

SELECTMEN'S MEETING AGENDA*

*Griffin Room, Town Hall
Executive Session 6:00 P.M.
Regular Meeting 6:30 P.M.
Monday, February 1, 2016*

I. **CALL TO ORDER**

- II. **EXECUTIVE SESSION** – 1) Pursuant to M.G.L. c. 30A, § 21(a)(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the Board and the Chair declares so – Dispatchers Union and SEIU 2) Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate, if the Chair declares that a meeting may have a detrimental effect on the negotiating position of the public body – Hall Property

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

V. **PUBLIC COMMENT/ANNOUNCEMENTS**

VI. **CONSENT AGENDA**

- A. Approve Minutes –
 - 1. January 11, 2016 Regular Meeting
 - 2. January 19, 2016 Executive Session
- B. Accept gift of \$100 to the Community Center Gift Account
- C. Accept gift from Harwich Fire Association of an Automatic Defibrillator to be placed in Town Hall in memory of David Scannell – gift includes associated training
- D. Set seasonal population at 30,500 for Alcoholic Beverages Control Commission
- E. Approve reclassification and job description for Waterways Specialist formerly Executive Assistant subject to union negotiations
- F. Approve the Award of Contract for the creation of an artificial reef to Robert B. Our, Co., in the amount of \$105,450 and Change Order for hauling materials in the amount of \$16,500
- G. Approve Change Order for 29 Sugar Hill Road Flood Mitigation Measures for the Muddy Creek project in the amount of \$108,000
- H. Refer proposed Zoning Code Amendments to Planning Board for Public Hearing

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

- A. Presentation of FY17 budgets to joint meeting of Board of Selectmen and Finance Committee – *discussion and possible vote:*
 - 1. Monomoy Regional School District
 - 2. Cape Cod Regional Technical High School

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

X. **TOWN ADMINISTRATOR'S REPORT**

- A. Pleasant Bay Alliance proposal to U.S. EPA for Southern New England Program for Coastal Watershed Restoration

XI. **SELECTMEN'S REPORT**

XII. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Ann Steidel, Admin. Secretary

Date: January 28, 2016

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JANUARY 11, 2016
6:30 P.M.**

SELECTMEN PRESENT: Brown, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, Ginny Hewitt, Lou Urbano, Sally Urbano, Richard Waystack, Mary Warde, Joanne Brown, and others.

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

WEEKLY BRIEFING

Chief Clarke announced the retirement of Lt. Michael Mason after 30 years of dedicated service to the Harwich Fire Department. The Board thanked him for his outstanding service and wished him well in his retirement. Chief Clarke further announced the promotion of Justyne Walorz to rank of Fire Lieutenant and introduced her to the Board. The Board congratulated Lt. Walorz on her promotion.

Ms. Warde updated the Board on the Library Preservation Project and said they are interested in continuing discussions with the Community Preservation Committee and will be attending their next meeting. Chairman Hughes encouraged their efforts and said that they should ask the Community Preservation Committee to reconsider this.

CONSENT AGENDA

- A. Minutes -
 - 1. December 14, 2015 – Regular Session
 - 2. December 21, 2015 – Regular Session
- B. Accept the resignation of Barry Worth from the Utility and Energy Conservation Commission
- C. Approve the recommendation of the Interview/Nominations sub-committee to appoint Darren Glidden to the Utility and Energy Conservation Commission subject to submitting a Disclosure with the Town Clerk
- D. Approve the recommendation of the Interview/Nominations sub-committee and the Conservation Commission to appoint member Robert Sarantis as representative on the Trails Committee
- E. Amend the Personnel By-Law Classification Plan to include the Animal Control Officer at Grade M-2 and approve revised Job Description for same
- F. Approve 2016 Common Victualler application for Dunkin Donuts at 175 Route 137 in East Harwich and 481 Route 28 in Harwich Port
- G. Approve annual renewal application by Reflections Auto Restoration for Auto Class IV Auto Repairman License

Ms. Brown moved approval of the Consent Agenda. Mr. MacAskill seconded the motion and asked Mr. Clarke to explain Item E. Mr. Clarke stated that the former Police Chief didn't think it was appropriate that the Animal Control Officer, who in this case is a uniformed Police Officer, be included in the HEA Union so he asked to have that position removed from that union. He reported that they did negotiate with the HEA and there was an agreement that if we had a uniformed Animal Control Officer, we would take it out of the HEA and put it into a more appropriate union, and if we ever hired an Animal Control Officer in the future that was not a uniformed Police Officer then that position could stay in the HEA. He added that they then approached the police unions to see if they would take the Animal Control Officer and from their perspective the Animal Control Officer was more of an auxiliary officer and not necessarily a full police officer so they did not want the position included in their unions. He said he believes it makes more sense to add the position to the non-union compensation plan. The Chief and Deputy Chief indicated that they were in agreement. The motion carried by a unanimous vote.

NEW BUSINESS

- A. Confirmation of the appointment of Donna Molino as Assessing Director with an annual salary of \$73,681 (Grade M-5, Step 3), effective January 12, 2016 – *discussion and possible vote*

Mr. Waystack, Chairman of the Board of Assessors, reported that the Board voted unanimously to recommend Ms. Molino for this position. He said she will do an excellent job for the Town and he heartily recommended that the Board of Selectmen confirm the appointment. Mr. LaMantia moved to confirm the appointment of Donna Molino as the Assessing Director. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

- A. Town Administrator's Annual Report

Mr. Clark outlined highlights of his 2015 Annual Report.

- B. Budget/Warrant Timeline

Mr. Clark outlined the upcoming dates on the Budget/Warrant Timeline.

- C. Muddy Creek update

Mr. Clark reported that we received the \$300,000 NOAA grant. He noted that the total revenue we have is \$6.4 million with \$4.6 million coming from grants. He added that most of the money is going to the construction.

- D. Pitch Pine removal at Little League Field

Mr. Clark reported that the trees are officially not within the right-of-way. He said he did misspeak when he reported that Mr. Hooper actually had some say in this. He said the trees are on school property and the reason they are asking for them to be removed is purely for esthetics. He

said this is in the domain of the Monomoy School District and the information has been provided to Mr. Carpenter. Chairman Hughes asked to be provided with a plot plan of the area to be sure.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 7:08 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary

H A R W I C H

Community

C E N T E R

Tel: 508-430-7568
100 Oak Street, Harwich, MA 02645

Director
Carolyn B. Carey

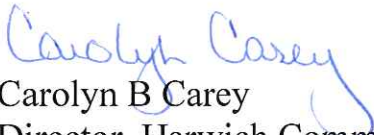
1/22/16

Board of Selectmen
Chairman
732 Main Street
Harwich MA 02645

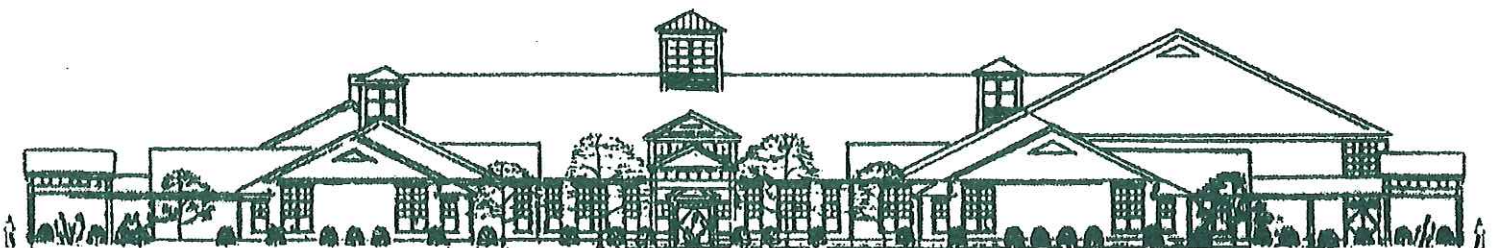
Dear Mr. Chairman;

Please accept a \$100.00 gift to the Community Center Gift Account #15166304 a donation made by Susan Winslow. I have attached a copy of the letter and check. Upon your approval I will follow up with a Thank you note. Thank you in advance for your time and attention in this matter. The Community Center is grateful for all the individuals that come together to support the center in so many unique and important ways.

Sincerely,



Carolyn B Carey
Director, Harwich Community Center



oldCape | Sotheby's

INTERNATIONAL REALTY

Post Office Box 2775
Orleans, MA 02653
t 508.255.6000
f 508.255.4456
www.oldCape.com

1/20/16

Dear Carolyn,

Enclosed is my donation to the
Harwich Community Center.

I am so impressed with the Center and
all the activities and support groups it offers.

The Town of Harwich is fortunate to
have such a devoted, tireless Director as you
at the helm of their Community Center. Your attention
to detail was certainly apparent to me every
time I set foot in your house!

All the best to you and the Community Center,

Susan

THE HARWICH FIRE ASSOCIATION, INC.

"Serving our community since 1929"

January 28, 2016


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



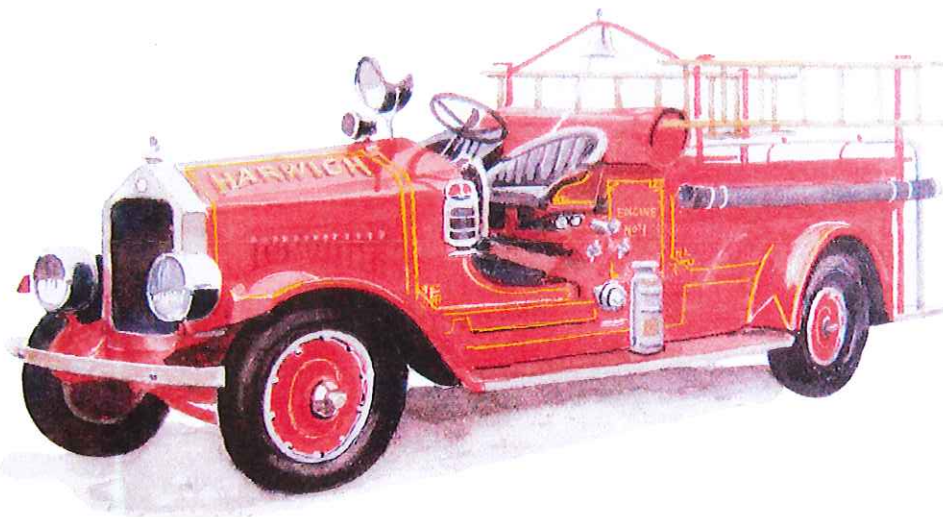
To Whom It May Concern,

For the past five years the Harwich Fire Association has conducted a program of donating automatic defibrillators and the training in their use, to be placed in populous or active areas within the Town of Harwich. At its annual meeting the membership of this Association voted to gift to the Town an AED in memory of Mr. David J. Scannell, the Director of Assessing who recently passed away, to be placed permanently at the Town Hall building at 732 Main Street, Harwich. We hope the Board will accept this gift in memory of Mr. Scannell, truly a dedicated friend and employee to the town he served so well.

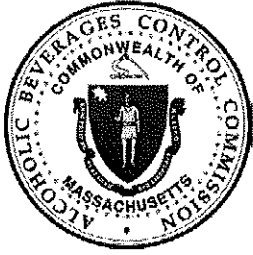
Sincerely,


Bruce F. Young
President

BFY/igm



Post Office Box 23 Harwich Port, Massachusetts 02646



*The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
Boston, MA 02114*

Deborah B. Goldberg
Treasurer and Receiver General

Kim S. Gainsboro, Esq.
Chairman

TO: Local Licensing Authorities

FROM: Ralph Sacramone, Executive Director

RE: Population Estimates for Seasonal Licenses in 2016

DATE: October 14, 2015

Your attention is directed to M.G.L. Ch. 138 §17, which provides that an estimate of temporary increased resident population shall be made prior to March first, in any year. This population estimate is used to establish a quota of seasonal package goods stores licensed under M.G.L. c. 138 §15. Enclosed is a form to be used for this purpose.

Please complete and return the enclosed form to this office by March 31, 2015. You should be aware that in the absence of this estimate, no seasonal package store license may be granted.

If you have any questions regarding this information or process, please contact Ryan Melville at ext. 718 or Ralph Sacramone at ext. 731.



2016

CITY/TOWN:

DATE:

Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

To the members of the Alcoholic Beverages Control Commission:

Acting under the authority contained in M.G.L. Ch. 138, §17, as amended the undersigned local licensing authority at a meeting held on:

Date of Meeting

estimated that the temporary increased resident population of:

City/Town

As of July 10, 2016 will be

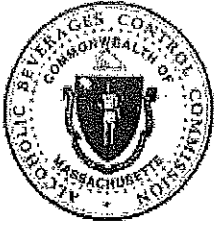
Estimate Resident Population

This estimate was made and voted upon by the undersigned at a meeting called for the purpose, after due notice to each of the members of the time, place, and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

THE ABOVE STATEMENTS ARE MADE UNDER THE PENALTIES OF PERJURY

Very Truly Yours,
Local Licensing Authorities

THIS CERTIFICATION MUST BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE LOCAL LICENSING AUTHORITIES.



Last year

2015

CITY/TOWN:

DATE:

Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

To the members of the Alcoholic Beverages Control Commission:

Acting under the authority contained in M.G.L. Ch. 138, §17, as amended the undersigned local licensing authority at a meeting held:

estimated that the
Date of Meeting

Temporary increased resident population of
City/Town

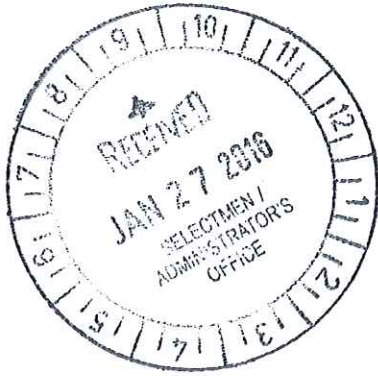
As of July 10, 2015 will be
Estimate Resident Population

This estimate was made and voted upon by the undersigned at a meeting called for the purpose, after due notice to each of the members of the time, place, and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

THE ABOVE STATEMENTS ARE MADE UNDER THE PENALTIES OF PERJURY

Very Truly Yours,
Local Licensing Authorities
L. Ballantines
[Signature]
[Signature]
[Signature]

THIS CERTIFICATION MUST BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE LOCAL LICENSING AUTHORITIES.



Memorandum from
Charleen Greenhalgh
Assistant Town Administrator
Town of Harwich

January 25, 2016

To: Christopher Clark, Town Administrator
Cc: Board of Selectmen
From: Charleen Greenhalgh, Assistant Town Administrator *CGH*
Re: Harbor Executive Assistant – Reclassification and Compensation

Attached please find the following information:

- 1) December 17, 2015 Memo from John Rendon, Harbormaster.
- 2) January 7, 2016 Memo from John Rendon, Harbormaster.
- 3) A copy of a job description for a Waterways Specialist.
- 4) A copy of the existing Executive Assistant Job Description.


The Selectmen and the Town Meeting approved the funding for the reclassification of this position at the 2015 Annual Town Meeting. This position was reclassified effective July 1, 2015 following additional approval from the Board of Selectmen. In October it was realized that the reclassification process was not consistent with the HEA Employment Contract and that the position's reclassification to a Grade 8, was not consistent with the Compensation Schedule. This has necessitated the need to begin the process again.

Mr. Rendon has clearly outlined the additional duties that would be covered by this reclassification and creation of a new job title. The new job title, adoption of the new job description and the placement of this position within HEA Compensation Schedule may be approved by the Town Administrator in consultation with the Board of Selectmen. Once the Board of Selectmen has accepted we will send this to the HEA pursuant to Article XXI, Change in Classification, Section 1(d), which reads in part, "[T]he Town Administrator will advise the Union of any reclassification request made under this process and provide the pertinent documents to the Union, as well as meet with the Union to discuss the requests if the Union so requests."

Attachments (4)

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: December 17, 2015
Subject: Michelle Morris – Grade Increase

1. A position grade increase for Michelle Morris was requested and approved as part of the FY16 budget cycle. Michelle was increased from an Executive Assistant Grade 7 Step 5 to a Grade 8 Step 5. Michelle's scope of work goes well beyond that of an Executive Assistant, and as such I have attached a new job title and job description that well justifies the Grade 8 level.


2. Please let me know if you have any questions or concerns. Thank you.

Enclosure: (1) Waterways Specialist Job Description

Copy: (1) Assistant Town Administrator
(2) Michelle Morris

Town of Harwich
Harbormaster's Office
715 Main Street – PO Box 207
Harwich, MA 02646
Phone (508) 430-7532
Fax (508) 430-7535

Memo

To: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: January 7, 2016
Subject: Michelle Morris – Grade Increase

1. A position grade increase for Michelle Morris was requested and approved as part of the FY16 budget cycle. Michelle was increased from an Executive Assistant Grade 7 Step 5 to a Grade 8 Step 5. Michelle's current scope of work goes well beyond that of an Executive Assistant. A new job title and job description that well justifies the Grade 8 level is provided as enclosure (1). In summary, the following essential functions that Michelle currently performs go well beyond the duties listed in the Executive Assistant job description attached as enclosure (2):

- a. Manages the office functions for two departments (Harbormaster & Natural Resources).
- b. Responsible for both departments account receivables and account payables.
- c. Utilizing the town's accounting computer software, assists both department heads with the preparation and submission of annual operating budgets.
- d. Manages the annual renewal processes for dockage permits, mooring permits, waterways user fees, ramp passes, and various offloading permits; includes tracking of applications, invoicing, payments, contracts, insurance and licenses.
- e. Manages the operation and training of customized department software programs, such as The Marina Program, and Invoice Cloud.
- f. Assists with the preparation of Harbor Management Plan regulations, financial reports and presentations for public Waterways Committee and Board of Selectmen meetings.
- g. Communicates with federal, state & local authorities relating to department operations, policies and regulatory issues.
- h. Manages transient guest boat slip reservations.
- i. Per MGL, maintains public waitlists for boat slips, moorings and offloading permits.
- j. Maintains accurate inventory of all vessels docked or moored in Harwich waterways for excise tax billing requirement.
- k. Tracks and submits invoices and payroll records for Clean Vessel Act (Pump-Out Grant) Reimbursement Program with the MA Division of Marine Fisheries.
- l. Monitors and responds to VHF-FM radio frequencies for department operations and maritime distress and assistance requests.
- m. Required to be CPR & First Aid certified.

2. Please let me know if you have any questions or concerns. Thank you.

Enclosure: (1) Waterways Specialist Job Description
(2) Executive Assistant Job Description

Copy: (1) Assistant Town Administrator

Town of Harwich, Massachusetts

Position Title: Waterways Specialist

Department: Harbormaster/Natural Resources

Statement of Duties

The Waterways Specialist manages all aspects of the Harbormaster and Natural Resources Departments day-to-day administrative duties, permitting processes, marina slip assignments, computer systems, front-end customer service, and radio communications.

