

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
Regular Meeting 6:30 P.M.
Monday, December 21, 2015*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **WEEKLY BRIEFING**

IV. **PUBLIC COMMENT/ANNOUNCEMENTS**

V. **CONSENT AGENDA**

A. Approve Minutes –

1. December 7, 2015 Regular Meeting
2. December 7, 2015 Executive Session

B. Approve recommendation of the Interview/Nominations Subcommittee to appoint the following:

Ernest Crabtree	Conservation Commission	June 30, 2016
Cynthia Bayerl	Board of Health	June 30, 2016
Brooke Canada	Youth Services	June 30, 2018
Julia Eldredge	Housing Committee	June 30, 2018
	Youth Services	June 30, 2018

C. Approve the License Agreement between the Town and Bob Miller/Miller Golf for Golf Instruction Program

D. Approve the application for Road Race by Cape Cod Athletic Club for January 17, 2016

E. Approve new application for Class IV Auto Repairman License by Peter S. Stagg

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

VII. **OLD BUSINESS**

A. Cape & Vineyard Electric Cooperative's Current Services and Value and request to amend the Power Purchase Agreement by adding an additional Adder of \$0.01 –
discussion and possible vote

B. Finalize Golf Fees for 2016 season and discuss the Golf Improvement Fund and the Golf Revolving Fund

VIII. **NEW BUSINESS**

IX. **TOWN ADMINISTRATOR'S REPORT**

A. Holiday Meeting Schedule

B. Joint Public Hearing with Finance Committee – Submission of the Capital Plan on January 4, 2016

X. **SELECTMEN'S REPORT**

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: December 17, 2015

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, DECEMBER 7, 2015
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Chief Clarke, Deputy Chief LeBlanc, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, Brad Willis, Peg Rose, Shannon McManus, Bob MacCready, Randall Pond, John Stewart, Town Counsel John Giorgio, Paula Champagne, Meggan Tierney, Sally Urbano, Lou Urbano, Brooke Williams, and others.

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

Chairman Hughes reported that the Board had just come out of Executive Session where they dealt with an employee complaint.

PUBLIC COMMENT/ANNOUNCEMENTS

A. Accept proceeds from the Irish Pub Road Race for the Harwich Fire Department

Chief Clarke accepted a check in the amount of \$500.00 for the Harwich Ambulance Fund from Brendan O'Reilly of the Irish Pub. Chief Clarke and Deputy Chief LeBlanc thanked Mr. O'Reilly on behalf of the Department and the Town.

Firefighter Brad Willis announced the Homeless for the Holidays food and toy drive event at Brooks Park.

Ms. Rose announced that the Milton Welt mural will be unveiled on January 2, 2016 at 10:00 a.m. at the Community Center and there will be a reception immediately following.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. November 16, 2015 Regular Meeting
 - 2. December 1, 2015 Executive Session
- B. Approve the resignation of Danette Gonsalves as a member of the Wastewater Implementation Committee
- C. Approve the recommendation of the Town Engineer and the Golf Committee to award the contract for grounds improvements to the Cranberry Golf Course to Bowditch Excavating in the amount of \$31,300
- D. Accept various donations to the Council on Aging Gift Fund in the amount of \$405.00
- E. Approve application for Road Race by Irish Pub for August 6, 2016
- F. Approve modifications to the job description for the Director of Assessing

- G. Authorize the Chairman to sign Declaration of Support for Mosquito Control Funding for FY 2017

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

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

- A. Joint Interview with Harwich Housing Authority to fill Interim vacancy

The Board and the Housing Authority interviewed Sandra M. Woodbridge to fill the interim vacancy on the Housing Authority. The following members of the Housing Authority were present: Robert MacCready, Shannon McManus, John Stewart, and Randall Pond. Mr. MacCready moved that Sandra Woodbridge be elected to the open seat on the Harwich Housing Authority. It was noted that this was to fill the unexpired term. Mr. Pond seconded the motion and the motion carried by a unanimous vote.

- B. Update on Accela permitting software – *Paula Champagne*

Ms. Champagne provided a Power Point presentation on the Accela software package. She stated that the vision they thought they would get in the sales pitch was different then their needs in the Health Department. Ms. Champagne and Ms. Tierney provided a Power Point presentation to the Board on the Accela software. She explained that they needed a complete data management system and what was being offered and marketed was pretty much electronic permit filing. She noted that they go hand in hand but are two different things. She stated that they worked with the consultant and after one and a half years of design, they broke down the package and started over to design a program to meet the complexities of the permitting departments. She explained that they started a testing phase in May, that it has been six months now and it has been a challenge. She stated that they are still going through the glitches but have had a lot of successes and they are still developing the program in house. She pointed out that there have been huge obstacles with public records law and security. She noted that this is an unsecure program and they are working with the consultant on this. She commented that it is a long range program that they are still building on but they have made great advancements with the system. Ms. Champagne took questions and comments from the Board. Chairman Hughes said the Board should revisit this in March.

OLD BUSINESS

- A. Tax Title research authorized by the 2011 Special Town Meeting (Article 9) in the amount of \$50,000 for Community Preservation designated parcels – *discussion and possible vote* (Please note this item was taken up immediately after the Joint Interview with the Harwich Housing Authority)

Attorney Giorgio explained that he had been asked what would be the best mechanism for the Town to employ in order to ensure this is an appropriate use of CPA funds and also to comply with those conditions that were contained in the Town Meeting vote. He reported that he and Mr. Clark have had some back and forth on this and the Community Preservation Committee and Real

