

REVISED

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 6:00 P.M.

Regular Meeting 6:30 P.M.

Monday, December 21, 2020

REMOTE PARTICIPATION ONLY

OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

1. First, send an email [to comment@town.harwich.ma.us](mailto:to.comment@town.harwich.ma.us) (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter “request to speak, your name”
 - b. In the body of the email please indicate which specific agenda item you wish to speak on.
No further detail is necessary.
2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.

Use *6 to mute and unmute your phone

When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

Board of Selectmen's Meeting

Mon, Dec 21, 2020 6:30 PM

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/138919101>

You can also dial in using your phone.

United States: +1 (786) 535-3211

Access Code: 138-919-101

I. **CALL TO ORDER**

II. **EXECUTIVE SESSION**

- A. Pursuant to M.G.L. c. 30A section 21 (a) paragraph 3 to discuss with respect to collective bargaining for Harwich Employees Association (HEA) and the Highways and Maintenance Employees Association. (HMEA) if an open session would have a detrimental effect on the town's bargaining position and the Chair so declares

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

- A. COVID-19 Updates
- B. Update on ongoing efforts by the Town in support of the business community

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

VI. **ANNUAL COMMITTEE PRESENTATIONS**

- A. Brooks Academy Museum Commission
- B. Brooks Free Library Board of Trustees
- C. Board of Water/Wastewater Commissioners

VII. **PUBLIC HEARING/PRESENTATIONS**

- A. Presentation, discussion and possible vote on the Fiscal Year 2022 Capital Outlay Plan in Joint Meeting with the Capital Outlay Committee and Finance Committee

VIII. **CONSENT AGENDA**

- A. Vote to approve the Caleb Chase request in the amount of \$1,000
- B. Vote to approve the appointment of Elizabeth Harder to the Community Preservation Committee

IX. **NEW BUSINESS**

- A. Discussion and possible vote to support pending MA legislature bills to name the Rt.137 bridge "The Hidden Wounds Memorial Bridge." - Revised 12/18/2020 11:30AM
- B. Discussion and possible vote to authorize the Chair to sign the Queen Anne Road, Harwich, MA Speed Regulations Letter to Massachusetts Department of Transportation
- C. Discussion and possible vote approving Section 1.07 of the Harwich Board of Selectmen Liquor License Regulations requests for closure by licensed establishments:
 1. Villa Roma – 278 Route 28
- D. Discussion and possible vote to approve – Annual Innholders Licenses
 1. Sands Hospitality, Inc. DBA The Platinum Pebble Boutique Inn – 186 Belmont Road
 2. Braddock, Inc. DBA Winstead Inn and Beach Resort – 114-118 Parallel Street
 3. Braddock, Inc. DBA Winstead Inn and Beach Resort – 4 Braddock Street
- E. Discussion and possible vote – Annual Common Victualler Licenses
 1. Alexander the Great DBA Alecsie's House of Pizza – 181 Route 137
 2. BLM Restaurant Group DBA Lanyard Bar and Grill – 429 Route 28
 3. Brax Landing Restaurant Management DBA Brax Landing – 705 Route 28
 4. Ember Pizza Inc. DBA Ember – 600 Route 28
 5. Epiros Holdings, LLC. DBA George's Pizza House – 564 Main Street
 6. 400 East Inc. DBA 400 East – 1421 Orleans Road
 7. Shooting Star Realty, LLC DBA Buca's Tuscan Roadhouse – 4 Depot Road
 8. Zack, Inc. DBA Castaways – 986 Route 28
- F. Discussion and possible vote to approve – M.G.L. Chapter 138, Section 12 Annual on premise Liquor License Renewals
 1. Jake Rooney's – 119 Brooks Road – Annual All Alcohol – *Pending proof of Insurance*

X. **CONTRACTS**

- A. Discussion and possible vote to allow the Interim Town Administrator to execute the ITT72 Statewide Contract Authorized User Agreement with Verizon Wireless
- B. Discussion and possible vote for the Board of Selectmen to execute contract (VEH 98 Statewide Contract) with Ballard Mack Sales & Service, Inc. for the purchase of a DPW Catch Basin Cleaner for \$214,000.00

