

**SELECTMEN'S MEETING AGENDA**

*Griffin Room, Town Hall*

*Regular Meeting 6:30 P.M.*

*Monday, August 8, 2016*

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

- A. Recognition of Police and Fire Department employees and citizens
- B. Introduction of new Police Officer Patrick J. Foley

**IV. NON-RESIDENT TAXPAYER'S MEETING**

- 1. Introduction of new Police Officers
- 2. Report on Safety and New Door to Door Sales By-Law
- 3. Report from the Highway Director
- 4. Report from the Harbormaster
- 5. Report from the Recreation Director
- 6. Report from Water Superintendent
- 7. Report from Channel 18 Director on accessing live broadcasts
- 8. Wastewater Issues
- 9. Overall Financial Position of the Town
- 10. Questions and Comments

**V. PUBLIC COMMENT/ANNOUNCEMENTS**

**VI. CONSENT AGENDA**

- A. Approve Minutes of June 27, 2016
- B. Approve Road Race Application from The Open Doorway of Cape Cod Inc. for 2<sup>nd</sup> Annual Run for Recovery Flag Relay for September 24 & 25, 2016 including placement of flag on Police Department lawn
- C. Approve Road Race Application from American Lung Association for 32<sup>nd</sup> Annual Autumn Escape Bicycle Trek on September 24, 2016
- D. Approve and sign State Primary Warrant
- E. Approve request of Channel 18 Director for disbursement from Cable Fund in the amount of \$28,400 for the purchase of new equipment in the Channel 18 Master Control Unit at Community Center
- F. Approve schedule of annual meetings with Committees
- G. Confirm appointment of Patrick J. Foley as Full-time Regular Police Officer as recommended
- H. Approve request by Harwich Conservation Trust to waive permit fees for two tents at Wildlands Music & Art Stroll
- I. Accept gift of \$10,852 from the Ora Gaylord Arooth Trust for the Community Center and authorize Chair to sign acceptance letter

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

**VIII. OLD BUSINESS**

- A. Award of design contract for painting of Brooks Free Library – *discussion & possible vote*

**IX. NEW BUSINESS**

**X. TOWN ADMINISTRATOR'S REPORT**

- A. Town Administrator's Self Evaluation

**XI. SELECTMEN'S REPORT**

- A. Announcement of Committee Vacancies

**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:

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

Posted by: \_\_\_\_\_

Town Clerk

Date: \_\_\_\_\_  
August 4, 2016

**TOWN OF HARWICH  
PUBLIC MEETING NOTICE**

**NON-RESIDENT TAXPAYERS MEETING  
August 8, 2016**

The Harwich Board of Selectmen will hold the **Annual Non-Resident Taxpayers Meeting on Monday, August 8, 2016**, no earlier than 6:30 P.M., during their regular meeting in the Donn B. Griffin Meeting Room, located at 732 Main Street in Harwich. All Harwich non-resident taxpayers are encouraged to attend this informational meeting, which will provide an overview of town government and provide non-resident taxpayers an opportunity to raise and discuss issues and concerns.

Topics include:

1. Introduction of new Police Officers
2. Report on Safety and New Door to Door Sales By-Law
3. Report from the Highway Director
4. Report from the Harbormaster
5. Report from the Recreation Director
6. Report from Water Superintendent
7. Wastewater Issues
8. Overall Financial Position of the Town
9. Questions and Comments

Harwich Board of Selectmen

Cape Cod Chronicle  
July 28, 2016  
August 4, 2016

**TOWN OF HARWICH  
PUBLIC MEETING NOTICE**

**NON-RESIDENT TAXPAYERS MEETING  
AUGUST 8, 2016**

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- 10.

Harwich Board of Selectmen

The Cape Cod Chronicle  
July 28 and Aug. 4, 2016

HARBORMASTER DEPARTMENT  
Non-Resident Tax Payers Meeting  
August 8, 2016

1. **Operational Readiness** – So far this season 25 maritime assistance cases (tows, groundings, dewatering, medical, etc) have been successfully executed by the department's patrol boat operators, resulting in many lives assisted and thousands of dollars in property saved. Most notably was multi-agency search and recovery of two people who fell overboard from their inflatable kayak. The quick response from Harwich Harbormaster, Fire, and Police, along with the support of Chatham & Yarmouth Harbormasters, CG Station Chatham and CG Air Station Cape Cod highlights the effectiveness of interagency cooperation.

2. **Wychmere Town Pier** – The final items of the Wychmere town pier and bulkhead replacement project were completed. A new public restroom was added, a winch and davit system was installed for the use by the commercial fishing fleet, and major repairs to the Shellfish Building completed. Seventy five percent of the \$1.4mil total project cost was funded through a MA Seaport Advisory Council Grant.

3. **Allen Harbor Parking Lot & Bathroom Replacement Project** – The re-grading of the facility parking lot with a pervious pavement drainage system and the construction of a revetment wall along the south end of the parking lot were completed; these were the final two items of the state public access grant project. MA Department of Fish & Game funded 62% of the \$600,000 total project cost. In addition, a new public restroom building and tight tank was installed.

4. **Artificial Reef** – Approximately 1,600 cubic yards of demolished concrete from the old Harwich High School and unusable miscast pieces of catch basins and septic tanks were used to create an artificial reef 2 miles south of Saquatucket Harbor. MA Department of Marine Fisheries was the responsible agency for the project and provided funding through the saltwater licensing program. Robert B. Our Co. was contracted through competitive bid to deploy the concrete on site.

5. **Dredge Projects:**

- **Allen Harbor Channel** - Barnstable County dredge removed 5000 cubic yards of material; sand was placed on Grey Neck and Earle Road public beaches. Saquatucket Harbor channel was surveyed and scheduled be dredged, but the County Dredge had a mechanical failure and was unable to complete; Saquatucket channel will be dredged in Spring 17.

6. **Upcoming Projects:**

- **Replacement of Saquatucket Harbor Docks** - Town Meeting approved a \$7 million debt exclusion to fund the reconstruction of Saquatucket Municipal Marina; project includes dredging portions of the harbor, new docks, piles, and services, and a handicap

accessible ramp system that brings the marina into compliance with the American with Disabilities Act (ADA). The town has been awarded a \$1 million MA Seaport Economic Council grant to fund the east dock portion of the project and the remaining \$6 million will be financed over a 20 year term with approximately 75% of the debt service funded from harbor revenues. Bourne Consulting has been contracted through a competitive bid to prepare the engineering design and permitting for the project. Design is approximately 90% complete and we are waiting for permits from the U.S. Army Corps of Engineers and state agencies prior to putting the project out to bid. Start of the project is tentatively scheduled for October 15.

- **Saquatucket Development Committee** – The Saquatucket Harbor landside renovation site plan recently received the approval of the Board of Selectmen. The plan seeks to improve pedestrian access, improve the efficiency of harbor operations and enhance the character and beauty of the harbor for boaters and non-boaters alike. The plan includes the replacement of the Harbormaster Department office building, the construction of a waterfront café restaurant, a boardwalk with viewing areas, an expanded green space area behind the harbormaster office building where vendors shacks will be located, construction of a multi-purpose building on the old Downey Property that will serve as a consolidated ticket office for the ferry and other passenger boats, a workshop and garage area for the department, and professional landscaping. A large portion of the old Downey Property will be used for additional parking for the harbor. Town Meeting approved \$250,000 for the design and permitting of the plan. A state Coastal Zone Management Resiliency Grant for \$187,500 has been applied for to off-set the design costs. A Request for Proposal for engineering services will be posted on August 11, 2016.

Submitted by:

John Rendon, Harbormaster

## **Non-Resident Taxpayer Meeting 8-8-16**

### **Beaches**

- We are currently seeing one of our busiest beach seasons. All beaches have been very full, especially on weekends. Because of the great summer weather we have been having, we have only had 1 rain day thus far where we called lifeguards and beach personnel off the beaches.
- As of August 3 we are on pace to equal last year's daily beach pass revenue totals. This is particularly significant because there are 7 less "beach days" this summer than there was last summer. (number of beach days are determined by when we open in June and where Labor Day falls each year)
- As of August 3, we have written 431 beach parking violations which is on pace for a 10-15% increase from last year. We have two very responsible and diligent parking enforcement officers this year that are working hard to keep spaces open for the residents/non residents that purchase stickers and daily passes.
- We have a full lifeguard staff this year due to the fact that we are doing in house certifications to ensure our lifeguard staffing numbers stay up. The lifeguards have done a great job this summer of preventing emergency situations and looking for dangerous situations before they happen. They have had to deal with several emergency situations and they all have used their training well and stayed cool under pressure.
- We are very thankful to the Harwich Highway Department for their continued daily maintenance of the town beaches and their facilities. We receive numerous compliments on the pristine condition of our beaches
- New this year at Harwich Beaches:
  - we have started kayak and stand up paddleboard rentals at Cahoons Beach. We staff an attendant there Fridays through Sundays and provide rentals of kayaks and stand up paddleboards at a very affordable rate (\$15 per hour). So far, we are seeing increasing numbers of rentals as the word spreads and we expect to cover our costs and make a small profit in it's first season.
  - We are now selling both Red River Beach T-shirts and sweatshirts at the main gate attendant booth at Red River Beach. We are also selling them out of the main recreation office at the community center. They are a very popular item this summer.
  - We have installed a mobi-mat at Earle Road Beach to provide easier access onto the beach when in a wheelchair. We are also providing beach wheelchairs at all staffed beaches.
  - We have 2 sunscreen dispensers at Red River Beach this year that were given to us via a grant through the Glenna Kohl Foundation to promote sun safety for patrons and staff alike.