Essential Function

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Manages the office functions of the Harbormaster Department and Natural Resources Department, including:
 - a. Responsible for financial administration, including accounts receivable and accounts payable; prepares daily cash turnovers to Treasurer, tracks expenses to stay within budget allocations, verifies compliance with procurement regulations, and establishes/maintains approved vendor accounts.
 - b. Utilizing the town's accounting computer software, assists both department heads with the preparation and submission of their annual operating budgets.
 - c. Prepares payroll submissions for full-time, part-time and seasonal staff; drafts and submits new hire and termination paperwork.
 - d. Prepares and manages seasonal staff weekly work schedules.
 - e. Responsible for ordering, issuing and tracking of mooring permits, ramp permits, parking passes, offloading permits, waterway user permits, and shellfish permits.
 - f. Manages the operation and training of customized department software programs such as The Marina Program, Invoice Cloud, Web Page and other office support systems.
 - g. Provides secretarial support for department heads, including proof-reading, drafting and preparing correspondence. Assists with the preparation of Harbor Management Plan regulations, financial reports and presentations for public Waterway's Committee and Board of Selectmen meetings.
 - h. Communicates in the form of phone calls, e-mails, and front-counter services with the general public, and federal, state & local authorities relating to department operations, policies and regulatory issues.
2. Manages the annual renewal processes for dockage permits, moorings permits, waterways user fees, ramp passes, offloading permits, tuna vessel/buyer permits, fish weir permits, fuel truck permits, and Mooring Servicing Agent Contracts; includes tracking of applications, invoicing, payments, contracts, insurance, and licenses.

Town of Harwich, Massachusetts

3. Manages transient guest boat slip reservations throughout entire recreational boating season, tuna season and winter commercial season.
4. Per MGL, maintains public wait lists for boat slips, moorings and offloading permits and makes assignments upon open permits.
5. Maintains accurate inventory of all vessels that are docked or moored in the Town of Harwich waterways, and annually submits to the Assessor's Office for boat excise tax billing; assists the Tax Collector office with the collection of outstanding payments.
6. Maintains non-criminal waterways and parking violations tracking log, and works closely with the Police Department to file citations.
7. Tracks and submits invoices and payroll records to Clean Vessel Act (Pump-Out Grant) Reimbursement Program with the Division of Marine Fisheries.
8. Schedules required services, such as plumbing and electrical repairs, street light replacement, trash dumpster service and sewage tank disposals at the town's three harbors and two public landings.
9. Monitors and responds to VHF-FM radio frequencies for department boat operations and maritime distress and assistance requests.
10. Performs other duties as assigned or required, and in conjunction with other Town departments and employees.

Supervision

Works under the general supervision of the Harbormaster and Natural Resources Director. Plans and carries out responsibilities with a high degree of independence in accordance with policies, professional standards and budgetary limitations. Consults with the Harbormaster and Natural Resources Director, as appropriate.

The incumbent manages and directs the activities of seasonal staff on a daily basis.

Recommended Minimum Qualifications

Education and Experience

1. At least two years of college training with a Bachelor's degree preferred, or any equal combination of training, experience and education.

Town of Harwich, Massachusetts

2. A minimum of two years of office experience with strong office management, computer skills, demonstrated organizational and time-management skills, and positive interpersonal skills.
3. Must be CPR and First Aid Qualified.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Knowledge of managing a marina and some knowledge of the Harwich Waterways.
- Considerable knowledge of town by-laws relating to waterways and natural resources.
- Ability to supervise and train others.
- Extensive knowledge of office management principles, theory and practices;
- Excellent computer skills including knowledge of MS Office, spread sheet applications, and web based systems.
- Strong interpersonal skills with the ability to communicate effectively orally and in writing and to impart information and resolve potential conflicts.
- Ability to prepare complex and technical reports.
- Proven ability to work independently and under stress in daily and emergency situations.

Tools and Equipment Used

Equipment operated includes computers, software, fax machine, other general office equipment, and VHF-FM radios.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 25 pounds within the office.

The employee is also required to walk the docks and assist boaters with tying up vessels as needed, and may be exposed to some mental stress due to the constant need for accuracy and attention to detail.

Town of Harwich, Massachusetts

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a rustic marine office setting near the harbor that is subject to loud noise and odors. Frequent interruptions to respond to customer questions and to provide assistance. Occasional exposure to the weather. Emergency calls and short response times produce intervals of high stress. Regular use of personal automobile or assigned vehicle during in-town travel.

External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Harwich, Massachusetts

Position Title: Executive Assistant

Department: Various

Statement of Duties

Position performs highly responsible administrative services. Work includes overall administration of the department and related resources including personnel, finances, and equipment; preparing for and attending department meetings, taking and transcribing minutes, maintaining records, preparing reports and correspondence, coordinating activities, and scheduling meetings and appointments.

Essential Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Answer questions and provide Information to the other departments, residents and visitors on a variety of issues.
2. Responsible for collecting, collating, editing materials, and production of the Annual Town Report from all town departments, boards, and committees; interact with printer, follow-up on proofs, and edit prior to authorizing final printing. ←
3. Prepare correspondence for the department head.
4. Perform routine clerical work e.g. answer phone, correspondence, questions etc.
5. Assist in maintaining the technical functions of the office; including coordination of repair services and assisting employees with the use of office equipment.
6. Assist in overall department administration including personnel related matters, financial administration of the department, and management of office equipment.

Supervision

Employee works under the general direction of the department head. The employee plans and prioritizes work in accordance with standard practices and experience. Policy problems or changes in procedures are discussed with the department head, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential information including personnel files, collective bargaining negotiations, lawsuits, and criminal investigations, and records.

Job Environment

This position requires examining, analyzing and evaluating facts and circumstances surrounding constituent problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions. The employee is expected to weigh efficiency and relative priorities in conjunction

Town of Harwich, Massachusetts

with procedural concerns in decision making. The employee must be familiar with and observe applicable State and Federal Laws, Town By-laws, rules and regulations. The position requires total confidentiality; the employee is required to have a high level of knowledge of local, state, and federal programs affecting municipalities, in order to participate effectively on behalf of the Department Head.

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have an Associate's Degree in Business Administration or a related field, and three (3) to five (5) years of experience in a professional office setting; supervisory experience preferred; or an equivalent combination of education and experience. Notary Public preferred.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Knowledge of Town By-law, regulations, policies, programs and operations;
- Strong knowledge of office management, procurement, and financial policies and procedures;
- Strong knowledge of the geographic layout of the Town and the Island;
- Skill in speedwriting or shorthand;
- The ability to work independently, multitask, and supervise others;
- Use tact and diplomacy when dealing with co-workers, town officials and the public;
- Maintain harmonious working relationships;
- Efficiently operate computers and other office equipment;
- Take and transcribe accurate minutes of meetings; and
- Have strong organization, communication, and customer service skills.

Tools and Equipment Used

Equipment operated includes automobile, hand tools, office machines, computers, and miscellaneous office equipment (postage machine, calculator, laminator, and audio recorder).

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a quiet to moderately noisy office setting. The employee is required to stand, walk, or reach with hands and arms up to 25% of the time; and to sit, talk or listen/hear and use hands more than 75% of the time. The employee may occasionally lift up to 25 pounds. The employee has normal vision requirements that would allow the employee to operate a personal computer.

Work Environment

Town of Harwich, Massachusetts

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position has constant contact with the public answering inquiries and providing information. The position has constant contact with, other town departments, outside agencies, other levels of government, lawyers, and vendors. The purpose of contacts is to respond to inquiries and complaints, conduct research, make appointments, give or receive information, or explain policies and procedures. Contacts occur in person, in writing, on the telephone, and by fax.

Errors may result in delay or loss of service, monetary loss, or legal repercussions if errors are made or the incorrect information is distributed.

External and Internal applicants, as well as position incumbents who become disabled as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Bid Opening Minutes
THURSDAY, JANUARY 14, 2016
ARTIFICIAL REEF PROJECT

At 2:00 P.M., January 14, 2016, in the presence of Paul Sweetser, Bob Cafarelli received and opened sealed bids for the creation of an Artificial Reef in the Sound off of Saquatucket Harbor. Bill Galvin and representatives from bidders were also present.

Five bids were received. Results of the bid opening from low to high were as follows:

Company Name	Bid Price
Robert B. Our , Co.	\$105,450
Coastline Consulting and Development, LLC	\$212,750
Donovan Custom Homes & Renovation	\$220,050
Francesco Demolition, Inc.	\$283,000
Tascon Corporation	\$336,000

The bids were taken under advisement for review by Town Staff and Division of Marine and Fisheries for subsequent recommendation to the Board of Selectmen for award of contract at a later date.

The bid opening was adjourned at 2:15 pm

Notes by: Bob Cafarelli, Town Engineer

COPY

OWNER-CONTRACTOR AGREEMENT

THIS AGREEMENT is made this 25 day of January, 2016, by the Town of Harwich, Massachusetts, hereinafter called the "Owner" and Robert B. Our Co., Inc. 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 furnish and install all labor and materials to move approximately 1000 square yards of demolition concrete material from Saquatucket Harbor property in Harwich to a designated artificial reef location in the Sound as outlined in a the Invitation for Bids, Instructions to Bidders, Bid Specifications, Plans, Permits, 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 April 1, 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: \$105,450.00

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.

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: _____

Ann Steidel

From: Amy Usowski
Sent: Wednesday, January 27, 2016 3:55 PM
To: Ann Steidel
Subject: FW: Artificial Reef

Hi Ann,
Please see below email from Mark Rousseau regarding the change order for the reef.
Amy

From: Rousseau, Mark (FWE) [mailto:Mark.Rousseau@MassMail.State.MA.US]

The original \$105,450 bid amount plus the \$16,500 quote to move the material has been approved. The projects is good to go. I'll start working tomorrow on putting together a contract between the town and DMF so we can get moving on this ASAP.

Mark

Mark Rousseau

MA Division of Marine Fisheries
Annisquam River Station
Gloucester, MA 01930
978-282-0308 x162
617-727-3337 fax

From: Bob Cafarelli [mailto:rcafarelli@town.harwich.ma.us]
Sent: Wednesday, January 27, 2016 2:44 PM
To: Christopher Clark; Charleen Greenhalgh; Sandy Robinson; Amy Usowski; John Rendon; Rousseau, Mark (FWE)
Subject: Artificial Reef

Robert B. Our submitted a quote of \$16,500 to furnish labor and equipment to load and truck 1000 cubic yards of concrete rubble to Saquatucket Harbor.
From published costs to remove debris, I estimated the cost of this effort to be at least \$20,000, so this quote appears to me to be very reasonable.
I have also attached a proposed Change Order to be executed. Since it is for an amount less than \$50,000, I assumed Chris can sign for the Town.
I am also sending this to Mark Rousseau of the State for their approval of this change/added cost.

Bob

Robert Cafarelli, P.E.

Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel: 508-430-7508



January 27, 2016

Town of Harwich
732 Main Street
Harwich, MA 02645

RE: Artificial Reef Project – Trucking concrete rubble

The Robert B. Our Co., Inc. is pleased to present a quote on the trucking of concrete rubble.

1. Furnish labor and equipment to load and truck approximately 1000 c.y. of concrete rubble to Saquatucket Harbor to be reloaded on to the barge.

The total additional cost to the original contract would be an additional \$16,500.00 to the base bid.

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

Sincerely,

Christopher W. Our
President

TOWN OF HARWICH
732 MAIN STREET
HARWICH, MA 02645

CHANGE ORDER FORM

Project: Artificial Reef Project

Date: 01/27/16

Requested By: Robert B. Our Co., Inc.

DESCRIPTION OF CHANGE

CHANGE ORDER 1

Furnish labor and equipment to load and truck 1000 cubic yards of concrete rubble to Saquatucket Harbor to be reloaded onto a barge

REASON FOR CHANGE

Contract was bid out assuming Highway Department would truck material to Saquatucket. Highway subsequently determined that they were unable to do this.

TIME AND COST

Concrete rubble delivery to run concurrent with loading of barge.

Contract Amount	\$105,450
Change Order 1:	\$16,500
Total revised contract amount	\$121,950

ACCEPTANCE OF CHANGE

The signature of both parties shall evidence acceptance of this change order form request.

Town of Harwich Authorized Signature

Date

Christopher Clark
Name

Town Administrator
Title

Robert B. Our Co., Inc. Authorized Signature

Date

Printed Name

Title

TOWN OF HARWICH
732 MAIN STREET
HARWICH, MA 02645

CHANGE ORDER FORM

Project: Flood Mitigation at 29 Sugar Hill

Date: 02/01/16

Requested By: MAS Building and Bridge, Inc.

DESCRIPTION OF CHANGE

CHANGE ORDER 1

Furnish all labor, materials and equipment to perform work detailed in bid document titled "29 Sugar Hill Drive Flood Mitigation Measures."

REASON FOR CHANGE

Hydraulic Models show increases flood potential for the cellar of 29 Sugar Hill Drive in Harwich due to the replacement of culverts with a bridge at Muddy Creek under Route 28. A study performed by Louis Berger Group, Inc. proposed measures to mitigate flood damage due to the increased flood potential.

TIME AND COST

Work to be done as soon as possible as the Muddy Creek channel is proposed to be opened up in mid February. Change Order Quote: \$108,000

Original Contract Amount:	\$4,791,311.80
Change Order 1:	\$108,000.00
Total revised contract amount	\$4,899,311.80

ACCEPTANCE OF CHANGE

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:
MAS Building and Bridge, Inc.

THE TOWN:
Selectmen

Signature:

Printed Name:

Title:

Date:

Ann Steidel

From: Christopher Clark
Sent: Thursday, January 28, 2016 8:54 AM
To: Robert Cafarelli; Robert Duncanson; Carole Ridley (cr@ridleyandassociates.com); Eric Derleth; Kristen (FWE) Ferry; Yihui Wu; Amy Usowski
Cc: Charleen Greenhalgh; Sandy Robinson; Ann Steidel
Subject: RE: 29 Sugar Hill Road

Bob,

It is truly unfortunate that are so expensive that based upon our current timeline this work needs to be done as soon as possible. We do have this item on the board of selectmen's agenda February 1.

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: Robert Cafarelli
Sent: Thursday, January 28, 2016 8:24 AM
To: Christopher Clark <cclark@town.harwich.ma.us>; Robert Duncanson <rduncanson@chatham-ma.gov>; Carole Ridley (cr@ridleyandassociates.com) <cr@ridleyandassociates.com>; Eric Derleth <Eric_Derleth@fws.gov>; Kristen (FWE) Ferry <Kristen.Ferry@MassMail.State.MA.US>; Yihui Wu <Yihui.Wu@cdrmaguire.com>; Amy Usowski <ausowski@town.harwich.ma.us>
Cc: Charleen Greenhalgh <greenhalgh@town.harwich.ma.us>; Sandy Robinson <srobinson@town.harwich.ma.us>; Ann Steidel <asteidel@town.harwich.ma.us>
Subject: FW: 29 Sugar Hill Road

MAS quoted the 29 Sugar Hill Road flood mitigation measures at \$108,000 which is \$20,350 less than the only bid we received on the project.

I am inclined to accept this as with MAS on this project, I'm confident it would be done right, and they are prepared to do it quickly concurrent with the opening of the excavated channel. Let me know if you agree.

I can prepare the standard Change Order Form I generally use for Town of Harwich projects. Chris, as this is over \$50,000, I assume the Selectmen will have to execute this. This may delay the project, as they would not be able to consider this until their February 8 meeting. Let me know if there is a way to expedite this if we agree to move forward with MAS.

Thanks,

Bob

Robert Cafarelli, P.E.

Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel: 508-430-7508
email: rcafarelli@town.harwich.ma.us

From: Chris Keppeler [<mailto:ckeppeler@masbuildingandbridge.com>]
Sent: Wednesday, January 27, 2016 5:09 PM
To: Robert Cafarelli
Subject: RE: 29 Sugar Hill Road

Hi Bob,

Gaelen just let me know that the best we can do on Sugar Hill is \$108k, and we can have this completed the week of Feb 15th (pending we get the go ahead asap so we can release materials and subs).

If this works for you she can send over a formal proposal. Feel free to call if you have any questions.

Thanks,

Chris Keppeler
MAS Building and Bridge, Inc.
18 Sharon Ave
Norfolk, MA 02056

Office - 508-520-2277 x 112
Cell - 410-952-0184
Fax - 508-520-2276

From: Bob Cafarelli [<mailto:rcafarelli@town.harwich.ma.us>]
Sent: Wednesday, January 27, 2016 11:28 AM
To: Sandy Robinson; Christopher Clark; Charleen Greenhalgh; Amy Usowski
Cc: Robert Duncanson; Carole Ridley; Chris Keppeler; Kristen (FWE) Ferry
Subject: 29 Sugar Hill Road

Attached are the bid results for flood mitigation at 29 Sugar Hill Drive.

Chris K, did you get a chance to reconsider pricing this so you could do this work as a change order to your contract?

Unfortunately, if MAS is unable to do this, I believe we are stuck accepting this bid for \$128,350. We have bid it out twice, and have no reason to believe a third time would be different.

We have been assuming that this is grant eligible, correct me if I am wrong, Kristen.

Bob

Robert Cafarelli, P.E.

Town Engineer

Town of Harwich

732 Main Street

Harwich, MA 02645

Tel: 508-430-7508

email: rcafarelli@town.harwich.ma.us

Ann Steidel

From: Robert Duncanson <rduncanson@chatham-ma.gov>
Sent: Thursday, January 28, 2016 8:33 AM
To: Robert Cafarelli; Christopher Clark; Carole Ridley (cr@ridleyandassociates.com); Eric Derleth; Kristen (FWE) Ferry; Yihui Wu; Amy Usowski
Cc: Charleen Greenhalgh; Sandy Robinson; Ann Steidel
Subject: RE: 29 Sugar Hill Road

Still a lot of money for one property and way above the estimate; good thing we don't have more properties impacted.

That being said I don't see how we cannot resolve the issue so I agree with going with MAS.

Bob D.

Robert A. Duncanson, Ph.D.
Director of Health & Natural Resources
Town of Chatham, 261 George Ryder Road, Chatham, MA 02633
(508) 945-5165 FAX (508) 945-5163
Please consider the environment before printing this email. www.chathamrecycles.org
Kindly remember that the Secretary of State has deemed most email a public record.

From: Robert Cafarelli [mailto:rcafarelli@town.harwich.ma.us]
Sent: Thursday, January 28, 2016 8:24 AM
To: Christopher Clark; Robert Duncanson; Carole Ridley (cr@ridleyandassociates.com); Eric Derleth; Kristen (FWE) Ferry; Yihui Wu; Amy Usowski
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Thanks,

Bob

Robert Cafarelli, P.E.
Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645
Tel: 508-430-7508
email: rcafarelli@town.harwich.ma.us

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To: Robert Cafarelli
Subject: RE: 29 Sugar Hill Road

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Thanks,

Chris Keppeler
MAS Building and Bridge, Inc.
18 Sharon Ave
Norfolk, MA 02056

Office - 508-520-2277 x 112
Cell - 410-952-0184
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We have been assuming that this is grant eligible, correct me if I am wrong, Kristen.