XI. **TOWN ADMINISTRATOR'S REPORT**

XII. **SELECTMEN'S REPORT**

XIII. **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:

Danielle Delaney

Posted by: _____
Town Clerk

Date: _____
December 17, 2020

WEEKLY BRIEFING



Town of Harwich Board of Health

732 Main Street Harwich, MA 02645
508-430-7509 – Fax 508-430-7531
E-mail: health@town.harwich.ma.us

December 18, 2020

Weekly COVID-19 Case Update

To date there have been a total of 265 cases of COVID-19 in the Town of Harwich. Over the last two weeks there have been 1128 tests administered to Harwich residents, 55 of which have been positive. This brings our positivity rate to 4.88%, below the 5% threshold required to be labeled as a High Risk Community. We have been downgraded to “yellow”, however our incidence of positive cases is higher than last week, showing 47 new cases in a two week period.



Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, December 17, 2020

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – December 15, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Hampden	203	23	33.5	Higher	5244	607	25	4.12%	Higher
Hancock	9	<5	33.4	Lower	152	15	3	20.00%	Lower
Hanover	395	119	59.1	Higher	11163	1477	132	8.94%	Higher
Hanson	343	100	66.4	Higher	8090	1093	105	9.61%	Higher
Hardwick	32	10	21.4	Higher	1821	159	12	7.55%	Higher
Harvard	52	10	10.3	Lower	4761	444	10	2.25%	Lower
Harwich	265	47	26.7	Higher	8992	1128	55	4.88%	Lower
Hatfield	47	5	11.0	No Change	3292	351	5	1.42%	Lower

As of today, we are following 32 active cases of COVID-19 in Harwich. These cases range in age from 15 years old to 97 years old, and the majority are the result of household transmission. We are seeing lingering effects of social gathering exposures from the Thanksgiving that have transferred to school age kids and long term care facilities.



Massachusetts Department of Public Health COVID-19 Dashboard - Active COVID Clusters by Exposure Setting Type

Thursday, December 17, 2020

Exposure Setting	New Clusters (Identified 11/15 – 12/12)			Ongoing Clusters (Cluster Identified Prior to 11/15 But Not Meeting Criteria for Closing)			Total		
	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts	Clusters	Confirmed Cases	Contacts
24/7 Congregate Settings	36	225	52	58	59	28	94	284	80
Child Care	130	364	504	120	81	215	250	445	719
Colleges & Universities	7	63	12	33	7	27	40	70	39
Corrections	1	2	0	15	860	128	16	862	128
Hospitals	15	175	30	24	161	28	39	336	58
Household	15,740	40,339	6,747	3,700	22,487	44,039			
Industrial Settings	16	65	25	65	162	56	81	227	81
K-12 Schools	31	151	130	51	23	123	82	174	253
Long Term Care Facilities	142	1,378	171	1,776	313	3,154			
Offices	2	5	0	14	1	2	16	6	2
Organized Athletics/Camps	5	26	91	25	15	108	30	41	199
Other	1	5	0	8	5	30	9	10	30
Other Food Establishments	5	26	6	8	8	1	13	34	7
Other Healthcare	16	74	64	23	19	10	39	93	74
Other Workplaces	19	86	59	24	52	7	43	138	66
Places of Worship	1	6	0	15	12	11	16	18	11
Recreation/Cultural	4	23	0	4	0	0	8	23	0
Restaurants & Food Courts	30	182	53	54	21	110	84	203	163
Retail & Services	13	37	10	21	15	16	34	52	26
Senior Living	45	257	139	46	184	36	91	441	175
Shelters	0	0	0	5	3	11	5	3	11
Social Gatherings	46	262	71	49	16	22	95	278	93
Travel & Lodging	0	0	0	3	0	0	3	0	0
Total	16,305	43,751	1,246	7,583	7,180	969	23,888	50,931	2,215

The Covid-19 vaccine has been shipped out to hospitals in Massachusetts including Cape Cod Hospital. Health Agents on the Cape have been working together to discuss regional vaccination plans to include both First Responders in January and public clinics in April.

