

**SELECTMEN'S MEETING AGENDA\***

*Griffin Room, Town Hall*

*Regular Meeting 6:30 P.M.*

*Tuesday, April 19, 2016*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

- A. Accept the resignation of Joan Kozar as a member of the Planning Board effective at the end of her term on June 30, 2016
- B. Approve the placement of signs for the "Remembery Walk – Dave Birtwell Memorial" for Alzheimer's Disease at the front of Town Hall and the rear of Town Hall facing the parking lot
- C. Approve the Contract for the Allen Harbor Pavement Removal project to Lawrence Lynch Corp. as low bidder in the amount of \$118,756
- D. Approve 2016 Seasonal General License Renewals as recommended
- E. Approve the request for funds from the Cable Fund in the amount of \$9,200 for the Channel 18 upgrade in the Griffin Room per the proposal submitted by Unique Media Systems

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

- A. Public Hearing – Disposal Area Fees / License Plate Recognition Program

VII. **OLD BUSINESS**

- A. Review of Town Meeting Articles – *discussion and possible vote*
  - 1. Article 38 – Purchase Land for Open Space Purposes – Marini Property at Muddy Creek Headwaters
- B. One Liners / Article Assignments – *discussion and possible vote*

VIII. **NEW BUSINESS**

IX. **TOWN ADMINISTRATOR'S REPORT**

- A. Presentations at Town Meeting

X. **SELECTMEN'S REPORT**

- A. Town Administrator Performance Review

XI. **ADJOURNMENT**

*\*Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

Posted by: \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Sandra Robinson, Admin. Secretary

Date: April 19, 2016

Joan Kozar

Date: 7 April

Mr. James P. Atkinson  
Chairman, Town of Harwich Planning Board  
732 Main Street  
Harwich, MA, 02645



Dear Mr. Atkinson:

Over the past three years as a member of the Town of Harwich Planning Board I have learned much about town planning and town government. The experience has been very positive, and I have enjoyed working with all of those on the Planning Board; a good group of citizens who really want what is in the best interest of the townspeople of Harwich. The Town Planner and his staff are exceptional.

At this time as my appointment comes to a scheduled end, I must inform you that I will not be seeking re-appointment to the Planning Board.

Thank you so very much for all your support and guidance over the past three years. I wish you and all the other Planning Board members the very best.

Sincerely,

Joan Kozar  
Member, Town of Harwich Planning Board

CC: Town of Harwich Board of Selectmen  
Mr. David Spitz, Harwich Town Planner

TOWN OF



HARWICH

## Council on Aging

April 7, 2016

Dear Peter Hughes,

As you all know each year since 2006 we hold an annual Walk for Alzheimer's called the "Remembery Walk-Dave Birtwell Memorial". This year hopefully some of you will be able to join us for the Walk which is always held on the Saturday of Mother's day weekend-Saturday, May 7, 2016 this year. This Walk assists patients, families and caregivers who have Alzheimer's disease and related dementias with everything from everyday supplies like disposable undergarments to medical equipment and counseling. All of what is offered is given for free. Last year we were able to help Harwich residents with transportation and in some cases tuition to Adult Day Centers in both Orleans and Harwich. We also purchased safety items for some patients and arranged respite short stays for others. The Walk begins at 11:00 with registration at Brooks Park and then we walk to the Cape Cod Rail trail on Oak Street for just over 3 miles round trip. It has become somewhat of a Family Fun type of atmosphere complete with blood pressure and health screenings and face painting, food on the grill and live wonderful music. Even if you cannot physically walk in it which many patients with the disease cannot do anymore, they can have a hot dog, listen to some music and just have fun being with each other and residents from the community at large so there is truly something for everyone.

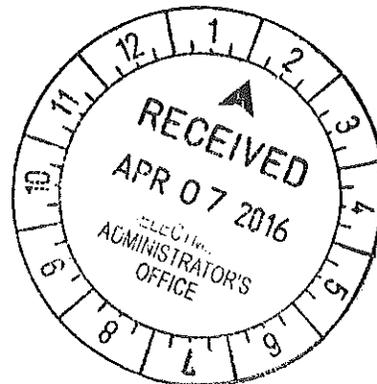
Each year we work on sign placement to assist us in informing the public about the Walk through temporary signs placed in Harwich approx. 10 days prior to the Walk. And we are asking if this year 2016 we can add the location of 2 signs in the front of Town Hall that face the Library and 2 in the back of Town Hall that face the parking lot. These signs are all of course compliant with the Town by law's temporary sign code in their size.

We would be most grateful and look forward to your response.

Thank you very much,  
Sincerely,

*Barbara-Anne Foley*

Barbara-Anne Foley  
Director



**Bid Opening Minutes**  
**Thursday, April 14, 2016**  
**Allen Harbor Landing Pavement**

At 2:00 P.M., April 14, 2016, in the presence of Paul Sweetser, John Rendon received and opened sealed bids for the installation of a Porous Pavement System, and conventional asphalt paving of the parking lot at Allen Harbor Landing, 343 Lower County Road in Harwich.

Seven bids were submitted:

<b>Company Name</b>	<b>Bid Price</b>
Lawrence Lynch	\$118,756
Century Paving	\$121,520
Dirtworks	\$124,592
C. C. Construction	\$127,449
GFM Enterprises, Inc.	\$135,891
Dig It Construction	\$172,025
R J Nardone Construction	\$216,050

All required paperwork appeared to be submitted with the bids.

I recommend award of the contract to the low bidder, Lawrence Lynch Corporation with a bid price of \$118,756.

## OWNER-CONTRACTOR AGREEMENT

THIS AGREEMENT is made this 19th day of April, by the Town of Harwich, Massachusetts, hereinafter called the "Owner" and Lawrence Lynch Corp., hereinafter called the "Contractor."

WITNESSETH, that the Owner and the Contractor for the consideration hereinafter named, agree as follows:

### ARTICLE 1. SCOPE OF WORK:

The Contractor shall perform all the work required for the paving of the parking area at Allen Harbor Landing, 343 Lower County Road, Harwich, MA in accordance with the Invitation for Bids, Instructions to Bidders, Bid Specifications, Plans and any other related documents, prepared by the Town of Harwich.