### **Summer Programming**

- We are currently in the middle of Session 3 of our Summer Programming Season and we are seeing our highest registration numbers yet. We anticipate to finish with well over 1000 registrants in youth programming for this summer. This

would be about a 10% increase on last year's registration numbers. We have offered the following programs for youth: tennis lessons, lacrosse, half day camp, full day camp, babysitting class, soccer clinics, pick up basketball, pick up soccer, baseball, swimming lessons, youth golf clinic, youth yoga, shooting stars basketball clinic, and open gym and game room times.

- We are also offering a full slate of adult programming including: volleyball, pickle ball, tennis, field hockey, men's pickup baseball, and ping pong.
- We have an exemplary summer camp and program staff this summer made up of many local Harwich students. We have received numerous calls commending their work in the camp program.

**Future Recreation Department Projects**

- We will be applying for CPC funding for Phase 4 of the Brooks Expansion Project which would include: an upgrade to the playground, a new restroom facility, nature trails, and landscaping of the park.
- We will also be applying for CPC funding for the replacement of the irrigation system at Whitehouse Field.

**Recent/On-going Recreation Department Projects**

- We will begin construction on Phase 3 of the Brooks Park Project this coming fall. We will be adding additional t-base parking, a new half basketball court, a new tennis wall practice area, a picnic pavilion, the re-surfacing of the current tennis courts, as well as, fencing and safety equipment.
- We will also begin work in the fall on all new fencing for Whitehouse Field.

Respectfully Submitted,

Eric Beebe  
8-3-16

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JUNE 27, 2016  
6:30 P.M.**

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

**OTHERS PRESENT:** Town Administrator Christopher Clark, Judy Ford, and others.

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

**CONSENT AGENDA**

- A. Accept the resignation of Robert Sarantis from the Conservation Commission and as the Commission's representative to the Trails Committee effective immediately
- B. Approve recommendation for Committee Appointments by Interview/Nominations Subcommittee

Appointee:	Committee:	Expiration:
Linda Cebula	Planning Board (Full Member)	June 30, 2019
Mary Maslowski	Historical/Historic District Comm (Alternate Member)	June 30, 2017
	Planning Board (Alternate Member)	June 30, 2018
Paul Doane	Cemetery Commission	June 30, 2019
Rob Mador	Conservation Commission	June 30, 2019
Larry Brophy	Planning Board (Full Member)	June 30, 2019
- C. Approve the recommendation of the Town Administrator to issue Dog Order following a hearing held on June 8, 2016
- D. Approve and sign contract with Mass Department of Fish and Game regarding boating access
- E. Approve and sign contract with Ballard Truck for 2017 Mack Road Tractor in the amount of \$138,750

Ms. Kavanagh moved approval of the Consent Agenda. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

**OLD BUSINESS**

- A. Acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase – *discussion and possible vote*

Chairman MacAskill reported that the Board voted in Executive Session to extend the 4 day work week for the Finance Director/Town Accountant until September 30<sup>th</sup>. Mr. Hughes moved to acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase as recommended by the Town Administrator. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. Acknowledge receipt of Performance Evaluation for Chief of Police and approve compensation increase – *discussion and possible vote*

Mr. Hughes moved to acknowledge receipt of Performance Evaluation for Chief of Police and approve compensation increase as recommended by the Town Administrator. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- B. Request of Friends of the South Harwich Meetinghouse to extend License Agreement to June 30, 2017 – *discussion and possible vote*

Mr. Hughes moved to approve the License Agreement amendment between the Town of Harwich and the Friends of the South Harwich Meetinghouse to extend the license through June 30, 2017. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

- C. Coastal Engineering contract for Wastewater Maintenance Services with MRSD – *discussion and possible vote*

Mr. Clark noted that the Town and MRSD split the bill for these services and it is approximately \$40,000. Chairman MacAskill asked if we had gone out to bid on this and Mr. Clark responded that he did not believe we did but we could look at it. He noted that the permit requires daily inspection. Ms. Brown questioned if we could renegotiate it with MRSD as she didn't feel it was right that we pay half. Mr. LaMantia said if we decided not to use the Middle School we could probably back out of it. Ms. Kavanagh questioned if we could revisit it to see if we have less usage overall and see if there is a way to amend the permit. Mr. Clark responded that we did ask them to pursue that.

- D. Town Planner job description – *discussion and possible vote*

Mr. Clark outlined his letter to the Board as follows:

On May 12, 2016, I drafted a memo outlining the potential reorganization of the Town Planner position. Subsequent to that memo the Board of Selectmen voted to proceed with option one as laid out in the memo provided a revised job description was completed, survey work done on salary and an updated reorganization plan provided to the Board.

Last June the Board of Selectmen approved an updated Assistant Town Administrator job description that calls for the position to oversee Community Development and Community Services departments. It is my full intent to implement this job description in a phased approach. Charleen will assume responsibility over the Community Development departments beginning on July 1, 2016. I have revised my thinking on an Assistant Town Planner and have decided to recommend a slightly revised Town Planner job description. The reason for this is that I believe the recruitment of the Town Planner will be more viable. The position description (which is attached) has been revised slightly to include the verbiage "perform special projects as directed by the Town Administrator and/or the Director of Community Development" and the education and experience has been changed by reducing down to three years of professional planning experience preferably in local or regional government or an equivalent combination. Lastly, we included an element of skills that too would be the ability to read and interpret engineering and survey plans as a necessary skill set. I have included also a cover letter to the SEIU management union indicating these changes. I have already verbally mentioned to the leadership the proposed revisions.

The second component of the plan was to create a part-time position in administration to offset some of the workload reconfiguration. Upon discussion with staff, I believe it is warranted to allocate some additional resources to allow for the two administrative secretaries to cover

additional work. This is anticipated to be around an additional 100 hours annually. The funding to come from the savings in Community Development.

The interim time will be covered by Charleen in accordance with her June 15, 2016 memo to me on this topic.

My goal will be to commence the advertising process and negotiations with the impact with SEIU after the Board votes its concurrence with the plan. We will be actively recruiting and interviewing for the Town Planner position persons that meet the minimum requirements and are willing to work for the closer to starting salary which is \$66,938 whereas the retiring planner makes \$80,351.

It was agreed to remove Community Development Director and replace with Town Administrator and/or Assistant Town Administrator as there is not a position for Community Development Director. The Board was in agreement with the plan but asked that Mr. Clark bring this to the union and return with a complete signed package.

## **TOWN ADMINISTRATOR'S REPORT**

- A. Town Counsel information regarding administrative services provided by Barnstable County to Cape Light Compact

Mr. Clark reported that the County Administrator had put in a request to Kopelman & Paige to help with drafting a new Administrative Services Agreement. He noted that this agreement is between the County, Cape Light Compact and the State, and Town Counsel does not see any issue for us but brought it to our attention just for disclosure purposes.

## **SELECTMEN'S REPORT**

- A. Board of Selectmen FY17 Goals and Objectives

Chairman MacAskill asked that the Board review the document and send him comments. He noted that this item will be on the July 11, 2016 agenda.

- B. Action Item Register

Chairman MacAskill reminded the Board that this was brought up by Mr. Hughes at the March 21, 2016 meeting. He read a section of the minutes of that meeting as follows: "The Board agreed to use the Action Item Register document for tracking purposes and start after Town Meeting and again Ms. Greenhalgh agreed to keep up the list. Chairman Hughes said it should be in the packet every week." Mr. MacAskill said this is a good idea for communication purposes and he asked the Board if they would like to start from now or from March when this item originated. Mr. Hughes stated that in his view this should include things that are voted or directed by this Board and not what an individual wants. He said he thinks it's a great thing because in the past couple of years we have lost track of a couple of things. Mr. LaMantia agreed and suggested a spreadsheet with dates. Ms. Brown stated that they should start once they finalize goals and objectives. Mr. Clark commented that he didn't think this was a goals and objectives tally sheet but rather for small items that require follow up such as streetlights. Chairman MacAskill agreed that it didn't have anything to do with goals and objectives. Ms. Kavanagh said it would be worthwhile to look at from March on so we don't miss anything. Mr. MacAskill asked the Board to send Charleen anything they have and Mr. Clark agreed adding that they should send in things that haven't been accomplished.

C. Upcoming retirements of employees

Chairman MacAskill announced the upcoming retirements of David Spitz, John Eldredge, Karen Young and John Ayer and thanked them for their years of service to the Town.

**ADJOURNMENT**

Chairman MacAskill adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513

FORM #7

APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE RELAY

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS THE OPEN DOORWAY OF CAPE COD, INC PHONE 844-843-6322

BUSINESS ADDRESS PO Box 520, N. EASTHAM, MA 02651-0520

MAILING ADDRESS same

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED 2<sup>nd</sup> Annual  
"PUN FOR RECOVERY" Purple Flag Relay: Bourne to Provincetown  
September 24-25, 2016. for National Recovery Month; to raise  
awareness about Public Health Crisis of Substance Use Disorder  
and hope for Recovery.

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE Saturday, September 24, 2016

TIME approx arriving relay team @ Harwich Police Dept 4:00pm

ROUTE/LOCATION ROUTE MAP has been sent / attached (page 6)

(please use reverse side if necessary)

Joana Peter-Melartin  
Signature of Applicant

Board of Directors  
Title

47-3755121  
Social Security Number of Federal Identification Number

47-3755121  
Tax Exempt ID (for non-profit organizations)

THE OPEN DOORWAY OF CAPE COD, INC.  
Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

\*\*\*REGULATORY COMPLIANCE FORM\*\*\*

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

[Signature] 7/18/16  
Police Department Date

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Recreation & Youth Commission Date

\_\_\_\_\_  
Board of Health Date

[Signature] 7/18/16  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selectmen's Office.