Estate and Open Space Committee has been involved as well. He stated that he has come to the conclusion that the best way to ensure that the intent of Town Meeting is carried out and also the CPA itself is complied with is that we enter into a grant agreement and he has drafted one. He explained that the agreement would be signed by the Board of Selectmen and Treasurer, who is responsible for bringing tax title properties to foreclosure in the tax title court and then Town Meeting would transfer control of the properties from the Treasurer to a specific use. He noted that the agreement lays out the process whereby appropriate parcels would be identified by the Real Estate and Open Space Committee, and the Community Preservation Committee would make a report to the Board that the parcels identified qualify for acquisition for a specific CPA purpose after which the Town can proceed through the Treasurer's Office to do the kind of title research that would be necessary to bring the parcels through the tax title process. He noted that the money to do this has been appropriated, it's been on the books since 2011, and is available to spend so long as we follow the conditions. He pointed out that if a taking is challenged in any way, the agreement indicates that the Board of Selectmen will sponsor an article at a future Town Meeting to return any money expended on a particular parcel back to the CPC under "Undesignated Fund Balance." He commented that it is a novel approach, but it is something the Town wanted, so they designed a process which he believes is legally defensible under conditions set by Town Meeting. In response to concerns by Mr. MacCready, Mr. Giorgio said he would be happy to revise language in the agreement to make it broader to include other committees besides Real Estate and Open Space such as the Housing Committee and even the Community Preservation Committee if they would like. He suggested the language "The Treasurer, in consultation with the appropriate Town boards, including the Housing Committee, Real Estate and Open Space and the Community Preservation Committee..." Mr. MacCready said he would like to discuss it with his committee. Chairman Hughes recommended getting back together after Mr. MacCready reviews it with his committee. The Board took comments from Lou Urbano, Sally Urbano, and Brooke Williams. Mr. Giorgio said he would provide a revised document. Chairman Hughes said he would like to hear from the Town Planner regarding proposed parcels as well and he would like to bring this item back in January.

NEW BUSINESS

A. Wastewater Moment – Muddy Creek Bridge restoration timeline

Mr. Clark highlighted the key points of the Muddy Creek Bridge restoration timeline and noted that we are in the preliminary stages of getting the third grant for the project.

TOWN ADMINISTRATOR'S REPORT

A. Budget Warrant Timeline update:

1. Submission of departmental warrant articles – Friday, December 4
2. B O S review and discussion of potential warrant articles moved to Dec. 14

Mr. Clark reported that he should have a rough draft of warrant articles for next week's meeting.

B. Budget planning and Joint Selectmen/Finance Committee Hearings

Mr. Clark noted that he put together a schedule for budget presentations as well as a list of standard questions so people are prepared for their presentations. Ms. Cebula stressed the need to get the information in advance from the departments. Mr. Clark said he would bring it up at the department head meeting.

SELECTMEN'S REPORT

Ms. Brown reported that a citizen approached her at the recent Harwich Port stroll to express concern with the fact that we don't shut down Route 28 for these events.

Ms. Cebula reported that she completed her work on the Committee Handbook and it is with the Town Clerk. She stated that the book should be given out electronically.

ADJOURNMENT

The meeting adjourned at 8:21 a.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



MEMO

TO: Board of Selectmen

FROM: Angelo La Mantia, Michael MacAskill
Selectmen's Interview Nominations Sub-committee

RE: Appointment recommendations

DATE: December 21, 2015

Following posted vacancy interviews held on Wednesday, December 16, 2015, the Selectmen's Interview/Nomination Committee recommend the following people for appointment:

Ernest Crabtree	Conservation Commission – term is unexpired to June 30, 2016
Cynthia Bayerl	Board of Health – term is unexpired to June 30, 2016
Brooke Canada	Youth Services – 3 year term to expire June 30, 2018
Julia Eldredge	Housing Committee – 3 year term to expire June 30, 2018 Youth Services – 3 year term to expire June 30, 2018

We request that the Board of Selectmen vote to approve these appointments.
Thank you.

LICENSE AGREEMENT PROPOSAL

COPY

This License Agreement (this "License") is executed this 21st day of December, 2015 by and between the Town of Harwich, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and Bob Miller, Miller Golf having an address of 6 Derby Lane, Harwich, MA (the "Licensee").

Whereas, the Town owns certain land known as the Cranberry Valley Golf Course, as shown on the plans titled "Plan of Land in Harwich Proposed for Conservation & Recreation Area" prepared by Town of Harwich Engineering Department, Scale 1" = 200', dated December 1971 and plan titled "Land Taking by the Town of Harwich" Prepared by the Town of Harwich Engineering Department, Scale 1" = 40', dated June 11, 1975. .

Whereas, the Licensee is golf professional who desires access to the Driving Range and Golf Course Short Game Practice Facility to operate thereon a program of golf instruction open to the public on a fee basis; (the "Program").

Whereas, the Town is willing to grant the Licensee access to the Golf Course Short Game Practice Facility and Driving Range to conduct such golf instruction as a **Licensee**;

Now, therefore, the Town hereby grants such entry and license to use the Golf Course Short Game Practice Facility and Driving Range to the Licensee, subject to the following terms and conditions:

1. USE, PURPOSE, CONDITION OF PREMISES, TERM

Entry and use of the Golf Course are limited as herein defined.

Entry and use are specifically, but not exclusively, granted to the Licensee to utilize the facilities of the Golf Course, including but not limited to the Short Game Practice Facility and Driving Range, subject to a schedule to be approved in writing in advance by the Director of Golf, including the identification of the areas or facilities available to the Licensee and the times at which such areas or facilities are available. Licensee's use of the Golf Course and its facilities shall be limited to the days and hours on which the Golf Course is open to the general public.

The Licensee is hereby authorized to use the name of the Golf Club in advertisement of his or her services and fees, and such advertisement shall state that instruction is provided by Licensee as an independent golf professional under a license arrangement with the Town. All advertising that includes the

Cranberry Valley Golf Course name shall be approved by the Town in advance of publication.

The Licensee shall have control over his / her instructional services during the times and days designated by the Director of Golf. The Licensee shall have control over the Licensee's fee schedule for such instruction. The Town shall provide the Licensee with an adequate supply of range golf balls free of charge. Students of the Licensee shall be provided with range golf balls free of charge during warm-ups and lessons.

Licensee shall retain 100% of the revenues derived from fees for instruction he/she provides at the Golf Course. Any and all golf equipment sales to students of the Licensee shall be transacted through the Cranberry Valley Golf Course Pro Shop, and all revenues from such sales shall be the property of the Town.

Licensee shall be responsible for storage of his/her own equipment off the Cranberry Valley Golf Course premises.

Licensee acknowledges and agrees that it accepts the Golf Course in "as is" condition for the purpose of this License, and that Licensor has made no representation or warranty regarding the fitness of the Golf Course or any of its facilities for the purposes intended by the Licensee.

