for this purpose particularly as it is within walking distance of the theater. Mr. Howell said if the theater were to pursue that, we could use the license agreement model used for the South Harwich Meeting House. He said he would be in support of this and commented that to keep the building in place and operating would be a good thing. Chairman MacAskill asked Mr. Clark to send a letter to the Cape Cod Theater asking if there is any interest. Ms. Kavanagh commented that it is a good idea. Mr. Clark discussed work that had been done on the building and stressed that it still needs work.

F. HMEA Contract

Chairman MacAskill reported that the Board approved the HMEA contract in Executive Session.

G. 4 Central Avenue discussion

Mr. Clark reported that they did put out a bid offering to direct abutters. He noted that the property is so small and you couldn't construct any type of dwelling on it. He stated that they did receive some competing bids which is a clear indication that we can get additional revenue if we go out to bid again. He noted that we did receive a bid after the fact which cannot be considered under procurement law. He said it is in the Town's best interest to get the value of that property and we have the opportunity to realize some additional revenue and maximize it.

H. Library Project Update

Mr. Clark reported that this is a preservation project which involves stripping the paint and making improvements to the subsurface. He noted that we received 4 or 5 bids the first time we went out, it was an all or nothing bid, and they were above the Town appropriated amount so therefore not pursued. He explained that the recommendation of the architect was to split the project up and go back out to bid which resulted in bids that were even higher. He said the recommendation now of the architect and Facilities Maintenance Manager is to go out to bid again in the fall of 2017 and line that work up for the spring 2018. He explained that you would pay a premium in the summer as contractors would have to bump other work they have. He said this project may be a candidate for looking at some grants or at least a request to CPC for additional funding. Chairman MacAskill stated that the way it is being done does not allow for a lot of people to bid on it and indicated it was due to the requirement of being DCAM certified and how the bid is laid out with the chemical stripping process. He questioned whether we should relook at this. Mr. Clark said he could discuss this with Mr. Libby and noted that it is important to do the right thing. He stressed the need to get the timing right on putting it out the bid. He said they can look at things they can do for instance with the chemical stripping process that may make this project more affordable and open up the bidding. Chairman MacAskill questioned if we can do something about the columns now as they are not part of the project. Mr. Clark responded that they are part of the project but that may be something to look at with regard to breaking up elements and doing that separately. Mr. Howell agreed with Chairman MacAskill's recommendation and said it wouldn't hurt to revisit it.

NEW BUSINESS

A. Potential Community Preservation Committee Articles – priorities

Mr. Clark outlined potential Community Preservation Committee articles including Hinckley's Pond alum treatment and expansion of access, application for a records retentions system to digitize and store Town records, Albro House estimate, Judah Eldredge property acquisition for conservation purposes, Housing Trust, West Harwich School, Brooks Park Phase 5, new scoreboard at Whitehouse Field, Brooks Library preservation work, and Cemetery Commission projects. Mr. Howell urged that the criteria for certain requests be clarified for applicants. Mr. Clark read the following section of the Town by-laws with regard to the establishment of our Community Preservation Committee: "After the above-named commissions, boards and committees have designated their members, the Board of Selectmen shall confirm their appointment as members of the Community Preservation Committee.

Membership on the Community Preservation Committee of those members designated by any of the above-named Town agencies is contingent on the member's continued service on the designating body." He said it may be worthwhile for the Board or Interview Committee to come out and say if the by-law says the Board of Selectmen can confirm the people that go on, you should probably lay out the expectation that a lot of projects were cancelled last year and it wasn't just for not getting the right information, in some cases for instance Hinckley's Pond, we asked what they needed and they said nothing, it was just dead silence. He said if you are going to lay out a criteria, if there is a designee that is on there for Historic, then they should be the person that helps people fill out the Historic application. He stated that he doesn't know why we aren't helping applicants get things approved and the Board has an opportunity to do that. Chairman MacAskill asked if the Board wanted to start with the liaison and then have a joint meeting if we need to. Mr. Ballantine said yes and added that he was surprised that it has become so rigid and it was not that way when he was on the committee. He said the Board needs to set the tone. The Interview Committee agreed to start the legwork on this.

- B. Update on Wastewater project status
- C. Status on the Phase 2 Wastewater

Mr. Clark reported that we have survey crews that are out taking measurements and elevations which is necessary for the design of the East Harwich system. He said he met with some of the engineers to talk about a joint application with Chatham. He explained that the State Revolving Loan fund wanted to see two applications so Chatham will do an application for their phasing and the inter-connect that we agreed to partner on with them. He said we will partner with Chatham on the application and our part will be \$7,900 and then we would do our own application for the construction side on the East Harwich model. He stated that the joint application is due in mid-August and we are well on our way. He noted that he spoke to CDM in regard to when we can anticipate getting a more detailed estimate of the cost and most likely we will have to carry the construction costs we already have in the capital project. He said they anticipate getting better numbers around January. Mr. Clark further stated he is planning on a contract with CDM to have them provide some assistance to help in the determination on the Cold Brook project with Harwich Conservation Trust who owns that property. He said we are having a little bit of a disagreement as HCT would like to create marshland and we would like to have more of a lake system as the lakes are much more efficient at removal of nitrogen and phosphorus. He noted that we do need to ask Town Meeting for funding for the construction of the sewer system and we do have the County as a vehicle for the loan system. Mr. Clark took questions and comments from the Board with regard to the logistics of the project. Mr. Ballantine reported that he, Mr. MacAskill, and Mr. Clark met with the towns of Yarmouth and Dennis with regard to regionalizing the sewer plan and they are going to meet again next month.

