

# AGENDA

Monday

June 15, 2015

**TOWN OF EASTHAM  
AGENDA  
BOARD OF SELECTMEN  
Monday, June 15, 2015  
5:00 PM**

**Location:**        Earle Mountain Room

**I. PUBLIC/SELECTMEN INFORMATION**

**II. APPOINTMENTS**

5:00 p.m.	Library Bond Signing – Joan Plante, Town Treasurer
5:05 p.m.	Moderators Review of Town Meeting – Steve Cole
5:15 p.m.	Electronic Voting Final Report – Chair Ed Schneiderhan
5:25 p.m.	County Budget Review - Teresa Martin, Assembly of Delegates Representative

**III. ADMINISTRATIVE MATTERS**

- A. Approve Fiscal Year End Interdepartmental Transfers – Diane Rommelmeyer, Town Accountant
- B. Transient Vendor Permits – Various
- C. Harbor to Bay Charity Ride
- D. Modification of Recreation Committee Charge to Include Bikeways Committee
- E. Acceptance of Gift in the amount of \$5,141.13 from Ronald W. Gauch to Ambulance Gift Fund

*(Note: Other than public hearings, all times are approximate and items may be taken out of order.)*

**IV. OTHER BUSINESS/CORRESPONDENCE**

**V. TOWN ADMINISTRATOR'S REPORT**

**VI. EXECUTIVE SESSION** – To discuss strategy with respect to litigation strategy, when an open meeting may have a detrimental effect on the bargaining and litigating position of the public body and the chair is so declaring

**Upcoming Meetings**

Wednesday, June 17, 2015	3:00 p.m.	Work Session
Wednesday, July 8, 2015	3:00 p.m.	Work Session
Monday, July 20, 2015	5:00 p.m.	Regular Session: Water/Waste Water Update
Monday August 3, 2015	5:00 p.m.	Regular Session

**This meeting will be video recorded and broadcast over Local Access Channel 18 and through the Town website at [www.eastham-ma.gov](http://www.eastham-ma.gov).**

*\*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.*

*\*If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 5900 x207*

II 5:05<sub>pm</sub>

**TO:** Board of Selectmen  
cc: Sheila Vanderhoef, Sue Fischer, Jacqui Beebe, Electronic Voting Committee

**FROM:** Steve Cole, Moderator

**RE:** Town Meeting Survey

**DATE:** June 10, 2015

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You will recall that I circulated a survey on town meetings and electronic voting at the following venues: at Town Meeting exits, the town web site, Town Hall, the library and on Facebook. This memo summarizes the input received. I will summarize this input at the June 15 BOS meeting.

I received 69 written comments about Town Meeting, which represents about 10% of attendees -- completed surveys from 48 persons, and emails and Facebook postings on the Eastham Moderator page from 21 persons. All 69 respondents attended the May 4 Town Meeting. (Note: A 10% response rate is good for this sort of effort. Dissatisfied customers are the ones who usually complete surveys or comment, and in this case the overwhelming number of responses were positive. In addition, there was no practical way to get the survey to all citizens or even all Town Meeting attendees. Respondents had to take affirmative steps to get the survey and return it. So, 10 % is a good response. Also, the written responses are in step with the many oral comments received by me and members of the Electronic Voting Committee.)

### **Electronic Voting**

In a nutshell, 60 of the 63 respondents who addressed electronic voting (95%) said they liked electronic voting. Those who took the time to provide comments indicated a lot of enthusiasm. Here is a sampling:

- "One of the best things Eastham could have done to improve the experience."
- "Best thing to happen in a long time."
- "Fast, fair, fantastic"
- "Fabulous"
- "Very smooth."
- "Electronic voting so definitive that it contributed to atmosphere of entire meeting and built confidence."
- "Speeded things up, kept things orderly"
- "People voted without reservation."
- "Votes were honest."
- "Helped to move things along."
- "Count now not in question."
- "Light years better."
- "Easy, less disruptive, more connected, serious, orderly atmosphere."
- "Should be here to stay."
- "Makes me want to attend regularly now."
- "The bomb." (The Urban Dictionary defines "the bomb" as meaning something or someone really cool. Related words include awesome, and amazing.)

The few negative reactions (3) were based on the belief that it did not save much time and was too costly in light of that. (*Note:* The total length of the meeting was approximately 3 ½ hours (7-10:30 pm). My recollection is that Town Meetings in the recent past often took closer to 4 hours, and when the practice votes and somewhat lengthy explanation I felt was needed with this first effort are taken into account, the actual meeting time was closer to 3 hours.)

Six respondents did recommend that it would be desirable to hold voice votes on articles that are “easy,” “where the result is clear.” (One recommended a “consent agenda” for the easy articles, which would have a similar result.)

Four respondents suggested that the time for voting should be reduced from 30 seconds to 20 or 15 seconds. (In fact, according to our vendor, a substantial number of voters waited until the last 10 seconds to vote, although that does not necessarily mean they would not have voted timely if the time allotted were 20 seconds.)

One respondent (a Selectman) asked that vote totals be shown on the screen, a point of view previously expressed by several Selectmen. Our vendor said this might be possible and if he is chosen again he will work with us to accomplish that.

### **Comments on Other Aspects of Town Meeting**

Respondents had a lot to say about other aspects of town meetings, although few comments or suggestions were made by more than a few respondents. Nonetheless, they do provide very helpful insight. Here is what we learned about other Town Meeting issues from the respondents:

There was dissatisfaction with the sound system –apparently I was the only one consistently heard; otherwise it appears to have been mixed, possibly depending on where the voter was sitting. Some members of the BOS and Finance Committee have also told me personally that they had great difficulty hearing much of the time. One comment noted that since the proceedings were on TV, the podium microphone picked up a few comments made by public officials while voting was taking place.

The screens were hard to read according to some.

One teller reported that several voters mentioned the lack of water fountains.

The new computerized registration process was singled out in a number of comments as greatly improved from previous practice. However, there were suggestions for improving the traffic flow – use vested volunteers to guide voters to the desks, have an easy exit and re-entrance door for voters who leave quickly to use a restroom.

Stretch breaks were desired by a few.

One respondent wanted the number of speakers limited, and speaking time reduced to 2 minutes. Another wanted a time limit for discussion of each article.

Some commented they liked the yes, no and question microphone, but another felt that it was unfair to alternate between yes and no if the voters were not evenly divided and another asked

for a set amount of time for yes and no mics.. Another wanted only a question mic, and all others would go to a general mic.