Bob

Robert Cafarelli, P.E.
Town Engineer
Town of Harwich
732 Main Street
Harwich, MA 02645



COPY

MEMO

To: Board of Selectmen
From: David Spitz, Town Planner *DS*
Date: January 27, 2016



RE: Proposed Zoning Code Amendments

As set forth in the requirements of MGL c.40A, §5 and by recent vote of the Planning Board, the Board respectfully submits the attached proposed zoning amendments for consideration and review by the Board of Selectmen for inclusion in the 2016 spring warrant:

Article ##: Zoning Definition: Building/Structure Height in Flood Hazard Areas
Article ##: Zoning Various By-law Amendments

Accordingly, the Board has 14 days to submit the proposed amendments to the Planning Board for public hearing. The Planning Department is prepared to proceed with the necessary actions and notices and is scheduling the public hearing for Tuesday, March 22, 2016.

If you should have any questions or comments, please do not hesitate to contact the Planning Office.

enc(s): 2

cc:

BUILDING HEIGHT IN FLOOD HAZARD AREAS

ARTICLE ** To see if the Town will vote to amend the Code of the Town of Harwich, Chapter 325 Zoning by adding the bold and underlined language as set forth below and to act fully thereon. By request of the Building Commissioner and Planning Board.

Explanation: New FEMA flood maps were adopted in 2014 expanding boundaries of the flood hazard area and raising the base flood elevation for many properties. Homes may continue to exist in flood hazard areas, but renovations or reconstruction require flood proofing measures including raising the first floor above the base flood elevation. The proposed by-law amendment follows similar language in such coastal towns as Dennis, Sandwich and Scituate. Without the amendment, many homes in flood hazard areas would have to be reduced in height to meet base flood elevation requirements combined with the requirement to measure height from pre-existing grade. Approximately 1000 homes in the AE flood zone in Harwich are impacted by the building height requirement. Far fewer homes exist in AO and VE zones. The AO zone does not include measurements for base flood elevation. The VE or velocity zone has a much higher sensitivity to flooding, and new construction in that zone is not encouraged.

325-2 Word usage and definitions.

BUILDING/STRUCTURE HEIGHT - The height of a building or structure shall be calculated by averaging the distance between the lowest pre-existing grade point at the base of the building/structure and the top of said structure, and the distance between the highest pre-existing grade point at the base of the structure and the top of said structure. A structure shall include such elements as a rooftop deck, fence, railing, widow's walk, or other rooftop structure, parapet, or other attached structure. A cupola not larger than four (4) feet in width and chimneys shall be exempt from the above requirements if they do not extend more than four (4) feet in height above the roof. For developed lots, pre-existing grade shall be determined by calculating the average of existing high and low grade points at the base of the existing/original building or structure and top of said structure, where the highest point is at a minimum of eight (8) inches below the top of foundation.

[NEW] For a building or structure located in the special flood hazard area, height shall be measured from the Base Flood Elevation in AE Zones rather than from pre-existing grade. In the AO or VE Zones, height shall be measured from the Base Flood Elevation in the closest AE Zone rather than from pre-existing grade.

VARIOUS ZONING BY-LAW AMENDMENTS

ARTICLE ## To see if the Town will vote to amend the Code of the Town of Harwich, Chapter 325 Zoning by striking out language and by adding bold and underlined language as set forth below and to act fully thereon. By request of the Building Commissioner and Planning Board.

Explanation: Proposed amendments include (A) construction signs, (B) two-family dwellings in the CH-1 District, and (C) guesthouses.

- (A) Sign amendments in 2009 removed any reference to construction signs, and the current Code of the Town of Harwich does not permit construction signs. The proposed by-law will re-establish language from an earlier version of the Zoning By-Law.*
- (B) Although two-family dwellings are allowed in the Commercial Highway 1 (CH-1) District by Special Permit (S), two other pertinent sections of the Zoning By-Law omit any reference to them. In Table 2, minimum lot area for single-family dwellings in the CH-1 District is 40,000 sq. ft. while minimum lot area for "any other permitted use" is only 20,000 sq. ft. Typically "any other permitted use" refers to non-residential uses. The proposed by-law amendment will treat two-family dwellings the same as single-family dwellings rather than as non-residential uses. A similar by-law amendment for Section 325-7 C will allow existing lots to be used for two-family dwellings along with other permitted single-family and non-residential uses.*
- (C) In most residential districts, the Zoning By-Law allows one single-family dwelling per 40,000 square feet. Current options for additional residential use of a property include an "accessory building, residential – with bedrooms" or a "single-family dwelling with accessory apartment", both requiring a special permit. The current definition of "guesthouse" appears to allow another residential option for "a building in which living space, with or without common cooking facilities, is let for compensation to four fewer or fewer persons, but not including a hotel or motel." There does not appear to be a current restriction on the number of guesthouses that may be built per lot. The proposed by-law amendment closes that apparent loophole by removing "guesthouse" from the list of uses. Buildings to be let for compensation still include lodging house, bed-and-breakfast, inn, motel and hotel.*

(A) CONSTRUCTION SIGNS

325-29 Additional requirements for specific signage.

G. [NEW] Construction Signs. One (1) temporary wall or ground sign not more than eight (8) square feet indicating the construction, remodeling or rebuilding of a certain structure for a permitted use shall be allowed on the parcel on which the structure is located. The sign shall not be illuminated and shall be removed immediately upon final inspection.

(B) TWO-FAMILY DWELLINGS IN THE CH-1 DISTRICT

325-7 C. Existing lots in a CH-1 District which complied at the time of layout with applicable provisions of zoning bylaws, if any, may be used for single-family residential purposes as set forth above and may be used for **[NEW] two-family residential purposes and** nonresidential purposes as established in the Table of Use Regulations provided that:

- (1) Said lots have 100 feet of frontage and 10,000 square feet of area;
- (2) The buildings to be located thereon are set back at least 10 feet from side and rear lot lines and at least 25 feet from street lot lines and the buildings to be constructed on said lot will not exceed

the maximum site coverage restrictions of the zoning bylaw in effect when the lot was created or, if no such restrictions applied, coverage of buildings shall not exceed 35% of said lot for lots between 10,000 square feet and 15,000 square feet and 25% for lots over 15,000 square feet;
 (3) Said lots are buildable under other applicable provisions of the lot ...

Table 2 Area Regulations

District	Use	Lot Area	Lot Frontage	Front	Side	Rear
CH-1	Single-family dwelling	40,000	150	25	20	20
	[NEW] Two-family dwelling	40,000	150	25	20	20
	Any other permitted use	20,000	100	25	10	10

(C) GUESTHOUSES

325-2. Word usage and definitions.

GUESTHOUSE. A building in which living space, with or without common cooking facilities, is let for compensation to four or fewer persons, but not including a hotel or motel.

325-39. Off-street parking schedule.

Residential Uses

Lodging house, hotel, motel, inn, ~~guest house,~~ 1.25 per guest room or suite
 bed and breakfast

Table 1, Use Regulations

Paragraph I – Residential Uses							
		RM	RH-1	RH-2	CV	CH-1	WR
5	Guest houses	S	P	P	P	P	S

Table 2, Area Regulations

District	Use	Lot Area (square feet)	Lot Frontage (contiguous feet)	Front (feet)	Side (feet)	Rear (feet)
RM	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
RH-1	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
RH-2	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20
CV	Guest house	40,000 plus 2,000 per rental unit	150	25	10	10
CH-1	Guest house	40,000 plus 2,000 per rental unit	150	25	20	20

Preliminary FY17 Budget Presentation

1

**PRESENTATION TO THE MONOMOY REGIONAL
SCHOOL COMMITTEE**

SCOTT CARPENTER, SUPERINTENDENT

KATIE ISERNIO, BUSINESS MANAGER



JANUARY 13, 2016

RECAP

Monomoy Regional Budget Projection from 5-Year Plan

Excerpt from table presented to Selectmen Fall 2015	FY15 Budget	FY16 Budget	FY17 Projected	
OPERATING COSTS ALL SOURCES	\$33,285,614	\$34,231,491	\$35,828,824	
<i>projected annual % increase</i>			4.7%	← Now 3.8%
OFFSETS				
School Choice Used	-\$2,557,722	-\$1,507,000	-\$1,507,000	
Circuit Breaker Used	-\$480,691	-\$435,000	-\$435,000	
Operating Costs to be Assessed after Offsets	\$30,247,201	\$32,289,491	\$33,886,824	
<i>projected annual % increase</i>			4.9%	
CAPITAL	\$71,312	\$250,000	\$415,100	
DEBT	\$779,476	\$2,473,481	\$2,409,471	
Basis of Assessment in September 2015 Projection	\$31,097,989	\$35,012,972	\$36,711,395	
<i>projected annual % increase</i>			4.9%	
	Less E&D Used	\$600,000	\$131,821	
Assessment Projection September 2015		\$34,412,972	\$36,579,574	← No w \$36,354.036

What was a projected 4.9% increase in the FY17 general fund budget is now only a 3.8% in this proposed draft of the FY17 Budget. A budget increase is not an assessment increase.

Monomoy's Budgetary Priorities and Guidelines

3

- **Continue to deliver:**
 - Improve curricula,
 - Maintain and expanded learning opportunities for children, and
 - Do so in a collaborative, cost-conscious, manner for our towns
- **Maintain School Committee Class Size Guideline**
 - 19±2 students per class at the middle & high school level
 - 18±1 at the elementary level
- **Address staffing and programmatic needs, including adding physics, business courses, and academic support to the high school, and return art and music to full-year programs at CES, while maintaining programs and continuing to improve curriculum at all grade levels.**

Enrollment

4

Projected FY17 Enrollment by school

	FY16	FY17 Projection	Projected Change
Chatham Elementary	283	277	-6
Harwich Elementary	594	576	-18
Monomoy Regional Middle	446	469	+23
Monomoy Regional High	631	649	+18

3-Year Foundation Enrollment by Town

	FY14	FY15	FY16	FY17 Calculation (%)	
Chatham	488	480	499	1467	26.32%
Harwich	<u>1,348</u>	<u>1,383</u>	<u>1,375</u>	<u>4,106</u>	73.68%
	1,836	1,863	1,874	5,573	

Foundation enrollments differ from school enrollments

FY17 Draft Budget Summary

5

General Fund Expenditure Budget	G/L Budget Draft FY17	G/L Budget FY16	G/L FY15 Actuals	G/L FY14 Actuals	G/L FY13 Actuals
Salaries & Wages	\$19,367,480	\$18,213,310	\$17,621,048	\$18,367,206	\$18,207,038
Expenses	\$5,328,673	\$5,317,562	\$4,320,204	\$4,166,842	\$4,172,874
Fixed Charges					
Employee Benefits	\$4,245,502	\$3,861,762	\$4,066,834	\$3,509,955	\$3,602,954
Retirement Contributions	\$1,246,980	\$1,191,902	\$1,232,719	\$809,835	\$897,775
Other Insurances	\$695,014	\$674,459	\$565,041	\$426,392	\$383,451
Capital and Debt Retirement & Service	\$2,716,471	\$2,723,481	\$854,287	\$330,634	\$293,207
Programs With Other School Districts					
School Choice and Charter School Tuitions	\$2,074,152	\$2,074,152	\$2,104,881	\$2,059,233	\$1,780,627
Special Education Tuitions	\$679,764	\$956,344	\$456,770	\$644,611	\$863,868
	\$36,354,036	\$35,012,972	\$31,221,784	\$30,314,708	\$30,201,794

Percent of General Fund Budget

Salaries & Wages	53.27%	52.02%	56.44%	60.59%	60.28%
Expenses	14.66%	15.19%	13.84%	13.75%	13.82%
Fixed Charges	17.02%	16.36%	18.78%	15.66%	16.17%
Capital and Debt Retirement & Service	7.47%	7.78%	2.74%	1.09%	0.97%
Programs With Other School Districts					
School Choice and Charter School Tuitions	5.71%	5.92%	6.74%	6.79%	5.90%
Special Education Tuitions	<u>1.87%</u>	<u>2.73%</u>	<u>1.46%</u>	<u>2.13%</u>	<u>2.86%</u>
	100.00%	100.00%	100.00%	100.00%	100.00%

FY17 Draft Budget By Cost Center

6

General Fund Expenditure Budget By Cost Center		G/L Budget Draft FY17	G/L Budget FY16	G/L FY15 Actuals	G/L FY14 Actuals	G/L FY13 Actuals
1000	District Leadership & Administration Salaries & Wages	\$866,537	\$805,351	\$853,512	\$784,061	\$869,734
1000	District Leadership & Administration Expenses	\$450,780	\$409,640	\$409,021	\$336,019	\$356,515
2000	Instruction Salaries & Wages	\$16,598,163	\$15,610,968	\$15,046,779	\$15,825,416	\$15,540,774
2000	Instruction Expenses	\$1,055,356	\$1,103,450	\$884,357	\$772,188	\$934,715
3000	Other School Services Salaries & Wages	\$798,503	\$721,808	\$648,333	\$689,621	\$681,117
3000	Other School Services Expenses	\$1,770,543	\$1,813,397	\$1,525,209	\$1,445,880	\$1,369,492
4000	Operations & Maintenance Salaries & Wages					
	Physical Plant and Operations Wages	\$997,098	\$966,584	\$957,030	\$921,030	\$969,152
	Technology Wages	\$107,179	\$108,599	\$115,394	\$147,078	\$146,261
4000	Operations & Maintenance Expenses					
	Physical Plant and Operations Expenses	\$1,805,556	\$1,752,677	\$1,274,807	\$1,431,303	\$1,361,513
	Technology Expenses	\$246,438	\$238,398	\$226,810	\$181,452	\$150,639
5000	Fixed Charges					
	Employee Benefits	\$4,245,502	\$3,861,762	\$4,066,834	\$3,509,955	\$3,602,954
	Retirement Contributions	\$1,246,980	\$1,191,902	\$1,232,719	\$809,835	\$897,775
	Other Insurances	\$695,014	\$674,459	\$565,041	\$426,392	\$383,451
7000	Capital	\$305,000	\$250,000	\$49,864	\$24,722	\$28,473
8000	Debt Retirement & Service	\$2,411,471	\$2,473,481	\$804,423	\$305,912	\$264,734
9000	Programs With Other School Districts					
	School Choice and Charter School Tuitions	\$2,074,152	\$2,074,152	\$2,104,881	\$2,059,233	\$1,780,627
	Special Education Tuitions	\$679,764	\$956,344	\$456,770	\$644,611	\$863,868
	Total General Fund	\$36,354,036	\$35,012,972	\$31,221,784	\$30,314,708	\$30,201,794
	% Increase	3.8%				

Changes from FY16 Budget to FY17 Draft Budget

7

Δ in Budget from FY16 to FY17	G/L Budget Draft FY17
Salaries & Wages (Contractual Obligations, 2 ½ % COLA plus Steps)	\$1,154,170
Expenses	\$11,111
Fixed Charges	
Employee Benefits	\$383,740
Retirement Contributions	\$55,078
Other Insurances	\$20,555
Capital and Debt Retirement & Service	-\$7,010
Programs With Other School Districts	
School Choice and Charter School Tuitions	\$0
Special Education Tuitions	-\$276,580
	\$1,341,064

OPEB - The goal for the district is to deposit 1% of the overall payroll for approximately \$197,000 annually into our OPEB account. The FY17 budget reflects depositing only \$100,000 into our OPEB account.

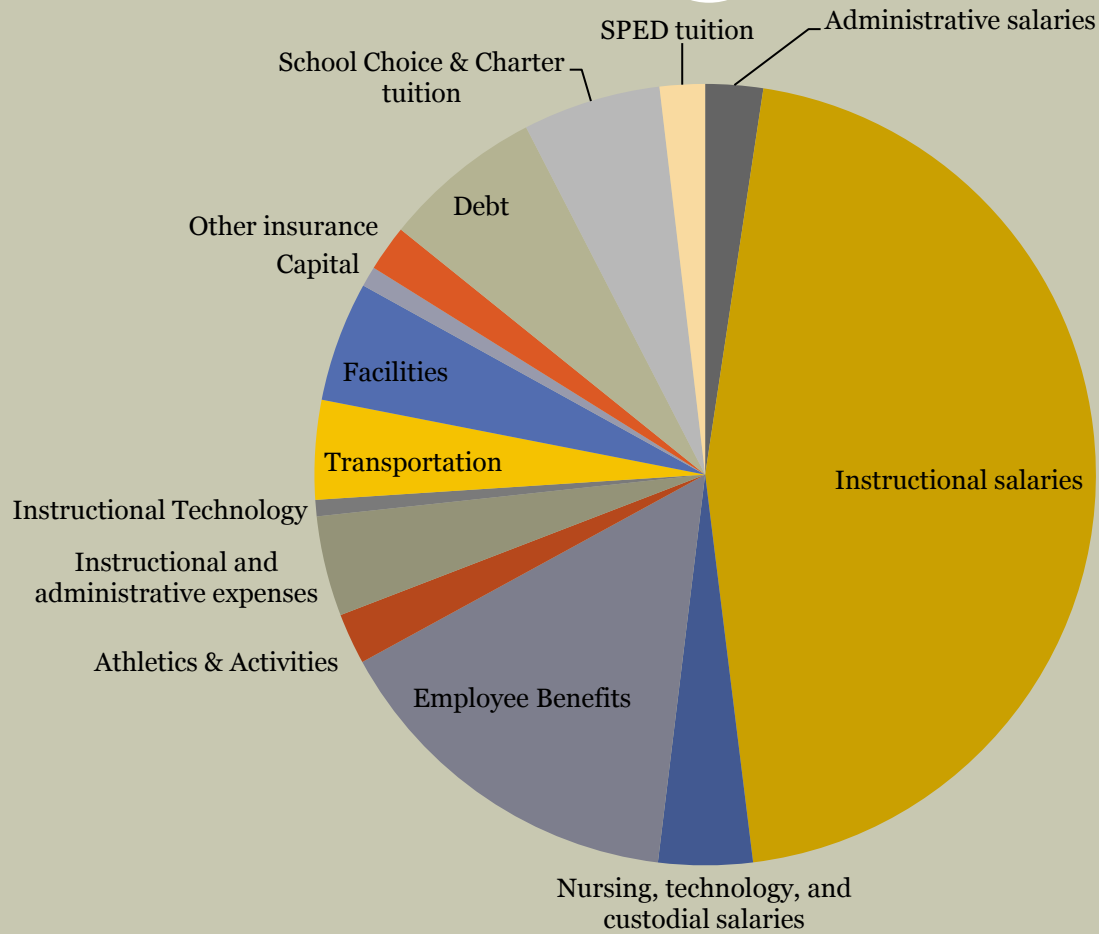
How is school funding in the FY17 Draft Budget used?