Testing clinics have been announced at the Barnstable County Fairgrounds in Falmouth and the Cape Cod Melody Tent in Hyannis. Outer Cape Health Services is also participating in the testing opportunities provided State Delegation. **Testing will be by appointment only. Anyone who arrives without an appointment will be turned away. To book an appointment, call the Community Testing Line at (508) 862-5595.**

Cape Cod Melody Tent, Hyannis

Hours: Monday-Friday, 8am-4pm

Saturday and Sunday, 8am-noon beginning

Barnstable County Fairgrounds, Falmouth

Hours: Tuesday and Wednesday only, 10am-2pm

Outer Cape Health-Harwich, Wellfleet and Provincetown

TBA

Tests for asymptomatic individuals are available for \$75, and are offered for free to individuals who confirm their inability to pay when they call to book an appointment. Tests are \$110 for those traveling from outside of Massachusetts and receiving this test to comply with state requirements upon return. Insurance will be accepted for symptomatic individuals with a doctor's order. For more information please visit: <https://www.barnstablecountyhealth.org/covid-19/latest-updates-and-info>

As we go into another Holiday week, please be mindful of the effects of social gatherings. Coronavirus spreads easily and silently among in group settings, especially indoors. To avoid another surge in cases and further restrictions on activities, please heed the advice of public health official and stick to safe activities. Avoid large parties and crowded settings. Always wear your mask, even indoors if you are around people from other households, and stay home if you or someone in your family is sick or waiting for a COVID test result.

Let's hope 2021 is a better year! Happy Holiday's and Happy New Year to everyone.

Meggan Eldredge
Health Director

PUBLIC
COMMENTS



Monomoy Elementary School Reconfiguration Survey December 2020

This survey opened Dec. 8, 2020, and closed Dec. 15, 2020. It was sent to all MRSD families, as well as to Chatham and Harwich preschool and younger families via local preschools and the Monomoy Early Childhood Council, and to all MRSD elementary teachers and staff. Any family that had not received the link was able to contact the schools, was forwarded the survey link, and the family's preference was included in the results.

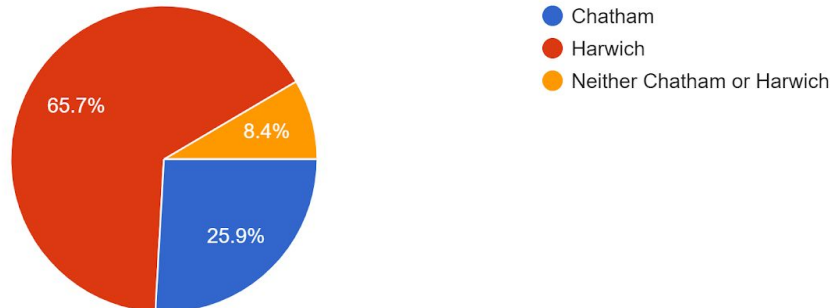
There were a total of 461 responses. Within these responses were 367 parents of current and future elementary students. Ninety-five Chatham parents responded, 241 Harwich parents, and 31 school choice parents living in other towns. Ninety-four teachers and elementary staff responded, including 37 from CES and 57 from HES.

Despite concerns about surveying families during a pandemic and before the holidays, the response rate mirrored Monomoy's Elementary School Reconfiguration Survey from 2017, where 453 respondents completed the survey, including 375 parents and 78 staff.

Parent responses

In which town do you live?