\_\_\_\_\_  
\_\_\_\_\_  
For Office Use Only

FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



June 1, 2016

I am writing to your Town Administration and Police Department as a representative of the Board of Directors of **THE OPEN DOORWAY of CAPE COD (ODCC)**. We are an Eastham, MA based, non-profit organization that provides our citizens with a comprehensive range of addiction and recovery resources, including : arranging access to services, providing community education programs, and advocating for policy and legislation changes at the state and federal level.

In 2015, **ODCC** in partnership with Christopher Santos, of Mashpee, MA, organized what was to be the first **Annual Purple Flag Relay** on September 26 and 27th. This event was held in September as that is National Recovery Month, and the goal was to raise awareness about the Public Health epidemic of addiction that plagues our communities. Small relay teams from each Cape town, consisting of 2-6 persons, carried purple 12"x18" flags from Bourne to Provincetown over those two days, planting one flag on the Town Hall or Police Department lawn for each town. Local and Boston media outlets promoted our campaign. The purple flag is representative of recovery from addiction, originated by former NBA point guard, Christopher Herren, from New Bedford, who has spent his post NBA career in recovery doing public education and raising awareness in schools with **The Herren Project**.

For 2016, **ODCC** will be taking sole responsibility for organizing this event to be held over September 24-25. On Saturday, the Bourne team will start the first leg from the Bourne Public Library and the last leg of the day will end in Chatham. On Sunday, the flag team will leave from Brewster and the final team will arrive that afternoon at the Provincetown Town Hall. Each day the relay team will be finished before dark. Last year we did not require any police or town staff use. However, this year, the **ODCC** would like to invite any town employees to volunteer to participate as runners on the town teams. This year the **ODCC** requests from each town permission for the relay team to pass and to plant the flags on Police Department lawns specifically, in the hope of creating an active partnership with our Cape public safety offices. We will plan to end the day at the Provincetown Town Hall, as we did last year, and once again offer resource tables for the public. The last relay team would plant their flag at Provincetown Police Department. We are going to file an application for a Finish Line Banner for the event from Provincetown.

I am submitting this letter to you to explain our intent and will undertake to complete any application filing that is required. I have already made initial contact with Town Administration staff. I hope that you will contact me if you have any further concerns or questions and I will be happy to meet with any town board that requires a representative from **ODCC** to make a formal presentation of this request.

Regards

PURPLE FLAG RELAY, SEPTEMBER 24, 2016  
ROUTE MAP FOR: BREWSTER → HARWICH → CHATHAM

BREWSTER

\* BREWSTER POLICE DEPT

↓  
124 SOUTH, / HARWICH RD.

HARWICH

↓  
PLEASANT LAKE AVE

↓  
RTE 39 / SISSON RD

↓  
\* HARWICH POLICE DEPT

\* PURPLE FLAG  
PLANT SITE

↓  
SISSON RD

↓  
RTE 39 / MAIN ST.

↓  
RTE 39 / ORLEANS - HARWICH RD

CHATHAM

↓  
OLD QUEEN ANNE RD

↓  
RTE 28 / MAIN ST

↓  
DEPOT RD

↓  
\* CHATHAM POLICE DEPT

(END DAY 1)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/14/2016

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> The Open Doorway of Cape Cod, Inc. Rachel Tinney P. O. Box 520 North Eastham, MA 02651	INSURER A: Essex Insurance Company	39020
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

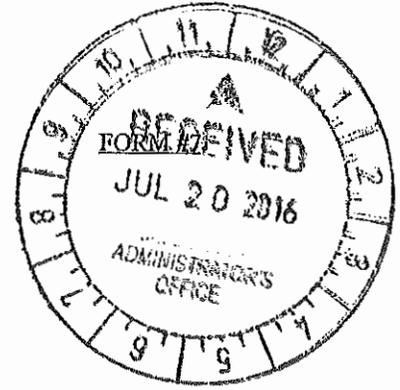
INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5450-M1843307	09/24/2016	09/26/2016	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000	
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
		<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
 Attendance: 100, Event Type: Marathon - Walking or Running Event.  
 Primary/Non-Contributory wording applies per attached MEGL 0010 03 11.  
 Waiver of Subrogation applies per attached CG 24 04 05 09.

<b>CERTIFICATE HOLDER</b> The Open Doorway of Cape Cod, Inc. TOWNS OF: Bourne, Falmouth, Sandwich Mashpee, Barnstable, Yarmouth, Dennis, Harwich, Chatham, Brewster, Orleans Eastham, Wellfleet, Truro, Provincetown 64 Dory Lane Eastham, MA 02642	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Will Maddux</i>
--	---



OFFICE OF THE SELECTMEN  
732 MAIN STREET  
HARWICH, MA 02645  
Telephone: (508) 430-7513



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

IN ACCORDANCE WITH THE PROVISIONS OF THE STATUTES RELATING THERETO, APPLICATION AS STATED ABOVE IS HEREBY MADE BY:

NAME OF BUSINESS American Lung Association PHONE 781 314 9004

BUSINESS ADDRESS 260 West Exchange St., Ste 102-B

MAILING ADDRESS Providence RI 02903

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

32nd Annual Autumn Escape Bicycle Trek

3 Day bicycle event to raise money to fight lung cancer and other lung diseases

DESCRIPTION OF ROAD RACE/CRAFT FAIR/OTHER EVENT TO BE LICENSED, PLEASE LIST DATE, TIME, LOCATION/ROUTE, ETC.

DATE Saturday Sept. 24 2016

TIME 10 am - 2 pm

ROUTE/LOCATION route notes included

(please use reverse side if necessary)

Signature of Applicant

Route Manager

Title

060 646 594

Tax Exempt ID (for non-profit organizations)

Social Security Number of Federal Identification Number

Signature of Individual or Corporate Name

By Corporate Officer (if applicable)

**\*\*\*REGULATORY COMPLIANCE FORM\*\*\***

THE EVENT(S) TO BE LICENSED AS DESCRIBED HEREIN HAVE BEEN REVIEWED AND APPROVED BY:

[Signature] 7/8/16  
Police Department Date  
Harwich Police

\_\_\_\_\_  
Building Commissioner Date

\_\_\_\_\_  
Recreation & Youth Commission Date

\_\_\_\_\_  
Board of Health Date  
[Signature] 2/4/16  
Fire Department Date

\*\*\*Required signatures are to be obtained by the Applicant prior to submission of application with the Selection's Office.

---



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For Office Use Only

FEE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

FOR \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE LICENSE ISSUED \_\_\_\_\_

---



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June 28, 2016

**Connecticut**

45 Ash Street  
East Hartford, CT 06108

**Maine**

122 State Street  
Augusta, ME 04330

**Massachusetts**

14 Beacon Street  
Boston, MA 02108

1661 Worcester Road,  
Suite 301  
Framingham, MA 01701

393 Maple Street  
Springfield, MA 01105

**New Hampshire**

Cloudport  
51 Islington Street, Unit 1  
Portsmouth, NH 03801

**New York**

418 Broadway, 2nd Floor  
Albany, NY 12207

700 Veterans Memorial  
Highway, Suite 305  
Hauppauge, NY 11788

21 West 38th Street,  
3rd Floor  
New York, NY 10018

1595 Elmwood Avenue  
Rochester, NY 14620

355 Harlem Road,  
Building C, 2nd Floor  
West Seneca, NY 14224

237 Mamaroneck Avenue,  
Suite 205  
White Plains, NY 10605

**Rhode Island**

260 West Exchange Street,  
Suite 102B  
Providence, RI 02903

**Vermont**

372 Hurricane Lane,  
Suite 101  
Williston, VT 05495

Ann Steidel  
Harwich Office of Selectmen  
732 Main Street  
Harwich, MA 02645

Dear Ms. Steidel,

**The American Lung Association's 2016 Autumn Escape Bike Trek** is set to take place **Friday, September 23, through Sunday, September 25, 2016**. The Autumn Escape Bike Trek, now in its 32nd year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

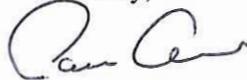
A maximum of 300 bicyclists will take part in the **Autumn Escape Bike Trek**. Riders participate at their own speed. All of the cyclists must wear ANSI approved helmets and are instructed to ride safely and follow all traffic laws and regulations. The **AEBT** will have both medical and mechanical support. We strive to limit our use of main roads when possible. Enclosed you will find a copy of our proposed route through your city/town.

I am contacting the Police Department and the Board of Selectmen/Town Manager for approval and recognition to pass through your town. Please sign this letter acknowledging your awareness of our event and return it the enclosed envelope no later than **July 29, 2016**. Your signature is necessary to obtain the appropriate State Highway Permits.

You can reach me with any questions or concerns at (781) 314-9000. Thank you for your continued support throughout the years.

More information is available on the **Annual Autumn Escape Bike Trek** at [www.biketreknewengland.org](http://www.biketreknewengland.org).