Such entry and use by the Licensee shall be exercised from the date of the execution of this License and shall continue until terminated in accordance with the provisions of Section V below. The provisions of Section IV shall further limit such entry and use.

II. CONSIDERATION

The term of the license is 3 years with the option of one (1) two year extension commencing on May 1st, 2016 and expiring on October 31st, 2018. The Town shall have the option, to be exercised at the Town's sole discretion to extend the license for an additional 2 year period. The consideration for this License shall be for the period May 1st through October 31st of the calendar year for a total annual fee as follows:

	Annual Lease Payment
1 st year (2016)	\$5,000 _____
2 nd Year (2017)	\$5,250 _____
3 rd Year (2018)	\$5,512 _____
4 th Year (renewal option) (2019)	\$5,788 _____

5 th Year (renewal option) (2020)	\$6,077 _____
TOTAL	\$27,627 _____

Payment shall be paid to the Town in equal installments beginning no later than May 1st and then subsequently due by the first of each month thereafter through October 1st. Licensee acknowledges that said License Fee shall be due and payable regardless of the revenues Licensee derives from the exercise of his/her rights under this License. Consideration shall also include the payment of all costs and expenses associated with the exercise of the rights granted hereunder not otherwise provided for herein, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

III. INDEMNIFICATION AND INSURANCE

The Licensee agrees to indemnify, defend and hold harmless the Town from and against any and all claims, demands, suits, actions, costs, judgments, whatsoever, including reasonable attorney's fees, which may be imposed upon, incurred by, or asserted against the Town by reason of (a) any failure on the part of the Licensee to comply with any covenant required to be performed or complied with by Licensee under this License, or (b) for the death, injury or property damage suffered by any person sustained or occurring on the Golf Course on account of or based upon the act, omission, fault, negligence or misconduct of the Licensee, or (c) for the death, injury or property damage suffered by any person sustained or occurring on land outside the Golf Course and related to the activities of the Licensee upon said Golf Course, or (d) for actions in trespass against the Town and/ or Licensee brought by a property owner abutting the Golf Course or any other person having any right, title or interest in the Golf Course locus.

The Licensee shall maintain general liability insurance, including coverage for bodily injury, wrongful death and property damage, all in amounts reasonably acceptable to the Town and in an amount sufficient to support the obligations of the Licensee under the terms of this License and as stated in Exhibit A. The Licensee will provide the Town with certificates of insurance, naming the Town as an additional insured, and evidencing that the Licensee's insurance is in force and that such insurance shall not be canceled or materially changed without giving the Town at least sixty (60) days written notice. Licensee shall maintain such insurance continually throughout the duration of this License and shall provide the Town with evidence of renewal of such coverage at least thirty days prior to the expiration of any current coverage.

IV.

CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct himself or herself so as not to unreasonably interfere with the Town's use of the Golf Course, or the use of the Golf Course and its facilities by other patrons of the Cranberry Valley Golf Course, and shall observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The Licensee shall notify the Town orally and in writing to the Town Administrator and the Director of Golf of the Cranberry Valley Golf Course prior to entering the Golf Course to commence activities under this License and shall coordinate his/her use of the facilities on a daily basis with the Director of Golf of the Cranberry Valley Golf Course. Nothing in this Agreement shall be construed as requiring the Town to maintain the premises of Golf Course or any of its facilities in any manner or to supply or pay for any utilities other than as expressly provided herein. The hours of operation under this License are limited to those days and hours during which the Cranberry Valley Golf Course is open to the public for operations.

V.

TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice, except that the License shall be revocable by either party for violation of the terms of this License upon notice of revocation at least seven (7) days prior to the termination date stated within said notice for violation of the terms of this License. The Town may revoke this License upon such prior oral or written notice as is reasonable under the circumstances, in an emergency or if the Town discontinues the use of the licensed property as a municipal golf course, or if the licensed use is determined to be in violation of any restriction on the use of the property.

In the event that this License is terminated by revocation of either party pursuant to this section, then the Licensee, at its own expense, shall remove all its facilities, apparatus, equipment and property from the Golf Course. This obligation shall survive the termination of this License.

VI.

MODIFICATIONS and AMENDMENTS

Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

VII.**NOTICE**

For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Licensee:

Town: Harwich Town Hall, 732 Main Street, Harwich, MA 02645,
Attn: Town Administrator

These addresses are subject to change, and the parties hereto agree to inform each other of such change as soon as practicable.

VIII.**NO ESTATE CREATED**

This License shall not be construed as creating or vesting in the Licensee any estate in the Golf Course, but only the limited right of use as hereinabove stated.

IX.**EDITS and ATTACHMENTS**

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this agreement.

X.**SURVIVAL of TERMS and PROVISIONS**

All appropriate terms and provisions relating to the restoration of the Golf Course shall survive the termination of this License.

IN WITNESS THEREOF, the parties hereto have caused this License Agreement to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

FOR THE TOWN: Harwich Board of Selectmen

Peter S. Hughes, Chairman

Linda A. Cebula, Vice Chair

Jannell M. Brown, Clerk

Angelo S. La Mantia

Michael D. MacAskill

FOR THE LICENSEE: Miller Golf Cape Cod

Signature

Robert Miller, PGA
Print Name

Date: _____



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



APPLICATION FOR LICENSE/PERMIT

PLEASE CHECK

ROAD RACE

CRAFT FAIR

OTHER

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

NAME OF BUSINESS Cape Cod Athletic Club PHONE _____

BUSINESS ADDRESS _____

MAILING ADDRESS P.O. Box 1992, Hyannis, MA 02601

PLEASE STATE THE PURPOSE FOR WHICH LICENSE/PERMIT IS REQUESTED

CCAC Grand Prix Series road race - members only
Operates out of Land Ho Restaurant for race registration
and post race festivities

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

DATE Sunday, 17 January 2016

TIME 11:00 am runners; 10:30 am race walkers

ROUTE/LOCATION Starts & finishes on Kildee Rd. @ George's Fish Mkt.
Course: Kildee to Lower County to Earle to Shore to Pleasant to Lower
County to Chase to Pleasant to Shaggy Pines to Hudson to Lower
County to Kildee