D. Wastewater Implementation Committee Charge

Mr. Ballantine provided an overview of the charge. Chairman MacAskill said we should transition this into a team of people and stressed the need to maintain the spreadsheet. He noted that he would email his comments to Mr. Ballantine. Mr. Ballantine said his thinking is to dissolve the current Wastewater Implementation Committee and have an advisory committee to replace it to advise the overall process. Mr. Clark said the CWMP compliance elements can be done by Mr. Pelletier and have the Water/Wastewater Department start to be formed and do the Charter elements to get it formally set up and then to get updates as we achieve them. He said he thinks there is a role for the committee to continue to perform but having people from different parts of town would mean that some people wouldn't have as vested an interest if the work hasn't started yet in their section. He said we need someone to do the education piece of it and it would be helpful to have people to monitor the

progress. He added that the education piece should continue for at least a year. Mr. Ballantine said the idea was to have the committee to do what they are doing now but be an advisory committee going forward. He said he spread out the membership because we are asking the entire town to pay for it. Chairman MacAskill asked Mr. Clark to send his comments to Mr. Ballantine and himself. Chairman MacAskill said he thinks we should drop the membership from 7 to 5 and dissolve the current committee. The Board agreed to have Mr. Ballantine and Chairman MacAskill work on this. Ms. Pflieger said the direction they are heading toward a technical committee makes more sense and suggested having 3 citizens on it.

E. Cable Funds discussion

Mr. Clark reported that he met with Monomoy School staff and they have reached a resolution. He noted that we receive funds for public education and government under cable access and these are costs related to the operation of the TV studio for which we have been doing a 50/50 split with Chatham. He recommended we reimburse the School for FY17 \$8,950 to contribute our portion to improvements to the TV studio. Mr. Howell moved to approve the invoice with a 50/50 split. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

F. ICMA TV – Promotional Video for Harwich in the amount of \$17,500

Mr. Clark reported that ICMA is offering this service of a promotional video for \$17,500 to promote towns and they have selected Harwich as one they are considering doing. He commented that this is a really good opportunity and we would be a featured community at the trade show in Texas this year as well as on the ICMA TV channel for a year. He stated that we would have it as the final end product to promote the Town as well as spinoffs and he has money in the budget for consulting that he originally envisioned using for wastewater consulting but he could approach the Finance Committee to reimburse us a portion and seek other partners that would have some interest in participating in this. He said in his experience this is worthwhile and noted that there is some timeliness to this. Mr. Howell questioned what the value is other than being self-congratulatory. Ms. Brown indicated that she has looked it up on-line and is just going to say no. Mr. Ballantine said he would likely vote no on it but said he would like to see a little more definition of it. Chairman MacAskill said he thinks it's a great idea but there is nothing he can look at and with the lack of time he doesn't think he would support it. He said if we can get some kind of extension he wouldn't mind putting it on the next agenda.

TOWN ADMINISTRATOR'S REPORT

A. IMA Advisory Board Appointments

Mr. Clark stated that he did get additional information from Chatham and they are seeking two citizen volunteers for their advisory board. He noted that their Town Administrator is on it automatically and he has volunteered to be on it, and we would have one other appointment. The Board discussed advertising the position. Chairman MacAskill said the goal is to appoint one and also consider appointing Mr. Clark.

SELECTMEN'S REPORT

Mr. Ballantine stated that as liaison he met with the Chairman of the Treasure Chest on Friday. He noted that it can sometimes be one of our more contentious operations. He noted that it was a good

discussion, they are trying very hard to be respectful and helpful to people and at the same time the Chairman is trying to add a little more structure to the group and he thinks they are making progress.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 9:33 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS

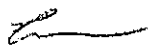
273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

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MEMORANDUM

TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: July 12, 2017

RE: Lower County Road Capital Project Update

On November 23, 2015, at a Board of Selectmen's meeting, I proposed a stand-alone project to reconstruct Lower County Road to address numerous deficiencies including the poor condition of the road, structural defects with its base, a non-ADA compliant continuous sidewalk and old and failing drainage systems. Further, the sheer scope of the project is more than we could handle under our County Bid Road Construction items. At that meeting I informed the Board that although Lower County Road is eligible for State funding in the Transportation Improvement Program, that there is no way to meet the Complete Streets criteria (sidewalks and bike lanes on both sides of the street) within the Town's 40' ROW.

