

**SELECTMEN’S MEETING AGENDA\***

*Griffin Room, Town Hall  
Executive Session 6:00 P.M.  
Regular Meeting 6:30 P.M.  
Tuesday, January 19, 2016*

**I. CALL TO ORDER**

**II. EXECUTIVE SESSION** - Pursuant to M.G.L. Ch. 30A, §21(a)(3), to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the Chair so declares – Cumberland Farms

**III. PLEDGE OF ALLEGIANCE**

**IV. WEEKLY BRIEFING**

**V. PUBLIC COMMENT/ANNOUNCEMENTS**

**VI. CONSENT AGENDA**

A. Minutes -

- 1. January 4, 2016 Regular Session
- 2. January 4, 2016 Executive Session

B. Approve 2016 Annual General License Renewals as recommended

C. Approve recommendations of the Interview/Nominations Subcommittee as follows:

- 1. Request that the By-Law Charter Review Committee consider submitting an article at the May 2016 Annual Town Meeting to amend Charter to include 2 alternate positions to all committees
- 2. Appoint the following:

John Wheeler	Golf Committee	June 30, 2018
Jim Mangan	Council on Aging	June 30, 2018
Valerie Bell	Cape Light Compact	June 30, 2017

D. Authorize Chair to sign Joint Application Authorization for participation in FY16 Eastham Regional CDBG Grant

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

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

- A. Distribution of Energy Funds from Harwich Landfill Solar Field – *discussion & possible vote*
- B. Hall of Fame Nomination – *discussion & possible vote*
- C. Wastewater Educational Moment - *discussion & feedback:*
  - 1. Structure and Governance
  - 2. Proposed Sewer Regulations
  - 3. Zoning & Effluent Discharge Language in CWMP
  - 4. Wastewater Implementation Committee Charge
  - 5. Public Outreach

**X. TOWN ADMINISTRATOR’S REPORT**

A. Free Cash Certification

**XI. SELECTMEN’S REPORT**

A. Board of Selectmen voting representative for MMA Business Meeting – *discussion & possible vote*

**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

\_\_\_\_\_  
Ann Steidel, Admin. Secretary

**Date:** January 14, 2016

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JANUARY 4, 2016  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Cebula, Hughes, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, David Spitz, Carolyn Carey, Ginny Hewitt, Ed McManus, Dana DeCosta, Chris Harlow, Larry Ballantine, Mary Warde, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Hughes.

Chairman Hughes reported that the Board had just come out of Executive Session where they discussed three potential land opportunities.

**WEEKLY BRIEFING**

Ms. Carey announced that the Community Center Facilities Committee will be having an open meeting on January 21 at 1:00 p.m. and 6:30 p.m. to discuss room fees.

Ms. Hewitt announced new programs at the Library.

**CONSENT AGENDA**

- A. Accept resignation of Barry Worth from the Utility & Energy Conservation Commission and as Harwich Representative to the Cape Light Compact effective January 31, 2016
- B. Accept resignation of John Moretti from the Golf Committee effective immediately
- C. Approve amending the Harbor Management Plan by changing the name of Nauti Jane's Boat Rentals, Inc. to Down Cape Charters & Boat Rentals, Inc. There are no other changes to the Special Purpose Mooring Permit
- D. Approve letter of support for Cape Cod FY16 Community Development Block Grants applications to Department of Housing and Community Development
- E. Approve request by Villa Roma to close from January 17<sup>th</sup> until the first week of March 2016
- F. Approve annual renewal of Auto Class I Agents & Sellers License for Harwich Port Boat Yard
- G. Approve annual renewal of Common Victualler License for Dino's Harwich Port Grille

Chairman Hughes noted that Item A would be held as we haven't gotten the official stamped copy of the resignation. Ms. Brown moved approval of the Consent Agenda Items B through G. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

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

A. Public Hearing – Capital Outlay Plan FY17 – FY23 Joint Meeting with Board of Selectmen/Capital Outlay Committee/Finance Committee - *discussion and possible vote*

Ms. Brown read the hearing notice into record. Mr. Clark outlined the proposed Capital Outlay Plan. He reported that total requests were \$19,608,000 with \$13,031,000 recommended for funding. Chairman Hughes and Mr. DeCosta answered procedural questions from Library Trustees' Chair Mary Warde regarding submitting an article at Town Meeting for preservation efforts at the Library. With no one else present from the public on this topic, Chairman Hughes closed the hearing.