(please use reverse side if necessary)

Lawrence P. Cole
 Signature of Applicant

Past President, CCAC
 Title

Social Security Number of Federal Identification Number

Cape Cod Athletic Club
 Signature of Individual or Corporate Name

Tax Exempt ID (for non-profit organizations)

Howard Tansey, President
 By Corporate Officer (if applicable)

Sandy Robinson

From: Christopher Clark
Sent: Wednesday, December 16, 2015 11:42 AM
To: Sandy Robinson; Ann Steidel
Subject: FW: CVEC information

A/S,

Please be sure to include the below for the board review on Monday night.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

From: Liz Argo [mailto:largo@cvecinc.org]
Sent: Monday, December 07, 2015 2:10 PM
To: Christopher Clark <cclark@town.harwich.ma.us>; Linda Cebula <maccebula1@verizon.net>
Cc: BOS Hughes Peter <phughes41@comcast.net>; Charles' 'McLaughlin <Charles.McLaughlin@town.barnstable.ma.us>
Subject: RE: CVEC information

Hi Chris et al,

I will try to answer Linda's questions here:

*what legal work will not get done by reducing the legal budget for FY 17
from 122,000 to 20,000

CVEC will no longer be able to take on any new projects or initiatives. All the kinds of activities that CVEC has undertaken in the past, and would like to continue to undertake on behalf of the members, involve power contracts of some sort. On a \$20,000 legal budget CVEC will not be able to afford the kind of legal counsel associated with the power contracts we would hope to continue to provide. These projects include future PV initiatives, a solar canopy project, future purchase and distribution of net metering credits to match member usage as member usage continues to grow, more battery projects, participation in the capacity market, etc. Instead, CVEC will maintain itself only as a financial management operation; albeit a largely scaled back management service. The \$20,000 would only provide the necessary legal work for the 35 existing projects for which CVEC is contracted on behalf of our members. These include 28 MW of PV projects (like the capped landfill project in Harwich), an offtaker net metering credit opportunity called Nexamp, a wind project, and a battery project.

*what specific services do the following provide

accounting, ARGO Consulting
Peregrine Group
Board Advisor

- From 2011 -2013 Argo Consulting provided the services that I now provide as the Manager. There is no longer any money budgeted for a consultant like Argo Consulting.
- Instead an accounting consulting cost is budgeted. Glivinski & Associates is the firm now providing CVEC's accounting consultancy services.
- Peregrine Group is budgeted to maintain the Schedule Z database for CVEC and provide monthly reports on each project's activities upon which CVEC can formulate the 84 monthly distribution of costs and benefits associated with net metering credit distributions, Revenue Sharing collections and distributions, and PPA cost collections.
- A Board Advisor was budgeted in September 2015 when our Board President, John Checklick, stepped down and our new Board President, Charles McLaughlin stepped up. The Board felt we might need to call on Mr. Checklick to provide support for the new Board President due to Mr. Checklick's extensive institutional knowledge. Note that no Board Advisor funds have been utilized so far.

* please comment on the overlap, if any, on the accounting consultant, a bookkeeper and an external auditor? Can additional efficiencies be achieved by using the external auditor for technical accounting issues?

The CVEC Financial Committee is working with Barnstable County, as the County is CVEC's Administrative Services provider, along with CVEC's new accounting consultant, Glivinski & Associates, to determine any overlap and to define what work can be performed more efficiently and less expensively without compromising the current checks and balances that are in place. As expected, it has been preferable to have the person signing the checks (the County) independent from the person entering the income and expenses (the Manager).

Also, with the hiring of Glivinski & Associates, some of the work previously done by the auditor will be done by the accountant with anticipated savings. While we hope to see savings, it should be noted that the auditing fees have increased annually, as net metering credit management complexity has increased annually. FY17 will see an increase in complexity too, as the final projects have only now come online and their management will affect FY17.

A Standard Operating Procedures guideline and a Fiscal Policy Handbook are in preparation. Following Board approval and the implementation of these two documents, operating efficiencies are anticipated. However, the Board feels we can't revise the budget until any efficiencies are clearly costed out.

I hope this helps. CVEC really appreciates that members of the Harwich BOS are reviewing this so rigorously and are giving it so much consideration!

Thank You,

Liz

Liz Argo
Manager, Programs & Administration



Cape & Vineyard Electric Cooperative, Inc.
P.O. Box 427/SCH
Barnstable, MA 02630
774-722-1812

From: Christopher Clark [<mailto:cclark@town.harwich.ma.us>]
Sent: Thursday, December 03, 2015 8:54 AM
To: Linda Cebula
Cc: BOS Hughes Peter; Liz Argo
Subject: RE: CVEC information

Linda,

I have forwarded your requested clarifications to Liz.

Chris

Christopher Clark
Town Administrator
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel. 508.430.7513
Fax.508.432.5039
cclark@town.harwich.ma.us

From: Linda Cebula [<mailto:maccebula1@verizon.net>]
Sent: Wednesday, December 02, 2015 11:20 AM
To: Christopher Clark <cclark@town.harwich.ma.us>
Cc: BOS Hughes Peter <phughes41@comcast.net>
Subject: CVEC information

thanks for passing on this info.

Please request of Liz Argo the following in anticipation of this being put on a future agenda.

*what legal work will not get done by reducing the legal budget for FY 17 from 122,000 to 20,000

*what specific services do the following provide
accounting, ARGO Consulting
Peregrine Group
Board Advisor

* please comment on the overlap, if any, on the accounting consultant, a bookkeeper and an external auditor? Can additional efficiencies be achieved by using the external auditor for technical accounting issues?