A few respondents thought that the public officials' seating was not sufficiently visible. Two responses suggested a raised podium for the town officials who speak.

There were a few concerns expressed about the process for calling the question. Some did not favor it when there were voters on line ready to speak. Others felt it should be done from the microphone. One thought that persons at the question mic should be recognized before the question is called. Others thought that limiting repetitive or extended debate worked well.

One observed that there was not a representative crowd at the end and that we should be open to adjourning to a second night.

There were several concerns expressed about when and how the selectmen explained the motions they had made. One respondent asked that the Moderator explain each vote before the voting window opens. This entire area is something that needs further attention.

Some felt our timekeeper slipped up on more than one occasion. One suggested that the microphone be silenced if the speaker exceeded the time limit.

One respondent suggested pre-made slides to explain complex votes, especially procedural votes.

A few remarked that the gym is uncomfortable compared to the auditorium and that sight and sound are better in the auditorium.

One comment that was made with great frequency (38 or 65%) was about the performance of the Moderator. 60% (or 35) of all the respondents (and 92% of those addressing the issue) said that the Moderator did a good job. Specific comments such as "fair," "strong," "firm," "moved things along," "well prepared," "positive energy," and "professional," were very much appreciated. I believe the less contentious atmosphere in the gym engendered by electronic voting played some role in overall satisfaction.

There were three (5%) who felt I did not do a good job. One thought I was not 100% neutral, another thought we should use a professional Moderator or at least I should be given some training, and one thought I was not respectful.

\*\*\*\*

In sum, respondents were, overall, very satisfied with the recent Town Meeting and especially with electronic voting.

Based on this feedback, the recommendation of the Electronic Voting Committee, and my own observations of meeting preparation and the meeting itself, I strongly support using electronic voting for future Town Meetings. I hope the Selectmen will make this a regular part of the operating budget for the Town.

# Report to the Board of Selectmen on Electronic Voting

II 5:15pm

To: Board of Selectmen  
cc: Sheila Vanderhoef, Town Administrator  
Liaison Members Sue Fischer, Jacqui Beebe, Steve Cole, Elizabeth Gawron  
Members of the Electronic Voting Committee (EVC)

From: Ed Schneiderhan  
Chair Electronic Voting Committee

RE: EVC fiscal 2014 and 2015 Activities.

## Overview Fiscal 2014 EVC Activities

In late February of 2014, the then Town Moderator, Dave Schropfer, requested the Board of Selectmen form a committee to provide Electronic Voting at Town Meetings. The Board of Selectmen granted the Moderators request and a committee was formed. The committee consisted of five(5) appointed members and an advisory panel. The advisory panel consisted of a member of the Board of Selectmen, a representative of the Town Administrator, a representative of the Town Clerk and the Town Moderator. For most of 2014 the committee consisted of only three(3) members.

The Committee and Advisory Panel:

Reviewed the procedural/legal requirements of the Town Clerk and Town Moderator with respect to Electronic Voting methods,

Reviewed the success and failures of other communities using Electronic Voting in the Commonwealth of Massachusetts,

Conducted a Public Hearing on the merits of Electronic Voting,

Reviewed the available technology and created a requirements document as the basis of an RFP, and obtained project funding.

The Electronic Voting Committee concluded that Electronic Voting was a viable means of voting at Town Meeting. The Technology existed and the public response was, for the most part, favorable. However, it was the unanimous decision of the EVC that the time remaining to properly implement Electronic Voting was insufficient to guarantee success. The Committee subsequently terminated all efforts to introduce Electronic Voting at the 2014 Town Meeting. The Committee and its Advisory Panel created a Warrant Article requesting funding for Electronic Voting at the 2015 Town Meeting. The Article passed.

## Fiscal 2015 EVC Activities

In the late fall of 2014, the Town Moderator, Steve Cole, requested the BoS re-establish the Electronic Voting Committee. The EVC was approved with its membership as follows:

Ed Schneiderhan	Chair (2014 member)
Art Autorino	Vice Chair
Jessica Dill	Clerk
Teresa Martin	(2014 member)
Peter Lancellotti	

The four(4) member liaison team consisting of three(3) elected officials,

Steve Cole	Town Moderator
Sue Fischer,	Town Clerk (2014 member)
Elizabeth Gawron	Board of Selectmen
and	
Jacqui Beebe	Representing the Town Administrator

### **Vendor Selection Process**

The new ELECTRONIC VOTING TEAM revisited the work of the 2014 EVC/Advisory Panel in even more detail. A significant amount of time was devoted to gathering information about the experiences of other Towns in the Commonwealth who used or tested electronic voting. The process included reviewing published reports and conference calls to other Electronic Voting Committee Chairs. The committee concluded the technology existed and the process had been well tested in active use for a number of years.

The Team (EVC/Liaison members) based upon its research, and the needs of the Town of Eastham, created a Technical Requirements List. This list was included in the RFP to rent equipment and services for Electronic Voting at Town Meeting. In response to the published RFP there were six (6) requests for the Bid Package. Three (3) responded with completed bid packages. Subsequently, each of the three (3) respondents was interviewed in person or by video conferencing by the Team. The voting members of the Committee independently reviewed and ranked the three(3) responding RFP's. The appropriate ranking criteria was provided to each EVC member by the Town Administrator/Purchasing Agent. The individual assessments were tabulated with the result being a unanimous decision as to the preferred vendor. The Team efforts now moved from research/development and procurement to training, voter education, procedures and site planning.

### **Training and Education**

The selected vendor provided actual physical equipment to create a realistic training and voter education environment. Additionally, Town Moderator and Town Clerk procedures could be tested and refined. The physical equipment availability and procedures testing allowed the Town Clerk and her staff, to use electronic check-in. This process virtually eliminated the traditionally long lines for voters to be admitted to Town Meeting. It became evident that the smooth and efficient check-in process, helped establish voter confidence in Electronic Voting. Additionally, the following educational events occurred.

Articles on Electronic Voting and its ease of use. "1 for YES and 2 for NO" were published in the Codder and Cape Cod Times.

A video, demonstrating the voting device and again the simple voting process, was produced and made



available on the Town web site. The video was also frequently aired on the Town TV channel 18.

Training for personnel in support of the Town Moderator and Town Clerk was conducted. This training was again reviewed just before Town Meeting.

Two public education sessions were conducted. These sessions were advertised in the Press, Town Web Site and on Channel 18.

