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MINUTES
SELECT BOARD
HARWICH TOWN HALL
732 MAIN STREET, HARWICH MA
MONDAY, JULY 13, 2026
6:00 P.M.

MEMBERS PARTICIPATING: Chair Peter Piekarski, Vice Chair Mark Kelleher, Clerk Jeffrey Handler, Member Anita Doucette & Member Don Howell

ALSO PARTICIPATING: Town Administrator Jay McGrail, Assistant Town Administrator Jim Mulcahy & Executive Assistant Jennifer Clarke

CALL TO ORDER IN OPEN SESSION

Mr. Piekarski called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Mr. Piekarski invited everyone to join in the Pledge of Allegiance.

COMMENTS/ANNOUNCEMENTS

A. Public

Martha Donovan, speaking as a resident, raised concerns regarding two zoning issues affecting her neighborhood off Route 137 behind Stop and Shop. She explained that the homes were built as part of a clustered residential development and are served by sewer. Ms. Donovan described a recent request by a homeowner in the neighborhood to construct an addition that included a front-facing dormer. The homeowners association denied the request because the development's regulations prohibit front-facing dormers and homes that appear to be two stories. The Building Inspector also denied the application due to lot coverage limitations within the Water Protection District, where lot coverage is limited to 20% of the lot. Ms. Donovan stated that the applicant appealed to the Zoning Board of Appeals (ZBA), citing two previously approved homes that exceeded the lot coverage limit to accommodate residents with disabilities. She expressed concern that these approvals were being used as precedent by the homeowners attorney. After reviewing the permit application and staff reports, she encouraged the Health and Wastewater Departments to provide input on the potential impacts of expanding lot coverage within the Water Protection District before additional approvals are granted.

Terry Canavan was present and commented on the zoning matter discussed by Martha Donovan, noting that ADA accommodations apply when an individual becomes disabled while residing in a home and requires modifications to remain there. She stated that, in her understanding, the same rationale does not apply when a home is purchased after a disability already exists. Ms. Canavan also spoke about the Board of Health, stating that she had read recent Chronicle articles expressed her concern about the current situation. She noted that the former Board of Health Chair appeared to have had the support of Board members and emphasized the importance of maintaining a strong and effective Board of Health. She further expressed her opinion that Board members whose actions create significant conflict should consider stepping down.

B. Staff

Town Clerk Emily Mitchell was present and announced upcoming Open Meeting Law Trainings with Town Counsel KP Law. The sessions will be held on August 4, 2026. The first from 2:00 p.m.- 4:00 p.m. and will be focused on executive sessions and the second from 6:00 p.m. – 8:00 p.m. and will be focused on tools for board and committee chairs and how to run an effective meeting. Both sessions will have both in person and virtual options. Board/committee members as well as staff are invited to attend both sessions. Remote access credentials will be sent out closer to the sessions. Ms. Michell announced that we are officially in election season, with the 2026 State Primary Election being held on September 1st. Vote by mail applications are being mailed out to registered voters. Revolution 250 is a consortium of historical societies, museums, and civic organizations primarily based in New England that is planning and coordinating commemorations for the 250th anniversary of the American Revolution. They have created replicas of the Declaration of Independence, which were created for distribution to all 351 cities and towns in Massachusetts. State Representative Hadley Luddy hand delivered a copy to Harwich last week. Ms. Mitchell provided a brief update of the upcoming July events for the Community Center.

TOWN ADMINISTRATOR'S REPORT

Mr. McGrail signed a contract with Hunter Engineering Company for a Hunter Wheel Alignment Machine for the Department of Public Works. The actual cost was $49,485.09 and will be funded from the DPW operating budget. This contract is for the purchase of one new hunter alignment machine and delivery is 90 days from order.

Mr. McGrail signed a contract with RPM Small Engine for a Windstorm 37HP Blower for the Department of Public Works. The appropriated and actual costs were $11,192 and will be funded from the DPW operating budget. The contract is for the purchase of a riding blower for landscape work on Town Cemetery properties.

Mr. McGrail signed a contract with Environmental Design & Research Landscape Architecture Engineering & Environmental Services, DPC Inc. for Phase 3A Wales Road Wastewater Pump Station SCADA Programming Services. The contract amount is $53,000. EDR will program the pumping station's controls, configure the town's existing supervisory software, reporting tools, and alarm system, then test, commission, and train staff on the new system.