B. Public Hearing – Community Development Strategy – *David Spitz, Town Planner*

Chairman Hughes explained that on December 14, 2015 we held a Public Hearing that was advertised for the Community Development Strategy and at it was presented by our Town Planner at that time. He noted that there was an error in the posting in that it identified the date correctly but not the day so to err on the side of caution the Board decided to re-advertise it and hold the hearing again. Ms. Brown read the hearing notice into record and Chairman Hughes opened the hearing. Mr. Spitz noted that this is the same document that they had on December 14 at which time the Board suggested 2 changes that have not been made yet but will be. He outlined the changes as follows: On Page 6, Priority #1, instead of the language “acquiring a recharge site in East Harwich” change to “study a recharge site in East Harwich” and in #4 change “finish preparation of zoning regulations for East Harwich” to “determine if one proposal should be brought to Town Meeting for approval.” Mr. Spitz said this was originally prepared in approximately 2011 and he updates it on a regular basis. He explained that it is a requirement of the state for us to submit a Community Development Block Grant Application and the significant change this year is that after many years, where our target area was Harwich Center, it is now proposed, due to the efforts of some involved local residents, to change the target area to West Harwich and we have a changed a couple of references in this document to reflect that new direction. With no one from the public appearing to give testimony or comments, Ms. Cebula moved to close the public hearing. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. Ms. Cebula moved to adopt the 2016 Community Development Strategy as presented with those modest changes as outlined by Mr. Spitz. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

## **SELECTMEN'S REPORT**

Mr. MacAskill noted that there was a letter in correspondence from a representative of the Little League asking to cut down some trees and he questioned if the Board needs to take this matter up. Mr. Clark responded that we had sent it over to Mr. Hooper who said he didn't think it was any issue. He added that if Mr. Hooper, as Tree Warden, says they can come down then it's not necessarily an action of the Board. Chairman Hughes said they need to tell us why they want to take them down and Mr. MacAskill said he had called them and they indicated that it is purely for aesthetics. Chairman Hughes said we need to get some feedback from Mr. Hooper and put it on next week's agenda.

Ms. Cebula said that the Board is still looking for an explanation of the issue that happened with the tax rate as well as the approach on allocating the indirect costs to the departments for FY16. Mr.

Clark said he is trying to schedule a meeting with the person from the Department of Revenue to have a discussion with him. He said they sent him an email and he sent back some thoughts but they need to have a discussion with him. On the allocation of indirect costs, Mr. Clark said that that was a task for Mr. Gould to handle and he has reminded him of it. He said he hopes to have it to the Board in a week or two.

With regard to the tax issue, Chairman Hughes said the Board and probably the Finance Committee will be looking to how we manage the FY16 budget cash flow process and how we are going to get to the end of the year. He said the Board would like to see what the increased revenues are that Mr. Clark spoke of. Ms. Cebula noted that she has had some phone calls asking what happened with the tax rate and that should be made available to the Board and the public particularly as it is now a month later.

Chairman Hughes said he read in the paper last week that Chatham was potentially facing some drinking water issues so one of the questions in our discussions with Chatham should be is there a way for us to help them out with their water and they can help us with our septage. Mr. Clark reported that he spoke with Mr. Duncanson who was under the impression from an article he read in the newspaper that the IMA was not going to be pursued. He said he had met with Mr. Duncanson informally today and he indicated he would get back at it and get us something.

Chairman Hughes noted that he had received 4 phone calls today regarding a survey about using the Middle School as a Cultural Center. Mr. MacAskill responded that was discussed as an option by the Middle School Repurpose Committee and a resident is putting out the survey.

Mr. LaMantia said the wastewater regulations are expected to be ready in two weeks that they want to take to Town Meeting.

Chairman Hughes asked Mr. Clark to reach out to Mr. Howell to make sure we have everything we need for Charter changes.