8

		%
Administrative salaries	\$866,537	2.4%
Instructional salaries	\$16,598,163	45.7%
Nursing, technology, and custodial salaries	\$1,414,548	3.9%
Employee Benefits	\$5,492,482	15.1%
Athletics & Activities	\$766,813	2.1%
Instructional and administrative expenses	\$1,506,136	4.1%
Instructional Technology	\$246,438	0.7%
Transportation	\$1,491,962	4.1%
Facilities	\$1,805,556	5.0%
Capital	\$305,000	0.8%
Other insurance	\$695,014	1.9%
Debt	\$2,411,471	6.6%
School Choice & Charter tuition	\$2,074,152	5.7%
SPED tuition	\$679,764	1.9%
	\$36,354,036	

How is school funding in the FY17 Draft Budget used?

9



What is the cost to educate a Monomoy child each day, based on the FY17 Draft Budget?

10

Administrative salaries	\$2.59
Instructional salaries	\$49.64
Nursing, technology, and custodial salaries	\$4.23
Employee Benefits	\$16.43
Athletics & Activities	\$2.29
Instructional and administrative expenses	\$4.50
Instructional Technology	\$0.74
Transportation	\$4.46
Facilities	\$5.40
Capital	\$0.91
Other insurance	\$2.08
Debt	\$7.21
School Choice & Charter tuition	\$6.20
SPED tuition	\$2.03
	\$108.72

Personnel costs are \$75.18/day or 69% of total costs

Staffing Comparisons

11

FTEs	FY17	FY16	FY15
School Building Administration	8.0	8.0	8.0
Unit A - Teachers	190.4	191.8	196.0
Unit A - Nurses	4.5	4.5	4.5
Unit B - Teaching Assistants	68.4	67.5	67.7
Unit B - Secretarial	12.0	12.0	12.0
Custodians/ Facility Director	19.5	18.0	18.0
Food Services/ Food Service Director	12.0	12.0	13.0
Technology	4.0	4.0	4.0
Program Managers	3.0	3.0	4.7
District Administration	6.0	6.0	6.0
District Administrative Support	7.0	8.0	8.0
Districtwide Positions	<u>2.4</u>	<u>3.0</u>	<u>3.0</u>
	*337.7	337.8	344.9

*While the FY17 Draft Budget is level staffed, there may be a need to add 1 FTE at Grade 6, depending upon to be determined retention of 5th Graders (which would take projected class sizes beyond MRSC guidelines).

Moving from the Budget to Assessment

12

The FY17 Draft Budget reflects an increase of 3.8%. Assessments may be larger or smaller than a budget increase/decrease depending on a number of factors, including how much Excess and Deficiency (E+D) is used to offset a budget in any fiscal year. The Draft FY17 Assessment to the two Towns has an overall increase of 5.96%.

Factors Driving Assessment

13

In FY16 \$600,000 of E&D was used to offset the budget. In FY17 \$331,821 is proposed which is \$200,000 more than was proposed in our 5 year plan.

Projected FY17 Revenues are reduced by \$100,000 due to a tuition arrangement never reaching fruition.

Excess and Deficiency (E+D) Summary

14

FY 13 Balance **\$514,648**

Change: In FY14, \$886,982 was added to the FY 14 E+D balance due largely to supplemental charter school reimbursement that came in at the end of the fiscal year

FY14 Balance **\$1,401,630**

Change: In FY15, \$600,00 of E+D was used to support the FY 16 budget. \$165,985 was added to the FY 15 E+D balance

FY15 Balance **\$967,615**

Proposed Change: In FY16, \$331,821 of E+D is proposed to support the FY 17 budget. Additional funds may be certified into the FY16 E+D balance in June 2016, which could offset FY18 budget and/or grow the district's E+D account.

**Draft
FY17 Revenue
Projections
and use of E+D
for FY17
Assessment**

**FY17 Draft
Budget
\$36,354,036**

TOTAL Draft FY17 Projected Revenues	
Chapter 70 (based on FY16)	\$2,745,776
Charter School	\$99,735
Medicaid	\$125,000
Interest	\$7,500
Miscellaneous	\$24,000
Excess & Deficiency (E+D)	\$331,821
	\$3,333,832
Total FY17 Draft General Fund Budget	\$36,354,036
Projected FY17 Revenues	-\$3,333,832
Non Operating Expenditures	
Transportation	-\$875,992
Capital	-\$305,000
Debt	-\$2,411,471
	-\$3,592,463
Amount to Be Assessed for Operations	\$29,427,741

	Harwich	Chatham	Total
Required Minimum Contribution per DESE	\$11,544,399	\$4,175,621	\$15,720,020
	Harwich	Chatham	
	73.68%	26.32%	
Funds Needed to Support District Operating Budget	\$10,099,849	\$3,607,872	\$13,707,721
Operating Assessment Per Member*	\$21,644,248	\$7,783,493	\$29,427,741
	Harwich	Chatham	\$875,992
	75.16%	24.84%	
Less State Transportation Aid			<u>\$327,086</u>
Transportation Assessment Per Member (3-year avg. of attending students)	\$412,558	\$136,348	\$548,906
	Harwich	Chatham	
	73.68%	26.32%	
Debt Assessment Per Member*	\$1,776,772	\$634,699	\$2,411,471
	Harwich	Chatham	
	73.68%	26.32%	
Capital Assessment Per Member*	\$224,724	\$80,276	\$305,000
* 3-year rolling average			

Total Operating Assessment \$29,427,741

Draft FY17 Assessments

TOTAL Draft FY17 ASSESSMENT	Harwich	Chatham	Total
Operating	\$21,644,248	\$7,783,493	\$29,427,741
Transportation	\$412,558	\$136,348	\$548,906
Capital	\$224,724	\$80,276	\$305,000
	\$22,281,530	\$8,000,117	\$30,281,647
Debt	\$1,776,772	\$634,699	\$2,411,471
FY16 Assessment			
Operating Budget	\$20,431,169	\$7,069,729	\$26,556,425
Transportation	\$406,931	\$136,296	\$543,227
Capital	\$184,125.00	\$65.875	\$250,000
	\$21,022,225	\$7,556,170	\$28,578,395
Debt	\$1,821,719	\$651,762	\$2,473,481
Change in Assessment			
	Harwich	Chatham	
Operating Budget	\$1,213,079	\$429,494	\$1,642,573
Transportation	\$5,626	\$53	\$5,679
Capital	\$40,599	\$14,401	\$55,000
	\$1,259,304	\$443,948	\$1,703,252
Debt Decrease	-\$44,947	-\$17,063	-\$62,010
	5.99%	5.88%	5.96%



CAPE COD

R E G I O N A L

Technical High School

**FY17 Budget Presentation
Harwich BOS**

February 1, 2016

Cape Cod Tech

Finance Committee

Anthony Tullio – Wellfleet (chair)

Bernard Richardson – Eastham

Ann Williams – Barnstable

Stefan Galazzi – Orleans

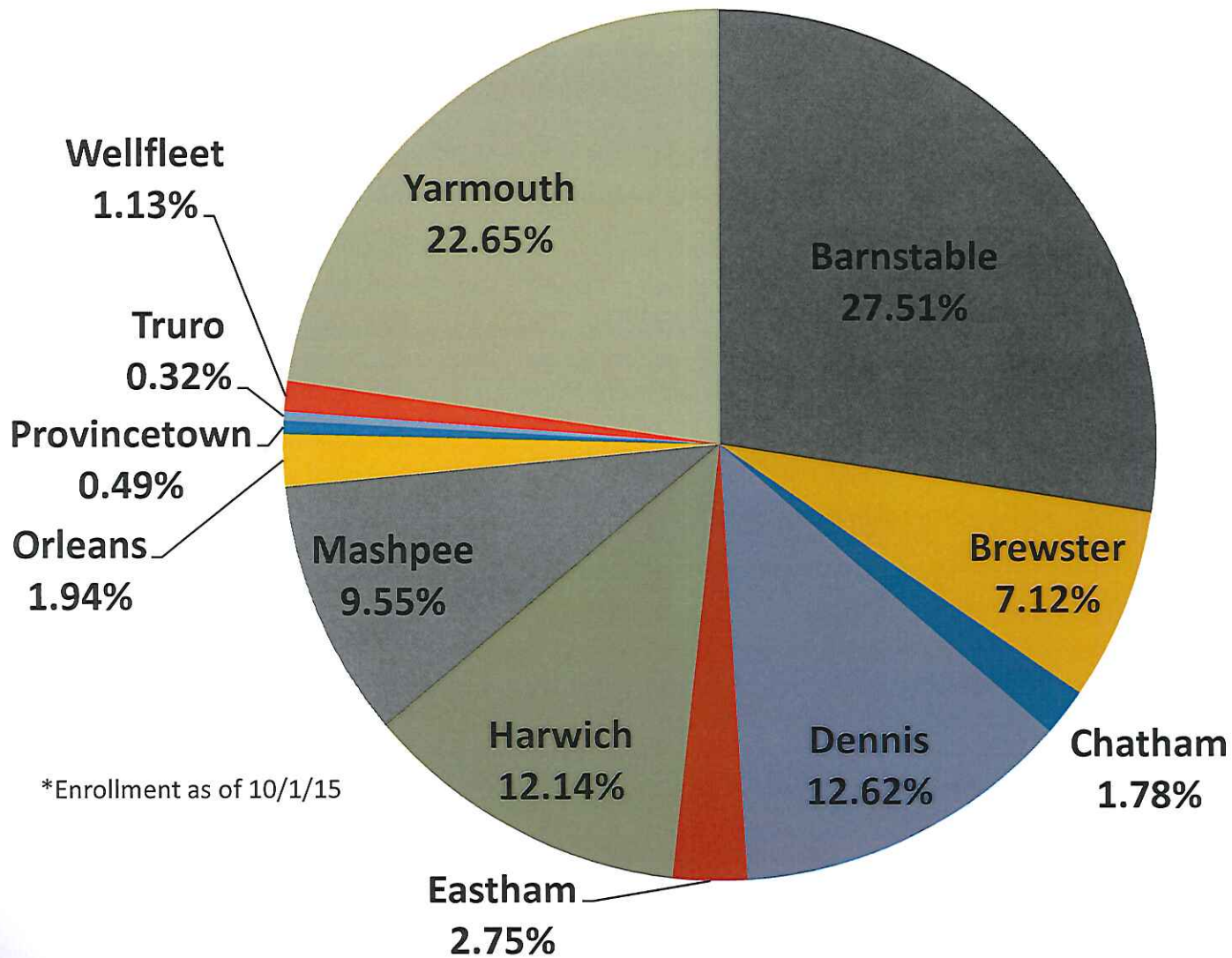
Buck Upson – Chatham



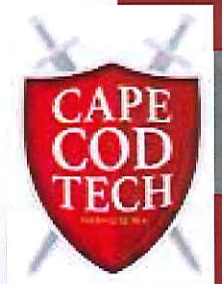
Harwich Students at Cape Cod Tech

Year	Harwich Enrollment	Percentage of Total Enrollment
2012	74	11.08%
2013	85	13.00%
2014	73	11.16%
2015	73	11.27%
2016	75	12.14%

FY17 Enrollment



*Enrollment as of 10/1/15



FY17 Enrollment by Town

Enrollment	Students		Change
	FY17	FY16	
Barnstable	170	176	-6
Brewster	44	39	5
Chatham	11	17	-6
Dennis	78	77	1
Eastham	17	11	6
Harwich	75	73	2
Mashpee	59	62	-3
Orleans	12	14	-2
Provincetown	3	4	-1
Truro	2	2	0
Wellfleet	7	8	-1
Yarmouth	140	163	-23
Out of District		2	-2
	618	648	



Student Enrollment Trend

	2011		2012		2013		2014		2015		2016	
	Students	%	Students	%	Students	%	Students	%	Students	%	Students	%
Barnstable	183	26.41%	171	25.60%	168	25.69%	168	25.69%	176	27.16%	170	27.51%
Brewster	45	6.49%	39	5.84%	42	6.42%	42	6.42%	39	6.02%	44	7.12%
Chatham	18	2.60%	19	2.84%	23	3.52%	21	3.21%	17	2.62%	11	1.78%
Dennis	98	14.14%	92	13.77%	93	14.22%	85	13.00%	77	11.88%	78	12.62%
Eastham	12	1.73%	17	2.54%	14	2.14%	13	1.99%	11	1.70%	17	2.75%
Harwich	68	9.81%	74	11.08%	85	13.00%	73	11.16%	73	11.27%	75	12.14%
Mashpee	67	9.67%	62	9.28%	55	8.41%	57	8.72%	62	9.57%	59	9.55%
Orleans	18	2.60%	19	2.84%	14	2.14%	12	1.83%	14	2.16%	12	1.94%
Provincetown	5	0.72%	5	0.75%	4	0.61%	6	0.92%	4	0.62%	3	0.49%
Truro	6	0.87%	5	0.75%	5	0.76%	3	0.46%	2	0.31%	2	0.32%
Wellfleet	6	0.87%	4	0.60%	4	0.61%	6	0.92%	8	1.23%	7	1.13%
Yarmouth	166	23.95%	161	24.10%	147	22.48%	168	25.69%	163	25.15%	140	22.65%
Out-of-District									2	0.31%		
	693		668		654		654		648		618	

The FY17 Budget A Decrease

\$14,459,000

-.50%

Five Year History

Fiscal Year	Budget
FY12	2.56%
FY13	2.79%
FY14	2.79%
FY15	2.98%
FY16	4.49%*

*\$250,000 Capital Stabilization Transfer



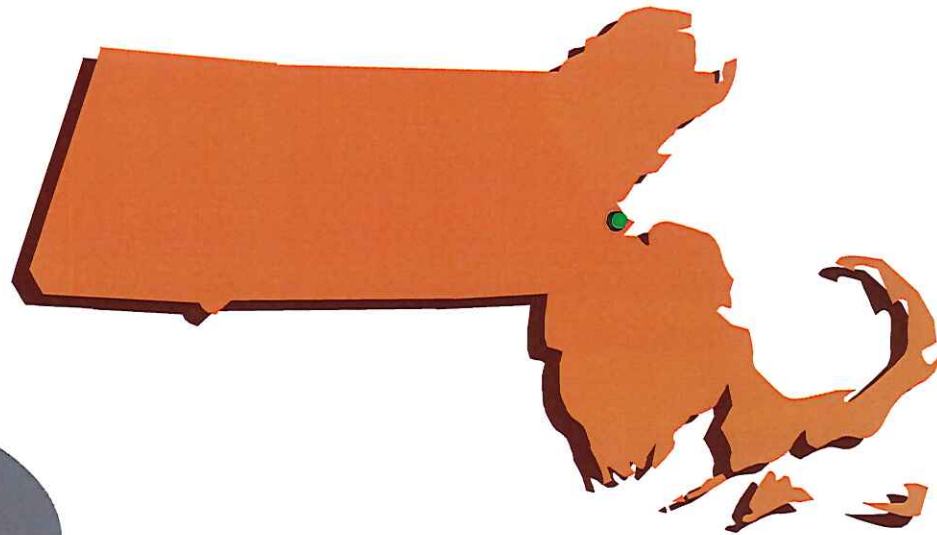
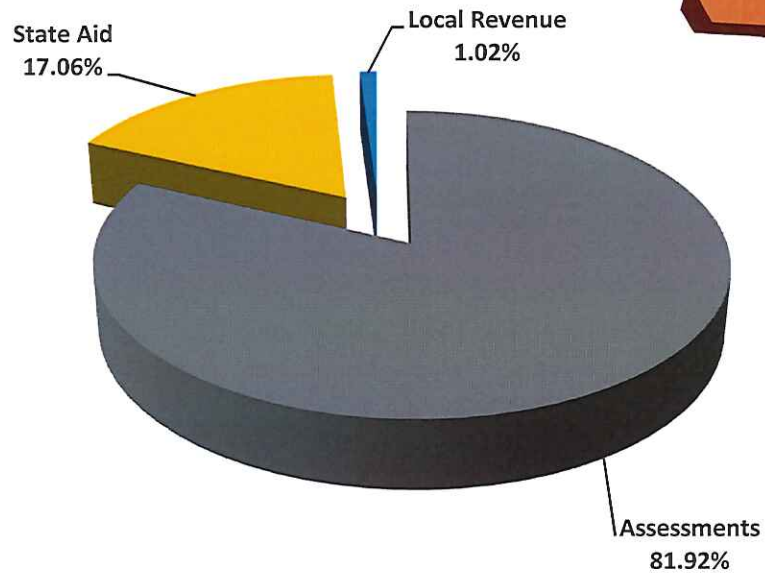
Costs Unique to a Regional H.S. Budget

Budget Categories	FY16 Projected Cost
Insurances property, liability, health, dental unemployment, workers compensation and other fringe benefits	\$2,481,890
Snow Removal and Sanding	\$25,000
School Resource Officer	\$20,000
Equipment Maintenance	\$116,000
Capital Building Improvements	<u>\$250,000</u>

(20% of the total operating budget)

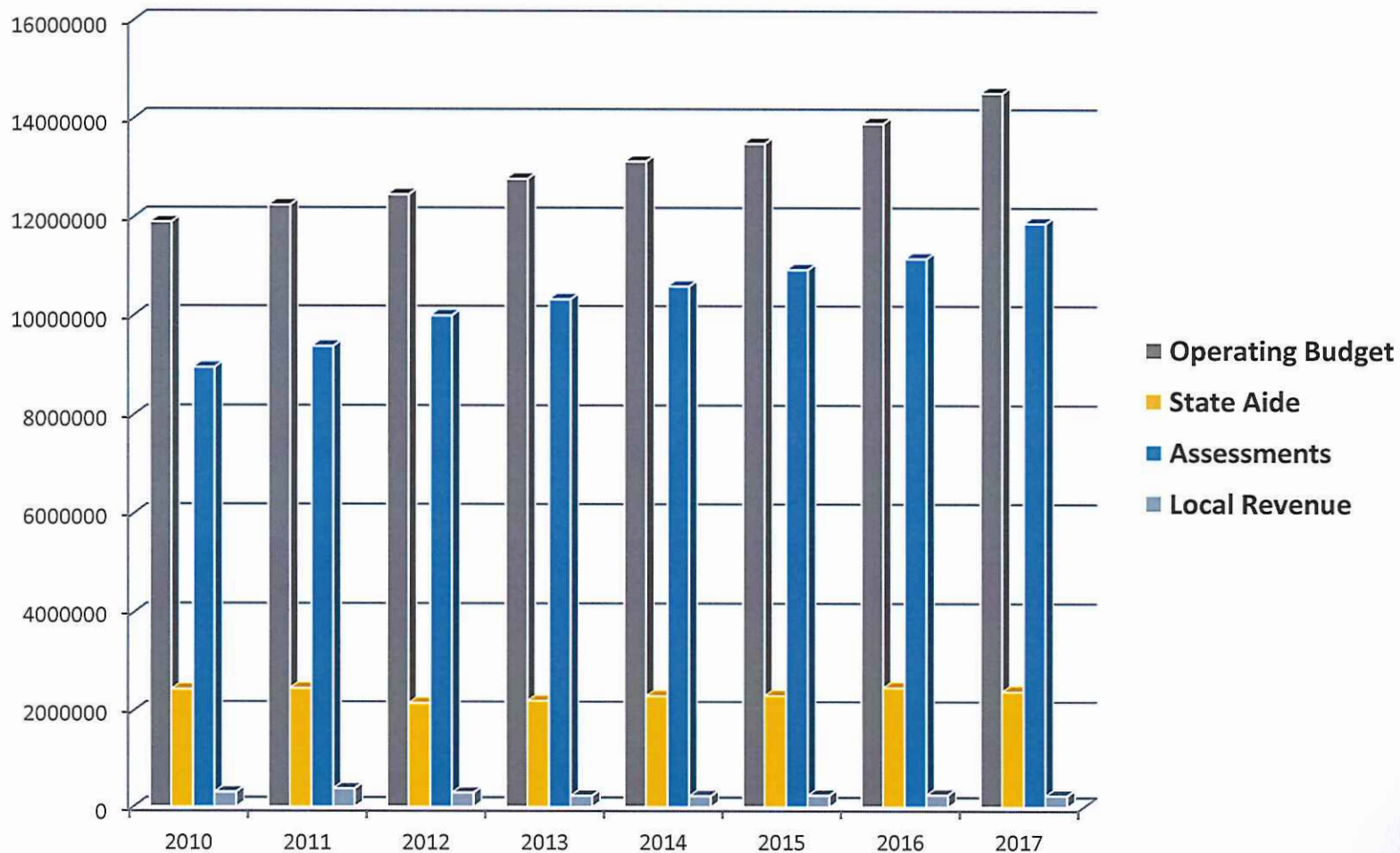


Where Does the Money Come From?