Mr. McGrail signed a scope document with Vanasse Hangen Brustlin Inc. and the Town of Harwich for the proposed North Harwich Implementation Plan. This scope outlines the next steps to start the design process for improvements in North Harwich. The total contract value is $28,000, which includes $21,000 for the implementation plan and $7,000 for meetings.

Mr. McGrail recently had the chance to join Planning Board Chair and Harwich Historical Society member Dr. Duncan Berry for a tour of Captains' Row in West Harwich. It was a great afternoon — Dr. Berry has written extensively on the historic Chase family homes along Route 28 and really brought the history to life. The Chase family legacy is remarkable, stretching from Job Chase, Sr., who purchased the land in the 18th century, all the way to Caleb Chase, who went on to co-found the Chase & Sanborn coffee company.

Mr. McGrail provided an update on the Pennrose affordable housing project at 456 Queen Anne Road. Following the Zoning Board of Appeals' approval of the Comprehensive Permit on June 25, 2026, which was filed with the Town Clerk on July 6th, the Town has submitted a letter to the Executive Office of Housing and Livable Communities requesting Housing Production Plan certification and a two-year Safe Harbor. The Safe Harbor is an important protection for the town — once granted, it would allow Harwich to temporarily pause the processing of new comprehensive permit applications under Chapter 40B for a two-year period, giving the town time to focus on implementing its affordable housing goals without the pressure of additional 40B projects.

Mr. McGrail recognized a very special event that took place last week. Amy Usowski, our Conservation Administrator, was presented with the Patriot Award from the Employer Support of the Guard and Reserve. Amy was nominated by Assistant Conservation Agent Meg Salmon, who recognized Amy for her outstanding support during Meg's military leave. The Patriot Award honors employers who go above and beyond to support employees who serve in the National Guard or Reserve, and Amy embodies that spirit. Last week, Meg proudly presented Amy with the award, surrounded by staff members who came out to show their support and congratulate her.

Mr. Kelleher commented that we have had several North Harwich traffic studies. Mr. McGrail responded that what he referenced is not a study, it is taking a study that was done and putting it into an implementation plan.

A. Weekly Briefing

Mr. McGrail reviewed the Phase 3 and Phase 3A sewer updates as presented in the packet.

Mr. Kelleher complimented the contractor that was working on John Joseph Road. They have been great with communication as well as cleaning up at the end of the day. He made a comment from a homeowner who was confused about the stake on their property. Mr. McGrail responded that the stakes are for the proposed stub location and should not be moved to mark out where their existing septic system is located.

CONSENT AGENDA

Mr. Handler requested to separate out consent agenda item a from the vote.

A. Accept resignation of Kevin DuPont from Board of Health effective immediately
B. Approve Select Board Meeting Minutes dated June 29, 2026
C. Vote to accept a gift to the Caleb Chase Trustees in the amount of $1,000 from M. Jeanette Louth to contribute to the Caleb Chase Fund

Mr. Handler moved to approve the consent agenda as presented, with the exception of item a, to have a further discussion, 2nd by Mr. Kelleher and approved 5-0-0.

Mr. Handler said that he would not vote to accept or support the resignation of Mr. DuPont. To him, that would be supporting the Select Board member that got us to where we are today. The Select Board should be supporting its volunteers, not supporting a vote of resignation because of something that was voted at the Select Board table. Mr. Handler added that he missed an opportunity to vote no on accepting Sharon Pfleger's resignation a couple of weeks ago. He apologized to Ms. Pfleger and took responsibility for not saying thank you for her time and effort that she put in on the Board of Health. Mr. Handler thanked both Mr. DuPont and Ms. Pfleger for their years of service and is sorry that we are in this place. He looks forward to future discussions to make sure that we never end up in this situation again.

Mr. Handler moved to accept the resignation of Kevin DuPont from the Board of Health, effective immediately, 2nd by Mr. Kelleher and approved 4-1-0 (Handler opposed).

JOINT MEETING WITH THE SELECT BOARD AND THE BOARD OF WATER & WASTEWATER COMMISSIONERS

Present from the Board of Water & Wastewater Commissioners were Bob Young, Noreen Donahue, Ed McManus and Anne Frechette. Mr. Young called their meeting to order.