A site visit by members of the Team, High School maintenance personnel and the Vendor was conducted. Location of the help desk, configuration of the voter check-in area and location of the Electronic Voting system were determined. Some minor change to the traditional location of the BOS, Town Administration, Fin Com and the Town Clerk were proposed.

### **Town Meeting**

The selected Vendor installed their equipment on the day of the meeting. There were two(2) system malfunctions which resulted in some concern. The first was a failure of the check-in system to properly function. The vendor corrected the problem and returned the system to full operational status. The failure did not result in any voter being eliminated from the voter registration. Additionally, the voter check-in process worked flawlessly for the remainder of Town Meeting.

A second event occurred during the first of two practice votes. The response to the vote for some of the voting devices did not display the appropriate Yes or No response. Again the vendor quickly resolved the problem and although the Yes/No voting was not indicated, absolutely no vote was not counted.

The system functioned flawlessly for the remainder of Town Meeting. The actual deliberation and voting on thirty-one(31) warrant articles was conducted in approximately three(3) hours.

Post Town Meeting, all but one of the nearly seven-hundred(700) issued voting devices was returned. The system identified the voter. It was the Chair of the Electronic Voting Committee.

### **Conclusion/Recommendation**

Electronic Voting used at this year's Town Meeting, significantly met all of the operational requirements requested by the Town of Eastham. Voter privacy was improved, voting was easy and accurate. Voter check-in was quick and easy. Voting simultaneously recorded Yes or No responses eliminating multiple voice or potentially hand counts. Vote counting was accurate and quickly performed including the small number of hand ballots. Any minor system problems were quickly resolved by the selected vendor before actual Warrant Article voting took place. The attendees were more attentive to the articles, subsequent debate, and voting. It was a much smoother Town Meeting.

At the June 9, 2015 meeting of the Electronic Voting Committee, a motion was put forward recommending the continued use and funding of Electronic Voting for all future Town Meetings. The motion was unanimously approved by the four (4) members present. The member, unavoidably not able to attend, subsequently expressed approval of the motion.





## TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

[www.eastham-ma.gov](http://www.eastham-ma.gov)

III A.

To: Sheila Vanderhoef, Town Administrator  
Cc: Finance Committee & Board of Selectmen *DR*  
From: Diane Rommelmeyer, Town Accountant  
Re: Recommendation re Departmental Adjustments  
Date: June 8, 2015

### FISCAL YEAR 2015

The following is a list of the year-end inter-departmental transfers required:

<u>FROM DEPARTMENT</u>	<u>TO DEPARTMENT</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
Health Insurance	Snow & Sand Salaries/Expenses	\$ 49,675.00	Extraordinarily Snowy Winter
DPW	Snow & Sand Salaries/Expenses	19,000.00	Extraordinarily Snowy Winter
Property Insurance	Police Salaries	8,000.00	Needed to cover Overtime
Property Insurance	Town Report	2,844.97	Required Chairs - cost and quantity increased
Total		<u>\$ 79,519.97</u>	



## **EASTHAM POLICE DEPARTMENT**

2550 State Highway • Eastham, MA 02642  
508-255-0551 • Fax: 508-255-5412



EDWARD V. KULHAWIK  
*Chief of Police*

KENNETH J. RODERICK  
*Deputy Chief*

June 10, 2015

To: Diane Rommelmeyer  
Town Accountant

Re: FY'15 Police Overtime

Diane,

Pursuant to our conversation regarding the Police Department's need for additional overtime funds as we near the end of FY15, please note the items that have contributed to the shortage.

- 1 Officer at the Police Academy full time, unavailable for shift work
- 1 Officer on Family Medical Leave whose shifts had to be covered
- Mandatory in-service attendance by all officers

I am estimating that we will need approximately \$8,000.00 to balance the overtime account until year end, June 30, 2015.

Please feel free to contact me if you have any questions.

Thank you.

Edward V. Kulhawik  
Chief of Police

JUNE 3, 2015

FOR 2015 12

JOURNAL DETAIL 2015 1 TO 2015 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>52 PURCHASE OF SERVICES</u>							
<u>011952 TOWN REPORT</u>							
<u>0195 TOWN REPORT</u>							
011952 534600 PRINTING	8,050	.00	8,050.00	10,894.97	.00	-2,844.97	135.33%
2015/01/000088 07/01/2014 BUC	8,050.00	REF			ORIGINAL BUDGET 2015		
2015/08/000009 02/04/2015 API	784.50	VND 000304 VCH	AMERICAN TENT		TOWN MEETING/CHAIRS - DEPOSIT		149169
2015/10/000228 04/21/2015 API	1,227.14	VND 007272 VCH	GANNETT PUBLISHING S		PO 3681 ATM WARRANTS		149978
2015/10/000333 04/27/2015 APM	3,946.80	VND 000145 VCH	J & R GRAPHICS INC.		TOWN REPORT - 2014 TOWN RE0		150053
2015/11/000142 05/11/2015 API	95.53	VND 007443 VCH	BEEBE, JACQUELINE		REIMB FOR TOWN MTG SUPPLIES		150174
2015/11/000142 05/11/2015 API	1,831.00	VND 000304 VCH	AMERICAN TENT		CHAIR RENTAL FOR ATM 5/4/15		150170
2015/11/000151 05/14/2015 API	2,200.00	VND 006148 VCH	MEGABITE SYSTEMS		SOUND SYSTEM - ATM 5/4/15		150224
2015/11/000264 05/26/2015 API	810.00	VND 004722 VCH	HEAR INK		ATM CART SVCS - 6 HRS @ \$135/H		150347
TOTAL TOWN REPORT	8,050	.00	8,050.00	10,894.97	.00	-2,844.97	135.33%
TOTAL PURCHASE OF SERVICES	8,050	.00	8,050.00	10,894.97	.00	-2,844.97	135.33%
TOTAL EXPENSES	8,050	.00	8,050.00	10,894.97	.00	-2,844.97	
GRAND TOTAL	8,050	.00	8,050.00	10,894.97	.00	-2,844.97	135.33%
** END OF REPORT - Generated by Diane Rommelmeyer **							



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III B

**June 15, 2015**

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

**Re: Transient Vendor Permits**

School House Museum – May 23-September 13

Windmill Weekend- September 12 & 13, 2015

Hands on the Arts- June 20 & 21, 2015

SPAT- July 22, 23, 2015

Please find below the Transient Vendor applicants for approval by the Board of Selectmen.  
In each case, the \$20.00 fee has been received.