During that meeting I suggested that the DPW and Engineering Department could collectively perform the necessary survey and engineering for this project, saving the Town approximately \$250k in the process. Unfortunately, neither the DPW nor Engineering Department had enough spare time to allocate to the project to keep it on track for construction in FY 19. To address this problem, we hired Tom Ockerbloom, a retired MassDOT Senior Project Engineer, to assist us in developing Lower County Road as a book job. Mr. Ockerbloom was in charge of the Town's Route 137 corridor project and is a primary reason it went so smoothly.

Attached for your review is a scope of work list and preliminary office estimate that Tom has developed utilizing the MassDOT Statewide Weighted Bid Prices. Given that this estimate is significantly higher than the \$4M estimate we developed in-house, I had Chris Nickerson compare some of the larger dollar items to our current bid prices. That exercise yielded approximately \$500k in potential savings while the included 10% contingency is nearly another \$500k. While Mr. Ockerbloom has been developing projects like this for decades at MassDOT and knows roadway construction better than anyone I know, it is my personal belief that this project will solicit extremely competitive bids from contractors that will be considerably lower than the Preliminary Office Estimate that Tom developed.

Attachments – Lower County Road Scope of Work & Preliminary Office Estimate

**HARWICH – LOWER COUNTY ROAD: PROPOSED
RECONSTRUCTION, RESURFACING AND RELATED WORK**

SCOPE OF WORK

PROJECT LIMITS OF WORK: FROM “DIVISION ST.” (DENNIS / HARWICH TOWN LINE) TO INTERSECTION AT ROUTE 28 IN HARWICHPORT. PROJECT LENGTH = 2.25 MILES.

***ROADWAY:** A.) FULL DEPTH ROADWAY RECONSTRUCTION / REPLACEMENT LOCATIONS – DUE TO FAILING PAVEMENT STRUCTURE: 1.) FROM “DIVISION ST.” TO “TRINITY COVE RD.” (APPROX. 1/4 MI.); 2.) FROM “BROOKS RD.” TO RTE. 28 (APPROX. 3/4 MI.);

B.) ROADWAY MILLING AND RESURFACING LOCATION(S) – DUE TO CURRENTLY SATISFACTORY PAVEMENT STRUCTURE: FROM “TRINITY COVE RD.” TO “BROOKS RD.” (APPROX. 1. MI.);

***SIDEWALKS:** RECONSTRUCTION OF ALL SIDEWALK LOCATIONS THROUGHOUT THE PROJECT TO COMPLY WITH THE “AMERICANS WITH DISABILITIES ACT” (ADA);

***VARIOUS / RELATED WORK:**

GUARD RAIL IMPROVEMENTS AND CONCRETE SURFACES PRESERVATION WORK AT THE “ALLEN HARBOR” BRIDGE STRUCTURE LOCATION, DRAINAGE SYSTEM IMPROVEMENTS, PAVEMENT MARKINGS, TRAFFIC SIGNS, SAFETY AND SIGHT DISTANCE CLEARING, SHOULDER LANDSCAPING AND OTHER INCIDENTAL WORK;

***WORK SCHEDULE:** NO WORK WILL BE ALLOWED BETWEEN JUNE 15th AND SEPTEMBER 15th. THE INTENT IS THAT THE PROJECT WILL BE CONSTRUCTED DURING 2 CONSECUTIVE “CONSTRUCTION SEASONS” – EITHER WITH FALL / SPRING CONSECUTIVE SEASONS OR WITH SPRING / FALL CONSECUTIVE SEASONS.

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
101	SAFETY AND SIGHT DISTANCE CLEARING	LS	1	\$18,535.71	\$18,535.71
102.5	INDIVIDUAL TREE PROTECTION	EA	25	\$248.05	\$6,201.25
103	TREE REMOVED - DIAMETER UNDER 24 INCHES	EA	12	\$942.85	\$11,314.20
104	TREE REMOVED - DIAMETER 24 INCHES AND OVER	EA	2	\$1,746.50	\$3,493.00
105	STUMP REMOVED	EA	5	\$406.53	\$2,032.65
120.1	UNCLASSIFIED EXCAVATION	CY	9,725	\$32.00	\$311,200.00
141.1	TEST PIT FOR EXPLORATION	CY	100	\$78.36	\$7,836.00
144	CLASS B ROCK EXCAVATION	CY	5	\$125.34	\$626.70
145	DRAINAGE STRUCTURE ABANDONED	EA	20	\$505.20	\$10,104.00
146	DRAINAGE STRUCTURE REMOVED	EA	45	\$481.14	\$21,651.30
151	GRAVEL BORROW - TYPE B	CY	50	\$38.43	\$1,921.50
170	FINE GRADING AND COMPACTING	SY	26,625	\$3.64	\$96,915.00
201	CATCH BASIN	EA	80	\$3,229.05	\$258,324.00
202	MANHOLE	EA	1	\$4,483.62	\$4,483.62
204	GUTTER INLET	EA	10	\$1,701.83	\$17,018.30
205	LEACHING BASIN	EA	35	\$4,788.27	\$167,589.45
205.1	PRECAST CONCRETE LEACHING GALLEY	EA	155	\$1,920.00	\$297,600.00
220	DRAINAGE STRUCTURE ADJUSTED	EA	195	\$400.00	\$78,000.00
220.2	DRAINAGE STRUCTURE REBUILT	FT	50	\$415.35	\$20,767.50
220.3	DRAINAGE STRUCTURE CHANGE IN TYPE	EA	1	\$950.00	\$950.00
220.5	DRAINAGE STRUCTURE REMODELED	EA	1	\$750.00	\$750.00
222.3	FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD	EA	135	\$780.27	\$105,336.45
223.1	FRAME AND GRATE (OR COVER) REMOVED AND STACKED	EA	12	\$125.00	\$1,500.00
223.2	FRAME AND GRATE (OR COVER) REMOVED AND DISCARDED	EA	1	\$100.00	\$100.00
223.3	FRAME AND GRATE (OR COVER) REMOVED, RELOCATED & RESET	EA	50	\$600.00	\$30,000.00
227.3	REMOVAL OF DRAINAGE STRUCTURE SEDIMENT	CY	20	\$215.00	\$4,300.00
227.4	REMOVAL OF DRAINAGE PIPE SEDIMENT	FT	350	\$8.77	\$3,069.50
238.10	10 INCH DUCTILE IRON PIPE	FT	10	\$120.00	\$1,200.00
238.12	12 INCH DUCTILE IRON PIPE	FT	10	\$135.00	\$1,350.00
252.12	12 INCH CORRUGATED PLASTIC (POLYETHYLENE) PIPE	FT	1,000	\$65.00	\$65,000.00