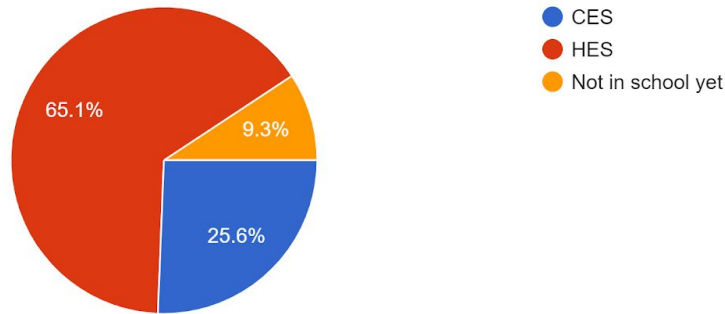
367 responses



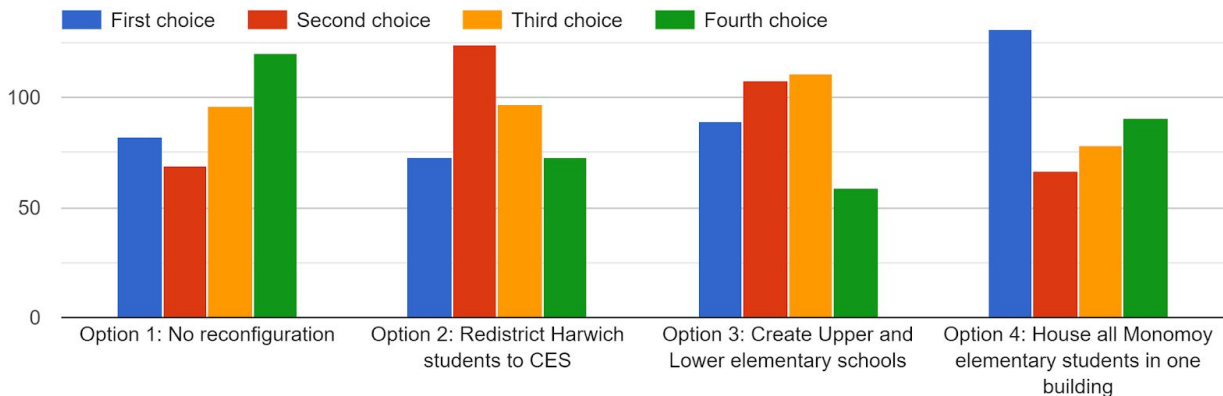


Which elementary school do your children attend?

367 responses



Please rank the reconfiguration options in order of your preference:



Overall Summary of Parent Responses

The option to house all Monomoy elementary students in one building was the most common choice among parents, getting 35% of their top rankings. This was followed by the option to create upper and lower elementary schools with 24% first choice responses, and no reconfiguration, which had 22% of first choice responses. Redistricting some Harwich students to Chatham Elementary School earned the fewest top choices (19%) among parents. The fact that Harwich parents outnumber Chatham parents overall and therefore logged more responses in proportion to the total parent population influenced this overall summary of parent responses.

The parents responded very differently depending upon the town they were from. Parents largely responded with a first choice that would least impact them and their families.



Chatham Parent Responses

			No Change	Re-district	Upper/Lower	One Building
CES Parents	73	First Choice	27	37	21	10
HES Choice Parents	3	Second Choice	19	40	27	10
Not Yet CES Parents	<u>19</u>	Third Choice	21	13	36	23
Total	95	Fourth Choice	28	5	11	52

Note: a few parents listed multiple fourth choices.

Ninety-five Chatham parents responded, including 73 parents of CES students, three Chatham parents whose children school choice to HES, and 19 newer Chatham parents with children yet to enter Monomoy’s elementary schools. Contrary to the 2017 elementary reconfiguration survey, where having no elementary reconfiguration was the most common Chatham parent response, the 2020 survey found more Chatham parents favoring redistricting some Harwich children to CES, with 81% offering this as their first or second choice. The 2020 survey found the majority of Chatham parents (55%) least favoring having all elementary children under one roof at Harwich Elementary School.

Color-coding: the “green zone” reflects the top choice. The “red zone” is the least favorite choice. The “yellow zone” may be a middle ground around which consensus could be found.