The following permits are valid June 15, 2015- June 15, 2016

Aileen Peters 6 Stone Post Road Andover, MA 01810	Wayne Shepard 1558 Race Lane Marstons Mills, MA 02648
Bill Feeney 1 Ace Street Fall River, MA 02720	Donna Driscoll 72 Converse Road Marion, MA 02738



## EASTHAM POLICE DEPARTMENT

2550 State Highway • Eastham, MA 02642  
508-255-0551 • Fax: 508-255-5412



EDWARD V. KULHAWIK  
*Chief of Police*

KENNETH J. RODERICK  
*Deputy Chief*

### MEMO

To: \_Jacqueline Beebe  
Asst. Town Administrator

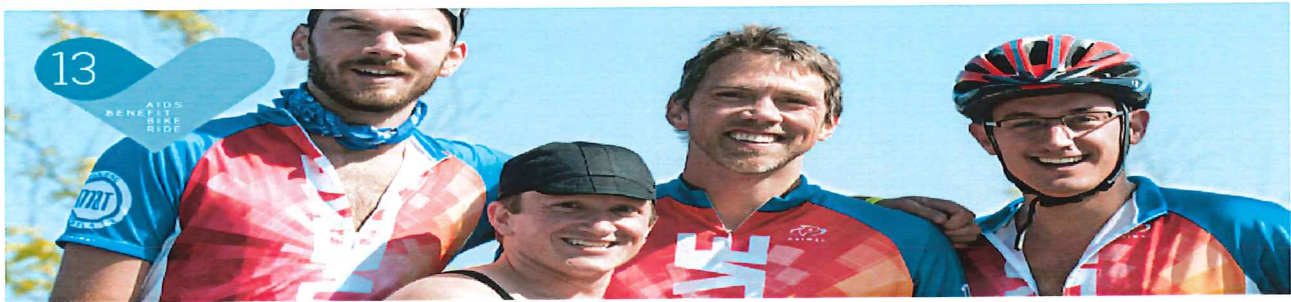
From: Edward V. Kulhawik  
Chief of Police

Date: June 5, 2015

#### **Subject: 2015 Harbor to the Bay Charity Bike Ride**

I have read the letter from Mr. Jim Morgrage, Director, regarding the Bay Charity Bike Ride on Saturday, September 19<sup>th</sup>. Due to the fact that this is the 13<sup>th</sup> year this charity ride is scheduled, and the fact that there have not been any issues in the past with this group of riders, I do not see any conflicts or problems concerning public safety at this time.

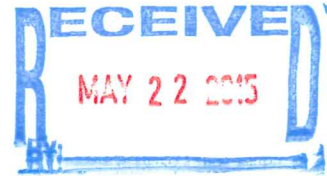
Please feel free to contact me with any questions or concerns regarding this event.



Harbor to the Bay, Inc. · Box 990243 · Boston, MA 02199  
Telephone: 855-422-2453 · [www.harbortothebay.org](http://www.harbortothebay.org)

May 5, 2015

Sheila Vanderhoef  
Town Administrator  
Town of Eastham  
2500 State Highway  
Eastham, MA 02642



Dear Ms. Vanderhoef,

On Saturday, September 19, 2015, the Harbor to the Bay Charity Bike Ride requests permission to come through Eastham as part of the 13th annual Harbor to the Bay Charity Ride. This will be our 13th time coming through Eastham and we graciously thank you for your cooperation in previous years.

Harbor to the Bay Inc., is a 501(C) 3 non- profit organization, incorporated in the state of Massachusetts. Its members are local men and women, committed to deliver 100% of rider received pledges to our designated beneficiaries. The four beneficiaries are: AIDS ACTION, AIDS Support Group of Cape Cod, Community Research Initiative and Fenway Health. Last year Harbor to the Bay raised \$505,000 and since its beginning has raised over four million dollars. Thank you again for your support!

The ride, which begins in Boston at 6:00 AM and ends in Provincetown MA at 6:45 PM, involves a total of 200 – 300 cyclists.

The route through Eastham will be as follows: **The Cape Cod Rail Trail with one water stop at Breckett Road.**

The approximate time the riders will be coming through Eastham is between **1:00 PM to 5:00 PM.**

Thank you again for your consideration. Please feel free to contact me at the number below if you have any questions.

Sincerely,

Jim Morgrage, Director  
617-536-0966, 617-320-7202

Cc: Route Map, Fact Sheet, Event Notification Form, 501C Form



# EVENT NOTIFICATION FORM

May 2015

Ms. Mary-Joe Perry  
District Highway Director, District Five  
MassDOT, Highway Division  
1000 County Street  
Taunton, MA 02780

Dear Ms. Perry,

Please be advised that the City/Town of Eastham, MA has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department, and, if applicable, the State Police of its intention to conduct road work/parade/race/or other events impacting State Highways on Route(s): Cape Cod Rail Trail, with one water stop at Breckett Road in or through the City/Town(s) of Eastham, MA benefiting The 13<sup>th</sup> Annual Harbor To The Bay Aids Benefit Bike Ride on Saturday, September 19, 2015.

The Board of Selectmen/City Council understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed work or event.

The Grantee must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit. All officials listed below shall assume all responsibility and liability for all activity associated under their jurisdiction.

**Please fill out this form and fax it back to The Harbor to the Bay Committee at: 617 - 536 - 7979. Thank you!**

## LOCAL POLICE DEPARTMENT

Signed: [Signature]

Title: Chief of Police

City/Town: Eastham, MA.