Cape & Vineyard Electric Cooperative, Inc.
Superior Courthouse. P.O. Box 427. Barnstable, MA 02630
508.375.6891. www.cvecinc.org

11.25.15

Christopher Clark
Town Administrator
Town of Harwich
732 Main St.
Harwich, MA 02645

RE: CVEC's Current Services and Value

Dear Chris,

At the November 9, 2015 Board of Selectmen's meeting, CVEC was present to continue our conversation with the Town of Harwich on the CVEC request for a \$0.01 per kilowatt hour Adder to be added to the monthly per kilowatt hour Power Purchase Agreement cost associated with the Harwich Capped Landfill PV project. As the discussion came to a close, it became clear that the Harwich Board of Selectmen's uppermost concern revolved around the 10% reduction to the anticipated annual revenue expected by the Town of Harwich once the "Penny Adder," was instituted. To help the BOS better consider CVEC's need for the Adder, totaling approximately \$43,500 out of the \$429,700 coming to Harwich from the CVEC capped landfill project, CVEC was requested to provide the three items listed below:

1. An updated CVEC FY16 budget
2. A reduced projected operating budget of \$186,000 with reduced services representing the budget in the absence of a Round 1 Adder
3. A cost per hour or cost per service breakdown for services that CVEC now provides specifically to the Town of Harwich in CVEC's financial management of the solar array at the landfill; i.e., coordination of Eversource payments to the town and administration of the various accounts, including the accounts of the 8 offtakers

The three items as requested are included in this document.

However, CVEC would like to take this opportunity to note that by delivering only aspects characterizing financial management of the solar array at the landfill, the Harwich BOS is missing a great deal of the picture. Financial management for the Capped Landfill project does not include typical maintenance management and legal services provided by CVEC while managing the PV installations on the capped landfill sites.

One issue recently encountered at the West Tisbury PV site is a settling of the landfill, requiring the hiring of engineers and legal intervention. The resolution is being managed by CVEC.

Another issue recently addressed by CVEC followed the utility announcement that it would be shutting down the Harwich Capped Landfill PV installation (and several others) for work on grid power lines serving the area. CVEC was proactive by insuring proper communication between Eversource and the vendor responsible for the PV installation, Clean Focus. The vendor was unaware of the planned outage. CVEC was also responsible for applying pressure on Eversource for restoration of the system once the deadline for re-energization was passed without notice from the utility.

On another occasion an osprey nest caused a fire on an electric pole installed as part of the Brewster Capped Landfill PV system. Again it fell to CVEC to promptly coordinate the repair and facilitate a solution to prevent further osprey nesting on the pole at the Brewster Capped Landfill PV site.

We'd further take the opportunity to note that CVEC provides far more than financial management of the Harwich Capped Landfill and far more than the maintenance/legal services described above on behalf of the Town of Harwich. CVEC hopes to continue to provide the kind of services as listed below through a budget supported by the Adder.

- Services that CVEC has provided for the Town of Harwich in the past include:
 - ◆ Solarize Our Schools
 - In 2005, before the advent of CVEC, the CLC installed a 2.5kW PV system and weather station with internet interaction for 6 schools across the Cape including Harwich Elementary. CVEC now maintains the system.
 - ◆ A 104kW installation on the Harwich Elementary School
 - In 2010 CVEC installed a 104kW Behind-the-Meter PV System for the Town of Harwich on the Elementary School. Benefits to the Town by the end of FY2013, prior to the sale to the Monomoy Regional School District, reached approximately \$12,000.
 - ◆ The Harwich Wind Turbines
 - Based on a supportive town meeting vote, a letter of confirmation from James Merriam, Harwich Town Administrator, and the completion of a feasibility study conducted by Weston and Sampson, in November 2009 CVEC submitted an application on behalf of the Town of Harwich to the Massachusetts Technology Collaborative for two commercial scale wind turbines. The effort towards the turbines was led by CVEC and included substantial costs for legal, costs associated with an outreach coordinator, printed posters and PR materials, and the coordination of multiple public hearings with paid appearances of engineers and experts.
 - ◆ Round 2 PV Initiative
 - On behalf of the Town of Harwich, CVEC scouted and created 10 listings as part of its Round 2 RFP. Potential PV projects that CVEC developed and brought to vendors included the Harwich Community Center, multiple projects for the Harwich Golf Course, PV for the Harbormaster building, PV for the DPW building, PV for the Transfer Station, and 3 ground mounted PV projects for the Harwich Water District. Following RFP award the projects were not built for a variety of reasons. CVEC will be happy to review the reasons the projects were dropped with the Town.
 - ◆ Development and implementation of the unique CVEC Revenue-Sharing mechanism
 - CVEC's design and development of its unique revenue-sharing concept is of great benefit to Harwich. Following design, CVEC spent four months "selling, the

concept to the current 8 offtakers from which Harwich derives ¼ of its Capped Landfill PV revenue stream. Once sold, CVEC then negotiated 8 separate Power Sales Agreements on behalf of Harwich with the 8 different entities.

Along with noting past efforts by CVEC on behalf of the Town of Harwich, CVEC would point to future initiatives and opportunities with a budget that would support continued services.

- Future initiatives and opportunities that CVEC is looking to develop on behalf of our members:
 - ◆ Power Sales Agreements
 - CVEC has negotiated and contracted several competitive, fixed-price Power Purchase Agreements with off-Cape PV installers and Wind installers on behalf of members and non-members looking to lower electric costs through Net Metering Credits. One such beneficiary is Monomoy School District. In the future, as Harwich usage expands, Harwich will want to benefit from similar bundling of opportunities for Net Metering Credits.
 - ◆ A Round 3 PV Initiative
 - CVEC has been asked to manage a PV Initiative Round 3, similar to CVEC's Rounds 1 & 2.
 - ◆ PV projects aggregated and entered into the ISO-NE Capacity Market
 - The Harwich Elementary School PV, along with 10 other Behind-the-Meter CVEC roof mounted projects over 100kW, could be submitted into the ISO-NE Capacity Market. Bringing applicable CVEC PV projects into the Capacity Market will reduce the capacity charge that energy providers will be able to charge. In this way CVEC will bring local energy providers' rates down.
 - ◆ Battery back-up systems to partner with solar
 - In 2015 CVEC won a grant for the installation of a Battery Back-up system to support CVEC PV installed at the Dennis Yarmouth Regional Emergency Shelter. The installation of this system will provide a "test," case upon which future battery back-up systems can be installed. These Battery Back-up systems can further bring down commercial energy providers' rates.
 - ◆ Solar carports
 - CVEC is investigating an RFP to bring solar carports to the Cape & Martha's Vineyard through parking-spot lease bases.