A. Update: Comprehensive Wastewater Management Plan (CWMP) by GHD, Inc

Jeff Gregg and Marc Drainville from GHD were present. The Select Board, Board of Water and Wastewater Commissioners and public received an overview of the status of the Town's Comprehensive Wastewater Management Plan (CWMP) implementation and the proposed CWMP update. The presentation reviewed state regulatory changes requiring watershed permit applications by 2030 for all nitrogen-sensitive watersheds and explained that the Town's previously submitted Notice of Intent allows Harwich to pursue watershed permits rather than requiring widespread installation of alternative septic systems. Staff reviewed the Town's progress implementing the CWMP, noting that Harwich has five nitrogen-impaired watersheds requiring remediation. The Pleasant Bay Watershed remains the most advanced, with completed Phase 2 work and Phases 3 and 3A currently underway. The Town is on track to meet the Pleasant Bay watershed permit requirements within five years, with wastewater continuing to be treated by the Town of Chatham under the existing intermunicipal agreement. Once current construction projects are complete and all properties are connected, the Town expects to achieve approximately 37% overall compliance with its nitrogen reduction requirements, while future work will focus on the remaining western watersheds. The presentation outlined recommendations to continue utilizing centralized sewer collection rather than widespread installation of innovative/alternative septic systems, continue pursuing a regional treatment partnership with the Town of Dennis, and identify suitable treated effluent recharge sites. Staff explained that identifying treatment capacity and recharge locations remains the most critical step before finalizing the updated CWMP and establishing construction schedules for the remaining phases. The proposed CWMP update includes revised project phasing through future watershed permits, preliminary construction cost estimates, and a roadmap to achieve state nitrogen reduction requirements. Immediate next steps include continuing discussions with the Town of Dennis regarding treatment, identifying recharge sites, initiating the watershed permit application process, completing the CWMP update, undertaking the Massachusetts Environmental Policy Act (MEPA) review process, and performing a financial evaluation of the program.

Mr. McGrail said that staff has started to work on a policy, to be presented later, on how to best deal with additional flow requests related to buildout. Mr. Piekarski responded that it may be tough to talk about potential new flow in some of the graphs and that it will be worth the discussion.

Ms. Donahue commented that there were 4 things that were trying to be accomplished back in 2021. They were growth assumptions, innovative alternative (I/A) technology, phasing and finances. With respect to growth assumptions, she referenced the former Town Planner who talked about affordable housing needs. Ms. Donahue reminded everyone that the flow projections are based on 2007 water data. Regarding I/A technology, Harwich never discussed doing 100% of these systems. It was asked if there was a place for I/A systems as part of the sewering. Ms. Donahue said that she did her best to compare the original 2016 phasing plan to the phasing plan that was presented tonight and that at first glance, they do not look that different, but she feels that what we are committing to is a massive change. Ms. Donahue requested that the Select Board consider having 4 separate sessions to address each area of her concern.

Ms. Frechette said that she has heard plans to reinstate the Wastewater Commission in order to study all of the possible solutions. She feels that if the commission is brought back, that the rephasing could be addressed, along with other concerns. Her neighborhood is being sewered as part of Phase 3A and that residents on the south side of the neighborhood who are not being sewered, have started to investigate I/A systems. Ms. Frechette referenced the slide presented that showed the funds being allocated for each phase. She suggested that the town consider looking at allocating all the funds in one block, rather than by phase. Ms. Donahue responded that it was not a Wastewater Commission, but that it was a Wastewater Support Committee, that she happened to be a part of. The purpose of this group was to help Phase 2 residents in hooking up to the sewer system. The committee had nothing to do with I/A technology systems.

Mr. McManus referenced the recently approved local comprehensive plan. One of the things that was identified in the plan were goals and directions relating to housing and economic development and looking at areas that are most sensitive to sewering. Mr. McManus would like those items to be looked at before coming to a final decision on what areas in town will fall into which phases.

Mr. Howell suspects that others will point out the use of I/A technology and future issues that will need to be addressed.

Mr. Kelleher asked for clarification on recharge areas including what they look like, are they underground and if they need be on public or private land. Mr. Gregg responded that the first issue to trying to find available space of any kind and making sure that space is suitable for effluent recharge. He briefly talked about what other towns have done and what possible limitations might exist for use of the land above the recharge area. Mr. Drainville added that the recharge area could be on private property, but it would be easier to be on public land. The first stop in the recharge process is to complete a desktop analysis.