### ARTICLE 2. TIME OF COMPLETION:

The contractor shall commence work under this Contract on the date specified in the written "Notice to Proceed" from the Owner and shall bring the work to substantial completion before May 25, 2016.

### ARTICLE 3. THE CONTRACT SUM:

The Owner shall pay the Contractor for the performance of the work, subject to additions and deductions by Change Order the Contract Sum of: \$118,756

### ARTICLE 4. THE CONTRACT DOCUMENTS:

The following together with this Agreement form the Contract and all are as fully a part of the contract as if attached to this agreement or repeated herein: Invitation for Bids, Bidding Documents, Instructions to Bidders, Scope of Work, amendments, change orders, or other changes mutually agreed upon in writing; all applicable State laws, including but not limited to MGL Chapter 30, § 39M as amended, and MGL Chapter 149, §§ 26 and 27 (prevailing wages), municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project; and the Contractor's Form of General Bid as accepted by the Town (including requirements of M.G.L. Chapter 149, sections 26-27 -- Prevailing Wage Rates).

### ARTICLE 5. BONDS AND INSURANCE:

The contractor shall furnish insurance certificates, satisfactory to the Town, as proof of having met the requirements of Section 15, Instructions to Bidders. The contractor shall also furnish a 50% Payment Bond

#### ARTICLE 6. CONTRACT TERMINATION:

The Town may suspend or terminate this Contract by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement;
2. Violation of the provisions of this Agreement by the Contractor;
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this contract.

#### ARTICLE 7. ASSIGNMENT:

The Contractor shall not make any assignment of this Contract without prior written approval of the Town.

#### ARTICLE 8. AMENDMENTS:

All amendments, change orders or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and the Contractor. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the awarding authority. Additionally, all amendments, change orders and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment, change order, or change to the contract provisions shall be made until after the written execution of the amendment, change order, or change to the Contract by both parties. All amendments, change orders and changes to this Agreement shall be in accordance with M.G.L. 30B, section 13.

#### ARTICLE 9. INDEMNIFICATION:

The Contractor hereby agrees to indemnify and hold harmless the Town from any and all claims, damages, losses and expenses (including attorney's fees) arising out of the performance of this Contract, when such claims, damages, losses and expenses are caused by the negligent acts, errors or omissions of the Contractor.

#### ARTICLE 10. APPROPRIATION:

This Agreement is subject to appropriation.

#### ARTICLE 11. DISCRIMINATION:

No person shall, on the grounds of race, color, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form.

The undersigned, Andrew Gould, in compliance with the Commonwealth of Massachusetts General Laws (Ter. Ed) Chapter 44, Section 31C, certifies that an appropriation in the amount required for this contract is available out of Account Number \_\_\_\_\_.

\_\_\_\_\_  
Andrew Gould, Finance Director/Town Accountant

**CONTRACTOR:**

**THE TOWN:**

Company Name:

Harwich Board of Selectmen

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

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

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

**ATTEST:**

Name: \_\_\_\_\_

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

## SEASONAL GENERAL LICENSE RENEWALS

Hall Karts, Inc.  
9 Sisson Rd., Harwich Port

***Go Carts***

***Sunday Entertainment – Go Carts 9:00 a.m. – 11:00 p.m., Sundays seasonally***

Marceline Salvage  
310 Pleasant Lake Ave., Harwich

***Junk Dealer***

Port Peddlar  
547 Route 28, Harwich Port

***Junk Dealer***

Syd's A&J  
338 Bank St., Harwich

***Junk Dealer***

Woody's Furniture Repairs  
1353 Orleans Rd., Harwich

***Junk Dealer***

*Unique Media Systems* inc.

PO Box 622

Brookline, NH 03033

April 11, 2016

Jamie Goodwin  
Station Manager  
Channel 18 Public Access Corporation  
Community Center  
100 Oak Street  
Harwich, MA 02645

Dear Jamie,

As indicated during our recent discussions, you are interested in a proposal for upgrading your Town Hall system for Harwich Channel 18, plus the installation of fiber at the Town Hall and Community Center.

This correspondence outlines a scope of work, including objectives, procedures, identification of responsibilities, and estimated fees. This proposal outlines the contract between Harwich Channel 18 or its representatives and Unique Media Systems (UMS). This proposal covers the design, installation and training phases of this project.

#### OBJECTIVE

Install an upgrade to your Town Hall system and run fiber at the Town Hall and Community Center for Channel 18. The design will be configured so that you can add equipment now and/or expand with additional equipment later as needed. The system may also be configured to take advantage of remote control operation, if you so desire.

#### SCOPE OF SERVICES

1. Design and Engineering
  - a. Define equipment to be used to upgrade the system
  - b. Design the system utilizing new and existing equipment
  - c. Create system drawings showing all system interconnections and equipment.
2. Installation Procedures
  - a. Construct system in racks and/or consoles as per drawings and connect cabling as required. UMS to construct and supply cabling needed to complete the installation with charges as outlined in the fee schedule.
  - b. Install any necessary software, configure system and network interface. Set-up network and integrate computers.
  - c. Label cabling and create routing sheet with updates to system drawings.
3. Training and Testing
  - a. Work with you and your staff during installation and implementation to help you gain a general understanding of the system.
  - b. Familiarize you with basic system utilization.
  - c. Additional training is available if requested.

- d. Upon completion, test entire system to assure that it is functioning as intended and producing accurate results.
4. Support
    - a. If this option is purchased, e-mail and phone support is available Mon-Fri 9am to 5pm, excluding holidays.