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
252.12A	12 INCH CORRUGATED PLASTIC (POLYETHYLENE) PIPE-FLARED END SECTION W/RIP RAP SPLASH PAD	EA	1	\$1,448.00	\$1,448.00
252.12B	12 INCH CORRUGATED PLASTIC (POLYETHYLENE) PIPE-ELBOW	EA	85	\$143.00	\$12,155.00
340	IRRIGATION SYSTEM ADJUSTED	FT	200	\$25.00	\$5,000.00
358	GATE BOX ADJUSTED	EA	110	\$205.00	\$22,550.00
376	HYDRANT	EA	1	\$4,025.12	\$4,025.12
376.3	HYDRANT - REMOVED AND STACKED	EA	1	\$753.56	\$753.56
376.5	HYDRANT - ADJUSTED	EA	1	\$1,400.00	\$1,400.00
402	DENSE GRADED CRUSHED STONE FOR SUB-BASE	CY	5,440	\$64.37	\$350,172.80
402.1	DENSE GRADED CRUSHED STONE FOR SHOULDERS	TON	25	\$55.00	\$1,375.00
415	PAVEMENT MICROMILLING	SY	17,000	\$6.00	\$102,000.00
443	WATER FOR ROADWAY DUST CONTROL	MGL	38	\$77.54	\$2,907.75
460	HOT MIX ASPHALT - TOP COURSE - MODIFIED	TON	3,450	\$98.54	\$339,963.00
460.01	HOT MIX ASPHALT - LEVELING COURSE	TON	950	\$152.63	\$144,998.50
460.02	HOT MIX ASPHALT - INTERMEDIATE COURSE	TON	6,000	\$107.09	\$642,540.00
464	ASPHALT EMULSION FOR TACK COAT	GAL	4,000	\$7.86	\$31,440.00
464.5	HOT POURED RUBBERIZED ASPHALT SEALER	FT	16,500	\$3.10	\$51,150.00
465	PAVE SHIELD PAVEMENT SEALING	SY	335	\$10.20	\$3,417.00
470.2	HOT MIX ASPHALT BERM, TYPE A - MODIFIED	FT	1,525	\$6.50	\$9,912.50
472	HOT MIX ASPHALT FOR MISCELLANEOUS WORK	TON	185	\$196.58	\$36,367.30
472.1	DRAINAGE SYSTEMS PATCHING - TEMPORARY	SY	830	\$95.00	\$78,850.00
472.2	DRAINAGE SYSTEMS PATCHING - PERMANENT	SY	830	\$120.00	\$99,600.00
482.3	SAWCUTTING ASPHALT PAVEMENT	FT	2,250	\$3.74	\$8,415.00
482.31	SAWING & SEALING JOINTS IN ASPHALT PAVEMENT AT BRIDGES	FT	60	\$24.69	\$1,481.40
504.2	GRANITE CURB TYPEVA-4 - SPLAYED END	EA	1	\$350.00	\$350.00
506	GRANITE CURB TYPE VB - STRAIGHT	FT	3,250	\$33.61	\$109,232.50
509	GRANITE TRANSITION CURB - STRAIGHT	FT	575	\$42.10	\$24,207.50
511.1	GRANITE EDGING TYPE SB - STRAIGHT	FT	30	\$35.00	\$1,050.00
512.1	GRANITE EDGING TYPE SB (RADIUS 10 FEET OR LESS)	FT	30	\$40.00	\$1,200.00
580	CURB REMOVED AND RESET	FT	6,315	\$22.42	\$141,582.30
580.1	CURB REMOVED, RELOCATED AND RESET	FT	464	\$25.95	\$12,040.80