## FIRE DEPARTMENT

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

## BOARD OF SELECTMEN/CITY COUNCIL

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

## STATE POLICE DEPARTMENT

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_



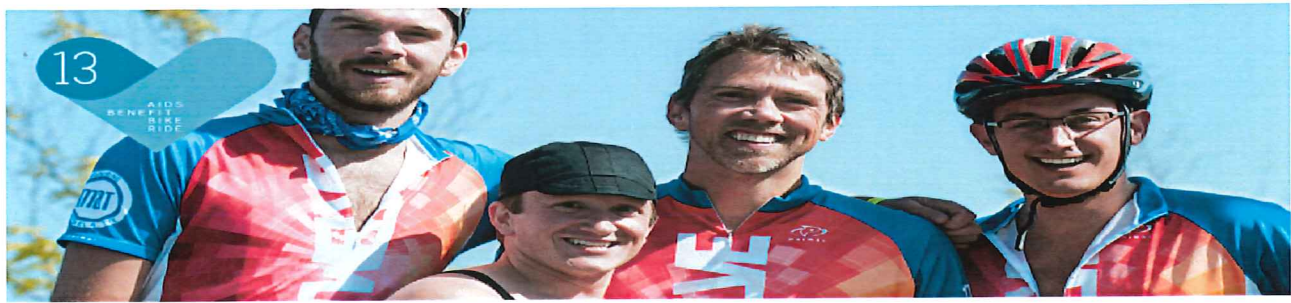


*Dedicated to the memory of community leader & philanthropist  
**Michael A. Tye, United Liquors Corp.***

## **Fact Sheet**

- When:** Saturday, September 19, 2015  
**Where:** 125 miles from Boston to Provincetown, or 68 miles from upper Cape Cod to Provincetown.
- Who:** Harbor to the Bay, Inc. is a 501(C) 3 not-for-profit organization incorporated in the state of Massachusetts. Its members are local men and women, participants in past AIDS bicycle fundraising, and friends, committed to deliver 100% of rider pledges to our chosen beneficiaries.
- Costs:** Operating expenses of the ride will be met by a rider registration fee of \$50 and by corporate and individual sponsorship, both in-kind and monetary.
- Our Mission:** The mission is to deliver 100% of rider received pledges to our chosen beneficiaries.
- Compensation:** No one receives compensation of any kind in helping to plan the event.
- Why:** 100% of rider raised funds are donated to charity.
- Founding Sponsors:** JetBlue Airways, Ketel One Vodka, Club Café, Bay Windows, Boston, Massachusetts Bayside Betsy's, Boatslip Resort, Harbor Hotel, Provincetown, Massachusetts
- Information:** For further information, contact Jim Morgrage or Frank Ribaudo at: 617-536-0966 (Club Café) or visit [www.harbortothebay.org](http://www.harbortothebay.org).
- Beneficiaries:**

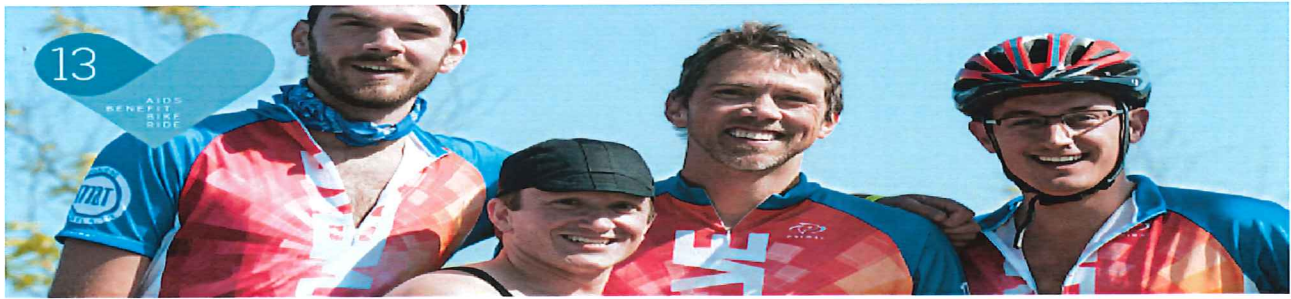
Harbor to the Bay, Inc., P. O. Box 99024, Boston, MA 02199  
Telephone: 617-320-7202 or [www.harbortothebay.org](http://www.harbortothebay.org)



**Fenway Health, (FH)** has been serving the diverse neighborhood of Fenway and greater Boston since 1971 with full line of health care services. From the early 1980's, when Fenway diagnosed the first cases of HIV in New England, Fenway has become an international leader in the fight against HIV and AIDS. A variety of programs provide accurate, up-to-date information on HIV and AIDS. Prevention programs focus on helping HIV negative individuals stay healthy while also dealing with the emotional impact that HIV has on self, family, friends, and community. Other programs assist HIV positive clients, their loved ones, and caregivers to deal with the medical, social, financial, and legal aspects of HIV and AIDS. Fenway is the largest provider of free anonymous HIV testing in New England. Fenway currently cares for more than 2000 people living with HIV, the largest provider of outpatient services in New England.

**The AIDS Support Group of Cape Cod, (ASGCC)** one of the first AIDS organizations established in the United States, works to foster health, independence and dignity for people living with HIV/AIDS and Viral Hepatitis by providing care, support and housing. We work to help reduce the spread of HIV and other sexually transmitted infections through prevention, education and testing services. Our services span all of Cape Cod and the Islands and whenever possible, ASGCC works to address the global epidemic. ASGCC currently serves nearly 450 individuals and families living with HIV/AIDS providing a full range of supportive services and food and nutritional support. Our Prevention & Screening services team reaches nearly 100,000 residents and visitors to Cape Cod each year providing life-saving health education and access to testing and screening for HIV and a full range of sexually transmitted infections. [www.asgcc.org](http://www.asgcc.org)





Community Research Initiative (CRI) is an independent, nonprofit, community-based organization dedicated to leading the way in HIV/AIDS and hepatitis C (HCV) clinical research and ensuring access to lifesaving HIV medications and health insurance coverage for those in need.

- Since 1989, CRI has produced critical data that has contributed to the FDA approval of nearly all of the currently available HIV treatments and forever changed the direction of HIV/AIDS treatment around the world.
- CRI provides access to medications and health insurance coverage to over 7,000 Massachusetts residents in need through its management of the Massachusetts HIV Drug Assistance Program (HDAP).
- Through its continued outreach efforts, CRI provides the latest treatment information to people living with HIV/AIDS including women, people of color, and others who have been traditionally underserved.
- In 2013, CRI also began conducting HCV clinical research trials to develop safer, more effective, and less toxic treatment options. Already the results are outstanding. The HCV research CRI was selected to participate in has shown that most people can be **cured** in just 8 weeks with a single pill, taken once a day

**AIDS Action Committee, (AAC)** of Massachusetts is the state's leading provider of prevention and wellness services for people vulnerable to HIV infection. It provides services to one in six people in Massachusetts living with an HIV diagnosis. These services include HIV counseling and testing; needle exchange; mental health counseling; housing assistance; and legal services. AIDS Action works to prevent new HIV infections, support those affected by HIV, and tackle the root causes of HIV/AIDS by educating the public and health professionals about HIV prevention and care; and advocating for fair and effective HIV/AIDS policy at the city, state, and federal levels. Founded in 1983, AIDS Action Committee of Massachusetts is New England's first and largest AIDS service organization. Learn more at [www.aac.org](http://www.aac.org).