#### YOUR RESPONSIBILITIES

This project requires involvement by your personnel. Ultimate success is dependent on their effort and support for integration within your existing systems. To help achieve a smooth and successful implementation, it will be your responsibility to perform the following:

1. Obtain system installation locations and approvals from all appropriate boards or committees.
2. Procure all equipment outlined in the agreed-upon equipment list and dispose of any old or unused equipment.
3. Provide existing equipment to be built into the system as required.
4. Provide INET and subscriber connection points at all necessary locations.
5. Provide access to facilities during the installation period (9am-9pm weekdays)

#### BENEFITS

When the project is complete, Harwich Channel 18 will have an enhanced capability to manage the function of Channel 18 in Harwich. This will provide an easy to use, integrated system which allows optimized utilization of existing resources plus improved productivity of your staff. The system will be developed in a cost effective manner to take full advantage of your existing resources. In addition, these systems have the potential to be controlled remotely.

#### PROFESSIONAL FEES

The fees for the design and installation phases of the project are related to items listed under paragraphs 1 and 2 in the Scope of Services, above. Travel time is billed at the rate of \$35/hr. Travel expenses, including local lodging and meals, are billed at the rate of \$200/day.

Installation is estimated based upon the time to build, run and label all attendant cabling and install, connect, and configure the equipment. This configuration needs further discussion and may be accomplished using some existing equipment.

Initial overview and system familiarization during the installation phase is included at no charge. Additional training related to system utilization is available at the rate of \$350 per session.

Unlimited e-mail and phone support is available at the rate of \$1250/yr, 9:00am -5:00pm M-F excluding holidays. On-site engineering support after project completion is also available for \$90/hr with a minimum of \$400, plus travel time.

#### INDEMNITY

Unique Media Systems, its employees and representatives, Harwich Channel 18 and the town of Harwich are hereby indemnified and held blameless from any liability related to this work. In addition, Unique Media Systems carries 1 million dollars of liability insurance.

WARRANTY

All workmanship is warranted for a period of ninety (90) days at no additional charge. Equipment is warranted by the manufacturer and Unique Media Systems assumes no responsibility for issues related to equipment malfunction.

CLOSING

We appreciate the opportunity to provide this service to Harwich Channel 18 and the Town of Harwich.

Sincerely,

*Michael Ridinger*

Engineering Manager

*Unique Media Systems*<sup>sm</sup>

A subsidiary of *Unique Scientific*<sup>sm</sup>

RESPONSE

This letter correctly sets forth the understanding of the agreement between Harwich Channel 18 and Unique Media Systems.

Signing this section of the response allows the Design, Installation and Training phases of the project to begin at the accepted rate.

Accepted by	Title	Date
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NOTE: This proposal is only valid for thirty (30) days from the date on the first page. This proposal supersedes any previous proposals or quotations.

Harwich Channel 18  
PROPOSAL

DATE: April 11, 2016  
Town Hall System Upgrade Installation  
With Fiber Runs at Town Hall and Community Center

HARDWARE COST ESTIMATE:

Miscellaneous expenses including fiber, cabling and connectors \$1720 NTE \$1800

PROFESSIONAL FEE ESTIMATE:

Design and Engineering 5hrs @ \$90/hr = \$450 NTE \$450

- Define system requirements
- Design system using new and existing equipment
- Create system drawings showing all interconnections and equipment

Installation of Hardware \$3750 NTE \$3800

- Build and/or acquire cables as needed
- Install equipment w/ video, audio and control cabling
- Configure system and integrate computers
- Connect any existing hardware and integrate w/ system
- Label wiring, update system drawings and test system

Installation of fiber connections at Town Hall and Community Center \$2725 NTE \$2800

- Run fiber from basement DMARC to meeting room, terminate and interconnect at Town Hall
- Run fiber from basement DMARC to control room, terminate and interconnect at Community Center

Training: All systems

Demonstrate system utilization during installation n/c  
System training (per session of up to four contiguous hours) optional \$350/session

**HARWICH BOARD OF SELECTMEN  
NOTICE OF PUBLIC MEETING  
DISPOSAL AREA FEES  
Tuesday, April 19, 2016**

The Harwich Board of Selectmen will hold a Public Meeting on Tuesday, April 19, 2016, no earlier than 6:30 P.M. during their regularly scheduled meeting. This meeting will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of considering the proposed disposal area fee recommendations. All members of the public having an interest in this topic are cordially invited to attend the public meeting and provide information relevant to this proposal.

HARWICH BOARD OF SELECTMEN

Cape Cod Chronicle  
March 31, 2016

**HARWICH BOARD OF SELECTMEN  
NOTICE OF PUBLIC MEETING  
DISPOSAL AREA FEES  
TUESDAY, APRIL 19, 2016**

The Harwich Board of Selectmen will hold a Public Meeting on Tuesday, April 19, 2016, no earlier than 6:30 P.M. during their regularly scheduled meeting. This meeting will be held in the Donn B. Griffin Room located at Town Hall, 732 Main Street, Harwich for the purpose of considering the proposed disposal area fee recommendations. All members of the public having an interest in this topic are cordially invited to attend the public meeting and provide information relevant to this proposal.

HARWICH BOARD OF SELECTMEN

The Cape Cod Chronicle  
March 31, 2016



# TOWN OF HARWICH

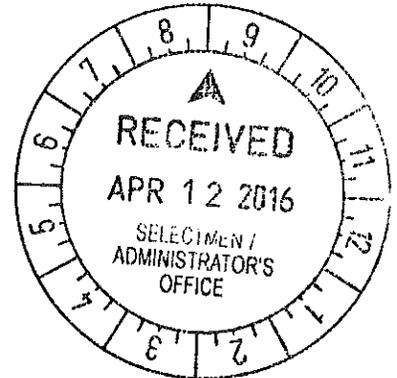
## DEPARTMENT OF PUBLIC WORKS

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

Telephone (508) 430-7555

Fax (508) 430-7598

### MEMORANDUM



**TO:** Board of Selectmen

**FROM:** Lincoln S. Hooper, Director 

**DATE:** April 11, 2016

**RE:** FY 17 Disposal Area Fee Recommendations

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After conducting an analysis of our own expenses and a survey of disposal fees in the towns of Barnstable, Chatham, Orleans, Dennis and Yarmouth, I would like to recommend that the Board of Selectmen consider taking the following action:

- Increase the C&D tip rate by \$5 to \$130 per ton

My analysis indicates that the Residential Sticker price should be \$161 (currently \$160) to accurately reflect the expenses associated with providing residents with solid waste and recycling services. The attached analysis includes all the direct costs of providing residential services such as MSW tip fees, fuel, utilities, salaries and other expenses. It also includes indirect costs such as equipment depreciation, employee fringe benefits and salaries allocated from other DPW personnel (administration & vehicle maintenance) that support Disposal Area functions. As you may recall, the Board voted to raise the residential sticker last year due to the expiration of the long term SEMASS contract with tip rates well below market conditions to a new contract with ABC Disposal at \$55 per ton.