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
580.2	TRANSITION CURB REMOVED AND RESET	FT	700	\$23.42	\$16,394.00
582.2	CURB CORNER REMOVED, RELOCATED AND RESET	EA	3	\$300.00	\$900.00
583	EDGING REMOVED AND RESET	FT	150	\$20.44	\$3,066.00
594	CURB REMOVED AND DISCARDED	FT	510	\$6.10	\$3,111.00
596	CURB CORNER REMOVED AND DISCARDED	EA	67	\$75.00	\$5,025.00
597	EDGING REMOVED AND DISCARDED	FT	55	\$6.66	\$366.30
622.11	STEEL W BEAM HIGHWAY GUARD (COR-TEN WEATHERING) - TYPE SS (SINGLE FACED/WOOD POSTS)	FT	126	\$24.47	\$3,083.22
622.3	STEEL W BEAM HIGHWAY GUARD - CURVED (COR-TEN WEATHERING) - TYPE SS (SINGLE FACED/WOOD POSTS)	FT	13	\$26.29	\$341.77
622.41	STEEL W BEAM HIGHWAY GUARD (COR-TEN WEATHERING) - TYPE SS (SINGLE FACED/WOOD POSTS) - BURIED END	EA	2	\$956.92	\$1,913.84
627.1	STEEL W BEAM TERMINAL SECTION (COR-TEN WEATHERING) - SINGLE FACED	EA	1	\$61.09	\$61.09
627.6	STEEL HIGHWAY GUARD - TRANSITION BEAM - THRIE BEAM TO W BEAM (COR-TEN WEATHERING)	EA	3	\$1,246.00	\$3,738.00
628.1	LEADING END FOR STEEL BEAM HIGHWAY GUARD AT BRIDGE (COR-TEN WEATHERING)	EA	2	\$1,479.24	\$2,958.48
628.12	TRAILING END FOR STEEL BEAM HIGHWAY GUARD AT BRIDGE (COR-TEN WEATHERING)	EA	1	\$1,479.24	\$1,479.24
628.13	TRAILING END FOR STEEL BEAM HIGHWAY GUARD AT BRIDGE (COR-TEN WEATHERING) - MODIFIED FOR DRIVEWAY LOCATION - ALL THRIE BEAM WITH TERMINAL END	LS	1	\$2,543.37	\$2,543.37
635.1	HIGHWAY GUARD REMOVED AND DISCARDED	FT	400	\$3.15	\$1,260.00
670	SPLIT RAIL FENCE REMOVED AND RESET	FT	80	\$24.01	\$1,920.80
670.1	WHITE RAIL FENCE (WOOD-PAINTED) REMOVED AND RESET	FT	16	\$24.01	\$384.16
670.2	SPLIT RAIL FENCE REMOVED AND REPLACED	FT	90	\$35.00	\$3,150.00
670.3	WHITE PICKET FENCE (WOOD 4 FT. HT.) REMOVED & REPLACED	FT	24	\$35.00	\$840.00
670.4	WHITE PICKET FENCE (WOOD 3 FT. HT.) REMOVED & REPLACED	FT	80	\$35.00	\$2,800.00
673	TIMBER RETAINING WALL REMOVED AND REPLACED	LS	1	\$5,000.00	\$5,000.00

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
697	SEDIMENTATION FENCE	FT	350	\$3.75	\$1,312.50
697.1	SILT SACK	EA	90	\$160.00	\$14,400.00
702	HOT MIX ASPHALT WALK SURFACE	TON	815	\$183.24	\$149,340.60
703	HOT MIX ASPHALT DRIVEWAY	TON	365	\$176.83	\$64,542.95
703.1	HOT MIX ASPHALT DRIVEWAY - STAMPED PATTERN	SF	215	\$2.80	\$602.00
703.2	HOT MIX ASPHALT DRIVEWAY - STAMPED PATTERN - RED	SF	250	\$6.00	\$1,500.00
704.2	COBBLESTONE DRIVE APRON REMOVED AND RESET	SY	75	\$186.25	\$13,968.75
704.3	RED BRICK DRIVE APRON REMOVED AND RESET	SY	35	\$190.38	\$6,663.30
704.4	WHITE SHELL DRIVE APRON REMOVED AND REPLACED	TON	1	\$155.29	\$155.29
706.1	RED BRICK WALK REMOVED AND RELAID	SY	3	\$200.38	\$601.14
706.5	RED BRICK STEPS REMOVED AND RESET	SY	1	\$1,183.33	\$1,183.33
715	RURAL MAIL BOX REMOVED AND RESET	EA	5	\$175.62	\$878.10
741	ENGINEERS FIELD OFFICE AND EQUIPMENT (TYPE B)	MO	12	\$2,100.00	\$25,200.00
748	MOBILIZATION	LS	1	\$80,000.00	\$80,000.00
751	LOAM BORROW	CY	1,620	\$47.81	\$77,452.20
765	SEEDING	SY	11,800	\$2.00	\$23,600.00
767.8	BALES OF STRAW FOR EROSION CONTROL	EA	120	\$12.00	\$1,440.00
823.8	FLASHING BEACON SYSTEM REMOVED AND STACKED	LS	1	\$656.00	\$656.00
823.9	FLASHING WARNING SIGN SYSTEM REMOVED AND STACKED	LS	1	\$656.00	\$656.00
827.2	24 INCH WARNING CLUSTER (H1-2) - ALUMINUM PANEL (TYPE A)	EA	1	\$148.00	\$148.00
832	WARNING-REGULATORY AND ROUTE MARKER - ALUM. PANEL (TYPE A)	SF	300	\$11.70	\$3,510.00
833.5	DEMOUNTABLE REFLECTORIZED DELINEATOR - GUARD RAIL	EA	17	\$5.41	\$91.97
833.7	DELINEATION FOR GUARD RAIL TERMINI	EA	4	\$39.48	\$157.92
847.1	SIGN SUP (N/GUIDE)+RTE MKR W/1 BRKWAY POST ASSEMBLY - STEEL	EA	210	\$122.04	\$25,628.40
851.1	TRAFFIC CONES FOR TRAFFIC MANAGEMENT	DAY	160	\$150.00	\$24,000.00
852	SAFETY SIGNING FOR TRAFFIC MANAGEMENT	SF	835	\$18.00	\$15,030.00
853.1	PORTABLE BREAKAWAY BARRICADE TYPE III	EA	10	\$156.87	\$1,568.70
854.034	TEMPORARY PAVING MARKINGS - 4 INCH (TAPE)	FT	1755	\$1.75	\$3,071.25
854.035	TEMPORARY PAVING MARKINGS - 4 INCH (REMOVABLE TAPE)	FT	1235	\$2.75	\$3,396.25