Sincerely,



Paul Curley  
Route Manager

---

Authorized Signature

---

Please Print Name/Title

---

Date

<u>Go</u> <u>(Mile)</u>	<u>To</u> <u>(Mile)</u>	<u>Signs</u>	<u>Direction</u>	<u>Location</u> (roads of travel in <b>Bold</b> )	<u>Landmarks</u>	<u>Fastest</u>	<u>Slowest</u>
<b>Harwich</b>							
0.6	29.9	ss	straight	on <b>Cape Cod Rail Trail</b>	small dirt road	9:54	11:24
0.1	30	ss	straight	on <b>Cape Cod Rail Trail</b>	Western Rd (busy)		
0.5	30.5	ss	straight	on <b>Cape Cod Rail Trail</b>	Depot St./Bike Depot Shop		
0.6	31.1	ss	straight	on <b>Cape Cod Rail Trail</b>	dirt road		
0.4	31.5	ss	straight	on <b>Cape Cod Rail Trail</b>	Bells Neck Rd		
0.4	31.9	ss	straight	on <b>Cape Cod Rail Trail</b>	Lorthrop Ave		
0.5	32.4		straight	on <b>Cape Cod Rail Trail</b>	under tunnel/Main St.		
0.1	32.5	<b>SIGN</b>	bear right	onto <b>Chatham Bike Path</b> 1st right off rotary	Bike Path Rotary		
0.6	33.1	4ss	straight	on <b>Chatham Bike Path</b>	small road		
0.1	33.2	ss	straight	on <b>Chatham Bike Path</b>	Cross Route 124 (busy)		
0.1	33.3	4ss	straight	on <b>Chatham Bike Path</b> (along Old Colony Rd.)	Meadow Lane/Town Hall		
0.1	33.4	ss	straight	on <b>Chatham Bike Path</b>	Oak St (Brooks Park)		
0.5	33.9		straight	on <b>Chatham Bike Path</b> (path divides)	Cross Route 39 (busy)		
1.4	35.3	ss	straight	on <b>Chatham Bike Path</b>	Depot Road		
0.5	35.8		straight	on <b>Chatham Bike Path</b>	town line	10:12	12:00
<b>Chatham</b>							
0.3	36.1	ss	straight	on <b>Chatham Bike Path</b>	Morton Road	10:18	12:06
0.3	36.4	ss	straight	on <b>Chatham Bike Path</b> (xing Meetinghouse Rd/Rt 137)	trail head parking on right (15)		
0.4	36.8		straight	on <b>Chatham Bike Path</b> (path on left of Access Road)	CWF		
0.3	37.1	ss	straight	on <b>Chatham Bike Path</b>	Sam Ryder Road		
0.4	37.5	ss	right	onto <b>George Ryder Road</b>	at Airport on left		
0.1	37.6		left	onto <b>Bike Path</b>			
0.2	37.8	ss	straight	onto <b>Wilfred Road</b>	share the road sign		
0.2	38		straight	on <b>Wilfred Road</b>	Public Beach on right		
1.4	39.4	ss	straight	onto <b>Stepping Stones Road</b> (crossing Queen Ann Rd.)	or on new bike path		
0.2	39.6		right	onto <b>Bike Path</b>	trail head parking on left (10)		
0.4	40		right	onto <b>Crowell Road</b>	trail ends		
0.6	40.6	lights	straight	onto <b>Queen Ann Road</b>	Cross Route 28		
0.2	40.8		bear right	onto <b>Pond Road</b>			
0.1	40.9		right	<b>into Rest Stop #3, Oyster Pond Beach</b>		10:30	12:30
<b>70 Stage Harbor Rd., Chatham, MA 02633</b>							

Go (Mile)	To (Mile)	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
<b>Chatham</b>							
0	40.9		right	onto <b>Stage Harbor Road</b>		10:30	12:30
0.2	41.1		left	onto <b>Cross St</b>	<b>Bridge Detour</b>		
0.2	41.3		bear left	on <b>Cross St</b>	at Shattuck		
0.1	41.4	ss	left	onto <b>Main St</b>			
0.1	41.5		right	onto <b>Seaview St</b>			
0.5	42	ss	left	onto <b>Shore Rd</b>	right to Light House 1 mi.		
0.5	42.5	lights	straight	onto <b>Route 28</b>	town line		
0.4	42.9	<b>SIGN</b>	left	onto <b>Stoney Hill Rd</b> (Citgo Station)	old route went straight		
0.4	43.3	ss	straight	on <b>Stoney Hill Rd</b>	cross Crowell Rd		
0.4	43.7	ss	straight	onto <b>Wilfred Road</b>	riders coming head-on		
0.6	44.3		straight	onto <b>Bike Path (follow path back to Dennis Rotary)</b>	at Sky Way on left		
0.7	45		right	onto <b>George Ryder Road</b>	at Airport on right		
0.2	45.2		left	onto <b>Bike Path</b>			
0.4	45.6	ss	straight	on <b>Chatham Bike Path</b>	Sam Ryder Road		
0.3	45.9		straight	on <b>Chatham Bike Path</b> (path on left of Access Road)	CWF		
0.4	46.3	ss	straight	on <b>Chatham Bike Path</b> (xing Meetinghouse Rd/Rt 137)	trail head parking on left (15)		
0.3	46.6	ss	straight	on <b>Chatham Bike Path</b>	Morton Road		
0.3	46.9		straight	on <b>Chatham Bike Path</b>	town line	10:48	1:06
<b>Harwich</b>							
0.5	47.4	ss	straight	on <b>Chatham Bike Path</b>	Depot Road	10:48	1:06
1.4	48.8		straight	on <b>Chatham Bike Path</b> (path divides)	Cross Route 39 (busy)		
0.5	49.3	ss	straight	on <b>Chatham Bike Path</b>	Oak St (Brooks Park)		
0.1	49.4	4ss	straight	on <b>Chatham Bike Path</b> (along Old Colony Rd.)	Meadow Lane/Town Hall		
0.1	49.5	ss	straight	on <b>Chatham Bike Path</b>	Cross Route 124 (busy)		
0.1	49.6	4ss	straight	on <b>Chatham Bike Path</b>	small road		
0.6	50.2	<b>SIGN</b>	bear right	onto <b>Cape Cod Rail Trail</b> (new)1st right off rotary	Bike Path Rotary		
0.9	51.1	ss	straight	on <b>Cape Cod Rail Trail</b>	Queen Anne Rd.		
0.2	51.3		straight	on <b>Cape Cod Rail Trail</b>	over Route 6		
0.8	52.1	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 124/Pleasant Lake Ave		
1	53.1		straight	on <b>Cape Cod Rail Trail</b>	town line	11:36	1:48
<b>Brewster</b>							
0.1	53.2	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 124/Harwich Rd.	11:36	1:48
1.9	55.1	ss	straight	on <b>Cape Cod Rail Trail</b>	Route 137/Long Pond Rd.		
0.5	55.6	ss	straight	on <b>Cape Cod Rail Trail</b>	Underpass Rd.		
1.5	57.1	<b>SIGN</b>	left	onto <b>Millstone Road</b>	turn off bike path		
0.1	57.2	ss	left	onto <b>Route 6A</b>			
0.1	57.3		right	<b>into Cape Cod Sea Camp</b>	Finish Day 2	11:48	2:12
<b>3057 Main St., Route 6A, Brewster, MA 02631</b>							

June 28, 2016

**Connecticut**  
45 Ash Street  
East Hartford, CT 06108

**Maine**  
122 State Street  
Augusta, ME 04330

**Massachusetts**  
14 Beacon Street  
Boston, MA 02108

1661 Worcester Road,  
Suite 301  
Framingham, MA 01701

393 Maple Street  
Springfield, MA 01105

**New Hampshire**  
Cloudport  
51 Islington Street, Unit 1  
Portsmouth, NH 03801

**New York**  
418 Broadway, 2nd Floor  
Albany, NY 12207

700 Veterans Memorial  
Highway, Suite 305  
Hauppauge, NY 11788

21 West 38th Street,  
3rd Floor  
New York, NY 10018

1595 Elmwood Avenue  
Rochester, NY 14620

355 Harlem Road,  
Building C, 2nd Floor  
West Seneca, NY 14224

237 Mamaroneck Avenue,  
Suite 205  
White Plains, NY 10605

**Rhode Island**  
260 West Exchange Street,  
Suite 102B  
Providence, RI 02903

**Vermont**  
372 Hurricane Lane,  
Suite 101  
Williston, VT 05495

Linda A. Cebula  
Harwich Board of Selectmen  
732 Main Street  
Harwich, MA 02645

Dear Ms. Cebula,

**The American Lung Association's 2016 Autumn Escape Bike Trek** is set to take place **Friday, September 23, through Sunday, September 25, 2016**. The Autumn Escape Bike Trek, now in its 32nd year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

A maximum of 300 bicyclists will take part in the **Autumn Escape Bike Trek**. Riders participate at their own speed. All of the cyclists must wear ANSI approved helmets and are instructed to ride safely and follow all traffic laws and regulations. The **AEBT** will have both medical and mechanical support. We strive to limit our use of main roads when possible. Enclosed you will find a copy of our proposed route through your city/town.

I am contacting the Police Department and the Board of Selectmen/Town Manager for approval and recognition to pass through your town. Please sign this letter acknowledging your awareness of our event and return it the enclosed envelope no later than **July 29, 2016**. Your signature is necessary to obtain the appropriate State Highway Permits.

You can reach me with any questions or concerns at (781) 314-9000. Thank you for your continued support throughout the years.

More information is available on the **Annual Autumn Escape Bike Trek** at [www.biketreknewengland.org](http://www.biketreknewengland.org).

Sincerely,



Paul Curley  
Route Manager

---

Authorized Signature

---

Please Print Name/Title

---

Date

**THE COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
STATE PRIMARY WARRANT  
SEPTEMBER 8, 2016**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

**GREETING:**

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Primaries to vote at the Community Center Gymnasium, 100 Oak Street, Harwich on, **THURSDAY, THE EIGHTH DAY OF SEPTEMBER, 2016** from 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

REPRESENTATIVE IN CONGRESS.....	Ninth District
COUNCILLOR.....	First District
SENATOR IN GENERAL COURT.....	Cape & Islands District
REPRESENTATIVE IN GENERAL COURT.....	Fourth Barnstable District
SHERIFF.....	Barnstable County
COUNTY COMMISSIONER.....	Barnstable County

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said voting.