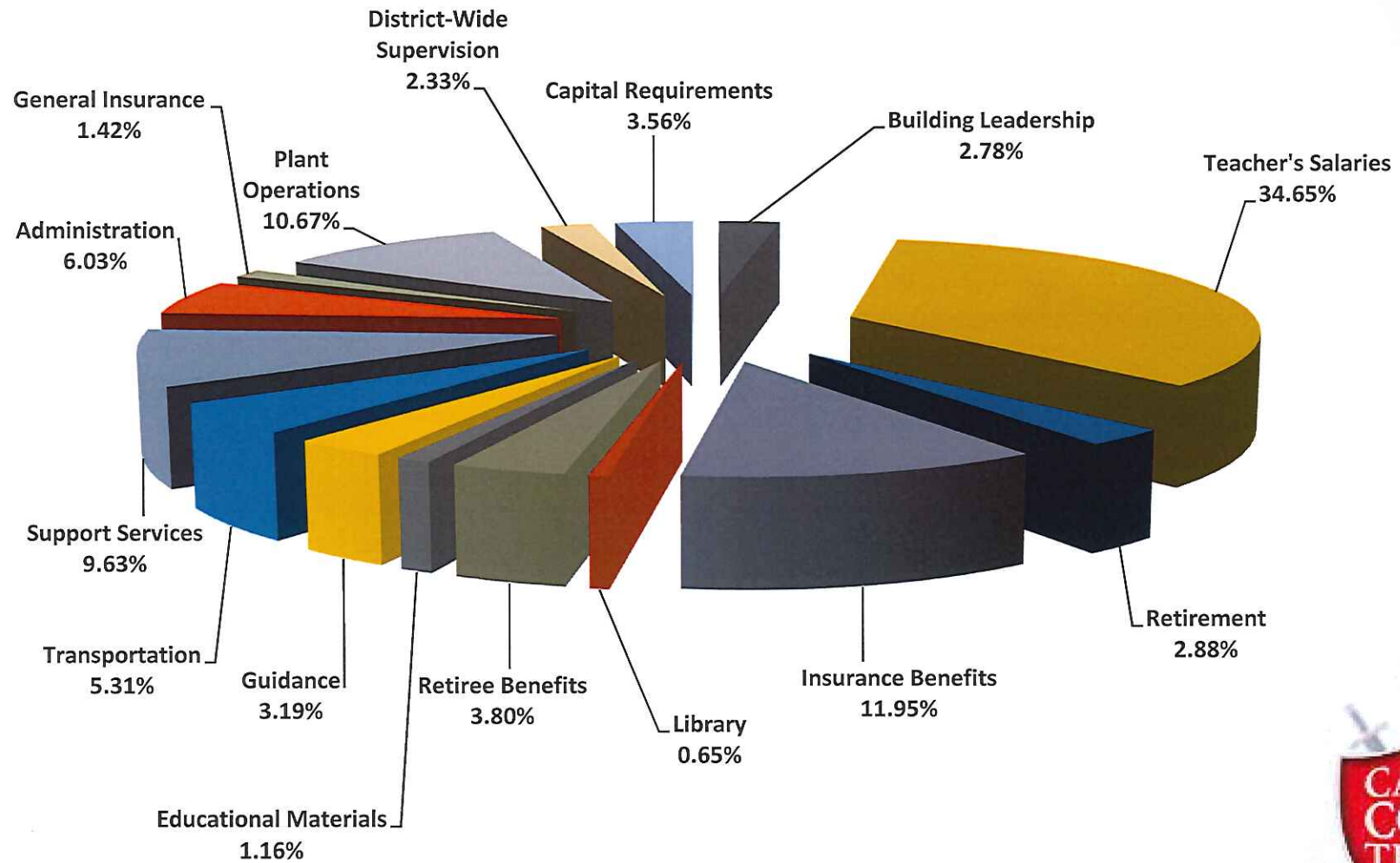


Assessments	\$ 11,844,513.00
State Aid	\$ 2,466,487.00
Local Revenue	\$ 148,000.00

Revenue Source vs. The Operating Budget



What is the Money Used For?



What is the Money Used For?

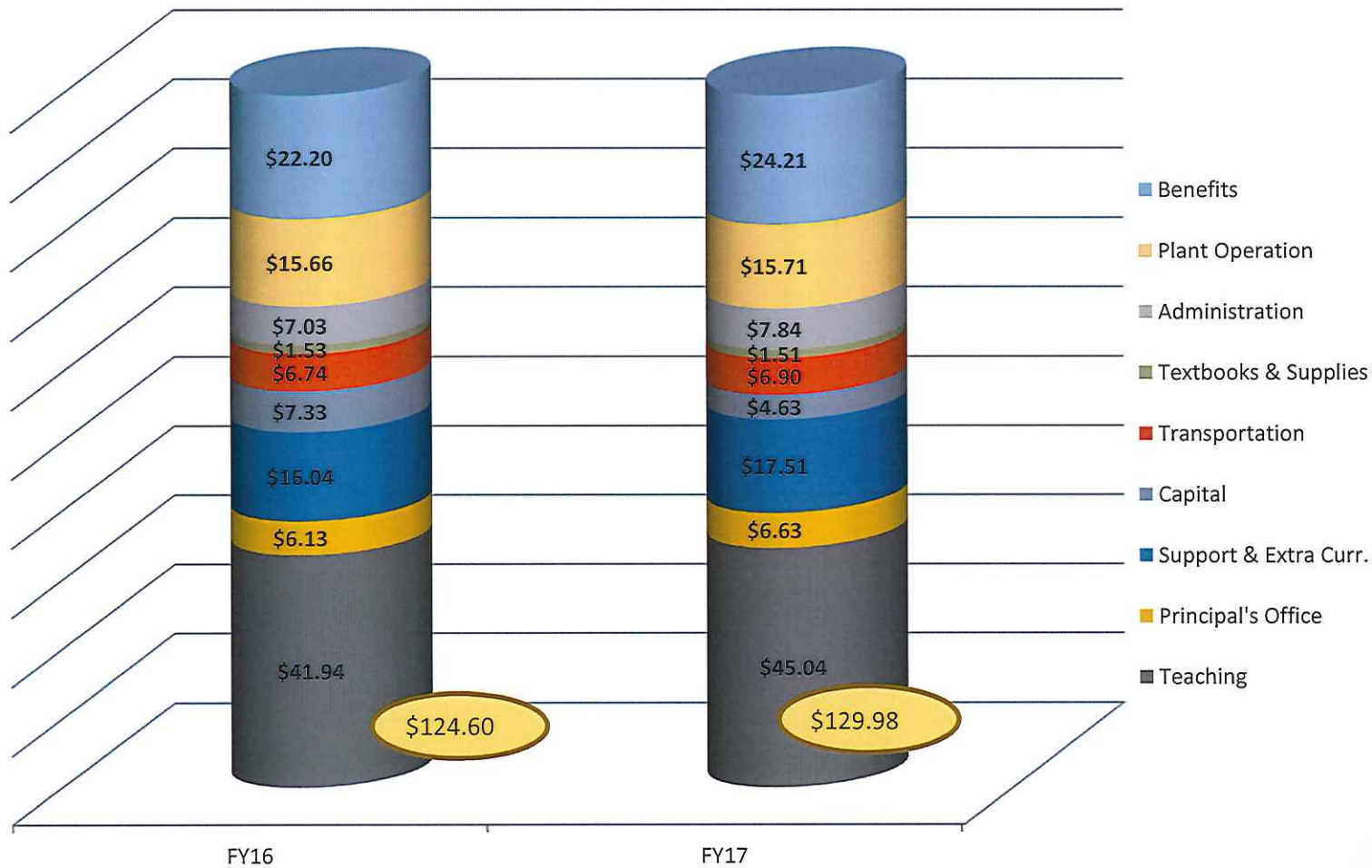
Building Leadership	\$402,052	2.78%
Teacher's Salaries	\$5,009,724	34.65%
Retirement	\$416,008	2.88%
Insurance Benefits	\$1,727,918	11.95%
Library	\$93,602	0.65%
Retiree Benefits	\$549,144	3.80%
Educational Materials	\$167,590	1.16%
Guidance	\$461,755	3.19%
Transportation	\$768,000	5.31%
Support Services	\$1,392,298	9.63%
Administration	\$871,859	6.03%
General Insurance	\$204,828	1.42%
Plant Operations	\$1,542,929	10.67%
District-Wide Supervision	\$336,293	2.33%
Capital Requirements	\$515,000	3.56%



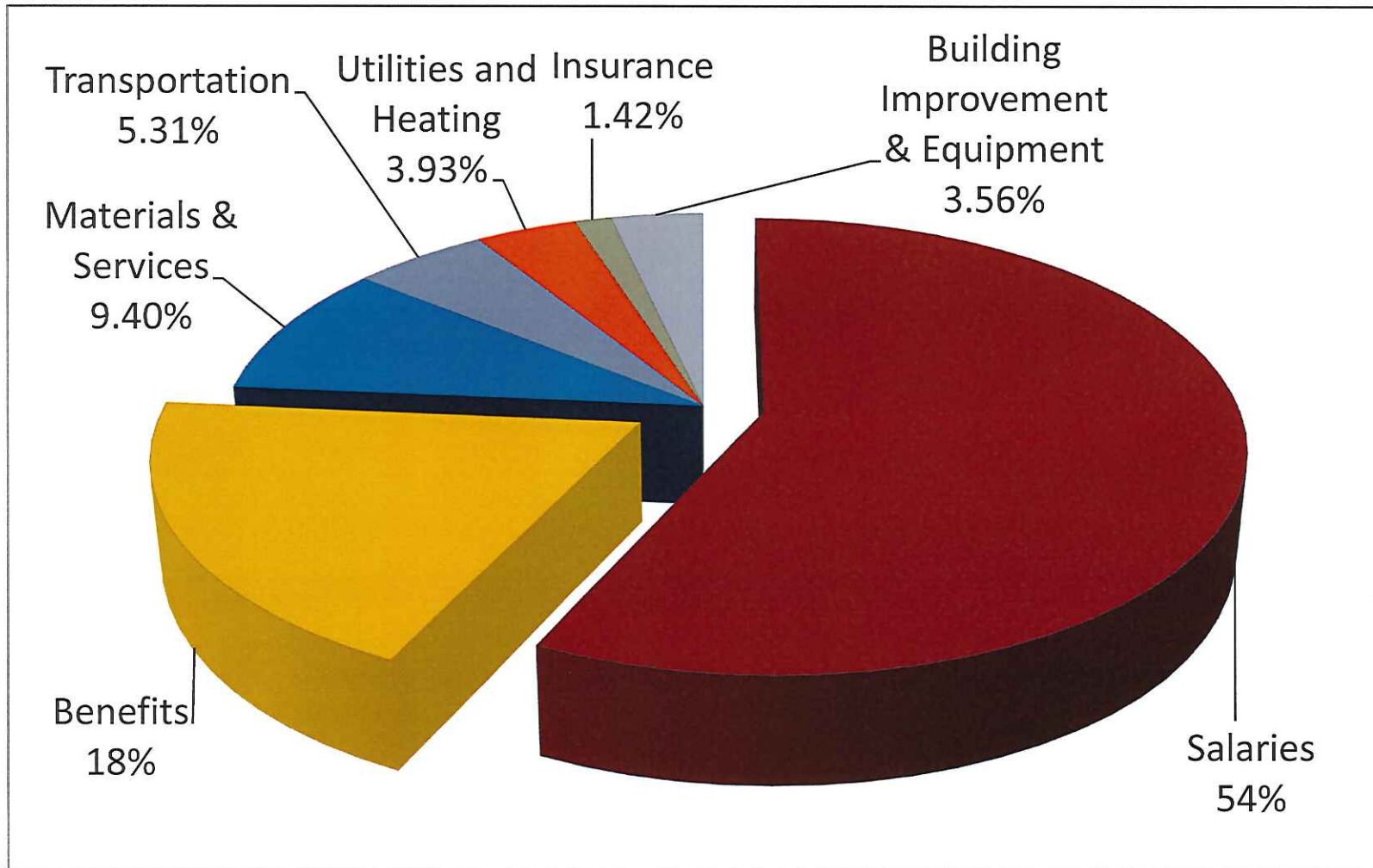
Why a .50% Decrease

Category	FY17	FY16	Change	% Change	FY15	FY14
Salaries	8,244,371	8,015,628	228,743.00	2.85%	7,869,826	7,708,355
Benefits	2,799,120	2,618,712	180,408.00	6.89%	2,569,063	2,396,730
Materials & Services	1,359,181	1,355,131	4,050.00	0.30%	1,425,295	1,409,701
Transportation	768,000	786,000	(18,000.00)	-2.29%	676,000	678,000
Utilities & Heating	568,500	694,500	(126,000.00)	-18.14%	507,000	459,200
Insurance	204,828	207,329	(2,501.00)	-1.21%	231,116	223,919
TOTAL OPERATING	13,944,000	13,278,300	266,700		13,278,300	12,875,905
Capital Budget	515,000	855,000	(340,000.00)	-39.77%	630,000	630,000
Total Operating & Capital	14,459,000	14,532,300	(73,300)	-0.50%	13,908,300	13,505,905

What Does it Cost to Educate a Child Each Day?



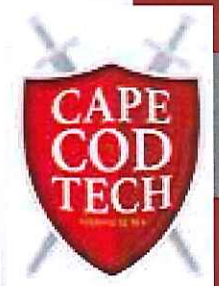
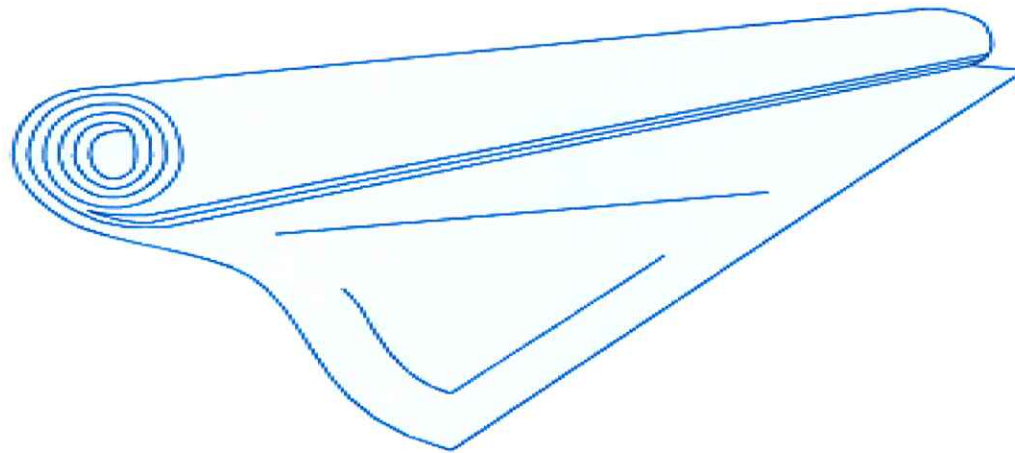
Budget Cost Drivers



Salaries & Benefits account for 72% of the FY17 budget

Capital Stabilization Fund

- Established in FY14
- \$370,000 from the FY16 Budget to be transferred
- Dedicated to funding Feasibility and Schematic Design Phase of the Building Project



Other Post Employment Benefits (OPEB)

In 2015, Cape Cod Tech joined the Plymouth County OPEB Trust, an IRC Section 115 multiple-employer, irrevocable trust program established by Plymouth County and the County Treasurer to assist public entities in Plymouth County and neighboring counties pre-fund retiree healthcare liabilities. This provides the benefit of a lower liability and large investment pool.

Currenty Liability <small>(2014 GASB Audit)</small>	\$5,615,252
Current Balance of OPEB Reserve	\$290,764
Proposed FY17 Funding	\$40,000

Excess & Deficiency

Balance as of FY15

\$593,601*

Maximum Allowable - \$722,950
(5% of FY17 Budget \$14,459,000)

*Estimated E&D (not yet DOR certified)



FY17 Assessments

Towns	FY16	FY17	% FY17	Total Assessments		Change		Per Student	Per Student
	Enrollment	Enrollment	Enrollment	FY17	FY16	\$	%	Cost	Cost
								FY16	FY17
Barnstable	176	170	27.5%	\$3,284,652	\$ 3,192,748	\$ 91,904.00	2.5%	\$ 18,201.84	\$ 19,321.48
Brewster	39	44	7.1%	\$ 834,790	\$ 723,538	\$ 111,252.00	15.0%	\$ 18,613.49	\$ 18,972.50
Chatham	17	11	1.8%	\$ 210,206	\$ 309,122	\$ (98,916.00)	-32.2%	\$ 18,244.88	\$ 19,109.64
Dennis	78	78	12.6%	\$1,474,719	\$ 1,451,797	\$ 22,922.00	1.2%	\$ 18,674.00	\$ 18,906.65
Eastham	11	17	2.8%	\$ 315,567	\$ 216,660	\$ 98,907.00	45.2%	\$ 19,757.55	\$ 18,562.76
Harwich	73	75	12.1%	\$1,437,053	\$ 1,330,607	\$ 106,446.00	7.6%	\$ 18,288.73	\$ 19,160.71
Mashpee	63	59	9.5%	\$1,137,175	\$ 1,166,386	\$ (29,211.00)	-2.8%	\$ 18,575.29	\$ 19,274.15
Orleans	14	12	1.9%	\$ 243,435	\$ 260,663	\$ (17,228.00)	-6.9%	\$ 18,680.00	\$ 20,286.25
Provincetown	4	3	0.5%	\$ 57,489	\$ 75,735	\$ (18,246.00)	-24.3%	\$ 18,995.00	\$ 19,163.00
Truro	2	2	0.3%	\$ 25,115	\$ 36,809	\$ (11,694.00)	-32.0%	\$ 18,465.50	\$ 12,557.50
Wellfleet	8	7	1.1%	\$ 135,249	\$ 147,379	\$ (12,130.00)	-8.5%	\$ 18,483.63	\$ 19,321.29
Yarmouth	163	140	22.7%	\$2,689,062	\$ 2,973,817	\$ (284,755.00)	-9.9%	\$ 18,305.50	\$ 19,207.59
	648	618	100.0%	\$ 11,844,512	\$ 11,885,261	\$ (80,422)			
							-0.67%		

Massachusetts School Building Authority (MSBA) at Cape Cod Tech

- After 4 Statements of Interest (SOI's) to the MSBA, Cape Cod Tech was accepted into the eligibility period in the "CORE" program for a major reconstruction or renovation in January of 2015
- The Cape Cod Regional Technical H.S. has formed a School Building Committee comprised of 21 members representing the interest of our 12 sending towns.
- We reached agreement on a design enrollment of 650 students

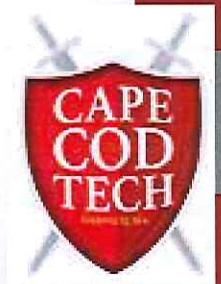


Feasibility Phase & The MSBA

- On September 30, 2015, the Cape Cod Regional Technical High School was invited into the Feasibility and Schematic Design Phase.
- The SBC has chosen and negotiated with an Owners Project Manager, Colliers International.
- We will soon begin to work with the chosen OPM to select a project Designer for the project.