Harbor to the Bay, Inc., P. O. Box 99024, Boston, MA 02199  
Telephone: 617-320-7202 or [www.harbortothebay.org](http://www.harbortothebay.org)

## Harbor to the Bay Ride

Mi	Turn	Onto - Comments
0.0	F	Clarendon St.
0.5	L	Tremont St. @TL
0.5	R	Waltham St.
0.7	X	Washington St. @ SS
0.8	L	Harrison Ave. @ TL
1.1	R	Traveler St. @ TL
1.3	F	West Broadway St
1.5	R	Dorchester Ave. @TL
1.9	BL	Old Colony Ave. @TL [P stop at Dunkin' Donuts]
2.6	F	Continue past rotary @SS
2.9	BR	Onto Off ramp @TL
3.1	BR	Morrissey Blvd. (pass WLVI-TV & Boston Globe)
5.8	L	Neponset Ave. Follow under highway.
0.4	F	Neponset River Bridge
6.2	BR	Exit ramp to Hancock St. (Rt. 3A)

Mi	Turn	Onto - Comments
7.8	F	Hancock St. (Not 3A)
9.1	BR	Hancock St. @TL b/c Quincy Ave. [P stop at Burger King]
11.6	BL	Commercial St. (Rt. 53) @TL
11.7	R	Front St. @TL (If you miss turn, follow Rt. 53 & BR at Rt. 18 to pick up route.)
12.1	BL	Front St. (Follow arrows.)
14.5	F	Front St. @SS
14.7		<b>Pit Stop #1</b> Mowrey Square
14.9	BR	Rt. 18 @SS
15.8	R	Pond St. @TL (If you miss this, make left at Rt. 58)
17.2	X	Rt. 18 @TL
	F	Rt. 58. Follow to Plympton.
19.1	BL	Rt. 58 @V

Mi	Turn	Onto - Comments
21.7	BR	Follow rotary counter-clockwise to 3rd Right
24.1	BR	Rt. 58 [P stop at McDonald's]
29.6		<b>Pit Stop #2</b> Halifax Boat Ramp (Palmer Mill Rd., 2nd int.)
34.9	L	Mayflower Rd. @TL (sign for Parsonage Rd. at right)
35.6	BL	Colchester St. (Follow Bike Route 1)
38.1	R	Route 80 West
40.6	L	Rt. 80 West @T (blinking TL)
43.3	L	Rt. 44 @T
43.5	BR	Carver Rd. @TL Do not make hard R onto Seven Hills.
44.0	L	Summer St. @SS Follow into Plymouth Center.
45.2	R	<b>Pit Stop #3</b> Skateboard Park

Mi	Turn	Onto - Comments
45.7	R	Pleasant St. @T, then
45.8	F	Pleasant St. (not Bike Rt. 1)
46.0	R	South St. @T (Follow under Rt. 3) b/c Long Pond Rd. [P stop at gas station before Rt. 3]
56.1	BL	Hedges Pond Rd.
57.9	R	Rt. 3A (State Rd.) @T
	F	State Rd. (Do not go on Rt. 3A) [P stop McDonald's at end]
60.5	X	Scenic Highway @TL onto Canal St.
60.7	R	Take sidewalk in front of Friendly's to the bridge. <b>Pit Stop #4</b>
60.7	F	Walk bike over bridge. [Illegal and dangerous to ride over the bridge.]

L=Left R=Right X=Cross F=Forward B=Bear Q=Quick SS=Stop Sign T=T-Stop TL=Traffic light V=Fork

Mi	Turn	Onto - Comments
61.2	BL	After Sagamore Bridge, remount and ride downhill through parking lot.
61.4	L	Adams Rd.
61.5	R	Rt. 6A East @SS
62.4	BR	Rt. 130
63.6	BR	Rt. 130 through Sandwich
65.4	X	under Rt. 6
65.6	L	Service/Access Rd.
67.6	X	Quaker Meeting House Rd. @SS
69.8	X	Chase Rd. @SS
72.2	L	Rt. 149 @T
	QR	Service/Access Rd.
73	L	Oak St. @SS
74.1	BL	Rt. 132 @T
	R	Rt. 6A East
76.9		<b>Pit Stop #5</b> Barnstable Town Building

Mi	Turn	Onto - Comments
82.9	R	Setucket
88.7	F	Stony Brook Rd. @V
89.5	R	Rt. 6A East @T
89.6	R	Tubman Rd.
91.0	F	Long Pond Rd. @V (Rt. 137)
91.3	L	<b>Pit Stop #6</b> at start of the Cape Cod Rail Trail [Caution: pedestrians, children, unskilled riders]
92.3	X	Under Rt. 6A [Caution: tunnel, slow bike traffic]
94.0	X	Under Rt. 6A [Caution: tunnel, slow bike traffic]
95.6	L	Salty Ridge Rd. at end of trail

Mi	Turn	Onto - Comments
95.7	R	West Rd. @T
95.9	L	Cape Cod Rail Trail [Caution: pedestrians, children, unskilled riders]
97.1	X	Rt. 6 on trail bridge
98.5		<b>Pit Stop #7</b> Breckett Rd., Eastham
100.3	X	Under Rt. 6 [Caution: tunnel, slow bike traffic]
105.5		<b>Pit Stop #8</b> in parking lot at end of trail
105.6	L	LeCount Hollow Rd. @T after parking lot
105.7	R	Route 6 @SS
113.9	R	South Highland Rd.
115.3	L	Highland Rd. [P stop after overpass]
116.4	R	Shore Rd. @SS (Rt 6A)
120.9	F	Provincetown Town Line

Mi	Turn	Onto - Comments
121.9	L	Cape Inn Resort @V
		<b>Final Rider Check In</b>
123.8		The Boat Slip and Closing Ceremonies

**All Riders must check in at each Check Point.**

**Pit 1 Weymouth**

14 Miles from the Start of the Ride

Opens: 6:30 a.m.

Closes: 8:45 a.m.

**Pit 2 Halifax (Check Point)**

15.2 Miles from Pit 1

Opens: 7:15 a.m.

Closes: 9:45 a.m.

**Pit 3 Plymouth**

14 Miles from Pit 2

Opens: 8:00 a.m.

Closes: 11:00 a.m.

**Pit 4 Bourne (Check Point)**

17 Miles from Pit 3

Opens: 8:30 a.m.

Closes: 12:45 p.m.