CVEC would also point out that we pride ourselves on proactive education for all Harwich parties, as well as quick and thorough responses to any Harwich concerns. As CVEC Manager I have personally spent over 4 hours over the last 2 years with the Town Administrator, two Town Accountants and multiple hours with the Energy Committee to explain the complicated mechanics of the current PV Initiatives and the Net Metering Credits.

Last, when it was brought forward that the Water District was to get a share of the Town's PV related revenue, it was to CVEC that the town turned for the percentage breakdown and the breakdown of the annual revenue numbers to exclude the revenue sharing profit.

Only with a full time staff person can CVEC provide these kinds of personalized services and responses.

With reduced services as a result of reduced revenues, CVEC will no longer be a visionary organization

shaping the future of energy on Cape Cod and Martha's Vineyard. The energy cooperative's progress towards reducing fossil fuel use will be halted. We hope the Town of Harwich appreciates the true value of the energy cooperative and will choose to provide the support needed to allow CVEC to continue in its tradition.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Liz Argo". The signature is stylized and cursive.

Liz Argo
Manager, Programs & Administration
Cape & Vineyard Electric Cooperative, Inc.



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.
 Review of Income Statements and FY16 Budget

9/17/2015

<u>REVENUES</u>	FY2011	FY2012	FY2013	FY2014	FY2015	BUDGET FY2016
<i>PV Solar Adder Revenue</i>	4,537	4,990	4,710	4,726	2,568	144,480
<i>Wind Project Administrative Operational Adder</i>	0	0	0	0	0	11,719
<i>CVEC Consulting Services Revenue</i>	0	0	0	0	7,553	6,000
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	80,000	0	0
<i>Grant/Contributions</i>	1,035,792	408,000	402,885	402,745	403,455	0
<i>Member Fee Revenue</i>	50	25	0	0	25	0
<i>Interest Income</i>	774	354	53	40	106	150
<i>Net Energy sale excess</i>				6,111		
Total Revenues	1,041,153	453,369	407,649	493,622	413,707	162,349
<u>EXPENSES</u>						
<i>Legal</i>	465,341	233,730	322,306	416,995	152,822	122,000
<i>Filing Fees</i>	125	125	125	150	150	150
<i>Consultants (Accounting, Argo Consulting)</i>	26,630	34,857	68,657	25,820	1,048	33,600
<i>Consultants (Peregrine Energy Group)</i>	0	0	0	0	36,000	32,200
<i>Consultants (Board Advisor)</i>	0	0	0	0	0	10,000
<i>Bookkeeper</i>	0	0	0	0	0	15,000
<i>Insurance</i>	14,257	14,032	14,043	13,994	13,994	14,250
<i>Dues (PURMA)</i>	1,150	1,200	1,200	1,200	1,200	1,200
<i>Salaries</i>	26,990	43,160	34,660	53,466	62,341	67,924
<i>Fringes</i>	0	0	0	3,836	4,783	18,848
<i>Taxes</i>	859	1,060	919	1,211	620	1,296
<i>Supplies/Office Expenses</i>	2,116	1,501	700	3,955	2,310	2,000
<i>Barnstable County Office Rental</i>	0	0	0	0	0	802
<i>Computers</i>	0	0	0	1,035	0	0
<i>Professional Development</i>	0	0	0	0	0	500
<i>Engineering (Feasibility Studies)</i>	230,310	3,325	3,008	0	0	0
<i>PV Solar Design/Engineering Support</i>	0	40,000	0	0	0	0
<i>CVEC-7 O&M</i>	0	0	0	0	2,603	5,000
<i>Advertising</i>	224	70	53	70	100	225
<i>Bank Fees</i>	0	0	0	0	1,287	1,500
<i>Audit Fees</i>	9,672	0	0	11,000	14,000	16,000
<i>Travel</i>	3,206	4,520	2,194	7,014	3,573	6,000
<i>Miscellaneous- lunches phone, ground breaking</i>	3,410	4,037	2,587	7,522	4,345	4,320
Total Expenses	784,291	381,617	450,449	547,268	301,176	352,815
NET INCOME/(LOSS)	256,863	71,752	(42,801)	(53,646)	112,531	(190,466)



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.

NO ADDER - REDUCED BUDGET FORECAST

<u>REVENUES</u>	<u>FY2017</u>
<i>PV Solar Adder Revenue (Round 2)</i>	144,480
<i>Wind Project Administrative Adder Revenue</i>	15,624
<i>Nexamp Solar Adder Revenue</i>	8,749
<i>CVEC Consulting Services Revenue</i>	6,000
<i>PV Solar Design/Engineering Support</i>	0
<i>Grant/Contributions</i>	0
<i>Member Fee Revenue</i>	0
<i>Interest Income</i>	150
Total Revenues	175,003
<u>EXPENSES</u>	
<i>Legal</i>	20,000
<i>Filing Fees</i>	150
<i>Consultant (Manager)</i>	50,000
<i>Consultants (Accounting)</i>	10,000
<i>Consultants (Peregrine Energy Group)</i>	32,200
<i>Network Cloud Services</i>	1,620
<i>Bookkeeper</i>	15,000
<i>Insurance</i>	14,250
<i>Dues (PURMA)</i>	1,200
<i>Taxes</i>	1,296
<i>Supplies/Office Expenses</i>	2,000
<i>Barnstable County Office Rental</i>	802
<i>CVEC-7 O&M</i>	5,000
<i>Advertising</i>	225
<i>Bank Fees</i>	1,500
<i>Audit Fees</i>	16,000
<i>Travel</i>	2,000
<i>Miscellaneous- Lunches, phone, ground breakings</i>	2,000
Total Expenses	175,243
NET INCOME/(LOSS)	(240)



Harwich Specific Costs (A Cash-out Project with 8 Offtakers)

Professional/ OUTSOURCE \$70.00
 Semi-Professional \$60.00
 Non-Professional \$15.00