Mr. Handler said that he likes the idea of having 4 meetings that are dedicated to each topic of concern. He asked if the Route 28 dry pipe was factored into the costs presented tonight. Mr. Drainville responded that it is a small dollar value project because we are just paying for the pipe to be installed. Mr. Handler asked if Harwich will be at capacity with what we can sent to Chatham, with what we currently have in place and what is coming online. Mr. Gregg responded that not everyone has been connected yet. Right now, we are only seeing a fraction of Harwich's flow being allocated. Anything at this point would be a projection.

Mr. Handler asked if the increase in population that Harwich sees in the summer months is accounted for in the modeling. Mr. Gregg responded that this is where you look at the water use data, which is averaged over the years. When you get into the watershed permitting, you are going to be required to make a commitment for the first 5 years, and then can be broader in the outer years. Mr. Handler asked if GHD sees the timeline grid changing. They responded that it would be reevaluated at the 5 year marks. Mr. Handler asked if GHD has any concerns that Harwich many not have a viable recharge area. Mr. Drainville responded that the separation to groundwater in Harwich is not a lot, so there is a challenge, but that there are other options, beyond some of the traditional ones.

Mr. Young asked if cemeteries and/or golf course could be considered for recharge areas. Mr. Gregg responded that he is unsure about cemeteries and there is a possibility for use of the golf course. We would need to account for what is being irrigated on the golf course and how the golf course wants to be maintained. Cranberry Valley has a Zone II drinking water resource complexity as well.

Mr. Piekarski said that the cost associated with identifying an area for recharge and allowing it to be a suitable one may be more important than any aspect of this. We need to look at what the long game is for Harwich. Mr. Drainville added that in the IMA with Chatham, there is a clause that Harwich may need to take back their effluent at some point.

Water/Wastewater Superintendent Jason Trepanier was present and said that we need to be sure that any water that comes back to Harwich needs to be tested and there needs to be a filtration system in place.

Terry Canavan was present and referenced the need for outdoor showers to be hooked into a sewer or septic systems. She believes that none of the outdoor showers in the houses that have been connected to sewer have been addressed. Ms. Canavan noted her concerns about if water quality is not improved with sewering and is looking for answers on water quality improvements. Mr. Gregg said that he could not respond regarding outdoor showers, but did review the timeline for water quality improvements following sewer connections.

Patrick Otton was present and expressed his concerns regarding the Comprehensive Wastewater Management Plan (CWMP), stating that the proposed sewering strategy prioritizes densely populated neighborhoods rather than properties with the greatest environmental impact. Mr. Otton questioned the equity of sewer connection costs and recommended that all property owners share project costs, including connection fees. He also encouraged the Town to incorporate additional nitrogen reduction strategies, including fertilizer restrictions and alternative wastewater technologies, and requested that the CWMP be revised to include a broader range of nitrogen reduction methods before additional sewer expansion proceeds.

Martha Donovan, Capital Outlay Chair, was present and asked about the treatment recharge category information in the presentation. Mr. Gregg responded that the treatment recharge is an allowance for a treatment plan. Mr. McGrail added that worst case cost estimates were put into the presentation. Ms. Donovan asked what would trigger the need for recharge in Harwich and if we have any control over it. Mr. Gregg responded that it would come down to Chatham's building out plan, in terms of how much capacity they have. From a capital perspective, after adding everything up, she sees about 412 million dollars. Ms. Donovan referenced the last plan, where the number was closer to 500 million dollars. Dan Pelletier was present and clarified what is included in the current draft as well as in the previous plan. Ms. Donovan would like to see the number reconciled, and Mr. Mcgrail agreed that can be done, but added that the cost estimates have increased.

Mr. Howell asked if the post treatment addons to recharge have been considered as part of the financial equation. Mr. Drainville responded that has yet to be determined. Mr. McGrail added that internally, it has been made clear to GHD that for Harwich to be able to take recharge back, post treatment has to occur.