Item No.	Item Description	Unit	Quantity	Unit Price	Item Total Price
856.1	PORTABLE CHANGEABLE MESSAGE SIGN	DAY	395	\$25.00	\$9,875.00
859	REFLECTORIZED DRUM	DAY	23400	\$0.25	\$5,850.00
860.04	4 INCH REFLECTORIZED WHITE LINE - TEMP. (PAINTED)	FT	24000	\$0.25	\$6,000.00
860.12	12 INCH REFLECTORIZED WHITE LINE - TEMP. (PAINTED)	FT	4150	\$0.50	\$2,075.00
861.04	4 INCH REFLECTORIZED YELLOW LINE - TEMP. (PAINTED)	FT	68000	\$0.25	\$17,000.00
865.1	CROSSWALKS AND STOP LINES - REFL. WHITE (THERMOPLASTIC)	SF	4150	\$3.25	\$13,487.50
866.04	4 INCH REFLECTORIZED WHITE LINE (THERMOPLASTIC)	FT	24000	\$1.50	\$36,000.00
867.04	4 INCH REFLECTORIZED YELLOW LINE (THERMOPLASTIC)	FT	25200	\$1.25	\$31,500.00
874.02	STREET NAME SIGN	EA	56	\$99.00	\$5,544.00
874.1	STREET SIGN REMOVED AND RESET	LS	1	\$500.00	\$500.00
874.2	TRAFFIC SIGN REMOVED AND RESET	LS	1	\$500.00	\$500.00
874.3	TRAFFIC SIGNS REMOVED AND STACKED	LS	1	\$1,000.00	\$1,000.00
964.2	CONCRETE PROTECTIVE COATING	SF	1500	\$18.00	\$27,000.00
971.2	ASPHALTIC BRIDGE JOINT SYSTEM	LF	60	\$250.00	\$15,000.00
REGULAR CONTRACT ITEM TOTAL / CONTRACT SUBTOTAL =					\$4,563,177.58
Item No.	CONTRACT COMPANION ITEMS	Unit	Quantity	Unit Price	Item Total Price
999.001	TRAFFIC POLICE - REGULAR RATE (@ \$60.00/HR.)	\$	307200	\$1.00	\$307,200.00
999.002	TRAFFIC POLICE - OVERTIME RATE (@ \$90.00/HR.)	\$	115200	\$1.00	\$115,200.00
999.800	CONTINGENCY \$ (10%)	\$	456318	\$1.00	\$456,318.00
CONTRACT COMPANION ITEM TOTAL / CONTRACT SUBTOTAL =					\$878,718.00
ESTIMATED CONTRACT GRAND TOTAL =					\$5,441,895.58



September 2018



Housing Assistance Corporation's

BIG FIX

Harwich



The Big Fix is a program of Housing Assistance Corporation
 460 West Main Street, Hyannis, MA 02601
 508-771-5400 ♦ www.HAConCapeCod.org



Housing Assistance Corporation's

BIG FIX

Volunteer

Join us for a wonderful community service day in the Town of Falmouth as we send teams of volunteers to assist veterans, seniors and disabled homeowners with clean-up, landscaping and small home repair projects. Tasks can include weeding, pruning hedges, raking, hauling brush, cleaning gutters, and moving heavy/bulky items to and from storage. Basic home repair skills (painting, carpentry, electric, plumbing, masonry) are a plus, but not required. Since 2010, the Big Fix has mobilized more than 1300 volunteers and assisted 88 households in Barnstable, Sandwich, Dennis, Mashpee, Yarmouth, Bourne and Brewster. For more information log onto www.HAConCapeCod.org/Big-Fix or volunteer@HAConCapeCod.org or 508-771-5400, ext. 279.