While the survey of surrounding communities suggests that Harwich's C&D price may appear low, our real competitors for this commercial component are the Town of Yarmouth, S&J Exco (Dennis) and Paul Daniels (Orleans). Since the other communities do not handle commercial quantities of this material, our price is based on the price charged by our competitors and not the surrounding communities' prices. In fact, the average price of our competitors is \$133 per ton and is the primary reason I am recommending an increase in that fee. A second reason is that our long term contract for C&D has an inflation rider built in that will raise our tip rate by \$3.54 in January.

All other items are priced according to their cost of handling and disposal and appear mostly consistent with other municipalities. Although recycling markets have been depressed over the last few years and caused an associated decline in revenue, it has not

adversely affected the residential sticker costs as fuel costs have dropped enough to offset the decline in revenue.

Finally, I would like to update the Board on the License Plate Recognition (LPR) pilot project we started last fall. Working closely with Bonsai Logic, the software company that developed our Sticker Tracker system, we installed an LPR camera at the entrance of the Disposal Area and a dedicated computer to run the system. Specifically, the LPR camera takes a picture of each vehicle's license plate, converts the image to digits using OCR software and reconciles it against our Sticker Tracker database in real time. If the vehicle is not in the system, the operator is alerted and can stop the car. Although not flawless, the detection rate is exponentially more accurate than our present system relying on a single scale operator to monitor two streams of traffic. Danya Mahota, owner of Bonsai Logic, is prepared with a short presentation of the technical aspects of the new system if the Board is so inclined. Given the success we have experienced so far, combined with the fact that we are continually refining the system, I would like to recommend that we avoid the expense of purchasing Disposal Area stickers this year and rely entirely on the LPR scheme.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: Cost Basis of Primary and Secondary Stickers  
FY 17 Full Cost Accounting Analysis of Disposal Area Services  
FY 17 Surrounding Community Disposal Area Fees  
Depreciation Schedule, FY 15 Disposal Area Revenue

### Cost Basis of Primary Stickers

Residential Sticker Expenses			\$1,043,155
Less Revenue from Recycle / Prorated / Non Resident / Daily Pass			(\$85,020)
Less Revenue from the sale of recyclables (estimate)			(\$68,133)
Less Revenue from Secondary Sticker	1505 @ \$25		<u>(\$37,625)</u>
<b>Cost to be covered by Primary Stickers</b>			<b>\$852,377</b>
Divided by FY15 Primary Sticker Sales		÷	5,304
<b>Cost per Primary Sticker</b>			<b>\$161</b>

### Cost Basis of Secondary Stickers

Residential Sticker Expenses			\$1,043,155
Less Revenue from Primary Stickers			
FY15 Stickers Sold	5,304 @ \$161	=	(\$852,377)
Less Revenue from Recycle Only / Prorated / Daily Pass Sales			(\$85,020)
Less Revenue from the sale of recyclables (estimate)			<u>(\$68,133)</u>
<b>Costs Not Covered by Primary Sticker Sales</b>			<b>\$37,625</b>
Divided by FY15 Secondary / Additional Stickers		÷	<u>1505</u>
<b>Cost per Additional Sticker</b>			<b>\$25</b>

## FY17 Full Cost Accounting Analysis of Disposal Area Services

Expenses	Residential Sticker Services *	Fee Based / Commercial Services **	Total	Notes
MSW	\$290,517	\$193,678	\$484,195	FY17 Request
C&D		\$535,539	\$535,539	FY17 Request
Tires Recycling		\$3,000	\$3,000	FY17 Request
Wood Chipping		\$12,000	\$12,000	FY17 Request
Transfer Station Runoff	\$3,000	\$2,000	\$5,000	FY17 Request
Paint Disposal	\$7,400		\$7,400	FY17 Request
Propane Tank		\$3,000	\$3,000	FY17 Request
Freon Removal		\$8,000	\$8,000	FY17 Request
Television Recycling		\$12,000	\$12,000	FY17 Request
Gasoline Recycling	\$2,775		\$2,775	FY17 Request
Mattress Disposal		\$22,000	\$22,000	FY17 Request
Antifreeze Recycling	\$500		\$500	FY17 Request
Household Hazardous Waste Collection	\$14,000		\$14,000	FY17 Request
Post-Closure Costs	\$11,100	\$7,400	\$18,500	FY17 Request
Uniforms, t-shirts, etc...	\$5,876	\$3,917	\$9,793	30% of FY17 Request
Electricity	\$9,900	\$6,600	\$16,500	FY17 Request
Gas Utility	\$2,700	\$1,800	\$4,500	FY17 Request
Repairs-Scale		\$5,000	\$5,000	FY17 Request
Transfer Station Repairs	\$3,000	\$2,000	\$5,000	FY17 Request
Medical	\$1,206	\$804	\$2,010	30% of FY17 Request
Telephone/Alarm	\$2,460	\$1,640	\$4,100	FY17 Request
Office Supplies	\$1,440	\$960	\$2,400	30% of FY17 Request
Custodial Supplies	\$900	\$600	\$1,500	10% FY17 Request
Diesel Fuel	\$24,900	\$16,600	\$41,500	Est. 25,000 gal.
Vehicle Parts & Supplies	\$52,650	\$35,100	\$87,750	40% of FY17 Request
Public Works Supplies	\$13,500	\$9,000	\$22,500	30% of FY17 Request
Dump Stickers	\$1,670		\$1,670	FY17 Request
Capital Equipment Depreciation	\$49,031	\$32,687	\$81,718	See attached depreciation schedule
Salaries and Wages	\$340,024	\$226,683	\$566,707	FY17 Request
Salaries Allocated from DPW Personnel	\$105,689	\$70,459	\$176,148	40% Administrative / 40% Mechanic Salaries
Employee Fringe	\$98,917	\$65,945	\$164,862	33% of FT Wage
<b>Total</b>	<b>\$1,043,155</b>	<b>\$1,278,412</b>	<b>\$2,321,567</b>	