For up-to-date information on the progress of the project, visit

<http://capetech.us/domain/50>



Cape Cod Regional Technical High School

FY17 Budget - Revenue

Revenue	FY13 Actual	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget
Assessments from Member Towns	\$ 10,597,091.00	\$ 10,940,346.00	\$ 11,166,640.00	\$ 11,885,260.00	\$ 11,844,513.00
<i>FY17 Assessment % Increase</i>					-0.34%
State Aid					
¹ Chapter 70 State Aid	\$ 2,047,487.00	\$ 2,000,559.00	\$ 2,070,187.00	\$ 2,063,040.00	\$ 2,096,487.00
² Chapter 71 Transportation Aid	\$ 392,376.00	\$ 324,000.00	\$ 472,606.00	\$ 350,000.00	\$ 370,000.00
Total State Aid	\$ 2,439,863.00	\$ 2,324,559.00	\$ 2,542,793.00	\$ 2,413,040.00	\$ 2,466,487.00
Local Revenue					
Anticipated Tuition					
Post Graduate Tuition	\$ 5,400.00				
Interest Income	\$ 23,403.37	\$ 27,000.00	\$ 20,080.34	\$ 18,000.00	\$ 18,000.00
Facility Rental	\$ 35,591.50	\$ 55,000.00	\$ 35,852.05	\$ 35,000.00	\$ 50,000.00
Transfers from Athletic Revolving	\$ 1,000.00	\$ 1,000.00	\$ 1018.69	\$ 1,000.00	
Excess and Deficiency	\$ 65,000.00	\$ 85,000.00	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00
Mass Medicaid Reimbursement	\$ 11,881.36	\$ 8,000.00	\$ 3640		
Transfers from other funds	\$ -	\$ 65,000.00		\$ 80,000.00	
Unanticipated Revenue	\$ 208.93		\$ 57,141.77		
Total Local Revenue	\$ 142,485.16	\$ 241,000.00	\$ 217,732.85	\$ 234,000.00	\$ 148,000.00
Total Revenue	\$ 13,179,439.16	\$ 13,505,905.00	\$ 13,927,165.85	\$ 14,532,300.00	\$ 14,459,000.00

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for ensuring the integrity and reliability of financial data. This section also outlines the various methods and tools used to collect and store data, highlighting the need for consistency and accuracy throughout the process.

2. The second part of the document focuses on the analysis and interpretation of the collected data. It describes the various statistical techniques and models used to identify trends, patterns, and anomalies in the data. This section also discusses the importance of contextualizing the data and understanding the underlying factors that may influence the results.

3. The third part of the document discusses the application of the findings to various business and financial decisions. It highlights the importance of using data-driven insights to inform strategic planning, risk management, and operational efficiency. This section also outlines the various ways in which data can be used to improve decision-making and drive business growth.

4. The fourth part of the document discusses the challenges and limitations of data analysis. It highlights the importance of addressing issues such as data quality, bias, and privacy concerns. This section also outlines the various ways in which these challenges can be mitigated and the importance of ongoing monitoring and evaluation of the data analysis process.

5. The fifth part of the document discusses the future of data analysis and the role of emerging technologies. It highlights the importance of staying up-to-date on the latest developments in data science and analytics, and the potential for these technologies to revolutionize the way we collect, analyze, and use data. This section also outlines the various ways in which organizations can prepare for the future of data analysis.

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
1	Severance Pay	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00		
2	Longevity	\$ 52,200.00	\$ 51,364.67	\$ 56,275.00	\$ 63,450.00		
3	Retirement Annuity Incentive	\$ 28,500.00	\$ 30,850.00	\$ 29,850.00	\$ 32,050.00		
4	Provision for Contract Negotiations	\$ 8,258.00			\$ 20,000.00		
5	Reserve for Unanticipated Expenses	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00		
6	School Committee Supplies	\$ 3,643.50	\$ 1,308.57	\$ 3,500.00	\$ 3,500.00		
7	Dues & Subscriptions	\$ 12,145.00	\$ 10,666.00	\$ 12,300.00	\$ 11,000.00		
8	Total District Expenses	\$ 139,746.50	\$ 129,189.24	\$ 186,925.00	\$ 225,000.00	20.37%	
9							
10	Superintendent-Director (1)	\$ 149,309.37	\$ 149,294.00	\$ 152,260.00	\$ 156,798.00		
11	Secretary-Supt.-Director (1)	\$ 65,436.65	\$ 62,384.00	\$ 63,282.00	\$ 65,105.00		
12	Advertising	\$ 9,079.56	\$ 9,341.83	\$ 9,000.00	\$ 9,000.00		
13	Supt/Business Office Supplies	\$ 13,200.03	\$ 11,813.88	\$ 13,000.00	\$ 13,000.00		
14	Superintendent Travel	\$ -	\$ 288.18	\$ 250.00	\$ 225.00		
15	Public Relations	\$ 22,503.98	\$ 22,046.73	\$ 18,000.00	\$ 18,000.00		
16	General Expense	\$ 1,644.23	\$ 2,598.07	\$ 1,500.00	\$ 1,500.00		
17	District Dues/Subscriptions	\$ 3,815.00	\$ 5,146.00	\$ 3,800.00	\$ 3,800.00		
18	Postage	\$ 13,721.65	\$ 13,267.90	\$ 14,000.00	\$ 14,000.00		
19	Public Relations Contracted Services	\$ 10,640.00	\$ 20,240.00	\$ 11,000.00	\$ 11,000.00		
20	Total District Administration	\$ 289,350.47	\$ 296,420.59	\$ 286,092.00	\$ 292,428.00	2.21%	
21							
22	Treasurer (1)	\$ 13,375.00	\$ 14,375.00	\$ 14,375.00	\$ 16,375.00		
23	Business Administrator (1)	\$ 105,354.00	\$ 107,662.00	\$ 109,761.00	\$ 112,971.00		
24	Business Office Staff (2)	\$ 105,663.98	\$ 100,116.50	\$ 105,110.00	\$ 108,264.00		
25	Audit	\$ 28,183.00	\$ 27,074.00	\$ 28,500.00	\$ 30,000.00		
26	Bookkeeper (1)	\$ 59,500.85	\$ 60,988.80	\$ 63,112.00	\$ 65,005.00		
27	Negotiations			\$ 7,000.00			
28	Legal Services	\$ 8,094.00	\$ 20,922.50	\$ 15,000.00	\$ 18,000.00		
29	Total Finance and Administrative Services	\$ 320,170.83	\$ 331,138.80	\$ 342,858.00	\$ 350,615.00	2.26%	
30							
31	Director of Special Needs (1)	\$ 103,810.50	\$ 106,145.73	\$ 109,283.00	\$ 112,539.00		
32	Director of Technical Studies (1)	\$ 90,869.00	\$ 102,125.00	\$ 104,167.00	\$ 107,292.00		
33	Director of Curriculum (1)	\$ 105,207.00	\$ 107,558.00	\$ 109,694.00	\$ 112,962.00		
34	Technical Studies Supplies	\$ 3,901.37	\$ 1,632.88	\$ 1,000.00	\$ 1,000.00		
35	Curriculum Supplies & Software	\$ 2,500.00	\$ 316.20	\$ 2,000.00	\$ 2,000.00		
36	Special Needs Director Travel	\$ 612.89	\$ -	\$ 500.00	\$ 500.00		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
37	Technical Studies Director Travel	\$ -	\$ 269.76				
38	Total District-wide Academic/Vocational	\$ 306,900.76	\$ 318,047.57	\$ 324,644.00	\$ 336,293.00	3.59%	
39							
40	Principal(1)	\$ 113,236.00	\$ 115,756.00	\$ 117,796.00	\$ 121,300.00		
41	Assistant Principal (1)	\$ 96,703.46	\$ 102,703.00	\$ 103,977.00	\$ 107,074.00		
42	Secretary to Principal(1)	\$ 56,422.00	\$ 57,783.00	\$ 58,619.00	\$ 60,318.00		
43	Secretary-Co-Ordinators (10mos)	\$ 41,054.16	\$ 39,469.26	\$ 39,863.00	\$ 41,059.00		
44	Assistant Principal Secretary (1)	\$ 51,513.00	\$ 52,801.00	\$ 53,593.00	\$ 55,201.00		
45	Agenda Books	\$ 288.50	\$ 3,663.58	\$ 2,000.00	\$ 2,000.00		
46	Accreditation	\$ -	\$ -	\$ -	\$ -		
47	Principal's Supplies	\$ 5,479.27	\$ 7,842.76	\$ 4,500.00	\$ 6,000.00		
48	MCAS Supplies	\$ 5,010.98	\$ 1,210.30	\$ 2,800.00	\$ 1,500.00		
49	Assistant Principal Supplies	\$ 2,533.57	\$ 1,208.46	\$ 1,000.00	\$ 1,000.00		
50	Resource Supplies & Programs	\$ -	\$ 1,495.70				
51	Graduation Expense	\$ 2,966.38	\$ 1,262.88	\$ 2,500.00	\$ 2,500.00		
52	Prin./AP Dues & Subscriptions	\$ 175.00	\$ 530.00	\$ 500.00	\$ 500.00		
53	Principal/AP Travel	\$ -	\$ 1,005.55	\$ 100.00	\$ 100.00		
54	Recognition Awards	\$ 4,518.05	\$ 3,704.80	\$ 3,500.00	\$ 3,500.00		
55	Total School Building Leadership	\$ 379,900.37	\$ 390,436.29	\$ 390,748.00	\$ 402,052.00	2.89%	
56							
57	Network Engineer (1)	\$ 59,375.99	\$ 69,188.00	\$ 70,399.00	\$ 72,511.00		
58	Technology Systems and Data Assistant (1)	\$ 37,350.73	\$ 32,493.67	\$ 41,718.00	\$ 42,970.00		
59	Technology Contracted Services	\$ 7,562.88	\$ 12,021.44	\$ 3,000.00	\$ 10,000.00		
60	Technology Supplies	\$ 7,818.74	\$ 5,226.13	\$ 8,500.00	\$ 8,500.00		
61	Audio Visual Supplies	\$ 1,752.03	\$ 476.63	\$ 600.00	\$ 600.00		
62	Total Building Technology	\$ 113,860.37	\$ 119,405.87	\$ 123,617.00	\$ 134,581.00	8.87%	
63							
64	Auto Collision Instructors (2)	\$ 114,353.00	\$ 119,653.00	\$ 124,836.00	\$ 131,120.46		
65	Auto Technology Instructors (2)	\$ 146,989.97	\$ 135,433.00	\$ 141,001.00	\$ 150,354.23		
66	Carpentry Staff (2)	\$ 206,091.00	\$ 213,453.00	\$ 138,985.00	\$ 145,633.11		
67	Cosmetology Instructors (2)	\$ 130,618.00	\$ 136,285.00	\$ 138,973.00	\$ 153,347.34		
68	Culinary Arts Staff (2)	\$ 178,285.42	\$ 207,645.00	\$ 246,152.00	\$ 170,355.39		
69	Dental Assist. Instructor (1)	\$ 55,984.00	\$ 58,148.00	\$ 60,541.00	\$ 65,041.00		
70	Early Childhood Instructors (2)	\$ 147,829.00	\$ 153,745.00	\$ 156,754.00	\$ 166,560.50		
71	Electrical Instructors (2)	\$ 143,935.67	\$ 135,884.00	\$ 138,566.00	\$ 147,856.04		
72	Graphic Arts Instructors (2)	\$ 178,599.38	\$ 152,130.00	\$ 153,234.00	\$ 163,258.45		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
73	Health Technology Instructors (3)	\$ 191,381.95	\$ 210,712.00	\$ 220,539.00	\$ 232,361.39		
74	Horticulture Instructors (2.5)	\$ 227,197.00	\$ 235,016.00	\$ 242,485.00	\$ 241,976.65		
75	HVAC Staff (1)	\$ 141,360.00	\$ 131,969.96	\$ 74,577.00	\$ 75,818.20		
76	Information Technology Instructors (2)	\$ 132,497.00	\$ 137,143.87	\$ 142,948.00	\$ 115,812.01		
77	Marine Instructor (2)	\$ 99,499.04	\$ 127,571.61	\$ 133,218.00	\$ 139,737.77		
78	Plumbing Instructor (2)	\$ 132,589.00	\$ 116,480.00	\$ 124,292.00	\$ 139,140.79		
79	Welding Instructor (1)	\$ 71,380.00	\$ 72,950.00	\$ 74,377.00	\$ 75,818.20		
80	Art Teacher (.4)	\$ 26,268.37	\$ 27,471.22	\$ 27,397.00	\$ 22,689.00		
81	21st Century Skills (2)	\$ 146,142.00	\$ 152,136.00	\$ 155,221.00	\$ 133,159.26		
82	English Instructors (6)	\$ 398,031.00	\$ 388,497.76	\$ 399,101.00	\$ 427,975.15		
83	Health Instructor (1)	\$ 77,318.00	\$ 79,543.93	\$ 82,107.00	\$ 84,303.07		
84	Math Instructors (6)	\$ 342,228.93	\$ 377,782.21	\$ 401,587.00	\$ 414,595.95		\$ 22,000.00
85	Phys. Ed. Instructors (2)	\$ 117,336.28	\$ 114,752.67	\$ 120,108.00	\$ 126,316.74		
86	Science Instructor (4)	\$ 223,084.00	\$ 210,754.00	\$ 219,288.00	\$ 256,688.76		\$ 30,000.00
87	Social Studies Instructor (4)	\$ 250,203.90	\$ 267,947.17	\$ 271,974.00	\$ 288,205.85		
88	Spanish Instructor (1)	\$ 75,004.00	\$ 76,675.00	\$ 77,444.00	\$ 79,573.71		
89	Engineering Technology Instructors (2)	\$ 143,201.00	\$ 149,158.00	\$ 153,607.00	\$ 163,552.68		
90	Special Needs Instructor (7)	\$ 475,494.51	\$ 511,606.71	\$ 518,459.00	\$ 542,825.87		
91	Special Needs Inclusion Specialist (1)	\$ 68,040.00	\$ 71,447.00	\$ 76,408.00	\$ 80,322.68		
92	Literacy Coach (1)	\$ 62,824.02	\$ 71,674.95	\$ 78,194.00	\$ 75,323.71		\$ 5,000.00
93	Total Instruction and Teaching Services	\$ 4,703,765.44	\$ 4,843,666.06	\$ 4,892,373.00	\$ 5,009,724.00	2.40%	\$ 57,000.00
94							
95	Special Needs Cont. Service	\$ 199,921.24	\$ 186,364.08	\$ 185,000.00	\$ 195,000.00		
96	Total Medical Therapeutic Services	\$ 199,921.24	\$ 186,364.08	\$ 185,000.00	\$ 195,000.00	5.41%	
97							
98	Vocational Substitutes	\$ 40,615.83	\$ 38,554.58	\$ 47,000.00	\$ 47,000.00		
99	Academic Substitutes	\$ 50,152.07	\$ 56,195.64	\$ 47,000.00	\$ 47,000.00		
100	Total Substitutes	\$ 90,767.90	\$ 94,750.22	\$ 94,000.00	\$ 94,000.00	0.00%	
101							
102	Auto Tech Aide (1)	\$ 17,557.68	\$ 31,330.00	\$ 31,631.00	\$ 32,468.00		
103	Culinary Aide (1)	\$ 28,538.26	\$ -	\$ -	\$ -		
104	Early Childhood Education Aide (1)	\$ 26,794.16	\$ 31,036.84	\$ 30,432.00	\$ 31,268.00		
105	Graphic Arts Aide (1)	\$ 28,251.92	\$ 44,986.97	\$ 45,555.00	\$ 46,629.00		
106	Information Technology Aide (1)	\$ 29,178.00	\$ 29,834.00	\$ 30,836.00	\$ 11,044.00		
107	In-School Suspension Aide	\$ 37,446.00	\$ 38,289.00	\$ -	\$ -		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
108	Marine Services Aide (1)	\$ 29,178.00	\$ 29,834.00	\$ 30,431.00	\$ 31,268.00		
109	Physical Education Aide (1)	\$ 27,511.00	\$ 29,834.00	\$ 30,431.00	\$ 31,268.00		
110	Welding Aide (1)	\$ -	\$ 15,227.20	\$ 30,431.00	\$ 31,268.00		
111	Special Needs Aides (7)	\$ 88,456.93	\$ 95,774.13	\$ 125,939.00	\$ 123,220.00		\$ 105,000.00
112	Total Paraprofessionals Instructional Asst.	\$ 312,911.95	\$ 346,146.14	\$ 355,686.00	\$ 338,433.00	-4.85%	\$ 105,000.00
113							
114	Librarian (1)	\$ 54,300.56	\$ 75,012.60	\$ 82,106.00	\$ 84,302.00		
115	Library Aide	\$ 26,504.22	\$ -	\$ -	\$ -		
116	Total Library	\$ 80,804.78	\$ 75,012.60	\$ 82,106.00	\$ 84,302.00	2.67%	
117							
118	Professional Development	\$ 55,510.92	\$ 58,618.38	\$ 34,000.00	\$ 45,000.00		
119	Course Reimbursement	\$ 15,901.53	\$ 19,032.07	\$ 25,000.00	\$ 25,000.00		
120	Curriculum Development	\$ 3,971.50	\$ 250.48	\$ 3,000.00	\$ 3,000.00		
121	School Council Expenses	\$ 135.00	\$ 53.75				
122	State Mandated Mentoring	\$ 7,297.01	\$ 4,101.09	\$ 6,000.00	\$ 6,000.00		
123	Total Professional Development	\$ 82,815.96	\$ 82,055.77	\$ 68,000.00	\$ 79,000.00	16.18%	
124							
125	Auto Body Texts	\$ -	\$ 1,533.99	\$ 2,000.00	\$ 1,500.00		
126	Auto Technology Texts	\$ 6,035.00	\$ -	\$ 1,100.00	\$ -		
127	Carpentry Texts	\$ -	\$ -	\$ 1,500.00	\$ -		
128	Cosmetology Texts	\$ 629.58	\$ -	\$ 2,000.00	\$ -		
129	Culinary Arts Texts	\$ 907.78	\$ 3,076.36	\$ 275.00	\$ 500.00		
130	Dental Assistant Texts	\$ 560.09	\$ -	\$ 1,100.00	\$ 500.00		
131	Early Childhood Texts	\$ 126.14	\$ 114.28	\$ 750.00	\$ -		
132	Electrical Texts	\$ 2,137.00	\$ 1,910.70	\$ 1,200.00	\$ 1,500.00		
133	Graphic Arts Texts	\$ -	\$ -	\$ 275.00	\$ -		
134	Health Technology Texts	\$ 2,268.53	\$ -	\$ 3,000.00	\$ 2,500.00		
135	Horticulture Texts	\$ 1,969.70	\$ 331.08	\$ 1,700.00	\$ 4,000.00		
136	HVAC Texts	\$ 603.63	\$ -	\$ 850.00	\$ 850.00		
137	Information Technology Texts	\$ -	\$ 1,957.61	\$ 1,400.00	\$ 4,000.00		
138	Marine Mechanics Texts	\$ -	\$ 45.56	\$ 250.00	\$ 250.00		
139	Plumbing Texts	\$ -	\$ 662.95	\$ 1,100.00	\$ 500.00		
140	Welding Texts	\$ 256.67	\$ 1,261.96	\$ 1,000.00	\$ 750.00		
141	Engineering Texts	\$ 39.48	\$ 817.84	\$ 575.00	\$ 500.00		
142	Special Needs Texts	\$ 6,879.57	\$ 225.59	\$ 2,500.00	\$ 2,000.00		
143	21st Century Skills Texts	\$ 85.25	\$ -	\$ 275.00	\$ -		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
144	English Texts	\$ 4,771.78	\$ 1,568.43	\$ 1,700.00	\$ 1,700.00		
145	Math Texts	\$ 817.72	\$ -	\$ 3,400.00	\$ 1,000.00		
146	Science Texts	\$ 6,764.10	\$ 10,485.38	\$ 3,000.00	\$ 1,500.00		
147	Social Studies Texts	\$ 2,383.52	\$ 1,302.98	\$ 850.00	\$ 850.00		
148	Spanish Texts	\$ -	\$ 2,745.74	\$ 250.00	\$ -		
149	Total Textbooks	\$ 37,235.54	\$ 28,040.45	\$ 32,050.00	\$ 24,400.00	-23.87%	
150							
151	Auto Body S/W	\$ -	\$ -	\$ 200.00	\$ -		
152	Auto Tech S/W	\$ 469.00	\$ -	\$ 450.00	\$ 450.00		
153	Carpentry S/W	\$ -	\$ -	\$ 450.00	\$ -		
154	Cosmetology S/W	\$ 28.00	\$ -	\$ 150.00	\$ 100.00		
155	Culinary Arts S/W	\$ 200.00	\$ -	\$ 140.00	\$ 100.00		
156	Dental S/W	\$ -	\$ -	\$ 375.00	\$ 100.00		
157	Early Childhood S/W	\$ 767.71	\$ 245.40	\$ 200.00	\$ 200.00		
158	Electrical S/W	\$ 300.00	\$ 62.99	\$ 200.00	\$ 100.00		
159	Graphic Arts S/W	\$ -	\$ -	\$ -	\$ -		
160	Health Tech S/W	\$ 1,935.72	\$ 1,768.83	\$ 950.00	\$ 1,100.00		
161	Horticulture S/W	\$ 1,367.55	\$ 72.95	\$ 400.00	\$ 400.00		
162	HVAC S/W	\$ 135.00	\$ -	\$ -	\$ -		
163	Information Technology S/W	\$ -	\$ 475.00	\$ 350.00	\$ 2,000.00		
164	Marine S/W	\$ 393.64	\$ 267.00	\$ 175.00	\$ 175.00		
165	Welding S/W	\$ -	\$ -	\$ 800.00	\$ -		
166	Engineering S/W	\$ -	\$ 571.73	\$ 275.00	\$ 275.00		
167	Special Needs S/W	\$ 4,988.20	\$ 3,062.54	\$ 540.00	\$ 2,500.00		
168	English S/W	\$ -	\$ -	\$ 600.00	\$ -		
169	Health S/W	\$ -	\$ 38.45	\$ 70.00	\$ 50.00		
170	Science S/W	\$ -	\$ -	\$ 100.00	\$ -		
171	Social Studies S/W	\$ 386.82	\$ -	\$ 100.00	\$ 100.00		
172	Spanish S/W	\$ -	\$ 3,291.95	\$ -	\$ -		
173	Special Needs Dues	\$ 1,064.00	\$ 3.36	\$ 540.00	\$ 540.00		
174	Library Books	\$ 3,390.30	\$ 4,252.12	\$ 5,200.00	\$ 4,500.00		
175	Library Subscriptions	\$ 4,351.24	\$ 3,960.46	\$ 3,800.00	\$ 3,800.00		
176	Total Subscriptions /Workbooks	\$ 19,777.18	\$ 18,072.78	\$ 16,065.00	\$ 16,490.00	2.65%	
177							
178	School Paper Bid	\$ 6,591.20	\$ -	\$ 7,500.00	\$ 6,500.00		
179	In-School Suspension Supplies	\$ -	\$ 54.57	\$ -	\$ -		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
180	Auto Body Supplies	\$ 910.81	\$ 1,902.59	\$ 2,500.00	\$ 2,000.00		
181	Auto Technology Supplies	\$ 5,571.06	\$ 2,969.39	\$ 5,500.00	\$ 3,500.00		
182	Carpentry Supplies	\$ 2,608.06	\$ 5,475.93	\$ 4,000.00	\$ 4,000.00		
183	Cosmetology Supplies	\$ 1,957.86	\$ 8,678.31	\$ 2,000.00	\$ 4,000.00		
184	Culinary Arts Supplies	\$ 3,341.14	\$ 8,030.84	\$ 2,000.00	\$ 4,000.00		
185	Dental Assistant Supplies	\$ 5,039.79	\$ 3,699.77	\$ 4,800.00	\$ 4,000.00		
186	Early Childhood Supplies	\$ 2,060.54	\$ 1,650.51	\$ 2,000.00	\$ 1,800.00		
187	Electrical Supplies	\$ 6,988.32	\$ 7,607.14	\$ 6,000.00	\$ 6,000.00		
188	Graphic Arts Supplies	\$ 3,597.33	\$ 1,252.95	\$ 2,700.00	\$ 2,000.00		
189	Health Technology Supplies	\$ 7,541.31	\$ 7,628.51	\$ 7,000.00	\$ 7,000.00		
190	Horticulture Supplies	\$ 9,454.60	\$ 10,632.14	\$ 6,000.00	\$ 10,000.00		
191	HVAC Supplies	\$ 8,738.03	\$ 5,951.63	\$ 9,000.00	\$ 6,000.00		
192	Information Technology Supplies	\$ 1,231.70	\$ 5,399.98	\$ 2,000.00	\$ 3,000.00		
193	Marine Mechanics Supplies	\$ 8,320.48	\$ 13,813.65	\$ 7,000.00	\$ 7,000.00		
194	Plumbing Supplies	\$ 10,748.92	\$ 14,787.26	\$ 11,000.00	\$ 11,000.00		
195	Welding Supplies	\$ 12,108.53	\$ 18,279.70	\$ 11,000.00	\$ 12,000.00		
196	Exploratory Supplies	\$ 3,390.34	\$ 3,307.96	\$ 4,000.00	\$ 3,500.00		
197	Engineering Supplies	\$ 6,123.36	\$ 1,254.17	\$ 2,100.00	\$ 1,500.00		
198	Voc. General Supplies	\$ -	\$ -	\$ 300.00	\$ -		
199	Safety Supplies / OSHA Training	\$ 12,316.38	\$ 7,163.89	\$ 8,000.00	\$ 8,000.00		
200	Special Needs Supplies	\$ 3,048.04	\$ 4,149.69	\$ 3,500.00	\$ 3,500.00		
201	21st Century Skills Supplies	\$ 73.79	\$ 827.03	\$ 500.00	\$ 500.00		
202	English Supplies	\$ 5,730.05	\$ 3,629.68	\$ 3,000.00	\$ 3,500.00		
203	Health Education Supplies	\$ 2,398.16	\$ 814.22	\$ 2,000.00	\$ 1,700.00		
204	Math Supplies	\$ 8,639.88	\$ 5,492.81	\$ 6,500.00	\$ 5,500.00		
205	Phys. Ed. Supplies	\$ 1,415.83	\$ 2,821.11	\$ 2,000.00	\$ 2,000.00		
206	Science Supplies	\$ 6,699.93	\$ 4,383.93	\$ 5,500.00	\$ 5,000.00		
207	Social Studies Supplies	\$ 4,945.24	\$ 2,707.47	\$ 2,500.00	\$ 2,500.00		
208	Spanish Supplies	\$ 1,532.57	\$ 669.92	\$ 1,500.00	\$ 1,000.00		
209	Art Supplies	\$ 4,967.36	\$ 3,333.81	\$ 3,000.00	\$ 3,000.00		
210	Library Supplies	\$ 1,712.36	\$ 998.99	\$ 1,500.00	\$ 1,000.00		
211	Total Educational Supplies	\$ 159,802.97	\$ 159,369.55	\$ 140,500.00	\$ 136,000.00	-3.20%	
212							
213	Field Trips-Competitions	\$ 17,896.58	\$ 30,054.60	\$ 25,000.00	\$ 28,000.00		
214	Senior Project	\$ 938.48	\$ 792.48	\$ 800.00	\$ 800.00		
215	Summer School	\$ 13,746.04	\$ -	\$ 6,000.00	\$ 6,000.00		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
216	Tutoring & Credit Recovery	\$ -	\$ -	\$ -	\$ 15,000.00		
217	Total Other Instructional Services	\$ 32,581.10	\$ 30,847.08	\$ 31,800.00	\$ 49,800.00	56.60%	
218							
219	Guidance Counselors (4)	\$ 296,966.24	\$ 297,836.22	\$ 275,126.00	\$ 288,060.00		
220	At Risk Counselor (1)	\$ 54,096.80	\$ 57,455.00	\$ 61,296.00	\$ 65,750.00		
221	Guidance Secretaries (2)	\$ 80,118.82	\$ 84,442.00	\$ 85,286.00	\$ 87,845.00		
222	Guidance Supplies	\$ 13,100.83	\$ 7,959.63	\$ 5,000.00	\$ 5,000.00		
223	Guidance Public Relations	\$ 6,084.80	\$ 6,878.79	\$ 10,000.00	\$ 10,000.00		
224	Volunteer Lunches	\$ 1,142.61	\$ 703.65	\$ 1,000.00	\$ 700.00		
225	Guidance Travel	\$ 232.23	\$ 238.06	\$ 250.00	\$ 200.00		
226	Dues & Subscriptions	\$ -	\$ 180.00	\$ 250.00	\$ 200.00		
227	ELL Testing & Services	\$ 181.58	\$ 1,070.84		\$ 4,000.00		
228	Total Guidance and Counseling Services	\$ 451,923.91	\$ 456,764.19	\$ 438,208.00	\$ 461,755.00	5.37%	
229							
230	Psychological Services	\$ 30,000.00	\$ 42,627.50	\$ 35,000.00	\$ 40,000.00		
231	Total Psychological Services	\$ 30,000.00	\$ 42,627.50	\$ 35,000.00	\$ 40,000.00	14.29%	
232							
233	Nurse (1)	\$ 43,023.00	\$ 46,753.00	\$ 46,753.00	\$ 54,792.00		
234	Assitant to Nurse (.4)	\$ 14,792.82	\$ 15,126.04	\$ 17,876.00	\$ 15,852.00		
235	Medical Services	\$ 422.00	\$ 180.00	\$ 350.00	\$ 350.00		
236	Nurse's Supplies	\$ 1,215.11	\$ 3,266.24	\$ 1,800.00	\$ 3,000.00		
237	Total Health Services	\$ 59,452.93	\$ 65,325.28	\$ 66,779.00	\$ 73,994.00	10.80%	
238							
239	Basic Transportation	\$ 604,767.84	\$ 590,893.15	\$ 700,000.00	\$ 690,000.00		
240	Late Transportation	\$ 56,717.11	\$ 47,958.55	\$ 64,000.00	\$ 56,000.00		
241	Special Needs Transportation	\$ 17,427.64	\$ 29,082.34	\$ 22,000.00	\$ 22,000.00		
242	Homeless Transportation	\$ 29,870.00	\$ -	\$ -	\$ -		
243	Total Student Transportation	\$ 708,782.59	\$ 667,934.04	\$ 786,000.00	\$ 768,000.00	-2.29%	
244							
245	School Lunch	\$ 50,000.00	\$ 55,900.00	\$ 53,000.00	\$ 50,000.00		
246	Total Food Services	\$ 50,000.00	\$ 55,900.00	\$ 53,000.00	\$ 50,000.00	-5.66%	
247							
248							