**Pit 5 Barnstable**

16.5 Miles from Pit 4

Opens: 10:45 a.m.

Closes: 2:15 p.m.

**Pit 6 Brewster (Check Point)**

13.6 Miles from Pit 5

Opens: 11:30 a.m.

Closes: 3:45 p.m.

**Pit 7 Eastham**

7.5 Miles from Pit 6

Opens: 11:45 a.m.

Closes: 4:15 p.m.

**Pit 8 Wellfleet (Check Point)**

6 Miles from Pit 7

Opens: 12:00 p.m.

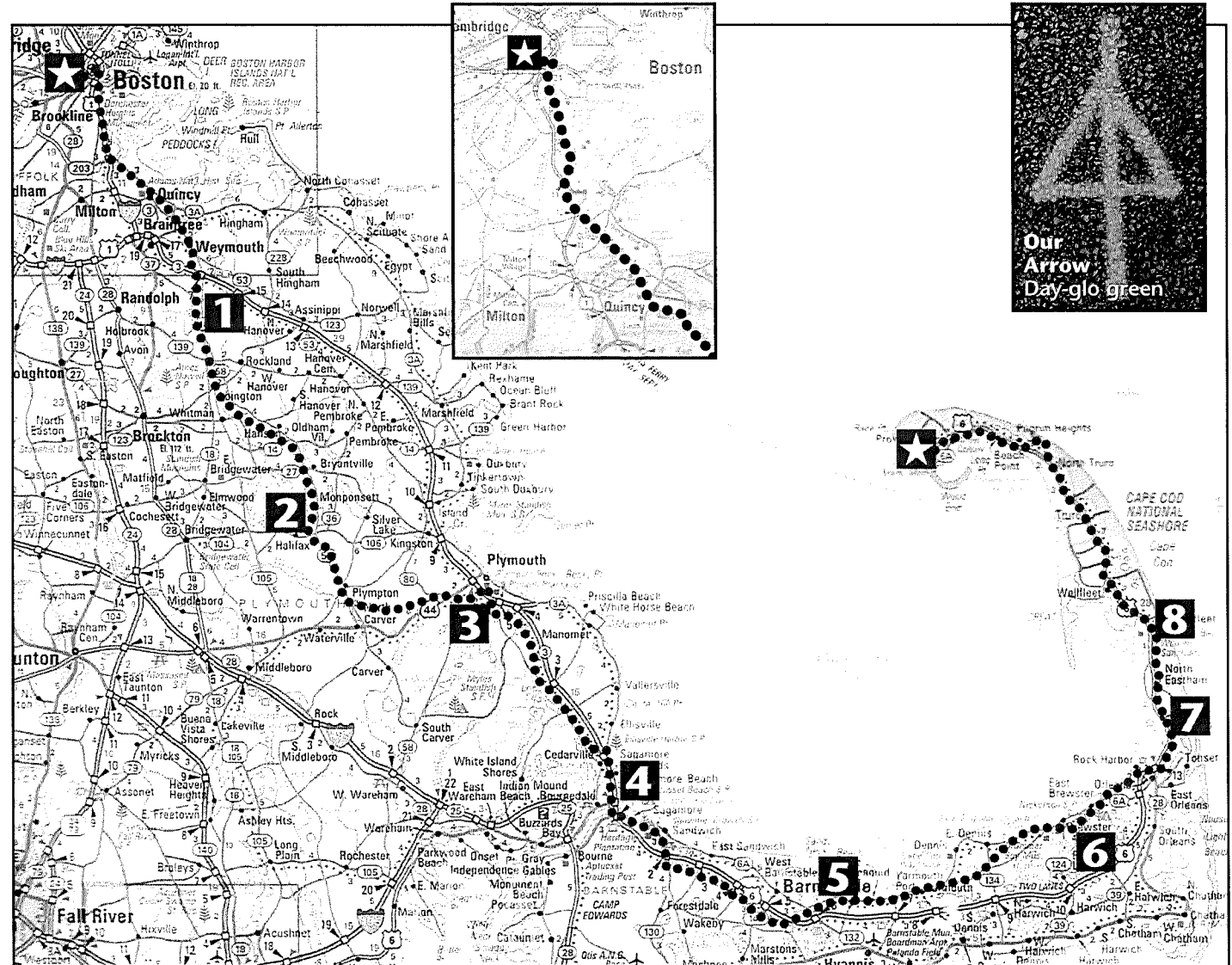
Closes: 5:00 p.m.

**Pit 9 Provincetown (Check Point)**

15.5 Miles from Pit 8

Opens: 1:00 p.m.

Closes: 6:30 p.m.



III D.

**June 15, 2015**

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

**Re: Recreation Commission Charge**

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The current Recreation Commission Charge has been updated to reflect the addition of the Bikeways Committee responsibilities. The Recreation Commission has agreed to take on the additional responsibilities since it was agreed the Bikeways Committee will no longer be a town committee.

The highlighted text in the updated Recreation Commission charge reflects the responsibilities that were listed on the Bikeways Committee charge.

Also attached are the minutes from the May 12, 2015 Recreation Commission, the current Recreation Commission charge, and the Bikeways Committee charge.



# **DRAFT**

## **Charge To The Recreation Commission**

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### **RECREATION COMMISSION CHARGE**

The Eastham Recreation Commission is an advisory committee of the Town of Eastham, authorized by the Town of Eastham Charter, Section 9-5-11, consisting of five members, appointed by the Board of Selectmen, serving three year overlapping terms. The Commission is dedicated to promoting all types of sports, recreation, play, and physical education for all age groups in the Town of Eastham. The Commission shall meet at least ten times per calendar year, with the Beach and Recreation Administrator to review department programs, utilization, revenue, expenditures and discuss upcoming planned activities.

The Eastham Recreation Commission duties shall include:

Assisting the Beach and Recreation Services Director in the development, promotion, **and safety growth** of active and passive recreational activities for all age groups.

Reviewing and assisting the Recreation Director in the development of participation rules and regulations associated with those activities.

Make suggestions through the Beach and Recreation Services Director, and/or hold joint meetings with other committees and commissions including but not limited to the Board of Selectmen, Open Space Committee, Library Trustees, and Conservation Commission, to discuss joint programs and events that may make use of facilities under the care of other town departments.