\*Residential includes anything where no user fee is charged

\*\* Fee based services include everything where a user fee is charged

Items divided between both residential and commercial are based on a MSW ratio of 60% residential and 40% fee based / commercial

FY15 Revenue      \$2,156,538

**FY17 Surrounding Community Disposal Area Fees**

<b>MATERIAL</b>	<b>BARNSTABLE</b>	<b>CHATHAM</b>	<b>DENNIS</b>	<b>***FY16 ORLEANS</b>	<b>YARMOUTH</b>	<b>AVERAGE</b>	<b>FY16 HARWICH</b>
Residential Sticker	\$ 240.00	\$ 120.00	\$ 145.00	\$ 95.00	\$ 154.00	\$ 150.80	\$ 160.00
2nd Sticker	\$ 25.00	\$ 25.00	\$ 15.00	\$ 15.00	\$ 77.00	\$ 31.40	\$ 25.00
No Sticker Fee (assuming 3 bags)*	\$ 15.00	\$ 6.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 11.20	\$ 10.00
C&D**	\$ 200.00	\$ 180.00	\$ 175.00	\$ 200.00	\$ 125.00	\$ 176.00	\$ 125.00
Commercial MSW**	N/A	\$ 80.00	\$ 80.00	\$ 80.00	N/A	\$ 80.00	\$ 85.00
Metal**	\$ 35.00	\$ 65.00	\$ 10.00	\$ 40.00	\$ 65.00	\$ 43.00	\$ 60.00
Brush**	N/A	\$8-\$48 per trip	\$ 70.00	\$5-\$25 per load	\$ 65.00	\$ 67.50	\$ 60.00
Commercial Compost**	\$ 75.00	\$ 40.00	\$ 40.00	\$ 20.00	N/A	\$ 35.00	\$ 40.00
Computer Monitors	\$ 12.00	\$ 15.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 12.40	\$ 10.00
Tire	\$ 2.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 1.00	\$ 3.00	\$ 3.00
Tire with Rim	\$ 3.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 3.00	\$ 4.20	\$ 3.00
Refrigerator	\$ 15.00	\$ 15.00	\$ 10.00	\$ 20.00	\$ 18.00	\$ 15.60	\$ 15.00
Mattress/ Spring	\$ 17.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
TV	\$ 22.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
Couch	\$ 20.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Chair	\$ 20.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
White Goods	\$ 10.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 10.00
Microwave	N/C	\$ 15.00	\$ 5.00	\$ 10.00	\$ 10.00	\$ 8.00	\$ 10.00
Air Conditioner	\$ 15.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 18.00	\$ 13.60	\$ 15.00
Water Heater	\$ 10.00	\$ 10.00	\$ 10.00	\$ 15.00	\$ 10.00	\$ 11.00	\$ 10.00
Gas Grill	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Bike	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Lawnmower	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Propane Tank	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 5.00	\$ 5.00

\* Chatham and Dennis charge a per bag fee

\*\* These items are represented in a per ton cost

\*\*\* Orleans has not set prices yet

Paul S. Daniels C&D \$145/ton, \$72.50 min.

S&J Exco Inc. C&D \$130/ton, \$25.00 min.

## Depreciation

	Purchase Price	Depreciation Year	Per Remaining Depreciation	10 Year Depreciation
2010 MSW Trailer	\$50,000	\$5,000	\$15,000	\$5,000
2010 MSW Trailer	\$50,000	\$5,000	\$15,000	\$5,000
2011 MSW Trailer	\$50,000	\$5,000	\$20,000	\$5,000
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
1991 Roll Off Trailer	\$34,500	\$3,450	\$0	\$0
2008 Roll Off Truck	\$150,000	\$15,000	\$0	\$0
2009 Pup Trailer	\$23,700	\$2,370	\$2,370	\$2,370
2012 MSW Trailer	\$51,475	\$5,148	\$30,885	\$5,148
Transfer Station Overhaul (25yr)	\$250,000	\$10,000	\$240,000	\$10,000
2016 Mack Tractor	\$150,000	\$15,000	\$135,000	\$15,000
2017 Mack Tractor	\$150,000	\$15,000	\$150,000	\$15,000
2017 MSW Trailer	\$70,000	\$7,000	\$70,000	\$7,000
2017 Siding/Gutters	\$122,000	\$12,200	\$122,000	\$12,200
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Total	\$1,236,125		\$800,255	\$81,718

## FY15 Disposal Area Revenue

Gate Receipts	\$1,167,154
Sticker Revenue	\$856,602
Recycling Revenue	\$132,782
Total Revenue	\$2,156,538

## FY 15 DISPOSAL AREA REVENUE

### MUNIS FY15

DISPOSAL REGULAR FEES \$540,854.85  
014394 424702

DISPOSAL COMMERCIAL FEES \$626,299.07  
014394 424703

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**\$1,167,153.92**

DISPOSAL AREA STICKERS \$856,602.00  
014394 424701

RECYCLE PAPER \$32,262.73  
014394 427010

RECYCLE BOTTLES \$15,160.25  
014394 427011

RECYCLE OTHER \$4,885.25  
014394 427012

RECYCLE METAL \$80,473.75  
014394 427013

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**\$132,781.98**

**TOTAL FY 15 REVENUE \$2,156,537.90**

# Town of Harwich

License Plate Recognition  
Harwich Transfer Station

2016



# Why should Harwich use LPR?

- More convenient for citizens than physical stickers!
- More convenient for staff than physical stickers!
- Less expensive to the Town than physical stickers!
- Prevent fraud that comes with physical stickers!