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
249	Coaches	\$ 89,645.70	\$ 103,450.00	\$ 97,783.00	\$115,726.00		
250	Sports Clinics/Trainer	\$ 4,565.24	\$ 5,005.31	\$ 12,000.00	\$ 12,000.00		
251	Officials	\$ 20,016.50	\$ 19,504.50	\$ 20,000.00	\$ 20,000.00		
252	Activity Staff	\$ 9,927.00	\$ 11,877.61	\$ 8,000.00	\$ 8,000.00		
253	Ice Time	\$ 18,878.73	\$ 21,532.00	\$ 21,000.00	\$ 21,000.00		
254	Game Transportation	\$ 33,119.76	\$ 32,428.87	\$ 33,000.00	\$ 33,000.00		
255	Athletic Supplies	\$ 37,411.52	\$ 40,814.21	\$ 30,000.00	\$ 30,000.00		
256	Equipment Reconditioning	\$ 2,469.00	\$ 3,195.00	\$ 3,000.00	\$ 3,000.00		
257	Athletic Dues & Subscriptions	\$ 4,380.00	\$ 5,269.00	\$ 4,000.00	\$ 4,000.00		
258	Athletic Travel	\$ 596.23	\$ 193.50	\$ 500.00	\$ 500.00		
259	Total Athletic Services	\$ 221,009.68	\$ 243,270.00	\$ 229,283.00	\$247,226.00	7.83%	
260							
261	Advisors	\$ 36,882.40	\$ 42,873.37	\$ 46,069.00	\$ 43,764.00		
262	Student Activities	\$ 24,349.74	\$ 20,461.12	\$ 15,000.00	\$ 15,000.00		
263	Total Other Student Activities	\$ 61,232.14	\$ 63,334.49	\$ 61,069.00	\$ 58,764.00	-3.77%	
264	Police Liason Officer	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		
265	After School Supervision	\$ 6,028.81	\$ 6,731.59	\$ 15,000.00	\$ 10,000.00		
266	Security	\$ 2,038.35	\$ 1,356.15	\$ 1,500.00	\$ 1,500.00		
267	Total School Security	\$ 28,067.16	\$ 28,087.74	\$ 36,500.00	\$ 31,500.00	-13.70%	
268							
269	Custodians (5)	\$ 209,031.04	\$ 237,398.75	\$ 222,911.00	\$ 231,422.00		
270	Custodial/Matron (.8)	\$ 33,970.91	\$ 37,939.84	\$ 38,434.00	\$ 38,042.00		
271	Contracted Services	\$ 241.48	\$ 1,918.49	\$ 500.00	\$ 500.00		
272	Custodial Supplies	\$ 37,203.72	\$ 32,931.19	\$ 33,000.00	\$ 33,000.00		
273	Custodial Clothing Allowance	\$ 5,821.69	\$ 6,091.21	\$ 4,000.00	\$ 4,000.00		
274	Total Custodial Services	\$ 286,268.84	\$ 316,279.48	\$ 298,845.00	\$ 306,964.00	2.72%	
275							
276	Heat for Building - Gas	\$ 275,504.03	\$ 271,811.28	\$ 343,000.00	\$ 275,000.00		
277	Heat for Building - Oil	\$ 2,837.10	\$ 3,703.74	\$ 1,500.00	\$ 1,500.00		
278	Total Heat of Building	\$ 278,341.13	\$ 275,515.02	\$ 344,500.00	\$ 276,500.00	-19.74%	
279							
280	Telephone	\$ 20,957.91	\$ 19,454.22	\$ 17,000.00	\$ 19,000.00		
281	Water	\$ 7,671.00	\$ 8,494.60	\$ 7,000.00	\$ 8,500.00		
282	Electricity	\$ 230,807.53	\$ 206,607.02	\$ 275,000.00	\$ 215,000.00		
283	Gasoline	\$ 29,407.78	\$ 21,556.53	\$ 27,000.00	\$ 25,000.00		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
284	Refuse Removal	\$ 23,191.42	\$ 24,383.13	\$ 24,000.00	\$ 24,500.00		
285	Total Utility Services	\$ 312,035.64	\$ 280,495.50	\$ 350,000.00	\$ 292,000.00	-16.57%	
286							
287	Student Wages	\$ 26,311.24	\$ 34,041.59	\$ 15,000.00	\$ 15,000.00		
288	Groundskeeper (1)	\$ 43,633.73	\$ 47,982.31	\$ 49,608.00	\$ 51,096.00		
289	Snow Removal	\$ 37,302.50	\$ 48,572.88	\$ 23,000.00	\$ 25,000.00		
290	Grounds Contracted Services	\$ 3,409.00	\$ 4,609.38	\$ 6,000.00	\$ 6,000.00		
291	Grounds Supplies	\$ 29,713.42	\$ 33,645.96	\$ 31,000.00	\$ 31,000.00		
292	Total Maintenance of Grounds	\$ 140,369.89	\$ 168,852.12	\$ 124,608.00	\$ 128,096.00	2.80%	
293							
294	Building & Grounds Supervisor (1)	\$ 68,475.00	\$ 70,187.00	\$ 71,240.00	\$ 81,617.00		
295	Maintenance Employees (2)	\$ 50,237.28	\$ 53,390.16	\$ 100,797.00	\$ 100,752.00		
296	Maintenance Employees - Summer Work	\$ 32,969.36	\$ 20,845.50	\$ 20,000.00	\$ 20,000.00		
297	Maint. of Building Supplies	\$ 72,396.28	\$ 72,641.61	\$ 67,000.00	\$ 67,000.00		
298	Electrical Contracted Service	\$ 17,288.62	\$ 7,974.50	\$ 18,000.00	\$ 15,000.00		
299	Emergency Services	\$ 23,657.64	\$ 28,704.03	\$ 21,000.00	\$ 25,000.00		
300	Mechanical Contracted Services	\$ 15,107.25	\$ 18,450.53	\$ 14,000.00	\$ 19,000.00		
301	Air Conditioning Cont. Serv.	\$ 15,992.00	\$ 19,414.46	\$ 16,000.00	\$ 20,000.00		
302	Building Contracted Services	\$ 74,409.71	\$ 90,392.40	\$ 55,000.00	\$ 75,000.00		
303	Total Maintenance of Building	\$ 370,533.14	\$ 382,000.19	\$ 383,037.00	\$ 423,369.00	10.53%	
304							
305	Maint. Equipment - Tri Generation	\$ 36,389.77	\$ 64,762.19	\$ 36,000.00	\$ 39,000.00		
306	Maint. Equipment - Administration	\$ 78,073.74	\$ 119,378.61	\$ 30,000.00	\$ 30,000.00		
307	Maint. Equipment - Vocational	\$ 16,006.13	\$ 10,316.92	\$ 20,000.00	\$ 15,000.00		
308	Maint. Equipment - Academic	\$ 1,570.90	\$ 1,534.00	\$ 2,000.00	\$ 2,000.00		
309	Maint. Equipment - Maintenance	\$ 3,941.50	\$ 2,968.92	\$ 10,000.00	\$ 10,000.00		
310	Maintenance of Vehicles	\$ 20,524.32	\$ 20,112.31	\$ 20,000.00	\$ 20,000.00		
311	Total Maintenance of Equipment	\$ 156,506.36	\$ 219,072.95	\$ 118,000.00	\$ 116,000.00	-1.69%	
312							
313	Barnstable County Retirement Assessment	\$ 308,536.00	\$ 396,910.00	\$ 426,846.00	\$ 416,008.00		
314	Total Employee Retirement	\$ 308,536.00	\$ 396,910.00	\$ 426,846.00	\$ 416,008.00	-2.54%	
315							
316	Employee Health Insurance	\$ 1,035,020.42	\$ 1,067,130.60	\$ 1,208,284.00	\$ 1,273,677.00		\$ 30,000.00
317	Health Reform Mitigation Cost	\$ 11,000.00	\$ -	\$ -	\$ -		
318	Employee Dental Insurance	\$ 121,226.64	\$ 112,995.40	\$ 115,835.00	\$ 114,427.00		