Tasks/Costs for Bookkeeping and Accounting

Per hour Rate

			Time (in minute increments)	Number of Transactions; based on Projects' Offtakers	Total Time; per cycle (in hour increments)	Monthly Cost
Cash-out Projects						
Semi-Professional	CVEC	Receive Ledger Statement (LS) from Utility, scan it & file it	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Forward scanned LS to vendor for invoice prep & to Peregrine Energy Group (PEG) for report guiding distribution	10	1	0.16666667	\$11.67
Non-Professional	CVEC Admin Asst.	Post LS on website	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Enter LS into QB as Invoice against which to take in utility ACH payment	10	1	0.16666667	\$11.67
Semi-Professional	CVEC	Receive Peregrine distribution report, print for sending to all participants and file with CVEC	10	10	1.66666667	\$116.67
Professional (Bonded)	County Bookkeeper	Receive utility payment via ACH into Control Account (QB)	5	1	0.08333333	\$5.83
Professional (Bonded)	County Bookkeeper	Transfer utility payment to Transaction Account (QB)	5	1	0.08333333	\$5.83
Semi-Professional	CVEC	Enter Utility ACH as per PEG distribution directions in General Journal (QB)	12	1	0.2	\$14.00
Semi-Professional	CVEC	Receive Vendor Invoice via email, approve and create vendor "bill" prompting bookkeeper's check to vendor (QB). Include PEG distribution breakdown as line items in invoice.	12	1	0.2	\$14.00
Non-Professional	CVEC Admin Asst.	Post Vendor Invoice on website	10	1	0.16666667	\$2.50
Semi-Professional	CVEC	Create 9 "bills" to prompt bookkeeper's checks to host and 8 offtakers (QB).	15	9	2.25	\$157.50
Professional (Bonded)	County Bookkeeper	Cut Check to Vendor & send	10	1	0.16666667	\$11.67
Professional (Bonded)	County Bookkeeper	Cut checks for hosts and OT & give to CVEC	8	9	1.2	\$84.00
Non-Professional	CVEC Admin Asst.	Pack up checks with PEG report and send out to host and offtakers	8	9	1.2	\$18.00
Semi-Professional	County Bookkeeper	Receive and book payments from vendor, host and offtakers	8	10	1.33333333	\$93.33
9.21666667 Hours per month						

Labor: Annual Cost	\$6,840.00
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Additional Monthly Website Loading, Sorting, Stuffing, Mailing and Filing						
Non-Professional	CVEC Admin Asst.			4 HOURS Monthly	Annually	\$720.00
Ongoing Communications with Offtakers, Eversource, and Filing Work for Participants						
Semi-Professional	CVEC	Follow up with Eversource for missing payments, etc. Meetings with offtakers for review DOER Reports, Annual Reports, Fiscal Year end reports, Shortfall Reports		4 HOURS Monthly	Annually	\$2,400.00
REPORTS, ACCESS AND AUDIT PREP						
Semi-Professional	CVEC	Manage Audit and End-of-Year Adjustments in Quickbooks		12 Hours Monthly	Annually	\$720.00
Professional Service	Right Networks	Provider of Network Access to Quickbooks File	\$1620 for annual service/11 hosts with offtakers		Annually	\$147.27
Professional (Bonded)	County Bookkeeper	Bank Reconciliations		3 Hours Monthly	Annually	\$1,800.00
Semi-Professional	CVEC	Monthly SOA, Project reports & Financial Position Statements		2 Hours Monthly	Annually	\$1,440.00

Additional Labor: Annual Cost	
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Audit	\$16,000	11 projects over 1MW (Harwich piece 1/11)	\$1,454.55
Consultant (Peregrine Energy Grc	\$32,000	11 projects over 1MW (Harwich piece 1/11)	\$2,909.09
Office, Phone, Internet, QB, stationary, postage, bank fees, filing fees, insurance, taxes	\$21,848	11 projects over 1MW (Harwich piece 1/11)	\$1,966.18

TOTAL ANNUAL Labor	\$14,067.27
Audit Portion to Harwich	\$1,454.55
Consultant Portion to Harwich	\$2,909.09
Operations Portion to Harwich	\$1,586.18

TOTAL Cost for Financial Management - Annual \$20,417.09

Note: Although the above is a specific cost breakout to Harwich, CVEC's costs are less than costs for individual towns would be for the same service. Spreading costs over the group is an advantage of the coop.



CAPE & VINEYARD ELECTRIC COOPERATIVE, INC.

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9/17/2015

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<i>Grant/Contributions</i>	1,035,792	408,000	402,885	402,745	403,455	0
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<i>Taxes</i>	859	1,060	919	1,211	620	1,296
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CAPE & VINEYARD

NO ADDER - REDUCED BUDGET FORECAST

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<i>Miscellaneous- Lunches, phone, ground breakings</i>	2,000
Total Expenses	175,243
NET INCOME/(LOSS)	(240)

Harwich Specific Costs (A Cash-out Project with 8 Offtakers)

Tasks/Costs for Bookkeeping and Accounting

Professional/ OUTSOURCE	\$70.00
Semi-Professional	\$60.00
Non-Professional	\$15.00

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Semi-Professional	County Bookkeeper	Receive and book payments from vendor, host and oftakers	8	10	1.333333333	\$93.33
					9.216666667	Hours per month

Labor: Annual Cost	\$6,840.00
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Additional Monthly Website Loading, Sorting, Stuffing, Mailing and Filing

Non-Professional	CVEC Admin Asst.		4	HOURS Monthly	Annually	\$720.00
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Additional Labor: Annual Cost	
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Ongoing Communications with Offtakers, Eversource, and Filing Work for Participants

Semi-Professional	CVEC	Follow up with Eversource for missing payments, etc., Meetings with oftakers for review, DOER Reports, Annual Reports, Fiscal Year end reports, Shortfall Reports	4	HOURS Monthly	Annually	\$2,400.00
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REPORTS, ACCESS AND AUDIT PREP

Semi-Professional	CVEC	Manage Audit and End-of-Year Adjustments in Quickbooks	12	Hours Annually	Annually	\$720.00
Professional Service	Right Networks	Provider of Network Access to Quickbooks File			Annually	\$147.27
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TOTAL ANNUAL Labor	\$14,067.27
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Consultant Portion to Harwich	\$2,909.09
Operations Portion to Harwich	\$1,986.18

TOTAL Cost for Financial Management - Annual	\$20,417.09
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Note: Although the above is a specific cost breakout to Harwich, CVEC's costs are less than costs for individual towns would be for the same service. Spreading costs over the group is an advantage of the coop.