Harwich Parent Responses

			No Change	Re-district	Upper/Lower	One Building
CES Choice Parents	16	First Choice	50	29	59	111
HES Choice Parents	210	Second Choice	44	77	72	48
Not Yet HES Parents	<u>15</u>	Third Choice	70	70	68	47
Total	241	Fourth Choice	77	65	42	35

Note: a few parents listed multiple fourth choices.



Two-hundred-forty-one parents responded, including 210 parents of HES students, 16 Harwich parents whose children school choice to CES, and 15 newer Harwich parents with children yet to enter Monomoy’s elementary schools. In the 2017 elementary reconfiguration survey, Harwich parents largely ranked the formation of upper and lower elementary schools as their top preference -- in 2017, there was not an option on the survey to have all elementary children educated in one building at HES. In the 2020 survey, 46% of Harwich parents favored having all Monomoy’s elementary children under one roof at HES. The 2020 survey found Harwich parents least favoring no elementary reconfiguration or redistricting only a portion of Harwich students to CES.

School Choice Parent Responses

		No Change	Re-district	Upper/Lower	One Building
CES Choice Parents	5	5	7	9	10
HES Choice Parents	<u>26</u>	6	7	9	9
Total	31	5	14	7	8
		15	3	6	4

Note: a few parents listed multiple fourth choices.

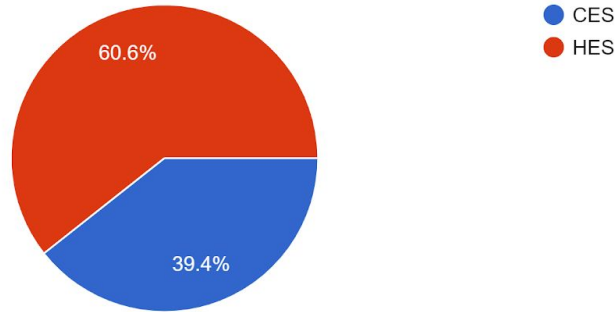
Parents of school choice students generally mirrored the responses of Harwich parents, possibly because the majority of school choice elementary students from outside of Harwich and Chatham hail from towns west of Harwich and largely opt to attend HES. No elementary reconfiguration was their least favorite choice, followed by only redistricting a portion of Harwich students to CES. Nearly 60% of school choice parents favored having all elementary children educated under one roof at HES, followed very closely by the secondary preference to see the formation of upper and lower elementary schools.



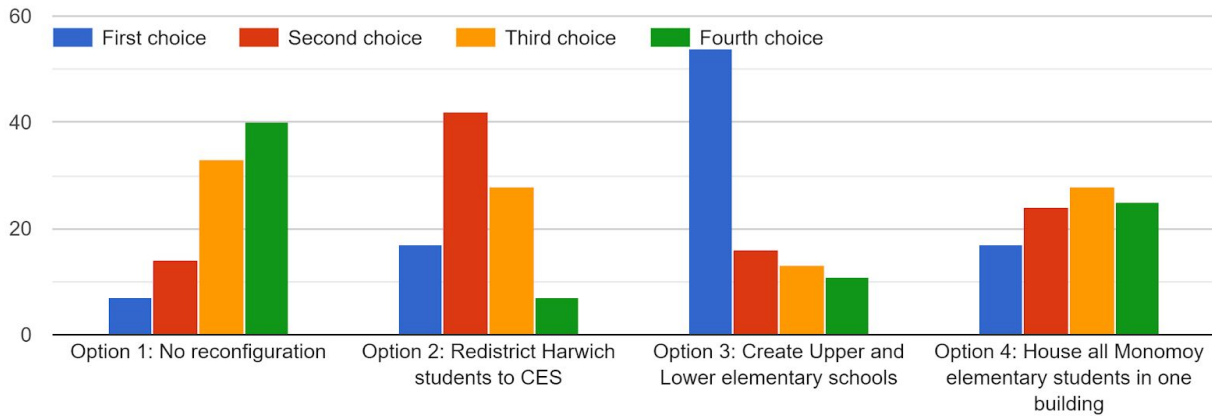
Teacher/Staff Responses

In which school do you work?