## **ADJOURNMENT**

Chairman Hughes adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## 2016 ANNUAL GENERAL LICENSE RENEWALS

Harwich Port Seafarer, Inc.  
d/b/a Harwich Port Seafarer  
86 Sisson Road, Harwich Port  
**Innholders**

Mooncussers Tavern  
86 Sisson Road, Harwich Port  
**Weekday Entertainment**  
Dancing by patrons,  
Live or recorded music with amplification  
5:00 p.m. – 12:00 a.m.  
Noise level not to exceed licensed premises.

Cape Cod Claddagh Inn & Irish Pub  
77 Route 28, West Harwich  
**Innholders License**  
**Weekday Entertainment** with the following conditions:

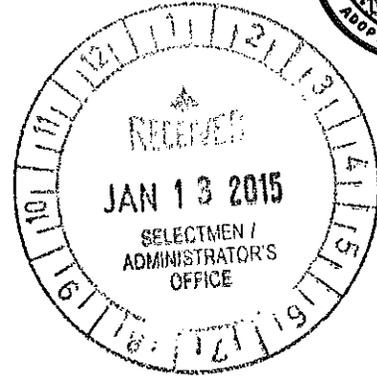
### INDOOR ENTERTAINMENT LICENSE CONDITIONS - WEEKDAYS

1. Noise not to exceed premise.
2. Entertainment inside the building will cease at 12:00 a.m.
3. The manager of the Claddagh will maintain control of the volume levels.
4. Contracts with performers will contain language that recognizes that the Claddagh manager controls sound levels and that any objection to the manager's decision will result in their dismissal without pay.
5. The street side door (located at the northeast corner of the bar level) and windows of the inside bar area will remain closed when entertainers are performing. The street side door will be used as an emergency exit and alarmed so the manager can respond when it is opened. Air conditioning to operate when appropriate and blinds and curtains will remain closed. Patrons, except handicapped/disabled patrons, will use the newly constructed access door.
6. Although noise from patrons milling about the parking lot or patio during late hours is not likely to exceed DEP limits, noise from speech is readily detectable by the human ear and may cause annoyance. Place signs outdoors to remind guests to be respectful of neighbors and have staff periodically patrol outdoor areas to quiet customers as needed.
7. Violations of the entertainment license conditions shall be referred to the Board of Selectmen and show cause hearing on the license will immediately be scheduled.
8. Schematic floor plan attached to define entertainment area.

**PLEASE NOTE THAT CLADDAGH HAS NOT APPLIED FOR RENEWAL OF SUNDAY ENTERTAINMENT LICENSE.**



# MEMO



**TO:** Board of Selectmen

**FROM:** Angelo La Mantia, Michael MacAskill  
Selectmen's Interview/Nomination Committee

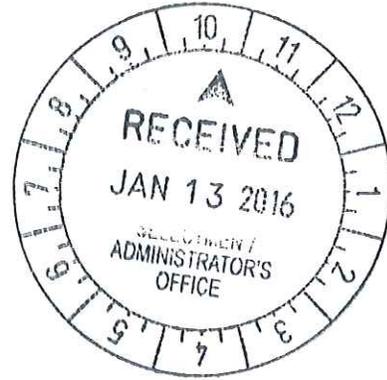
**RE:** Appointment Recommendation

**DATE:** January 19, 2016

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Following posted interviews on Monday, January 11, 2016, we would like to recommend to the Board the following:

1. Vote to request that the By Law and Charter Review Committee consider submitting an article at the May 2016 Annual Town Meeting to amend the Charter to include two alternate member positions to all committees
2. Vote to appoint John Wheeler as a member of the Golf Committee (unexpired 2018)
3. Vote to appoint Valerie Bell as Harwich's representative to the Cape Light Compact for a two-year term to expire on June 30, 2017
4. Vote to appoint James Mangan as a member of the Council on Aging for a three-year term (2018)



## M e m o r a n d u m

**To:** Harwich Board of Selectmen  
**CC:** Chris Clark, Town Administrator  
**From:** Alice Boyd, Bailey Boyd Associates, Inc. *AB*  
**Subject:** Participation in FY16 Eastham Regional CDBG Grant  
**Date:** January 9, 2016

The Town of Eastham will once again be submitting a regional Community Development Block Grant requesting funds for housing rehabilitation and childcare subsidies. Last year the Eastham Board of Selectmen invited the town of Harwich to participate and would like to do so again this year. This is a highly competitive grant application and there is no guarantee of funding, however we are hopeful that these programs will once again be funded based upon need and readiness.