Terry Canavan asked if there is a possibility that Harwich will overload Chatham's treatment facility with our input. Mr. Gregg responded that the facility is designed to handle the peak flows from Harwich. The reality is that if Harwich's flows end up being larger than the allocation that was originally established, there may be a discussion about expanding the facility to provide room for the additional capacity. It would end up with Harwich buying more capacity at the facility.

Scott Norum commented that he read the 125 page CWMP draft that is available on the town website and that I/A systems will not solve the problem, which he agrees with, adding the high cost of I/A systems. He asked if any of the numbers provided include contingency markups. Mr. Gregg responded that the advantage of the collection system and cost estimating is that there are a lot of projects in bid values that we can use to provide estimates where the values tend to be a little bit more refined. Mr. Norum feels that we should look at more options, including urine diversion systems.

The Select Board took new business item C out of order and the Board of Water and Wastewater Commissioners stayed in session.

OLD BUSINES

A. Discussion/vote regarding Town Administrator goals and evaluation process

Mr. Piekarski said that this was brought back because Mr. Howell was not present at the last meeting, and he wanted him to have the opportunity to offer thoughts and opinions. One of the goals as currently written has to do with the Select Board setting its priorities. If the board agrees to move forward with the template as provided, then Mr. Piekarski would be looking for the members to come back to the next meeting to vote on their priorities for the fiscal year.

Mr. Howell said that what is being presented is exactly what he was looking for.

One of the things that Mr. Piekarski would be looking for is for the board to send any suggestions to both him and staff for the next meeting, so a list can be presented for discussion.

Mr. Kelleher would like to see a category called economic development included in the broad goals.

NEW BUSINESS

A. Discussion/vote to approve the year end budget transfers as authorized per MGL Chapter 44 Section 33b

Mr. McGrail briefly reviewed the year end budget transfers as presented in the packet.

Mr. Howell moved to approve the year end budget transfers as authorized per MGL Chapter 44 Section 33b, 2nd by Mr. Kelleher and approved 5-0-0.

A. Discussion/vote on Community Preservation Committee Invoicing Approval Process

Mr. McGrail reviewed the invoicing approval process as presented in the packet, which will be an internal control document.

Mr. Handler moved to approve the Community Preservation Committee invoicing approval process as presented, 2nd by Mr. Howell and approved 5-0-0.

B. Update: Department of Public Works Feasibility Study on proposed DPW Building

Mr. McGrail reported that since the project kickoff, a meeting with the Town has been completed, along with a site review and regulatory assessment. A draft permitting memorandum for 273 Queen Anne Road has been prepared. For the Public Works Department, staff interviews have been completed, and a draft programming document outlining the department's space needs has been developed. A meeting is scheduled for July 15 to review and finalize the programming. Staff interviews for the Water and Wastewater Department are also scheduled for July 15, after which programming for that department will begin. Mr. McGrail emphasized that the Water and Sewer Commissioners are intended to be full participants throughout the planning process. All facility concepts and potential locations remain under consideration, and no decisions have been made. The team noted that the study will evaluate options ranging from a fully shared Public Works/Water and Sewer facility to a facility providing storage only for Water and Sewer. Participation in the planning process does not commit the Water and Sewer Department to any future facility arrangement. Upcoming work includes finalizing programming for both departments, developing and evaluating site alternatives, preparing project cost estimates, and completing the final feasibility report.

Mr. Handler agreed that this needs to be a collaborative effort if we are going to have the best chance for the best outcome. Ms. Doucette agreed and asked how much land is at the Queen Anne Road site. Mr. McGrail responded that he did not have the number of acres but knows that there is significant space.

Mr. Kelleher asked why the Water Department needs to move from its present location. Water/Wastewater Superintendent Jason Trepanier responded that the Department of Environmental Protection does not want them storing the wastewater vehicles in a Zone I, which is their existing site on Old Chatham Road. Funding is available and it was suggested by the Capital Outlay Committee that they try and do a collaborate effort with DPW. The Water Department has outgrown their space, and they need storage. The department has put a lot of money and care into their vehicles and equipment. He invited the Select Board to visit the site to help better understand what the needs are.

Ms. Donahue adjourned the meeting of the Board of Water and Wastewater Commissioners, 2nd by Mr. McManus and approved 4-0-0.