Given under our hands this    day August, 2016

\_\_\_\_\_  
Michael D. MacAskill

\_\_\_\_\_  
Jannell M. Brown

\_\_\_\_\_  
Peter S. Hughes

\_\_\_\_\_  
Angelo S. LaMantia

\_\_\_\_\_  
Julie E. Kavanagh  
SELECTMEN OF HARWICH

Attest: \_\_\_\_\_  
Anita N. Doucette, MMC/CMMC  
Town Clerk

\_\_\_\_\_  
David Robinson, Constable

DATE:

By virtue of this Warrant I have this day notified and warned the inhabitants of the Town of Harwich, qualified to vote in elections and town affairs, to meet in the Community Center, 100 Oak Street in said Town on Thursday, the 8<sup>th</sup> of September, 2016 at the time and place for the purpose herein named by posting up attested copies thereon in the four (4) Post Office buildings and in the Community Center in the Town of Harwich, which covers all four precincts, at least seven (7) days before the time of said meeting as within directed.

---

David Robinson, Constable

July 21, 2016

Chairman MacAskill and Board of Selectmen,

I would like to request money from the Cable Fund in the amount of \$28,400 for the purchase of new equipment in the Channel 18 Master Control Unit at the Community Center.

These pieces of equipment are part of the continued process to bring LIVE town hall meetings to Channel 18.

Updating and installation of Channel 18 equipment will happen in multiple stages due to a variety of locations the station utilizes.

Thank you for your consideration.

Jamie Goodwin

Station Manager

Harwich Channel 18

## ANNUAL MEETINGS

### September 2016

- |    |   |
|----|---|
| 12 | Architectural Advisory<br>Brooks Academy        |
| 19 | Community Center Facilities<br>Council on Aging |
| 26 | Conservation<br>Real Estate and Open Space      |

### October 2016

- |    |   |
|----|---|
| 3  | Planning Board<br>Board of Health<br>Zoning Board of Appeals  |
| 11 | Voter Information Committee<br>Youth Services<br>Community Preservation Committee                     |
| 17 | Bikeways Committee<br>Trails Committee<br>Cultural Council<br>Historic District / Historic Commission |
| 24 | Waterways Committee<br>Golf Committee<br>Recreation and Youth<br>Cemetery Commission                  |
| 31 | Agricultural Commission<br>Saquatucket Development  |

### November 2016

- |    |  |
|----|--|
| 7  | Board of Assessors<br>Housing Authority<br>Harwich Housing Committee |
| 14 | Capital Outlay Committee<br>Utility and Energy<br>Finance Committee  |
| 21 | Library Trustees<br>Water Commissioners                              |



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

July 28, 2016

Patrick J. Foley -  
[REDACTED]  
[REDACTED]

Dear Patrick,

Congratulations on being selected as a finalist for the position of full-time regular police officer with the Harwich Police Department. I am very pleased to provide you with this conditional offer of employment on behalf of the Board of Selectmen of the Town of Harwich.

This offer is contingent upon you successfully passing a complete background investigation, physical examination, psychological examination, and the State of Massachusetts Physical Abilities Test (PAT). If you are successful in passing all of these phases, you will be offered employment as a student police officer and enrolled in the next available Massachusetts Criminal Justice Training Committee Basic Police Recruit Academy. Your continued employment is also contingent upon your successful completion of the basic recruit academy which is currently scheduled to begin on October 31, 2016. With that start date in mind, I am recommending the Board of Selectmen appoint you effective one week prior which is October 24, 2016. Start date of the academy is subject to change.

During your attendance at the academy you will be a student police officer in accordance with the provisions of Massachusetts General Law chapter 41 section 96B with an annual salary of \$41,256.87 (hiring step). Upon graduation, you must serve a one-year probationary period and can be dismissed at any time without cause. **Discipline or discharge is not subject to grievance or arbitration** during this entire period. Following your probationary period you will be represented by the Harwich Police Federation on all contractual matters.

I would also like to draw your attention to the attached Police Academy Tuition Agreement that requires your signature prior to you attending the basic recruit academy.

Congratulations again, and I wish you the best of luck during the remainder of the hiring process and the recruit academy. We look forward to you joining the Harwich Police Department. Your signature below indicates you have read and understand all the provisions of this document.

Sincerely,

David J. Guillemette  
Chief of Police

8/2/16  
Patrick J. Foley Date

CC: Personnel File  
Town Administrator



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541 Fax 508-432-2530



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## POLICE ACADEMY TUITION AGREEMENT

Pursuant to Massachusetts General Law Chapter 41, Section 96B, the Board of Selectmen for the Town of Harwich as the appointing authority, is not obligated to pay any tuition or fees associated with a student officer's training at the Municipal Police Recruit Training Academy. The Student Officer is responsible for the tuition fee which is \$3,100. The town will pay this tuition fee on the student officers behalf and the student officer will be responsible for reimbursing the town for the full amount of the tuition.

However, the town will waive reimbursement of the tuition, if following the successful completion of the academy the officer serves in good standing of employment for five (5) consecutive years with the Harwich Police Department. Should the officers subject to this provision choose to leave the employ of the Harwich Police Department for any reason within five (5) years of his/her completion of the Municipal Police Training academy, \$3,500 plus all other expenses incurred by the town related to the academy such as medical / psychological exams, physical agility tests, uniforms and equipment and other similar expenses, not including wages and benefits, shall be due and payable to the Town of Harwich upon separation based on the following percentages:

- First two years of employment, 100% of the total academy related expense will be owed.
- More than two years and less than five years, 75% of the total academy related expense will be owed.

I, Patrick Foley, have read and understand the above stated conditions of my responsibility for the tuition fees and related expenses at the Municipal Police Recruit Training Academy. I also understand that the town will pay the tuition fee on my behalf. Furthermore, I understand that if I withdraw from the Municipal Police Recruit Training program or resign from my position as a student officer with the Town of Harwich, the \$3,100 tuition fee plus other academy related expenses incurred, not including wages and benefits, while I was attending the academy will be reimbursed by me to the Town of Harwich.

I hereby request that I be able to select the conditional reimbursement waiver provision offered by the Town of Harwich, outlined in this agreement. I understand that by accepting this offer, I do not have to make any tuition fee or expenses reimbursement payments to the Town of Harwich unless I choose to end my employment with the Harwich Police Department within five (5) years of the date of my graduation from the Municipal Police Recruit Training Academy. I understand that I am personally responsible for the amount owed as outlined in this agreement.

Patrick Foley

---

Name of student officer / employee

*Patrick Foley*

---

Signature of student officer / employee

Thomas A. Gagnon, Deputy Chief

*Thomas A. Gagnon*

---

Witnessed by

August 1, 2016

---

Date



P.O. Box 101, South Harwich, MA 02661

508-432-3997 • E-mail: [hct@cape.com](mailto:hct@cape.com) • [www.HarwichConservationTrust.org](http://www.HarwichConservationTrust.org)

8 July 2016



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

Dear Board of Selectmen,

To celebrate 28 years of preserving special places in Harwich, the Harwich Conservation Trust (HCT) is organizing the *Wildlands Music & Art Stroll* for the fourth year in a row, which will be held Saturday, September 10<sup>th</sup>, from 1-4pm at HCT's Robert F. Smith Cold Brook Preserve in Harwich Port. Visitors will be shuttled to the event from the Monomoy High School parking area courtesy of First Student.

For the first two years of the *Music & Art Stroll*, we had a tent for visitors and volunteers to use. The Board of Selectmen waived at least portions of the building permit fee each year. This year, we will be having two tents on-site to help mitigate sun exposure risks for our guests during this early September afternoon event.

**We respectfully ask you to consider granting the following request:**

**1) Permit fee waiver---**

**We ask for you to grant an application fee waiver for the following permit application related to the event:**

**a) \$110.00- Application for Building Permit (2)**

**About the Wildlands Music & Art Stroll event on Sept. 10<sup>th</sup>:**

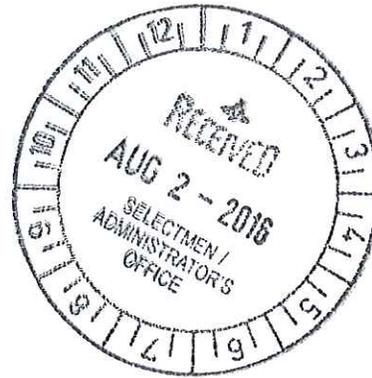
HCT will bring together local artists from the Guild of Harwich Artists and musicians for an afternoon filled with art, live acoustic music, ice cream, and a special appreciation for the preserved lands that protect woods, water, wildlife and our shared quality of life.

We thank you for your support over the years regarding HCT's land-saving efforts. We hope you'll join us at the Wildlands Music & Art Stroll on Sept. 10<sup>th</sup> from 1pm-4pm. If you have questions, please call Matt Cannon, HCT's Land Stewardship Coordinator, at 508-432-3997, or email [matt@harwichconservationtrust.org](mailto:matt@harwichconservationtrust.org). Watch [www.HarwichConservationTrust.org](http://www.HarwichConservationTrust.org) for more details.

Sincerely,

Matt Cannon  
Land Stewardship Coordinator

August 2, 2016



Chris Clark, Town Administrator  
Town Hall  
Harwich Ma 02645

Dear Chris,

I feel very fortunate to ask you, through the selectmen to accept the attached gift of \$10,852.00 from the Ora Gaylord Arooth Trust.