## Citizen benefits:

- No physical sticker to adhere to their car
- No physical sticker to potentially fall off the car!
- With no sticker needed, citizens can now conduct transactions completely online.

## Town and staff benefits:

- No physical sticker to order every year, design every year, and hand out every year!
- Save over \$1500 in purchasing transfer stickers annually.
- Reduced traffic within Town Hall for those citizens that wish to perform transactions online!

# How does it work???

- 1) Vehicle drives past the LPR Camera, and it detects motion and takes a photo.
- 2) The photo is scanned using proprietary software to extract the license plate image.
- 3) The image is cross referenced in REAL TIME to the Town's StickerTracker database to determine if the person is valid before they even get to the scalehouse.
- 4) The employee in the scalehouse can monitor the camera and is audibly notified if an invalid registration enters the facility.

# Citizen Privacy

- 1) The Town is not using this system to retain photographs of vehicles or drivers.
- 2) Photos are taken from the lower rear of the vehicle only.
- 3) ALL PHOTOS are purged daily.

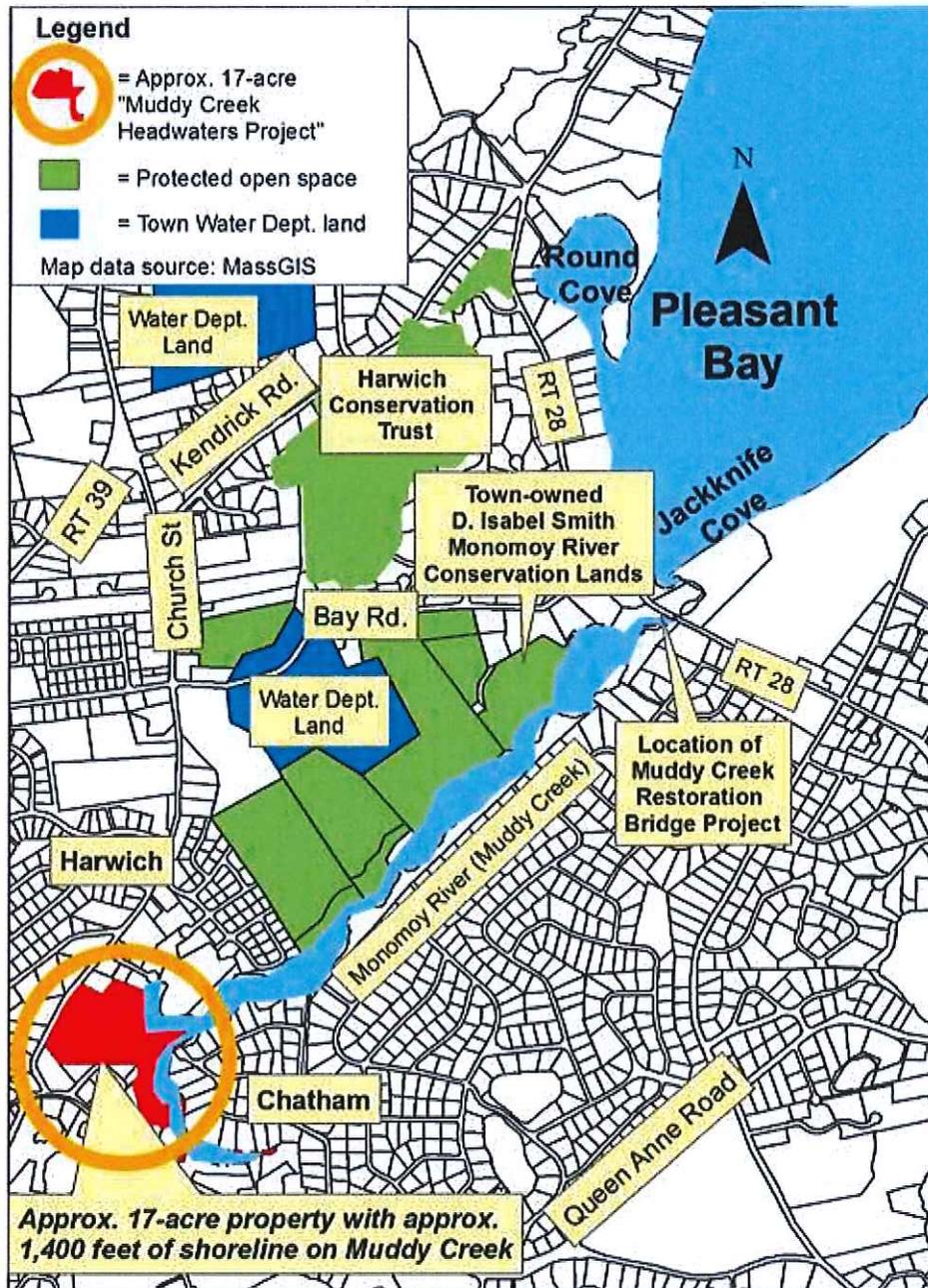


PURCHASE OF LAND FOR OPEN SPACE PURPOSES – ACQUIRE MARINI  
PROPERTY AT MUDDY CREEK HEADWATERS

ARTICLE 38: To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, a perpetual conservation restriction pursuant to the provisions of G.L. c.184, §§31-33, for open space and watershed protection purposes under the provisions of G.L. c. 40, §8C, on certain parcels of land situated on Church Street in East Harwich and Chatham, containing 17 acres, more or less, in the aggregate, which parcels are shown as Lot 1, Lot 2, Lot 3, and Parcel 4 on a plan recorded with the Barnstable County Registry of Deeds in Plan Book 614, Page 7, and further described in a deed recorded with said Deeds in Book 19792, Page 85, with the care, custody, control and management of such conservation restriction to be vested with the Conservation Commission; to appropriate from the Community Preservation Act Funds-Open Space Reserve, the Community Preservation Act Funds-Undesignated Reserve, and/or estimated annual revenues under G.L. c.44B, the so-called Community Preservation Act, the sum of \$800,000 for the foregoing acquisition and costs incidental or related thereto, including, without limitation, costs of appraisals and closing costs; to authorize the Board of Selectmen and the Conservation Commission to apply for, accept, and expend any grants and/or reimbursement of funds which may be provided by the Commonwealth of Massachusetts to defray all or a portion of the foregoing costs, including, but not limited to, funding under the Self-Help Act (G.L. c.132A, §11), the Federal Land & Water Conservation Fund (P.L. 88-568, 78 Stat 897), and/or other federal and state programs in any way related to the scope of this article, and to accept a gift of funds from the Harwich Conservation Trust and/or any other source, provided that any such grant and/or reimbursement funds shall be returned upon receipt to the Community Preservation Act fund from which said sum was appropriated, after first reimbursing the Harwich Conservation Trust for its contribution towards the Town's local match; and, further, to authorize the Board of Selectmen and/or Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes; provided, however, that no funds appropriated hereunder shall be expended until the Town shall have received gift funds in the amount of \$300,000 from the Harwich Conservation Trust and/or others for the Town's local match,, and to act fully thereon. By request of the Community Preservation Committee and the Real Estate and Open Space Committee. Estimated cost: \$800,000