94 responses



Please rank the reconfiguration options in order of your preference:



Overall Summary of Teacher/Staff Responses

The option to form upper and lower elementary schools was the most common choice among teachers and elementary staff, getting 57% of their top rankings -- this was also the preferred choice of Monomoy elementary staff in the 2017 reconfiguration survey. The option to house all Monomoy elementary students at HES and to redistrict some Harwich students to CES both followed as tied distance first choice responses, earning 17% of teacher and staff first choices. Having no elementary reconfiguration was the least favorite among teachers and staff, garnering only 7% of their first choice responses.

While HES teachers and staff outnumber CES teachers and staff and therefore logged more responses, they responded proportionally to the survey and generally had similar hopes with



regard to elementary reconfiguration. While not their first choice, HES teachers and staff were much more likely to select housing all Monomoy elementary students under one roof at HES than those working at CES.

CES Teacher/Staff Responses

		No Change	Re-district	Upper/Lower	One Building
CES Staff	37				
	First Choice	2	13	21	1
	Second Choice	8	17	8	6
	Third Choice	13	7	5	15
Fourth Choice	14	0	3	15	

Thirty-seven CES teachers and staff responded to the survey. They logged the most top ranked responses for the formation of upper and lower elementary schools, with 57% of the teachers and staff ranking this as their first choice. Seeing all children educated under one roof at HES was the least favorite option, followed closely by seeing no restructuring at all.

HES Teacher/Staff Responses

		No Change	Re-district	Upper/Lower	One Building
HES Staff	57				
	First Choice	5	4	33	16
	Second Choice	6	25	8	18
	Third Choice	20	21	8	13
Fourth Choice	26	7	8	10	

Fifty-seven HES teachers and staff responded to the survey. They logged the most top ranked responses for the formation of upper and lower elementary schools, with 58% of the teachers and staff ranking this as their first choice. Whereas CES teachers and staff least favored seeing all children educated under one roof at HES, the HES teachers and staff least favored no



MONOMOY
REGIONAL SCHOOL DISTRICT



elementary restructuring, with nearly half of them choosing this as their fourth choice. By comparison, 60% of HES teachers and staff viewed having all elementary children educated together at HES as either their first or second choice.

Next Steps

These survey results will be shared with the Monomoy Regional School Committee, as well as with the elementary school working group, which is composed of town officials from both Chatham and Harwich, including selectmen, finance directors, each town's manager/administrator, and school committee members from both towns. This information will also be posted on the Monomoy website and shared with families.

Inequities in Monomoy's Elementary Per Pupil Budgets and the Challenges with the Loss of Elementary Enrollment

Across the Cape, there has been a demographic shift, with towns having increasingly fewer young families with school-aged children. Lack of affordable housing, high cost of living, lack of affordable childcare options, and a growing "Airbnb" industry only exacerbate this demographic shift and loss of school-aged children. The rate of the attrition of young families varies by community, and over the past decade, the Town of Chatham has seen some of the greatest loss of year-round school-aged children.

On December 6, 2010, the simultaneous town meetings in Harwich and Chatham voted to regionalize their schools. Heading into the following academic year (FY12), Harwich Elementary School's enrollment was 579. Chatham Elementary School's enrollment was 279, just under half the HES enrollment. In FY12, a significant number of Harwich resident students (53) elected to attend CES through school choice, compared to a half-dozen Chatham resident students who attended HES. Complete elementary enrollment figures since regionalization can be found in Appendix 1.

Over the 10 years since regionalization, CES enrollment has fallen by 62 students, and HES enrollment has dropped by 67 students. While the total number loss of students was similar, HES started as a much larger school. CES enrollment is now just under a third of the HES enrollment. The decrease in CES enrollment and Chatham resident students has escalated over the past four years (FY17 to present).