This gracious gift in the past has provided the Community Center with needed equipment for the building and helped to pay for some training for staff along with paying for countless other things that I hope have enhanced the experience of all those that utilize the building.

The letter from Trustee, Carol Ann Rowley asks that the Town sign that we are in receipt of the check. I am sending the entire package to your attention for a signature.

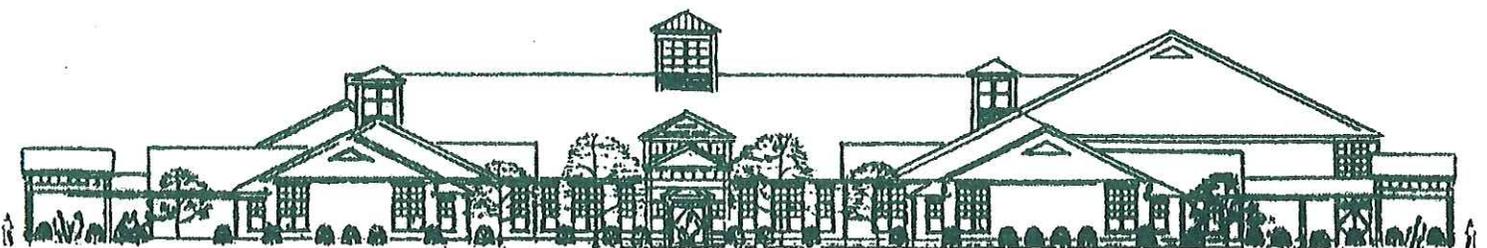
I thank you again for your support to the Community Center and all those we serve.

Sincerely

*Carolyn Carey*  
Carolyn B. Carey, Director

Enclosures

Cc Andrew Gould Town Accountant



**CAROL ANN S. ROWLEY, Trustee**

576 Long Pond Road  
PO BOX 2402  
Brewster, Massachusetts 02631  
(508) 896-0026  
csrowley@outlook.com

July 11, 2016

Harwich Community Center  
100 Oak Street  
Harwich, MA 02645

Dear Sir/Madam:

As Trustee of The Ora Gaylord Arooth Trust, I am pleased to deliver the distribution for FY ending February, 2016 of \$10,852.00 for your organization's unrestricted use. Per Mrs. Arooth's request, this distribution is being made in Memory of Joseph Arooth and Ora Gaylord Arooth and should be noted as such by you.

I have made the appropriate filings with the Internal Revenue Service and the Massachusetts Attorney General's office who oversees charities.

For your records, enclosed is the financial statement prepared by the certified public accounting firm of Lamb, Mason, Bulger & Co., P.C.

Please sign the enclosed copy of this letter signifying receipt of the monetary distribution and financial statement and return it to me at your earliest convenience. If you have any questions, please do not hesitate to contact me.

Very truly yours,



CAROL ANN S. ROWLEY, Trustee

:car  
Encl.

\_\_\_\_\_, 2016 \_\_\_\_\_

# TOWN OF HARWICH

## SCHEDULE OF DEPARTMENTAL PAYMENTS TO THE TREASURER

**Community Center**

Date 8/2/16

	DESCRIPTION	ORG – OBJECT	AMOUNT		
Fee	Program Fees	015404-432044			
Fee	Building Use	015404-436004			
Fee	Weight Room Use	015404-484098			
Fee	Custodian Outside Duty	8905-251036			
Fee	Passport	015404-432049			
Fee	Copies/Faxes	015404-432003			
Rev	Weight Room	15445404-484099			
Gift	CC Gift Account	15166304-483000	10,852.00		
Rev	Revolving Account	15405004			
		Yoga			
		Demello/Aerobics			
		Cheerleading			
		Music/Dance			
		<b>TOTAL</b>	<b>10,852.00</b>		

Department Representative

Date

Town Treasurer

Date

THE ORA GAYLORD AROOTH TRUST

Financial Statements – Income Tax Basis

February 29, 2016

THE ORA GAYLORD AROOTH TRUST

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LAMB, MASON, BULGER & CO., P.C.  
Certified Public Accountants  
32 Village Landing, P.O. Box 1233  
West Chatham, Massachusetts 02669

Independent Accountant's Compilation Report

May 18, 2016

To Carol A. Rowley, Trustee  
The Ora Gaylord Arooth Trust  
Brewster, Massachusetts

Management is responsible for the accompanying financial statements of The Ora Gaylord Arooth Trust, which comprise the statement of assets, liabilities, and fund balance—income tax basis as of February 29, 2016 and the related statement of revenues, expenses, and fund balance - income tax basis for the year then ended in accordance with the income tax basis of accounting, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the income tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.



Lamb, Mason, Bulger & Co., P.C.

## THE ORA GAYLORD AROOTH TRUST

## Statement of Assets, Liabilities and Fund Balance - Income Tax Basis

February 29, 2016

(See Independent Accountant's Compilation Report)

Assets:	
Cash and cash equivalents	\$ 18,174
Prepaid taxes	179
Investments (at cost)	<u>692,353</u>
Total Assets	<u>\$ 710,706</u>
Liabilities:	
Accrued charitable distribution	\$ 43,408
Fund Balance	<u>667,298</u>
Total Liabilities and Fund Balance	<u>\$ 710,706</u>

See Accompanying Notes to Financial Statements

## THE ORA GAYLORD AROOTH TRUST

## Statement of Support, Revenues, Expenses, and Fund Balance - Income Tax Basis

For the Year Ended February 29, 2016

(See Independent Accountant's Compilation Report)

Support and Revenues:	
Dividends and interest	\$ 22,651
Realized gain on sale of investments	<u>21,326</u>
Total Support and Revenues	<u>43,977</u>
Expenses:	
Charitable distributions	43,408
Trustee fees	9,500
Federal excise tax	332
Foreign tax	634
Bank fees	59
Investment fees	562
Filing fees	<u>35</u>
Total Expenses:	<u>54,530</u>
Deficit of Support and Revenues over Expenses	( 10,553)
Fund Balance, Beginning	<u>677,851</u>
Fund Balance, Ending	<u>\$ 667,298</u>

## THE ORA GAYLORD AROOTH TRUST

## Notes to Financial Statements

February 29, 2016

(See Independent Accountant's Compilation Report)

Note 1 - Summary of Significant Accounting Policies:

Nature of Operations - The Ora Gaylord Arooth Trust is a non-exempt charitable trust established by Ora Gaylord Arooth to provide ongoing support to four specific charitable organizations.

Basis of Accounting - The accounting records and the accompanying financial statements have been maintained and prepared on the accrual method of accounting in accordance with practices permitted for federal income tax purposes, which is a comprehensive basis of accounting other than generally accepted accounting principles (GAAP). The following are the more significant differences between that basis and GAAP:

- 1) As permitted for income tax reporting purposes, the Trust has not implemented all of the financial reporting requirements of FASB Codification 958, *Financial Statements of Not-for-Profit Organizations*. Accordingly, the Trust has not classified the difference between its assets and liabilities as unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based on the existence or absence of donor-imposed restrictions. In addition, the Trust has not reported the changes in each of those classes of net assets in the accompanying financial statements. That presentation is required by GAAP.
- 2) Investments in marketable securities are recorded at cost. Under GAAP, such investments would be recorded at their fair values.

Cash and Cash Equivalents - The Trust defines its cash and cash equivalents to include only cash in demand deposits.

Investments - Investments in marketable securities are stated at cost or, in the case of contributed securities, at their fair value at date of receipt. Under generally accepted accounting principles, such investments would be recorded at their fair values.

Use of Estimates - The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent events - The Trustee evaluated subsequent events for potential required disclosures through May 18, 2016, which is the day the financial statements were available to be issued.

Note 2 - Income Taxes:

The Trust qualifies for and files Form 990PF as a private non-operating foundation under section 4947(a)(1) noncharitable Trust and pays a federal excise tax on net investment income.

## THE ORA GAYLORD AROOTH TRUST

## Notes to Financial Statements

February 29, 2016

(See Independent Accountant's Compilation Report)

Note 3 - Investments:

Investments at February 29, 2016 are carried at cost. Investments are as follows:

	<u>Cost</u>	<u>Market Value</u>	<u>Unrealized Gain (Loss)</u>
Money Market Funds	\$ 235,793	\$ 235,793	\$ -
Common Stock	<u>456,560</u>	<u>593,412</u>	<u>136,852</u>
	<u>\$ 692,353</u>	<u>\$ 829,205</u>	<u>\$ 136,852</u>

Realized gain on sale of investments were as follows:

Proceeds of sales	\$ 211,913
Basis of investments sold, determined by specific identification	<u>( 190,587)</u>
	<u>\$ 21,326</u>

Note 4 – Accrued charitable distribution:

Amounts due to trust beneficiaries as required by Section 4942 of the Internal Revenue Code are as follows;

	<u>Status</u>	<u>Purpose</u>	<u>Amount</u>
Lupus Foundation of America	Public Charity	Unrestricted Support	\$ 10,852
Our Lady of Providence Children's Center, Inc.	Public Charity	Unrestricted Support	10,852
Hope Health	Public Charity	Unrestricted Support	10,852
Harwich Community Center	Municipal Entity	Unrestricted Support	<u>10,852</u>
		Total accrued charitable distributions	<u>\$ 43,408</u>

Tele: 508-430-7513  
 Fax: 508-432-5039

Office of the Town Administrator  
 732 Main Street

## Town Of Harwich

Harwich, MASSACHUSETTS 02645

<b>Name:</b>	Christopher Clark		
<b>Job Title:</b>	Town Administrator	<b>Classification:</b>	Contract
<b>Administrator:</b>	Christopher Clark		
<b>Department:</b>	Town Administrator		
<b>Anniversary Date:</b>	12/27/2013	<b>Evaluation date:</b>	April/May 2016

**\*\*Town Manager Evaluation\*\***

**Key for Performance evaluations:**

**EX: Exceptional**

Performance far exceeds expectations due to exceptionally high quality of work performed in all essential areas of responsibility.