Cape Cod Regional Technical High School

FY17 Budget - Proposed

	Description	FY14 Actual	FY15 Actual	FY16 Budget	FY17 Budget Proposed	%	Expected Grant Funds
319	Employee Long Term Disability Ins.	\$ 14,765.41	\$ 22,068.82	\$ 16,000.00	\$ 18,126.00		
320	Employee Life Insurance	\$ 9,852.88	\$ 11,658.44	\$ 10,500.00	\$ 11,600.00		
321	Medicare Tax	\$ 119,454.81	\$ 115,178.38	\$ 125,000.00	\$ 130,000.00		
322	Unemployment Insurance	\$ 51,881.64	\$ 52,188.92	\$ 60,000.00	\$ 60,000.00		
323	Workers' Comp. Insurance	\$ 57,143.40	\$ 123,244.00	\$ 118,960.00	\$ 120,088.00		
324	Retirees Health Insurance	\$ 482,361.45	\$ 448,609.06	\$ 481,437.00	\$ 504,989.00		
325	Retiree Section 18 Penalty	\$ 6,022.50	\$ 6,295.20	\$ 6,000.00	\$ 4,155.00		
326	OPEB Obligation	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 40,000.00		
327	Property & Liability Ins.	\$ 194,295.00	\$ 170,912.00	\$ 181,431.00	\$ 178,930.00		
328	Excess Liability Insurance	\$ 10,536.00	\$ 10,548.00	\$ 10,548.00	\$ 10,548.00		
329	Student Insurance	\$ 14,806.50	\$ 14,871.00	\$ 15,000.00	\$ 15,000.00		
330	Treasurer's Bond	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00		
331	Total Insurances	\$ 2,138,716.65	\$ 2,166,049.82	\$ 2,369,345.00	\$ 2,481,890.00	4.75%	\$ 30,000.00
332							
333	Postage Meter	\$ 2,931.36	\$ 2,931.36	\$ 3,816.00	\$ 3,816.00		
334	Total Fixed Lease Charges	\$ 2,931.36	\$ 2,931.36	\$ 3,816.00	\$ 3,816.00	0.00%	
335							
336	Building Improvement	\$ 363,600.10	\$ 349,693.61	\$ 350,000.00	\$ 250,000.00		
337	New Equipment	\$ 55,979.80	\$ 108,240.49	\$ 80,000.00	\$ 80,000.00		
338	Technology Equip/Software	\$ 84,708.41	\$ 108,148.07	\$ 85,000.00	\$ 95,000.00		
339	Replacement Equipment	\$ 122,636.95	\$ 59,314.46	\$ 90,000.00	\$ 90,000.00		
340	Total Fixed Assets	\$ 626,925.26	\$ 625,396.63	\$ 605,000.00	\$ 515,000.00	-14.88%	
341	Capital Improvement Stabilization Fund			\$ 250,000.00			
342	Total Operating and Capital Budget	\$ 13,501,946.04	\$ 13,905,709.40	\$ 14,532,300.00	\$ 14,459,000.00	-0.50%	\$ 192,000.00

Christopher Clark

From: Carole Ridley <cr@ridleyandassociates.com>
Sent: Monday, January 25, 2016 9:55 AM
To: Christopher Clark
Cc: Sue Leven; Chris Miller; Chuck Bartlett; Fran McCledden; Jane Harris; Dorothy Howell; Judith Bruce; Allin Thompson; Bob Duncanson; George Meservey; Heinz Proft
Subject: SNEP for Coastal Watershed Restoration
Attachments: 2016 SNEP RFIP Narrative.pdf; ATT00001.htm

Chris -

On Friday, on behalf of the Pleasant Bay Alliance I submitted an initial proposal to the US EPA for the Southern New England Program for Coastal Watershed Restoration. The initial proposal was submitted through grants.gov using the Town of Harwich DUNS number, as a member town.

The proposal seeks funds to build organizational and technical capacity in the Pleasant Bay watershed for implementing nutrient management projects. This effort is consistent with the watershed focus of the Section 208 Plan Update, and the history of inter-municipal cooperation in the Pleasant Bay Watershed. This is envisioned as a collaborative process involving the towns, the Alliance, and other local, regional and state partners. The four page narrative of this initial proposal is attached. This is a request for a four year grant totaling \$793,758 from the US EPA.

The next step is selection for a full proposal. I will keep you apprised as I learn more about the status of the initial proposal. Thank you for assistance in helping the Alliance submit this grant.

-Carole

Ridley & Associates, Inc.

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Harwich, MA 02645
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**2016 SNEP for Coastal Watershed Restoration
Request for Initial Proposals
Funding Opportunity Number EPA-R1-SNEP-2016
CDFA 66.129**

Date:

January 22, 2016

Project:

Pleasant Bay Watershed Nutrient Management and Restoration Program

The purpose of this project is to develop next-generation watershed-based organizational and technical capacity to stimulate and support local action and provide leadership and technical, management and communications support for timely and cost effective watershed resource management plans encompassing traditional and non-traditional technologies. The project will accomplish this through (1) coordinated watershed nutrient planning and adaptive management of traditional and innovative/non-traditional technologies, including comprehensive modeling and monitoring programs; (2) design, implementation and evaluation of selected innovative technologies; (3) development of a framework for Watershed-based permitting; and (4) information and technology transfers to comparable watersheds.

Applicant:

**Town of Harwich on behalf of
Pleasant Bay Alliance**

A municipal alliance of the Towns of Orleans, Chatham, Harwich and Brewster, Massachusetts

Mailing Address:

**Town of Harwich
732 Main Street
Harwich, MA 02645
DUNs# 079518239
EIN 046-001-175**

Applicant Contact:

**Carole Ridley
Coordinator, Pleasant Bay Alliance
Email info@pleasantbay.org
Tel. 508-430-2563
Mobile 508-221-8941
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www.pleasantbay.org**

Pleasant Bay Watershed Nutrient Management and Restoration Program

2016 SNEP RFIP Applicant: Pleasant Bay Alliance

I. Background and Project Need

Several long-emerging factors in water resource protection and restoration have changed the management, regulatory, financing and administrative frameworks needed to fully attain requirements of the Clean Water Act. The point-source, traditional infrastructure-oriented NPDES program of the Clean Water Act has accomplished many of its critical goals. The challenges that remain are mainly related to ubiquitous non-point source land-, groundwater- and stormwater-based nutrient pollution. In coastal estuaries, dealing with nutrient enrichment from diffuse sources will likely require a combination of traditional and non-traditional solutions tailored to each watershed's ecological characteristics. This is particularly the case on Cape Cod, where costly, traditional infrastructure may not be appropriate in all areas due to many factors.

The challenge of finding innovative alternative solutions to augment traditional infrastructure is compounded by the fact that many estuarine watersheds cross town boundaries. In multi-town watersheds, effective action requires cooperation among multiple municipalities, regional entities and other community interests in the planning, design, implementation and monitoring/adaptive management stages.

These issues are at play in the 21,000-acre watershed of Pleasant Bay on Cape Cod, one of the largest and most complex estuaries in the Northeast. The Pleasant Bay estuary has nineteen separate TMDLs for total nitrogen. Two or more towns share nine of the nineteen watersheds to subembayments with TMDLs. Each of the four Alliance towns has developed an approach to achieving nitrogen reduction targets for their respective portion of the watershed. While town plans incorporate some shared information and analysis, and consider joint action with other towns, the plans have largely been shaped by municipal needs and priorities.

These dual challenges raises important questions: 1) is a next-generation watershed-nutrient management association (WMA) or district appropriate to stimulate and support local action and provide leadership and technical, management and communications support for timely and cost effective watershed resource management plans encompassing traditional and non-traditional technologies? If yes, 2) what functions could/should a WMA or district provide to its member towns and which should the towns retain? And 3) what organizational structure and authority should such an entity have to provide these services?

For close to two decades, the Pleasant Bay Alliance, through a Memorandum of Agreement (MoA), has coordinated action among four towns sharing the nutrient impaired watershed of Pleasant Bay. The Alliance's contributions to understanding and managing nutrient loading include establishing and sustaining a water quality monitoring program, promoting the bay-wide approach of the Massachusetts Estuaries Project Technical Analysis, and convening monthly Work Group meetings that bring together town, state and county personnel involved in nutrient management. In addition, the Alliance monitors tide levels and conducts research on the geomorphology of the barrier beach and inlet system, which influence system-wide hydrodynamics and ecological conditions. The Alliance could provide a framework to build on for continued coordinated action among Pleasant Bay communities.

II. Project Pleasant Bay Proposal:

The health of Pleasant Bay is critical to the ecology, economy and quality of life on Cape Cod and, as a state-designated Area of Critical Environmental Concern (ACEC), in the Commonwealth of Massachusetts. Attaining water quality goals necessary to safeguard the health of Pleasant Bay will require coordinated regional action to implement an array of traditional and non-traditional infrastructure cost effectively.

Pleasant Bay Watershed Nutrient Management and Restoration Program

Accordingly, this project seeks to build, over time, an organizational framework and capacity within the Pleasant Bay watershed to accomplish the following:

- a) Evaluate and define an organizational framework(s) for coordinated regional action for design, modeling, monitoring, and adaptive management of proposed traditional and non-traditional solutions to nutrient enrichment in Pleasant Bay and its watershed.
- b) Evaluate the nutrient management functions needed in the watershed, including planning, land acquisition, permitting, design, construction, operation, monitoring, enforcement, and funding. Identify whether and by whom these functions are now being performed, and whether any of these functions could best be performed by a regional nutrient management district or WMA, or should remain with the towns.
- c) Develop the capability within the watershed to lead the planning, design and evaluation of non-traditional nutrient management projects and programs that may be undertaken regionally or by members towns, such as aquaculture, coastal habitat restoration, wetland treatment systems, permeable reactive barriers, in-water-body treatment systems, eco-toilets, sediment remediation, fertilizer management and other technologies, possibly including in the future, on-site wastewater treatment system management.
- d) Develop recommended watershed management policies and regulations to be implemented by member towns or, if warranted, a WMA or district, implement public education and training programs and initiate other functions required for effective watershed management, in full cooperation with local officials, Cape Cod Commission, MassDEP and other partners.
- e) Plan, design and implement monitoring, modeling and other analytical programs to support the attainment of the above goals at the watershed, sub-watershed and project level.
- f) Help shape and participate in watershed-based state or federal permits under the Clean Water Act, in partnership with member municipalities and other entities, as appropriate.
- g) Receive state and federal grants, loans or other funding and as necessary to implement initiatives.
- h) Maintain and build constituent support, non-municipal funding and volunteer engagement, including a variety of volunteer programs.

This project promotes EPA's strategic goals to improve and restore impaired water quality on a watershed basis and facilitate ecosystem-scale protection and restoration, and also responds to SNEP priorities by:

- Promoting strategic collaboration among local, regional and state partners for the management of nutrient reduction necessary to achieve TMDLs for total nitrogen and restore eco-system health in Pleasant Bay.
- Piloting innovative nutrient reduction technologies such as floating constructed wetlands that heretofore have not been implemented in Pleasant Bay or other marine system on Cape Cod.
- Integrating habitat enhancement and restoration with water quality improvement through shellfish aquaculture and floating wetlands projects undertaken for nutrient removal.

Pleasant Bay Watershed Nutrient Management and Restoration Program

- Demonstrating the ecological, social and economic benefits of improved water quality and habitat restoration and building community support and stewardship necessary for funding and implementation.

III. Environmental Results and Progress:

The project is proposed as a four-year effort to build watershed-based organizational and technical capacity. The following first-year tasks provide measureable outcomes toward project objectives, and provide a foundation for further activities, results and outcomes in years three through four:

1. **Watershed-based Permit:** Work with local, state and regional partners to develop the framework for a watershed based permit for Pleasant Bay, including the designation of appropriate permittees, establishment of the legal framework, definition of "project" requirements and schedules, enforcement agreements, monitoring requirements and other terms and conditions.
2. **Non-Traditional Project Implementation:** Implement demonstration and subsequent full-scale innovative nutrient reduction projects: an aquaculture project and a floating wetland project. This would include building the organizational capability to manage the technical, financial, engineering and operational requirements of the projects, either through in-house staff or through external agreements. These projects may be undertaken by individual towns or groups of towns with regional oversight provided by the Alliance.
3. **Institutional Capacity Building:** Conduct analyses of other successful, comparable watershed associations nation-wide, identifying the legal, organizational, financial and operational structures of appropriate entities. Document findings and develop recommendations, in consultation with DEP, EPA, member towns and Cape Cod Commission, of feasible and effective structures for the Pleasant Bay watershed.
4. **Monitoring and Analytical Capacity and Implementation Plan:** Prepare an integrated plan for comprehensive monitoring, field studies, analyses (e.g. modeling) and information management necessary for support of the planning, design and compliance/performance necessary to achieve the above goals in an Adaptive Management Framework. The plan would include identification of critical in-house management and technical staff resources, external support requirements (e.g. laboratory capacity, QA/QC, technical analytical support), partner agencies, operating budgets, funding sources and logistical and equipment requirements. A phased schedule for capacity building would be developed in consultation with appropriate agencies. This task would also include initial analytical and modeling work. The monitoring and modeling framework would include the incorporation of information and analytical needs to integrate climate change and coastal processes into the management planning process.
5. **Management and Technology Transfer:** Work with other associations in watersheds neighboring Pleasant Bay (e.g. Nauset Estuary, Rock Harbor Creek, Stage Harbor, Herring River) to determine which management and technical responsibilities would be appropriate to develop for those resources. Provide guidance, training, staff and technical support and other assistance to other watershed and "Friends" associations, as appropriate, to build similar capability cost-effectively. Work with MassDEP, Cape Cod Commission and others to build a watershed management association network for information sharing and program development.

IV. Current Charter, Structure, Organization and Capabilities of the Alliance:

The Pleasant Bay Alliance is an organization of the Towns of Chatham, Orleans, Harwich, and Brewster charged with implementing the Resource Management Plan for the Pleasant Bay ACEC and the 21,600-acre

Pleasant Bay Watershed Nutrient Management and Restoration Program

Pleasant Bay watershed. The Alliance develops public policy recommendations, technical studies and public education tools to protect the Bay's natural resources and the public's safe enjoyment of the Bay.

The Alliance was formed in 1998, when member Town Meetings authorized their respective Boards of Selectmen to enter into a Memorandum of Agreement (MoA) setting forth the Alliance's purposes, structure and responsibilities. The MoA is renewed every five years and will be up for renewal in December 2018.

The organizational structure of the Alliance incorporates a high degree of public involvement and intergovernmental cooperation. A Steering Committee, comprised of two members appointed by their respective Board of Selectmen, is the policy setting body for the Alliance and has overall accountability and responsibility for coordinating implementation activities and contracting services. The Steering Committee meets monthly and as a municipally sponsored committee is subject to Massachusetts open meeting laws.

A Technical Resource Committee (TRC) consisting of resource management professionals, appointed by their respective Board of Selectmen, provides technical assistance to the Steering Committee. To facilitate intergovernmental cooperation, the TRC invites representatives from the Cape Cod Commission, Massachusetts Department of Environmental Protection, and other regional, state and federal entities.

Work Groups have been formed in specific subject areas as a way to increase technical expertise and provide a forum for substantive community involvement. The Watershed Work Group has been meeting monthly for more than a dozen years. Members include managers of town-based nutrient management plans and projects, technical consultants to towns, staff from the Cape Cod Commission and Massachusetts Department of Environmental Protection, and representatives of "Friends" groups and other interested citizens.

The Alliance has a professional coordinator responsible for developing and managing implementation projects, and coordinating activities with local, regional and state officials. The Town of Chatham is designated in the MoA as fiscal agent for the Alliance, and manages Alliance accounts for the receipt and disbursement of funds associated with implementation activities.

V. Team Partners

In addition to the four towns (Orleans, Chatham, Brewster, Harwich) that comprise the Alliance and are linked under an MoA, the following partners would be encouraged to support this initiative. These partners already collaborate with the Alliance on nutrient management and related issues:

Policy development will be guided by involvement by the following partners: Boards of Selectmen of the Towns of Orleans, Chatham, Harwich and Brewster; Cape Cod Commission; Massachusetts DEP, and EPA.

Technical support and services will be provided by the following partners: School for Marine Science and Technology (SMAST) at UMASS-Dartmouth, Cape Cod Water Protection Collaborative, Center for Coastal Studies.

Volunteer support and stewardship will be provided by the following partners: Friends of Pleasant Bay, Orleans Pond Coalition, Orleans Can, Orleans Water Alliance, Friends of Chatham Waterways, and Municipal Water Quality Committees of the member towns.