The Housing Rehabilitation Program will fund 21 households with a 0% interest deferred payment forgivable loan, making repairs of up to \$35,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization and health and safety violations will be the priority of the program. All applicants are accepted on a first come/first served basis.

The Childcare Subsidy Program will provide up to \$5,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

The Housing Rehab and Childcare Subsidy programs are also an important economic catalyst as the majority of contractors and all of the childcare providers are local.

It is anticipated that Harwich residents will utilize an average of \$370,000 in housing rehab loans and \$75,000 in childcare subsidies.

If the town of Harwich would like to participate in the FY16 joint application being submitted please sign the two copies of the attached DHCD Joint Authorization Form and return them to me by February 1, 2016.

As always there is no cost to the town and an enormous benefit to local residents, contractors and childcare providers. I'd be glad to answer any questions that you may have.

Many thanks.

# Community Development Fund I 2016

CDF I-2016-Eastham-00010

## Joint Application Authorization: Harwich

MUNICIPALITY: Harwich

Contact Person:  
Name Peter S. Hughes  
Title Chairman, Board of Selectmen

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Printed Name of Chief Elected Official

\_\_\_\_\_  
Title of Chief Elected Official

## Ann Steidel

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**From:** peter hughes <phughes41@comcast.net>  
**Sent:** Monday, January 11, 2016 1:25 PM  
**To:** Christopher Clark; Michael MacAskill  
**Cc:** Ann Steidel  
**Subject:** CVEC funds for the Water Department

Hello Chris & Michael,

It has been brought to my attention that the Water Commissioners will take up the matter of CVEC funds flowing to the Water Enterprise fund from the landfill solar project at their January 21 meeting. I think it is important that both of you are present to represent the Town / BOS . In preparation for that meeting I suggest we agenda “ **The distribution of energy funds from the Harwich Landfill Solar Field “ for the January 18 BOS meeting.** Let’s review the documentation/opinion which requires the Town to share these funds as well as the details of any calculations or assumptions involved. Also please identify any options we may have as regards sharing the money with the Water Enterprise Fund. Does the BOS and / or Water Commissioners need to vote to send / accept the funds and are these \$s restricted as to how they can be spent ?

I was expecting to discuss this topic when we address the Town cash flow / get to the end of FY16 scenario due to the tax rate issue. However, if the information regarding the timing of the topic with the Water Commissioners is correct we need to act now.

Thanks,  
Peter

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## Ann Steidel

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**From:** Christopher Clark  
**Sent:** Tuesday, July 21, 2015 11:48 AM  
**To:** Ann Steidel; Michael MacAskill; peter hughes  
**Subject:** Fwd: Solar field

Ann,

Please place on BOS agenda under TA announcements.

Chris

Sent from my iPhone

Begin forwarded message:

**From:** Andrew Gould <[agould@town.harwich.ma.us](mailto:agould@town.harwich.ma.us)>  
**Date:** July 2, 2015 at 2:14:41 PM EDT  
**To:** Christopher Clark <[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)>  
**Subject:** FW: FW: Solar field

Chris,

Tony called me at lunch time and he spoke to Tony Rassias. They are both in agreement that if the Water Enterprise fund is responsible for 30% of the electricity generated by the Town the enterprise fund is entitled to 30% of the revenue the Town receives from the solar farm.

Andy

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

**From:** Tony Roselli [<mailto:troselli@roselliclark.com>]  
**Sent:** Thursday, July 02, 2015 11:19 AM  
**To:** Andrew Gould  
**Subject:** Re: FW: Solar field

Hi Andy

The DOR is developing regulations for alternate energy sources since they are springing up everywhere; from a pure economic standpoint, the water department should get 30% if this percentage can be verified somehow, but I do not know if there is a specific regulation or DOR policy that would supercede this. I would probably begin with Tony Rassias.

Thanks  
Tony

Can you give an opinion on this?