**FINANCE COMMITTEE RECOMMENDS NO RECOMMENDATION PENDING FURTHER INFORMATION (NRPFI). FINCOM VOTES NRPFI WHEN, AT THE TIME THE WARRANT IS PRINTED, IT HAD INSUFFICIENT OR INCOMPLETE INFORMATION TO MAKE AN INFORMED RECOMMENDATION. IT DOES NOT IMPLY A NEGATIVE FINCOM VIEW, ONLY AN INCOMPLETE UNDERSTANDING OF THE ARTICLE SO VOTED. FINCOM WILL MAKE ITS FINAL RECOMMENDATION AT TOWN MEETING AFTER HAVING RECEIVED FURTHER INFORMATION. VOTE: YES-6, NO-0.**

## 17-acre Muddy Creek Headwaters Project



BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 2, 2016				BOS Recom.	FinCom Recom	Tax levy \$ 45,171,567	Free Cash \$ 4,023,702	CPC \$ -	Water Ent.	Debt Exclusion \$ -	Local Receipts \$ 10,899,086	Other \$ -	ART#
				Petitioner	Request	TA Recom.											
4-0-0	7-0-0	1		Town Officers & Committees	Customary											1	
4-0-0	7-0-0	2		Reports of Town Officers & Comms.	Customary											2	
4-0-0	7-0-0	3		Elected Officials Salaries	Customary	\$ 84,697	\$ 84,697	\$ 84,697	\$ 84,697							3	
4-0-0	6-0-0 NRFPI**	4	Peter & Linda	Town Operating Budget	BOS	\$32,464,380	\$ 32,464,380		\$ 18,704,941			\$ 587,382		\$10,899,086	\$ 2,272,972	4	
4-0-0	7-0-0	5	Michael	MRSD Budget	MRSC/Supt	\$ 24,058,302	\$ 24,058,302		\$ 23,833,578	\$ 23,833,578	\$ 224,724					5	
4-0-0	7-0-0	6	Peter	CC Tech School Budget	Supt.	\$ 1,437,053	\$ 1,437,053		\$ 1,437,053	\$ 1,437,053						6	
4-0-0	7-0-0	7	Michael	Water Department Budget	Water Com.	\$ 3,939,879	\$ 3,939,879		\$ 3,939,879			\$ 3,939,879				7	
4-0-0	7-0-0	8	Peter	Adopt Capital Plan	BOS											8	
4-0-0	6-0-0	9	Jannell	Amend Personnel Bylaw	Town Adm											9	
4-0-0	7-0-0	10	Angelo	Cap Items under \$50K from Free Cash	BOS	\$ 89,900	\$ 89,900		\$ 89,900		\$ 89,900					10	
4-0-0	6-0-0	11	Linda	Facility Maint & Repair Fund	BOS	\$ 561,000	\$ 561,000		\$ 561,000		\$ 561,000					11	
4-0-0	6-0-0	12	Angelo	Fire Dept Ambulance	Fire Chief	\$ 290,000	\$ 290,000		\$ 290,000		\$ 290,000					12	
4-0-0	7-0-0	13	Angelo	Golf - Landscape Reclamation	Golf Comm	\$ 35,000	\$ 35,000		\$ 35,000						\$ 35,000	13	
4-0-0	7-0-0	14	Angelo	Golf - Construct new Tees	Golf Comm	\$ 30,000	\$ 30,000		\$ 30,000						\$ 30,000	14	
4-0-0	6-0-1	15	Angelo	Golf - Est. New Capital Infrastructure Fund	Golf Comm											15	
4-0-0	6-0-0	16	Peter & Angelo	Reconst Saquatucket Marina	Harbor	\$ 7,000,000	\$ 7,000,000		\$ 7,000,000				\$ 6,000,000		\$ 1,000,000	16	
4-0-0	5-1-0	17	Angelo	Landside Saquatucket	Harbor	\$ 250,000	\$ 250,000		\$ 250,000		\$ 250,000					17	
4-0-0	7-0-0	18	Jannell	Road Maint. Program	DPW Dir.	\$ 700,000	\$ 700,000		\$ 700,000				\$ 700,000			18	
4-0-0	7-0-0	19	Michael	DPW - Vehicles	DPW Dir.	\$ 316,500	\$ 316,500		\$ 316,500		\$ 316,500					19	
4-0-0	7-0-0	20	Linda	DPW - Equipment	DPW Dir.	\$ 188,209	\$ 188,209		\$ 188,209		\$ 188,209					20	
4-0-0	7-0-0	21	Michael	Water - Excavator	Water Com.	\$ 125,000	\$ 125,000		\$ 125,000			\$ 125,000				21	
4-0-0	7-0-0	22	Michael	Water - Replace Lothrop Ave Tank	Water Com.	\$ 1,600,000	\$ 1,600,000		\$ 1,600,000			\$ 1,600,000				22	
4-0-0	7-0-0	23	Michael	Water - SCADA System	Water Com.	\$ 300,000	\$ 300,000		\$ 300,000			\$ 300,000				23	
4-0-0	6-0-0 NRFPI**	24	Michael & Angelo	IMA with Chatham	BOS	\$ 9,000,000										24	
4-0-0	6-0-0 NRFPI**	25	Michael & Angelo	Enact Sewer Bylaw	BOS											25	
	6-0-0 NRFPI**	26	Jannell	CPC - Reserve	CPC	\$ 496,086	\$ 496,086				\$ 496,086					26	
3-0-1	7-0-0	27	Jannell	CPC - Fund Land Bank Debt Service	CPC	\$ 633,400	\$ 633,400		\$ 633,400		\$ 633,400					27	
3-0-1	6-0-0	28	Jannell	CPC - Chase Library Fireplace	CPC	\$ 3,100	\$ 3,100		\$ 3,100		\$ 3,100					28	
3-0-1	6-0-0	29	Michael	CPC -Hist Soc. Artifacts	CPC	\$ 11,000	\$ 11,000		\$ 11,000		\$ 11,000					29	
2-1-1	5-1-0	30	Peter	CPC - Albro House & Accessibility Mods	CPC	\$ 18,700	\$ 18,700		\$ 18,700		\$ 18,700					30	
3-0-1	5-1-0	31	Michael	CPC - Historical Property Inventory	CPC	\$ 20,000	\$ 20,000		\$ 20,000		\$ 20,000					31	
3-1-0	6-0-0 NRFPI**	32	Angelo	CPC - W. Harwich School Preserv & Rehab	CPC	\$ 203,500	\$ 203,500				\$ 203,500					32	
3-0-1	6-0-0	33	Peter	CPC - Historical Preserv Burial Crypts	CPC	\$ 25,000	\$ 25,000		\$ 25,000		\$ 25,000					33	
4-0-0	6-0-0	34	Jannell	CPC - S.Harwich Meetinghouse	CPC	\$ 100,000	\$ 100,000		\$ 100,000		\$ 100,000					34	