Recommendations for 2016

Market research and good general reception from the public to our fees shows that we are well positioned in the local golf market. I have identified a few areas to where opportunities exist.

Green fee and cart increases to be captured in a "Infrastructure Revitalization Fund" specifically for cart barn and other projects not addressed by the golf improvement fund.

- Raise green fees by \$2 surcharge across the board and capture the \$2 surcharge in anticipation of paying a note on the future cart barn project.
- Anticipated Revenue = \$30,000 (Infrastructure Revitalization Fund)

- Raise cart fees by \$1 surcharge across the board for the same as above.
- Anticipated Revenue = \$17,000 (Infrastructure Revitalization Fund)

- Offer a 9 hole rate on Thursday and Sunday afternoons. These are the slowest times on the golf course and may allow us to fill in some gaps on the tee sheet. This should also appeal to the senior, beginner and family golfers who are looking for 9 hole options.

- Offer First Hour Back 9 to public (currently members or accompanied guests only) in all months except July and August.

- 10% Active Military Discount

- Move Twilight from 3:30 to 4pm in June, July and August. Results of which will extend Mid-Day Rate from 1-4pm.
- Anticipated Revenue = \$6,500

- Encourage more members to become range members by lowering the rate from \$300 to \$250. Raise the price of member buckets (small bucket from \$2.50 to \$3 and large from \$4 to \$5).
- Membership fees lost = \$1400
- Range Fees gained = \$4998

Total = Infrastructure Revitalization Fund \$47,000

Revenue = \$10,098

Cranberry Valley

Proposed Rate Changes for 2016

Annual Pass (no change recommended)

Adult Harwich or Chatham Resident	\$770
Adult Eastham or Orleans Resident	\$870
Adult Other Non-Resident	\$1070
Junior Harwich and Chatham Resident 1 (7-17 yrs as of May 1st)	\$125
Junior Harwich and Chatham Resident 2 (18-21 yrs as of May 1st)	\$150
Junior Non Resident	\$350

Memberships include ½ price for range balls

*discounted range balls

Golf Improvement Fund Fee of \$75 is included in adult resident and non-resident membership fees.

Golf Improvement Fund Fee of \$125 is included in the adult Eastham and Orleans fee.

GREENS FEES:

Monday - Thursday	2015	2016
March 16th – June 2nd	\$40	*\$42
June 6th - Sept 2nd	\$67	*\$69
Sept 6th - Dec 10th	\$40	*\$42
Friday, Saturday, Sunday, & Holidays		
March 12th - April 24th	\$56	*\$58
April 29th - Oct 10th	\$70	*\$72
October 14th – October 23rd	\$56	*\$58
October 28th - December 11th	\$40	*\$42

MISCELLANEOUS FEES:**2015 2016**

MID-DAY RATE (Mon-Thu, 1:00PM - 3:00PM)	\$50	*\$52
MID-DAY RATE (Fri-Sun, 1:00PM - 3:00PM)	\$60	*\$62
TWILIGHT RATE (AFTER 3:30PM)	\$30	*\$32
		*4pm in June, July & August
BACK NINE WITH MEMBER (First hour of play only)	\$34	*\$36
TEMPORARY GREENS FEE	\$22	
MEMBER GOLF CART 18 HOLE	\$18	*\$19
MEMBER GOLF CART 9 HOLE	\$9	*\$10
GOLF CART 18 HOLE (PER PERSON)	\$20	*\$21
GOLF CART 9 HOLE (PER PERSON)	\$10	*\$11
WALKING CART 18 HOLES	\$8	
WALKING CART 9 HOLES	\$4	
RANGE BALLS LARGE BUCKET	\$8	
RANGE BALLS SMALL BUCKET	\$5	
RANGE PASS	\$300	*\$250
Member Small Range Bucket	\$2.50	*\$3
Member Large Range Bucket	\$4	*\$5

9 Hole Rate – Sunday & Thursday after 1pm***based on availability \$36**

2012 Annual Town Meeting – Unanimous Vote to Approve

GOLF CAPITAL IMPROVEMENT RECEIPTS RESERVE FUND

ARTICLE 16 To see if the Town will vote to establish a new Capital Improvements Receipts Reserve fund to be known as the “Golf Capital Improvements Receipts Reserve Fund” at Cranberry Valley Golf Course pursuant to the provisions of M.G.L. Chapter 40, Section 5F to be funded by the separate fee for Cranberry Valley members for capital improvements, and to act fully thereon. Expenditures from this fund to be approved by a vote at an Annual Town Meeting. By request of the Golf Committee, Golf Director, Finance Committee and the Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-8, NO-0.

TOWN HALL HOURS
FOR 2015 HOLIDAY SEASON

Christmas Week

Monday	12/21	8:30 am – 4:00 pm
Tuesday	12/22	8:30 am – 4:00 pm
Wednesday	12/23	8:30 am – 4:00 pm
Thursday	12/24	Town Hall closed
Friday	12/25	Town Hall closed

New Year's Week

Monday	12/28	8:30 am – 4:00 pm	No Selectmen's Meeting
Tuesday	12/29	8:30 am – 4:00 pm	
Wednesday	12/30	8:30 am – 4:00 pm	
Thursday	12/31	Town Hall closed	
Friday	1/01/16	Town Hall closed	

**TOWN OF HARWICH
NOTICE OF PUBLIC HEARING**

**Capital Outlay Plan FY 2017-2023
January 4, 2016**

The Harwich Board of Selectmen, Finance Committee and Capital Outlay Committee will conduct a Joint Public Hearing relative to the Seven Year Capital Plan for Fiscal Years 2017 through 2023 on Monday, January 4, 2016 no earlier than 6:30 P.M. in the Donn B. Griffin Room, Town Hall, 732 Main Street, Harwich. All interested parties are invited to attend.

Copies of the proposed plan will be available in the Office of the Town Administrator and Selectmen.

Peter S. Hughes, Chairman
Linda A. Cebula
Janelle M. Brown
Angelo S. La Mantia
Michael D. MacAskill

Board of Selectmen

Cape Cod Chronicle
December 17, 2015