**EE: Exceeds Expectations**

Performance consistently exceeded expectations in all essential areas of responsibility and the quality of work overall was excellent. resulting in an overall quality of work that was superior.

**ME: Meets Expectations**

Performance consistently met expectations in all essential areas of responsibility at times possibly exceeding expectations and the quality of work overall was very good.

**IN: Improvement Needed**

Performance did not consistently meet expectations or performance failed to meet expectations in one or more essential areas of responsibility.

**UN: Unsatisfactory**

Performance was consistently below expectations in the most essential areas of responsibility and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas.

**A. Last Evaluation's Goals: (if applicable) 40 points total**

Goal:	Rating:					Points:	Comments:
	1	2	3	4	5		
Available points per section:							
1. Continue implementation of Accela & online system for public/installation of fiber optic cable between Town Hall & Community Ctr.	UN	IN	ME	EE	EX	3	
2. Prepare ballot question for Middle School repurpose	UN	IN	ME	EE	EX	3	
3. Preparation of Wastewater IMA & development of governance model	UN	IN	ME	EE	EX	3	
4. Prepare draft agreement w/MRSD & Chatham re funding formula	UN	IN	ME	EE	EX	3	

5. Prepare concepts for upgrade/reuse of Albro, WH School & Bank St. Bldg.	UN	IN	ME	EE	EX	3	
6. Develop FY17 budget, review various elements for efficiencies, include 2 depts for review, complete public outreach financial software/visual info	UN	IN	ME	EE	EX	4	
7. Negotiate 6 collective bargaining agreements & recruit/reimplement ATA position	UN	IN	ME	EE	EX	4	
8. Review/consider plan for expanding rental property tax, provide report to BOS & draft Special Legislation	UN	IN	ME	EE	EX	3	

**B. Job Success Factors:  
(45 points total)**

**1. Problem Solving/Decision Making: (5 points)**

Anticipates, Identifies, & prevents problems, involves others in seeking solutions. Makes clear and consistent decisions, acts with integrity in all decision making and makes timely decisions.

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

**2. Strategic planning and organizing: (5 points)**

Aligns priorities with broader goals, measures outcomes, uses feedback to change as needed, evaluates alternatives, solutions oriented, develops realistic plans, meets deadlines & follows through

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

**3. Communication: (5 points)**

Connects with peers, subordinates and public, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills. Seeks to clarify and confirm the accuracy of understanding of vague terms and instructions

Rating:					Points:	Comments: Need to improve commu w/ BOS but very good w/MRSD,CCTHS,COC and Fin Com
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

**4. Leadership: (5 points)**

Accepts responsibility for own work, develops trust and credibility, demonstrates honest and ethical behavior, engages the talents, experiences,

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

and capabilities of others. Results-oriented and desire to excel in job

**5. Teamwork: (5 points)**

Successfully works with others to achieve desired results, contributes to team projects, exchange ideas and opinions, helps prevent, resolve conflicts, develops positive working relationships and is flexible, open-minded promoting mutual respect for all

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

**6. Customer Orientation: (5 points)**

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

**7. Productivity: (5 Points)**

Maintains fair workload; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	4	

**8. Quality: (5 Points)**

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures

Rating:					Points:	Comments:
1	2	3	4	5		
UN	IN	ME	EE	EX	3	

**9. Department specific competency: (5 Points)**

Overall guidance to the organization and represent at functions

	Rating:					Points:	Comments:
	UN	IN	ME	EE	EX	4	
	1	2	3	4	5		

total overall averages

**Complaint Letters:**

	# of inc	Points		Points	Average	
0 letters: (1 point)						
1 letter: (-1 point)	#	1	Dept Avg: (1 point)		1	
2 letters: (-2 points)	#		(0 point)			Points: 2
More than 2 letters: (-3 points)	#		(-1 point)			

**Future Goals and Objectives: (9 points)**

<p><b>Please list 9 goals &amp; objectives for the following year, 6 attainable goals, 2 possible goals &amp; 1 "if time permits" goal</b></p> <p>1 Continued implementation of Accela System</p> <p>2 Prepare plan based on results of the election for Middle School repurpose</p> <p>3 Continue to work on regional entity or IMA as it relates to wastewater with Dennis and Chatham</p> <p>4 Continue to explore w/MRSD shared services including landscaping, informational technology &amp; facility maint.</p> <p>5 Work with Harbormaster on waterside and landside improvements to Saquatucket Harbor</p> <p>6 Develop the FY18 budget within Prop 2 1/2 and give consideration to an upgrade in Town's bond rating</p> <p>7 Review the SEIU contract materials on job description reviews Department heads for FY17</p> <p>8 Work on collaboration with Chamber of Commerce on additional marketing efforts for Town</p> <p>9</p>		Points:	9
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**C: Miscellaneous:  
(4 points total)**

<p><b>Has the Town Administrator come up with any cost saving ideas/solutions? (1 point)</b></p> <p>See Link Hooper letter on Forest Street Cost savings</p>	Points:	1
<p><b>Has the Town Administrator obtained any grants/Gifts? (1 point)</b></p> <p>Activley participated on Muddy Creek grant for \$300,000</p>	Points:	1
<p><b>Has the Town Administrator been able to "turn back" any funds? (1 point)</b></p>	Points:	1
<p><b>Has the Town Administrator obtained letters of commendation? (1 point)</b></p>	Points:	

**Overall rating:**

UN	IN	ME	EE	EX	Total points:	72
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(100 total possible points)

Professional Development Plan/Comments:

Please see attached comments

Signatures:

Town Administrator Name: Christopher Clark

Town Administrator Signature : \_\_\_\_\_ Date: \_\_\_\_\_

My signature also indicates that I have received a copy of this evaluation

I would like to include comments regarding my evaluation.

Selectperson: \_\_\_\_\_ Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: FY 16 Goals and Objectives Status Report

Date: August 3, 2016 updates in Red, March 31, 2016 in Blue (original date July 10, 2015, first update October 7, 2015 in green)

I do wish to indicate that it is my clear recollection that the goals and objectives set for myself for FY 16 were to be completed by the organization and that I as Chief Administrative Officer who agreed to these goals would coordinate the successful completion by the organization of the goals mutually set. I do believe also that where the Board of Selectmen had split votes or internal disagreements those should not be reflected upon me in my capacity as the Town Administrator implementing the majority voted decisions of the Board. I would humbly ask for a reconsideration of the performance evaluation completed prior to the end of the fiscal year considering some of the goals and objectives did not have completion dates until June 30, 2016 and therefore by their very nature would be considered not complete.

**Information technology:** Continue the implementation of the Accela electronic permitting application. Specific deliverables include implementing an internal online permitting system with user focus group. Completion by January 1, 2016. An online system for the general public to be implemented by June 30, 2016. Installation of fiber-optic cable between Town Hall and the Community Center for live broadcast by June 30, 2016.

Update: pending - Accela electronic permitting has been implemented with staff but continues to have some bugs. Staff has been using since May 2015. It is our hope to keep to the January 1, 2016 for having an internal online permitting system operational.

Pending: Foster, Jamie, Caleb and I did tour the Chatham facility for live broadcasts and taped broadcasts for ideas. Jamie has made arrangements for an expert in this area to work with us to implement live broadcast from Town Hall. Foster has identified the conduit to run fiber between Town Hall and the Community Center. This should be going out to bid shortly.

**Update:** The Accela electronic permitting materials continue to be a slow progression forward. Online capability is now available in a limited capacity. The installation of fiber-optic cable between Town Hall and the Community Center has been completed. The equipment in both the Town Hall and Community Center need to be updated to allow for live broadcast. This process is underway and we believe that we can continue to meet the June 30 deadline.

**Final Update:** The Accela Project has continued to have issues. The primary project manager David Spitz has retired and I have decided to oversee the implementation of this project myself. This part of the goal was incomplete for FY 16.

The installation of fiber-optic cable between Town Hall and the Community Center for live broadcast was completed well prior to June 30 deadline and to my knowledge this is the first time ever the town of Harwich has had live Board of Selectmen meetings. I believe this

goal was accomplished and **exceeded expectations** by completing prior to the deadline. I believe staff particularly, Jamie and Caleb, worked very hard to accomplish this prior to the deadline to show to the organization our capacity to get things done.

**Middle School Repurpose:** To work with staff to prepare various concepts for reuse and prepare question for ballot of which options the community desires. Preparation for Board of Selectmen prior to finalization of the Election Ballot.

Update: mostly completed. Attorney Giorgio has provided the ballot questions to the Town and Town staff is working on plugging numbers into the ballot questions as they relate to various options. This is the remaining final step for the Board to consider placing on the ballot. Administratively mostly completed.

**Update:** Ballot question is completed.

**Final Update:** I believe that administration completed this task in a timely fashion and should receive a **meets expectations** on the goal and fully recognize that there was a high level of discussion and disagreement with the overall product by some members of the Board but the goal was simply to complete and place on the election ballot what was acceptable to the majority of the Board.

**Wastewater:** Assist in the negotiation of the use of the Chatham facility. Preparation of an IMA for Board of Selectmen's consideration prior to closing of the warrant for the 2016 Annual Town Meeting. Work with the Board in the development of a governance model for the integration of the Water Commission and the Board of Selectmen on the governance of wastewater prior to finalization of the warrant.