Description of project

The Big Fix is a community service event coordinated by Housing Assistance Corporation (HAC). The vision of this event is to make home and landscaping improvements that will enhance the comfort, safety and quality of life for veterans, the disabled, and seniors on Cape Cod and the Islands. Our mission is to engage community volunteers in performing small home repairs, cleaning and landscaping work at homes selected to receive assistance. The accumulation of small home repairs can become a burden to this population of the community.

The homeowners selected to receive assistance through this program will be chosen based on income, repair needs and our ability to meet requests. Once selected, a homeowner will be asked to identify home maintenance projects and repairs they need completed. Prior to the event all homes will be inspected by a skilled professional to determine the materials and skills needed to complete all projects.

History

- Barnstable 2010 (22 houses/150+ volunteers)
- Sandwich 2011 (7 houses/1 over flow project/124 volunteers)
- Dennis 2012 (10 houses/195 volunteers)
- Mashpee 2013 (12 houses/250 volunteers)
- Yarmouth 2014 (11 houses/200 volunteers)
- Bourne 2015 (12 houses/175 volunteers)
- Brewster 2016 (14 houses/278 volunteers)
- Falmouth 2017

Schedule of Towns

Harwich - September 2018 (TBD)

Previous sponsors have included: Hero's In Transition, 99 Restaurant, Botello Lumber, Cape Associates, Eastern Bank, HB&RACC, Home Depot, Hubbard Paint & Wallpaper, Hyannis Toyota, Lamberts, Oceanside Restoration, Princi & Son Landscaping, Subway, TD Charitable Foundation, The Valle Group, Whole Foods Market and many more.

Become a sponsor

If you are interested in becoming a sponsor for this exciting event, please contact:
 Deanna Bussiere at dbussiere@HAConCapeCod.org or 508-771-5400, ext. 270.



www.HAConCapeCod.org



Big Fix
Harwich 2018



Date TBD: September 2018

The Big Fix is Community



Big Fix Vision & Mission



The vision of this event is to make home and landscaping improvements that will enhance the comfort, safety and quality of life for seniors, the disabled and veterans on Cape Cod and the Islands. We engage community volunteers in performing the work at homes selected to receive assistance.