C. Discussion/vote to appoint a Citizen Representative to the Monomoy Joint Regional Agreement Formula Working Group

1. Charles Gruszka
2. Joyce McIntyre

Mr. Kelleher moved to appoint Charles Gruszka as the citizen representative to the Monomoy Joint Regional Agreement Formula Working Group, 2nd by Mr. Howell and approved 5-0-0.

The Select Board thanked both residents for stepping forward and showing interest in serving.

D. Discussion/vote to authorize the Select Board to sign a taking of easement for 15 Wales Road for the Phase 3A sewer extension project

Mr. Howell moved to authorize the Select Board to sign a taking of easement for 15 Wales Road for the Phase 3A sewer extension project, 2nd by Mr. Handler and approved 5-0-0.

E. Discussion/vote to authorize the Select Board to sign a taking of easement for 261 Pleasant Bay Road for the Phase 3 sewer extension project

Mr. Howell moved to authorize the Select Board to sign a taking of easement for 261 Pleasant Bay Road for the Phase 3 sewer extension project, 2nd by Mr. Handler and approved 5-0-0.

F. Discussion/vote on special permit application for a one-day wines & malt liquor license for Deborah Donovan for an event to be held on July 17, 2026 from 5:00 p.m. – 7:00 p.m., event to be held at 204 Sisson Road

Mr. Howell moved to approve a special permit application for a one-day wines & malt liquor license for Deborah Donovan for an event to be held on July 17, 2026 from 5:00 p.m. – 7:00 p.m., event to be held at 204 Sisson Road, 2nd by Mr. Handler and approved 5-0-0.

G. Discussion/vote on special permit application for a one-day wines & malt liquor license for Boston Society of Architects for an event to be held on July 16, 2026 from 5:30 p.m. – 8:00 p.m., event to be held at 203 Bank Street

Mr. Howell moved to approve a special permit application for a one-day wines & malt liquor license for Deborah Donovan for an event to be held on July 17, 2026 from 5:00 p.m. – 7:00 p.m., event to be held at 204 Sisson Road, 2nd by Mr. Handler and approved 5-0-0.

H. Discussion/vote on special permit application for a one-day entertainment for Harwich Chamber of Commerce for an event to be held on July 18, 2026 from 11:00 a.m. – 2:00 p.m., event to be held at 138 Route 137

Mr. Howell moved to approve a special permit application for a one-day entertainment for Harwich Chamber of Commerce for an event to be held on July 18, 2026 from 11:00 a.m. – 2:00 p.m., event to be held at 138 Route 137, 2nd by Mr. Handler and approved 5-0-0.

I. Procurement Update – Assistant Town Administrator Jim Mulcahy

Mr. Mulcahy provided an overview of procurement and capital project status. He has been reviewing outstanding and newly approved projects since joining in May, with a focus on closing out older items and moving all current projects forward within the fiscal year. Active solicitations include catch basin replacement and drainage infrastructure (Road Improvement article) and audit services. A fire alarm replacement solicitation for 204 Sisson Road is expected to be advertised imminently. Town Meeting approved approximately $6.6 million in capital articles across departments, funded through borrowing, free cash, water retained earnings, the waterways fund, and returned balances. Key projects include road maintenance and reconstruction ($700,000), ambulance replacement ($577,500), vessel replacement for Harbormaster ($425,000), New Well & Water Treatment Plant update ($1.1M total, partial funding), police cruiser replacements, dispatch/IT upgrades, fire equipment, and multiple Public Works and Harbormaster vehicles and equipment. A full project list is on file. The office is streamlining tracking and documentation of smaller purchasing activity for greater consistency and visibility. Mr. Mulcahy noted that he will continue to update the board as work progresses.

Mr. Howell said that previous staff was of the mind that if a project was sitting there for 2-3 years, then it can be difficult to entertain that the request was an immediate need.

Mr. Handler referenced a spreadsheet that previous staff had put together, which listed about 60 outstanding projects. He asked if the board would have any interest in seeing that list or something similar on a quarterly basis. Mr. Mulcahy responded that he has seen that list and would be providing the board with something similar.

SELECT BOARD MEMBER REPORT

No Select Board member reports were given.

CORRESPONDENCE

No correspondence was discussed.

ADJOURNMENT

Mr. Howell moved to adjourn the regular meeting of the Select Board at 8:55 p.m., 2nd by Mr. Handler and approved 5-0-0.

Respectfully submitted,

Jennifer Clarke
Executive Assistant