Thanks,  
Andy

From: David Scannell  
Sent: Thursday, July 02, 2015 8:46 AM  
To: Andrew Gould  
Subject: FW: Solar field

From: Christopher Clark  
Sent: Wednesday, July 01, 2015 4:16 PM  
To: David Scannell  
Subject: RE: Solar field

Hi Dave,

The question that came up that I was looking for your help to get an answer from the Department of revenue was in regards to if the water Department that operates as an enterprise fund generates approximately 30% of the total electric consumption of the town and the town receives a cash benefit from operating the solar field. The water enterprise account should be credited with the 30% credit related to town electric consumption from the checks from the utilities. Basically, the approximately 300,000 that we are estimated to receive 30% would need to be allocated to the water enterprise account. I was looking for a verification from the Department of revenue that this is necessary for us to do this which I believe it is.

Chris

Christopher Clark  
Town Administrator  
Town of Harwich  
732 Main Street  
Harwich, MA 02645

Tel. 508.430.7513

Fax.508.432.5039

[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)<<mailto:cclark@town.harwich.ma.us>>

From: David Scannell

Sent: Wednesday, July 01, 2015 9:09 AM

To: Christopher Clark

Subject: RE: Solar field

Hi Chris,

Ace Solar is estimated to be valued at 7Million. The DOR will approve all values by Jan 1.

Dave Scannell

From: Christopher Clark

Sent: Friday, June 26, 2015 1:52 PM

To: David Scannell

Cc: Michael MacAskill

Subject: Fwd: Solar field

Dave,

What is the status of our request to DOR on this topic?

Chris

Sent from my iPhone

Begin forwarded message:

From: Michael MacAskill

<[michael.d.macaskill@gmail.com](mailto:michael.d.macaskill@gmail.com)<<mailto:michael.d.macaskill@gmail.com>>>

Date: June 26, 2015 at 1:47:16 PM EDT

To: Christopher Clark

<[cclark@town.harwich.ma.us](mailto:cclark@town.harwich.ma.us)<<mailto:cclark@town.harwich.ma.us>>>

Subject: Solar field

2nd request. I am looking to see where we are with the allocation of funds for the Solar field? this was a topic of conversation at a

selectmen's meeting prior to me. It was brought up as to the money going to different departments based on meter use. You were looking into the language.

Please tell me how this is being allocated now, and how the contract spells it out.

I have been asked by a water commissioner and would like to give an answer.

Michael

--

Tony Roselli, CPA, Partner

Roselli, Clark and Associates, CPAs  
500 West Cummings Park, Ste 4900  
Woburn, MA 01801

617-750-4604

email: [troselli@roselliclark.com](mailto:troselli@roselliclark.com)

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**Town of Harwich  
Board of Selectmen  
Policy for Selecting Inductees to the Harwich Hall of Fame**

Article 48 of the 2003 Annual Town Meeting authorized the Board of Selectmen to create a "Hall of Fame" to honor past residents and influential people who have contributed to the Town and have made it the special place we call home. To implement and fulfill the intent of the Hall of Fame the following process shall be followed.

**1. Eligibility**

Any individual who has made a significant contribution to the history of the Town of Harwich shall be eligible for nomination.

**2. Nominations**

Anyone seeking to nominate an individual for induction into the Harwich Hall of Fame shall complete the appropriate nomination form in its entirety and submit the nomination form together with an appropriate photo or image of the nominee to the Office of the Selectmen prior to November 1.

**3. Review of Nominations and Acceptance**

The Board of Selectmen, through its Interview Committee, shall evaluate the nominations and if necessary interview the proponent of each nominee to obtain additional information which may be useful in the selection process. After evaluation of the nominations the Committee shall bring to the full board a maximum of four recommendations for induction into the Hall of Fame annually. The Board of Selectmen will act on the nominations and the names of those receiving an affirmative vote for inclusion in the Harwich Hall of Fame shall be presented at the next annual town meeting.

**4. Harwich Hall of Fame**

The Harwich Hall of Fame shall consist of a designated hallway(s) within the Community Center upon which photos and brief descriptions or plaques of inductees shall be hung in honor of the inductees and to memorialize the individuals who have contributed to the history of Harwich. Whenever possible the size and type of frame and the organization of the photos and text shall be similar.