Update: partially completed: I have worked with the Wastewater Implementation Committee to work to help to identify a recharge site that will facilitate IMA negotiations with Chatham. I have also assisted in the most recent draft of the IMA to present to Chatham.

Coordinated a meeting between the Water Commission and the Board of Selectmen to discuss governance model.

**Update:** Partially completed: The framework for an IMA with Chatham was completed. However, Chatham's response to that document was not consistent with the understanding reached in our October 2015 meeting. Negotiations are ongoing.

The governance model was coordinated through our consultant and ultimately voted by the Board of Selectmen.

**Final Update:** The framework for the IMA was completed in a timely fashion but the coordination of various meetings and the need for additional information has led to delays. Administration is working closely with the Board, the Wastewater Implementation Committee and our consultant are on the verge of finalizing the CWMP which is a significant milestone towards our wastewater management plan. Whereas the IMA still being incomplete is unfortunate, I believe it also has to be recognized that the CWMP progress has significant merit.

**Monomoy Regional School District:** Preparation of a submission to Board of Selectmen of a draft Agreement between Monomoy Regional School District, Town of Chatham and the Town

of Harwich on a funding formula moving forward for the next five years among the three parties. Draft completed by July 2015.

Update: completed: prepared a draft agreement between Monomoy Regional School District, Town of Chatham and Town of Harwich regarding the funding formula for the next five years. Advocated for its approval to representatives of each.

**Update:** Draft agreement was prepared but the respective parties did not advance the draft.

**Final Update:** The draft agreement was completed in a timely fashion and this goal should receive a **meets expectations** from an administrative standpoint.

**Town Assets:** Focus on three properties for upgrade or reuse the Albro House, Bank Street Fire Station and West Harwich School. Prepare concepts for Board consideration prior to January 1, 2016.

Update: partially completed: Albro House: partially completed: volunteers coordinated the painting of the Albro House and staff continues to present various uses. Successfully presented a social service use that was voted by the Board of Selectmen and has also presented the relocation of Engineering Department to first floor but was not voted by the Board. Bank Street Fire Station – completed. Presented potential reuse plan to the Board of Selectmen. The Board voted to retain and utilize as Harbormaster facility until Saquatucket redevelopment is complete. West Harwich School: partially completed: a neighborhood group and the Harwich Historical Commission has proposed a reuse plan for the Board of Selectmen to consider. The Board has opted for a RFI to be used which has been drafted.

**Update:** Albro House: partially completed. Bank Street Fire Station: completed. West Harwich School: ongoing with a public-private partnership to renovate and operate being worked on.

**Final Update:** I believe clearer goals regarding properties need to be developed. Administration has submitted concepts saying that the Albro House should be used to as a Wellness center and has submitted license agreements that have been approved by the Board to this end. Administration previously sought to have a full scale evaluation done on renovations which was not put forward by the prior Chair. I would reiterate that it appeared a Board consensus was to try to offset some of the operational costs of Albro house by entering into license agreements and we have been successful in that endeavor. The Middle School reuse clouds this issue as well. The former Bank Street fire station resulted in specific board action to hold until renovations at Saquatucket are complete. This goal **met expectations**. The West Harwich school faced a split Board on its reuse and ultimately was not funded. This goal was to focus concepts for upgrade or reuse.

**Financial:** Development of the 2017 budget within Proposition 2 1/2 guidelines. Timing in accordance with Charter. In the evaluation of the budget to review various elements for efficiencies. Include two departments for specific review. Completion of public outreach financial software and visual information. To be completed by the end of September 2015.

Update: the FY 17 budget is still in the developmental phases in which we are currently undertaking the capital budget and the operating budget will commence in November. The primary focus of the next six months will be dedicated to the budget and Town Meeting.

Update: two departments for specific review: completed: review of the Council on Aging operation, specifically nurse services and chef services, have been completed along with the review of engineering services. Board voted to retain both at existing levels.

Update: partially completed - VisiGov has been provided with the data (revenue and expense) they requested to complete this service. Waiting on the contractor to provide draft and final products.

**Update:** Completed: The FY17 budget has been presented and is within Proposition 2 1/2 guidelines.

**Final Update:** I believe that the development of the 2017 budget resulting in a very successful 2016 Annual Town Meeting with many of the budgets being voted unanimously and that two ballot questions related to funding concepts were voted very favorably. I believe administrations role in this was critical to success of the Annual Town Meeting and ballot. I believe the goal **exceeded expectations**. The other two items, department review and completing the VISIgov software, **met expectations**. Administration's responsibility was to complete tasks. It is exceptionally frustrating considerable staff time went into completing VISIgov and then it was not utilized.

**Personnel:** FY 16 has two completed collective bargaining agreements. Administration will negotiate six collective bargaining agreements during FY 16 with the goal of completing the vast majority of those prior to the end of the fiscal year. Also, the recruitment and reimplementation of the Assistant Town Administrator position to be completed by October 1, 2015.

Update: partially completed: Fire union negotiations have been completed. Actively engaged in negotiations with five of the six collective bargaining units. Two units we have reached tentative agreement, two units we are in active negotiations and one unit we have not yet commenced negotiations. Assistant Town Administrator position has been filled and her start date is October 19.

**Update:** Partially completed: Only the Superior Officers negotiations continue, all other agreements are up to date or extended beyond FY 16.

**Final Update:** This goal on the collective bargaining agreements is very clear. The goal was six out of the eight units would have negotiated agreements prior to the end of the fiscal year. All eight units had agreements completed prior to the end of FY 16. I believe an **exceeds expectations** is a more appropriate score on this goal. The Assistant Town Administrator position was slightly delayed but was completed. A score of meets expectation is more appropriately warranted.

**Economic Development:** To review and consider the plan for expanding the rental property taxation. Some towns on Cape Cod seek to tax summer homes that are used as rentals. To research this is a possibility and provide the Board of Selectmen with a report and to draft Special Legislation to accomplish the same. Completed prior to the finalization of the warrant.

Update: partially completed: conducted a meeting with representatives of the Chamber, Town of Brewster and Town of Eastham to obtain a sense of the possibilities. Planning on attending a Cape Cod Selectmen's Association meeting that will have this as the primary focus on October 9, 2015. Will prepare report and draft special legislation in accordance with goals.

**Update:** Completed: The report was presented to the Board of Selectmen that went along with the recommendation not to submit special legislation.

**Final Update:** The plan was completed and submitted to the Board of Selectmen who decided not to pursue special legislation. This item should be **meets expectations**.

Overall, I believe that the last fiscal year had set fairly aggressive goals and objectives. I am very proud that this organization responded to the various challenges laid out in these goals and objectives and overall the vast majority in my opinion were completed to either meet expectations or exceeded expectations as noted throughout. To receive an overall score of needs of improvement in light of the reality of what was completed is simply not warranted in my mind. I am immensely proud and appreciative of the level of support provided by the organization, primarily through its Department Heads, to be responsive to Administration in presenting and in taking on the challenge given to us. I don't believe enough credit has been given to the organization in its responsiveness that led to an exceptional year in terms of:

- Over \$4 million in free cash
- Labor contracts all up to date and future dates
- Very successful Annual Town Meeting with significant support for the ballot questions
- Harmonious relationships with Monomoy Regional School District/Cape Cod Tech H.S.
- Muddy Creek bridge project completed on time and slightly under budget including my direct and active participation in securing a \$300,000 grant
- Coordinating the administrative details in securing the state grant for the Artificial Reef Project in excess of \$100,000

I fully recognize that I am not perfect and I will always continue to struggle to keep up with the tremendous volume of work that comes through the office. However, to be the only employee in the organization to not receive a cost-of-living adjustment based upon the overall successful body of work is exceptionally hard to take and is disheartening. I put a lot of time and energy into addressing the numerous issues that come up and always keep myself engaged in my work. **I would ask that my self-evaluation be approved with a cost of living adjustment retroactive to July 1, 2016.**

I do also believe that the future FY 17 goals previously enumerated continue to have merit. I will review the various exceptionally extensive goals of the Board of Selectmen and see which additional ones Administration will attempt to complete in the next year.

#### **FY 17 Future Goals:**

- Continued implementation of Accela system
- Prepare an interim plan based upon the results of the election for the Middle School repurpose
- Continue to work on regional entity or IMA as it relates to wastewater with the towns of Dennis and Chatham
- Continue to explore with Monomoy Regional School District shared services including landscaping, information technology and facility maintenance
- Work with the Harbormaster on waterside and landside improvements to Saquatucket Harbor
- Develop the FY 18 budget within Proposition 2 1/2 and give consideration to an upgrade in the Town's bond rating
- Review the SEIU contract materials on job description review's Department heads for FY 17
- Work on collaboration with the Chamber of Commerce on additional marketing efforts for the Town of Harwich

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

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

Agricultural Commission.....	1
Appeals Board (1 Full – 1 Alternate).....	2
Architectural Advisory Committee.....	1
Bikeways.....	1
Board of Health.....	1
Brooks Academy Museum.....	1
Building Code Board of Appeals.....	5
Community Preservation Committee (Housing) .....	1
Conservation Commission (2 Alternate) .....	2
Council on Aging.....	2
Disability Rights Committee.....	5
Forest Committee.....	1
Historic District/Historical Commission (Alternate).....	3
Housing Committee .....	1
Real Estate and Open Space .....	1
Squatucket Development Committee.....	1
Traffic Safety Committee .....	2
Trails Committee .....	2
Treasure Chest Committee (1 Full – 1 Alternate).....	2
Utility and Energy Conservation .....	1
Waterways Committee (1 Alternate) .....	1

A description of Committee duties and **Citizens Activity Record Forms** are available at the Selectmen’s Office, 732 Main Street, Harwich