**Develop an Eastham Bikeways plan that shall become part of the Town of Eastham Capital Plan. Actively monitor existing bike routes, provide recommendations to the Board of Selectmen for future improvements as related to user safety and convenience, and needs such as toilets, racks, water, etc. Assist in the implementation of these recommendations. Work with the Police Department patrol to enhance bike safety.**

The Recreation Commission shall seek input from citizens in the evaluation of existing programs and suggestions for the development of new programs and activities. Such input may be sought at an annual public hearing scheduled by the Recreation and Beach Services Director.

The Recreation Commission activity goals and objectives, supported by the Beach and Recreation Services Director, shall be reported annually to the Board of Selectmen through the Town Administrator.

*From the Eastham Home Rule Charter-1992*

*Charge added by the Board of Selectmen on October 23, 2013.*



## RECREATION COMMISSION MEETING

May 12, 2015

**Present:** Edmund Casarella (Chairman), Ed Jordan, John Mayer, Brent Warren, also Christine Mickle (Rec.Dept.) and Sheri Cocchiola (Bikeways Committee)

The meeting was called to order at 5:00 p.m. The meeting minutes of March 18, 2015 were approved.

Christine reported on:

- Programs up and running.
- Softball (3<sup>rd</sup> & 4<sup>th</sup> grades).
- Combined – Wellfleet, Eastham and Truro (5<sup>th</sup> & 6<sup>th</sup> grades).
- T-Ball – 25 participants (K and 1<sup>st</sup> grades).
- Jump Rope – 30 participants – held at United Methodist Church.
- Check the Summer Brochure for information on all programs offered.
- Tennis Courts at NRHS – surveying and grading will begin on Friday.
- Fishing Program – very successful; Blackbeard's Fish & Tackle very helpful.

Old/ New Business & Discussions:

Bikeways Committee – Sheri Cocchiola requested that the Rec. Dept. take over the duties of the Committee. The Committee has been involved with Rt. 6 tunnel safety measures, Eastham Waterways Bike Event, Eastham Elementary School Safety Program, etc. Following a discussion, the Commission made a motion that the duties of the Bike Committee would be taken over by the Recreation Dept. The motion was unanimously approved.

Consultant for RFP was hired at a cost of \$38,000, following review by Committee. Group discussed info, available properties, suggestions, etc.

Wiley Park – No beach area is available to bathers; meeting with Conservation Comm. to discuss issue and what needs to take place.

Pickle Ball – residents are interested in this activity; two courts will be set up two days per week on rear basketball courts for this activity.

CPC Funding - \$ 1.5 million potentially available for projects through 2020.

Discussion on co-operative efforts among Eastham's organizations to avoid duplication of services and expenses with programs and events (ex: Easter Egg Hunt by Elks' Lodge and Rec. Dept.

The meeting was adjourned at 5:40 p.m. The next meeting is scheduled for Tuesday June 9, 2015 at 5:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Edward Jordan". The signature is fluid and stylized, with the first and last names being clearly legible.

Edward Jordan, Secretary

# Charge To The Recreation Commission

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## RECREATION COMMISSION CHARGE

The Eastham Recreation Commission is an advisory committee of the Town of Eastham, authorized by the Town of Eastham Charter, Section 9-5-11, consisting of five members, appointed by the Board of Selectmen, serving three year overlapping terms. The Commission is dedicated to promoting all types of sports, recreation, play, and physical education for all age groups in the Town of Eastham. The Commission shall meet at least ten times per calendar year, with the Beach and Recreation Administrator to review department programs, utilization, revenue, expenditures and discuss upcoming planned activities.

The Eastham Recreation Commission duties shall include:

Assisting the Beach and Recreation Services Director in the development and promotion of active and passive recreational activities for all age groups.

Reviewing and assisting the Recreation Director in the development of participation rules and regulations associated with those activities.

Make suggestions through the Beach and Recreation Services Director, and/or hold joint meetings with other committees and commissions including but not limited to the Board of Selectmen, Open Space Committee, Library Trustees, and Conservation Commission, to discuss joint programs and events that may make use of facilities under the care of other town departments.

The Recreation Commission shall seek input from citizens in the evaluation of existing programs and suggestions for the development of new programs and activities. Such input may be sought at an annual public hearing scheduled by the Recreation and Beach Services Director.

The Recreation Commission activity goals and objectives, supported by the Beach and Recreation Services Director, shall be reported annually to the Board of Selectmen through the Town Administrator.

*From the Eastham Home Rule Charter-1992*

*Charge added by the Board of Selectmen on October 23, 2013.*

*Current Charge*

*Updated 10-24-2013*

# Bikeways Committee Charge

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A **Bikeways Committee** has been formed to preserve, promote and enhance the Town's biking resources. The Committee believes that seasonal and year-round bicycling is an important means of local transportation and a popular activity in the Town. The Committee, **made up of no less than five members and no more than seven (7) members**, will be appointed by the Board of Selectmen.

Members will serve three-year overlapping terms. Members who are absent for four consecutive un-excused meetings in any year will be asked to formally resign their appointment.

Members are expected to be active bicyclists or contribute specialized knowledge of biking or related subjects. Members are asked to actively contribute a minimum of two to four hours per month to the work of the Committee.

*The Eastham Bikeways Committee is charged with the following tasks:*

1. Develop an Eastham Bikeways Plan that shall become part of the Town of Eastham Capital Plan.
2. Actively monitor existing bike routes and provide recommendations to the Board of Selectmen for improvements as related to user safety and convenience, and needs such as toilets, racks, water, etc.
3. Assist in the implementation of these recommendations.
4. Aid in the promotion and safety growth of cycling in Eastham and on Cape Cod.
5. Provide recommendations future bike routes.
6. Work with Police Department bicycle patrol to enhance safety.

The Bikeways Committee will hold meetings at least once a month at the Eastham Town Hall. The Committee will submit an annual report to the Town Administrator's office by January 1 each year and submit minutes of meetings to the Town Clerk within 30 days of each meeting.

**Adopted by the Board of Selectmen on August 27, 2001.**

**Amended by the Board of Selectmen on July 17, 2006.**

**Amended by the Board of Selectmen on October 20, 2008.**


**Amended by the Board of Selectmen on August 6, 2012.**

*Current Charge*

III E.

June 15, 2015

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator 

RE: Donation to Eastham's Ambulance Account Gift Fun

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Mr. Ronald W. Gauch of Corliss Way in Eastham has generously donated \$5,141.13 to our Ambulance Account Gift Fund. The Board needs to make a motion to accept the funds.

A letter of thanks, signed by all of the Selectmen will be sent out to him.

SV/lis