BOS VOTE	FINCOM VOTE	ART#	Selectman Discussion by:	Oneliners ATM May 2, 2016				BOS Recom.	FinCom Recom	Tax levy	Free Cash	CPC	Water Ent.	Debt Exclusion	Local Receipts	Other	ART#
				Petitioner	Request	TA Recom.	BOS Recom.										
4-0-0 IPP***	6-0-0 IPP***	56	Angelo	Demolition of Residential Buildings	Petitioned											56	
4-0-0	6-0-0	57	Linda	Transfer Property to Cemetery Dept.	Cemetery Comm.											57	
4-0-0	7-0-0	58	Peter	Dept Revolving Funds Authorization	BOS											58	
4-0-0	5-1-0 NRPF**	59	Linda	Est. Wetland Revolving Fund	Cons Comm											59	
	6-0-0 NRPF**	60	Peter	Stabilization Fund	BOS	\$ 1,328,500	\$ 1,328,500			\$ 1,428,500						60	
4-0-0	6-0-0	61	Jannell	OPEB Fund	BOS	\$ 300,000	\$ 300,000	\$ 300,000		\$ 300,000						61	
4-0-0	6-0-0	62	Jannell	Fund Prior Yrs Bills	FinCom	\$ 25,000	\$ 25,000	\$ 25,000		\$ 25,000						62	
4-0-0	7-0-0	63		Compensating Bal Agree	Customary											63	
4-0-0	7-0-0	64		Liability Tidal/Non-Tidal Rivers	Customary											64	
4-0-0	7-0-0	65		Herring Fisheries	Customary											65	
			<b>Total ATM May 2016</b>														
			<b>Balances</b>				\$ 87,593,444	\$ 78,593,444	\$ 43,010,734	\$ 44,060,269	\$ 3,761,833	\$ 3,125,614	\$ 6,552,261	\$ 6,700,000	\$ 10,899,086	\$ 3,594,382	
NOTE:	Articles 40 - Return of CPC Funds																
NOTE:	Articles 13 and 14 - From Golf Fund																
NOTE:	Article 16 - \$1,000,000 in Grants																
NOTE:	Article 51 Betterment																
**	<b>No Recommendation Pending Further Information ((NRPFI)</b>																
***	<b>Indefinitely Post-Pone (IPP)</b>																
<b>Special Town Meeting</b>																	
<b>Articles</b>																	
<b>5/2/2016</b>																	
	6-0-0 NRPF**	1	Peter	Snow & Ice Deficit		\$ 250,000				\$ 250,000						1	
4-0-0	6-0-0	2	Michael	Rescind Article 9 of 2011 ATM		\$ (50,000)		\$ (50,000)							\$ (50,000)	2	
3-0-1	6-0-0	3	Michael	CPC - Admin Cost - Acq of Tax Title	CPC	\$ 50,000		\$ 50,000							\$ 50,000	3	
	6-0-0	4	Peter	Budget Shortfalls (DPW)		\$ 165,000										4	
						\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	-	-		
<b>Sub Total</b>						\$ 415,000	-	-	-	\$ 250,000	\$ -	\$ -	\$ -	-	-		
<b>2016</b>						\$ 415,000	0	-	-	\$ 250,000	\$ -	\$ -	\$ -	-	-		
<b>Totals Used</b>				<b>Total Appropriated</b>		<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>		
<b>Tax Levy Balance &amp; other balance</b>										\$ -	\$ -	\$ -	\$ -	-	-		
<b>Tax Rate Recap</b>																	
<b>Court Orders</b>																	
<b>Debt &amp; Interest</b>																	
<b>Snow &amp; Ice</b>				Prior Year													
<b>Cherry Sheet Assessments</b>										650,353							
<b>OverlayFY2016</b>										460,000							
<b>Cherry Sheet Offsets</b>										\$ -	\$ -	\$ -	\$ -	-	-		
<b>Total Recap</b>										1,110,353	\$ -	\$ -	\$ -	\$ -	-	-	
<b>Balance</b>										\$ 945	\$ 11,869	\$ -	\$ -	\$ -	\$ -		