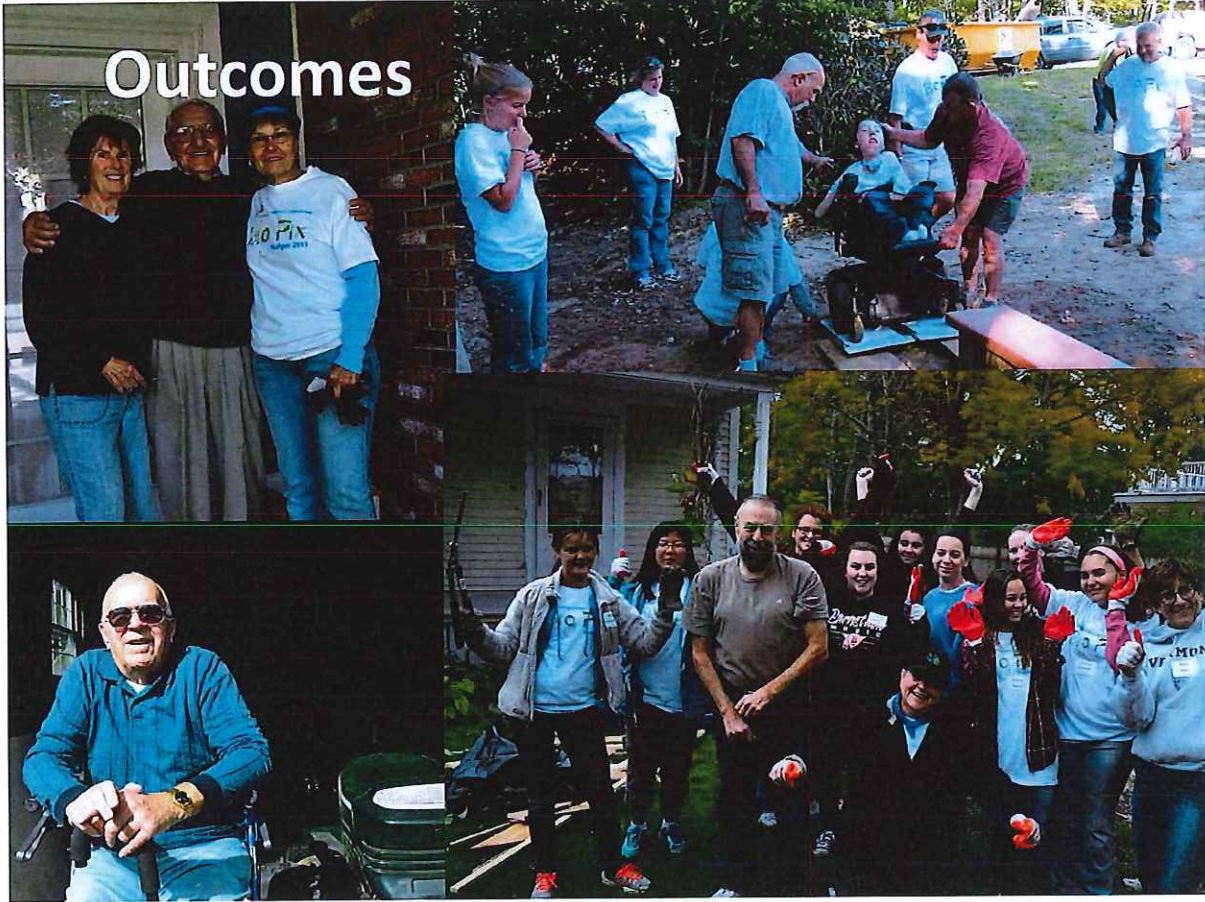
Impact

- Barnstable 2010
- Sandwich 2011
- Dennis 2012
- Mashpee 2013
- Yarmouth 2014
- Bourne 2015
- Brewster 2016
- Falmouth 2017



Helping More Than 100 Homeowners
Driven by over 1500 Volunteers







Major Sponsor: Heroes In Transition



Big Fix Lunch Sponsor



Big Fix Breakfast Sponsor



Big Fix Harwich September 2018!



OFFICE OF THE SELECTMEN

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



Larry Brophy and Linda Cebula were appointed as full Planning Board members at the June 27, 2016 BOS meeting with terms to expire in 2019. At that time, only one seat was available to be filled. Section 7-3-1 of the Town Charter (Change in Composition of Appointed Town Agencies) states "A Town Meeting may, *by by-law* (emphasis added), enlarge or decrease the number of persons to serve as members of appointed town agencies established or continued under this charter but all town agencies shall consist of an odd number of voting members." To that end, the Town voted to make such a change at the May 2008 Special Town Meeting when it adopted article 6, amending Section 7-10 of the Town By-Laws as contained in The Code of the Town of Harwich. The adopted language says in full "In accordance with Section 7-3-1 of the Town Charter, the Planning Board membership is hereby reduced from nine members to seven members. The first two vacancies that exist on occur or after the effective date of this by-law shall not be filled." That change had the benefit of legal review before it ever got to Town Meeting.

The Board of Selectmen exceeded its authority in a number of ways under the Code of the Town of Harwich by appointing the two individuals that night, thus creating an 8 person Planning Board. For one of these individuals, the appointment was never legally valid.

Also, NEITHER of them should have been appointed for terms expiring in 2019 as this ran contrary to the charter requirement of staggered terms. In one vote, the Board created a Planning Board with eight members (when they were only eligible for seven) with one term expiring in 2018, two in 2020 and FIVE in 2019 (i.e. not staggered) and left the Planning Board with an even number of members (another Charter violation).

I suggest the following potential voted resolution: 1) One of the two individuals had previously served (and, indeed, was serving on the Planning Board as an alternate immediately prior to this error). We typically elevate alternates to full positions when openings occur. So, I suggest the BOS should vote to recognize that Linda Cebula's appointment exceeded our authority and is, therefore, rescinded 2) Larry Brophy should have his term in office modified by vote to expire in 2018. 3) We should include Linda as an interview candidate for the only real vacancy that exists on that Board; an alternate position (if she elects to accept that position, if offered, during her interview).

Taking no action is not an option, as it provides a basis for appeal on any future matter the Planning Board might vote now that this issue has been discovered. The only real question is which of the two appointments needs to be rescinded because the vote (on the consent agenda) exceeded the Board's legal authority. The proposed resolution would leave the Planning Board with seven full members (an odd number) serving staggered terms (two positions each with a term expiring in 2018 and 2020 respectively and three expiring in 2019) and two alternates.

In closing, enacting all of the forgoing would bring the Planning Board membership into conformance with the requirements of both the Charter and our By-Laws.

Respectfully Submitted,

Don Howell

Related Documents - July 24, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes June 5.pdf
- 03 Minutes June 12.pdf
- 04 Minutes June 19.pdf
- 05 HCT Wildlands Music & Art Stroll.pdf
- 06 CAFR Grant.pdf
- 07 Drainage Contract Award.pdf
- 08 Award of C&D Trailer.pdf
- 09 Assistant Assessor Appointment.pdf
- 10 Rescind re-appointment.pdf
- 11 HDHC Recommend to Appoint.pdf
- 12 Public Hearing - License Transfer.pdf
- 13 Septic Loan Management Program.pdf
- 14 Lower County Rd project update.pdf
- 15 HAC Harwich Big Fix 2018.pdf
- 16 Housing Coordinator.pdf
- 17 Tax Title Properties.pdf
- 18 Planning Board Appt Discussion.pdf
- 19 4 Central Avenue update.pdf
- 20 Library Restoration Update.pdf
- 21 Potential CPC Articles.pdf
- 22 Wastewater Committee Charge Draft.pdf
- 23 Cable Funds.pdf
- 24 ICMA TV.pdf
- 25 TA Rpt - IMA Advisory Board Appts.pdf