Adopted by the Harwich Board of Selectmen  
at a Public Meeting on July 28, 2003



## Hannah Small Stokes

This remarkable woman, though tiny in stature, had the heart to overcome tragedies and the vision to provide for her community in the wake of the recession that followed upon Civil War inflation. The daughter of South Harwich farmers, Hannah was born in 1820. Twenty years later she married a Dennis sea captain, Elijah Stokes. Their first child survived only months. Their second was four when her father left on what he intended to be his last sea voyage. Stokes was lost with his ship and all hands off the coast of Virginia. Hannah shortly after gave birth to their son. Left with two children to support, the young widow was entitled by law to only a third of her spouse's assets. Two-thirds of her house was put to auction! Her father, with the tacit support of neighbors, made the only bid and gifted the property to her.

Hannah tried to obtain temporary teaching positions in the district schools, and depended on what she could reap from operating a cent shop in her home. The Civil War was to provide a more secure means of livelihood. Wartime shortages had promoted purchase of ready-made clothing, and Hannah saw the opportunities. With money from her father's estate, Hannah built and equipped an overall and shirt factory just east of her home. At its zenith, this factory had a hundred steam-powered sewing machines and employed about 200 workers. Since the machines could only stitch in straight lines, articles were taken to eager women in town to add buttonholes and finish seams. These piecemeal payments tided many a family over rough spots, as men lost their jobs at sea.

Hannah died of heart failure in 1906: her legacy of overcoming obstacles and contributing to the community continues to set an inspiring example.

JM 10/5/15

✓ HANNAH



**Date Adopted: 7/28/2014**

**Town of Harwich  
Wastewater Implementation Committee**

**Purpose:**

Harwich has formulated a long range plan for wastewater management that will be implemented over a forty (40) year time frame. Due to the longevity of the implementation phases, revisions and modifications to the plan are expected and anticipated. Related technologies and treatment options will need to be identified and evaluated to provide the most appropriate solutions for the Town of Harwich.

The Wastewater Implementation Committee will report to the Town Administrator on the implementation of the Comprehensive Wastewater Management Plan (CWMP) with special attention to sources/uses of funds, implementation of appropriate adaptive management measures and to ensure that effective public outreach is a continuous part of the process.

**Scope:**

The WIC has the following major responsibilities:

1. Continue the current water monitoring program.
2. Monitor implementation of the CWMP to ensure regulatory requirements are satisfied.
3. Propose expenditure of town approved funds and adaptive management changes to the Town Administrator for action and implementation.
4. Develop and maintain a database of existing and emerging technologies related to waste water management. Learn from what other communities are undertaking in this field.
5. Review and update the CWMP on an annual basis.
6. Seek potential external funding sources including but not limited to grant funds and low (or no) interest SRF funds.
7. Continue to evaluate and propose wastewater cost allocation policies and methodologies.
8. Develop and recommend a wastewater system organization - Including internal vs. outsourced organization, staffing, position descriptions, qualifications, etc.
9. Charter revisions and special legislation may be needed to implement proposed organization and funding strategies. The WIC will work in concert with Town Administrator and the Town Attorney during these formative stages.

The WIC will provide information and reach out for input from all interested citizens and groups seeking to maximize participation and understanding throughout the community.

**Membership:**

The committee will be comprised of seven members; five community volunteers appointed by the Board of Selectmen and two town staff assigned by the Town Administrator. The community volunteers will serve three year terms. The first appointees by the Board of Selectmen shall be appointed staggered terms.

**Procedures:**

The WIC will be responsible for holding periodic public meetings as frequently as necessary to accomplish its purposes. The WIC will update the Board of Selectmen via semi-annual reports. Reporting will include but be limited to:

- The CWMP implementation schedule will be updated annually (especially important as adaptive management possibilities are implemented):
  - CWMP implementation tasks
  - Specific deliverables
  - Planned initiation and completion dates
  - Status of each deliverable
  - Budgeted Expenses
  - Actual Expenses

In addition to reporting to the Board of Selectmen, the committee will provide annual updates to the seven-year Capital Plan and to the Finance Committee in time for discussion and inclusion in Annual Town Meeting Warrant.

The committee shall post, conduct and report meetings in accordance with the state open meeting laws and Selectmen policies.

**Dissolution:**

Upon substantial completion of the work, the Selectmen may declare that the WIC's functions has been fulfilled and that the WIC's responsibilities shall terminate.

APPROVED BY THE BOARD OF SELECTMEN