In the past decade, the enrollment at HES has dropped by 12%, and the school shrank from six classrooms of kindergarteners to five. By contrast, CES lost 39% of its enrollment over the past 10 years and contracted from three classrooms of kindergarteners to only one classroom this year. There are currently not enough resident students in Chatham to fill a single kindergarten classroom, so the district heavily relies on intra- and inter-district school choice to round out that kindergarten class. It is quite possible that in the next few years there will not be enough Chatham kindergarteners and School Choice applicants to fill even a single standalone kindergarten classroom.

Two dilemmas are becoming quite evident as CES enrollment declines, and both are exacerbated by the fact that CES enrollment is declining at a much higher rate than HES enrollment. First, there is a rapidly increasing inequity in per pupil budgets between Monomoy's two elementary schools. Second, declining enrollment at CES potentially compromises our ability to provide enough grade-level peers to provide a rich social environment for students and CES teachers are increasingly lacking opportunities for professional collaboration within the school building.

1. Inequities of Per Pupil Budgets

As the district came together in FY12, the budgeted per pupil budgets at the two elementary schools was similar. The budget per student at CES was \$941 more than at HES, as shown in Table 1.

Ten years later, the FY21 budget finds smaller elementary school populations in both Monomoy elementary schools, sending per pupil budgets upwards at each. This upward trend happens when a school's "fixed costs" (which include main office, custodial, nurse, and librarian salaries, heating and electrical costs, and maintenance expenses) are spread over fewer students. As CES enrollment has

plummeted since FY17, its per pupil costs are nearly double what they were in FY12 – during this time period, the district has seen the difference in per pupil budgets between CES and HES increase from about \$1,000 to nearly \$5,000 per student.

As the enrollment at CES declines, the amount Harwich taxpayers will be subsidizing the funding for CES will quickly escalate. By FY25, CES enrollment will likely decrease to about 100 students. This would result in per pupil school expenditures of around \$26,526, which will likely be nearly double the per pupil budget at HES, based on the projections in Table 1.

Table 1: Per Pupil Budgets at Monomoy’s Elementary Schools, FY12, FY21 & FY25

	FY12 School Budget	Number of Students	FY12 Per Pupil Budgets
Chatham Elementary	\$ 2,499,028	265	\$9,430
Harwich Elementary	\$ 4,999,819	589	\$8,489
Difference in Per Pupil Budgets			\$941

	FY21 School Budget	Number of Students	FY21 Per Pupil Budgets
Chatham Elementary	\$2,869,394	170	\$16,879
Harwich Elementary	\$6,085,214	512	\$11,885
Difference in Per Pupil Budgets			\$4,994

<i>Note: this is a projection*</i>	FY25 School Budget	Number of Students	FY25 Per Pupil Budgets
Chatham Elementary	\$2,652,551	100	\$26,526
Harwich Elementary	\$6,462,331	470	\$13,750
Difference in Per Pupil Budgets			\$12,776

**Based on 2% annual increases and predicted staff reductions as enrollment contracts*

The inequity in per pupil budgets is not that the district is providing a better educational program to students at CES. The educational program, curriculum, and offerings are painstakingly coordinated between the district’s two elementary schools to ensure all Monomoy students have access to the same excellent quality of education and same educational opportunities. The inequity happens in how the district’s Regional Agreement assesses our two towns. Local tax dollars largely fund Monomoy’s budget, with Harwich currently paying (in FY21) 74.35% of the district’s operational costs, based on Harwich having a much larger 3-year average of foundation enrollment.

Some families from Harwich directly benefit from Chatham Elementary School. Since regionalization, between 14% and 19% of CES enrollment has been Harwich resident students. By contrast, only 1% to 2% of HES enrollment has come from Chatham resident students.

Despite the fact that a significant number of Harwich children attend CES, the Harwich taxpayers end up paying the bulk of the total per pupil budget difference at CES. The total per pupil budget difference has escalated significantly since FY17, and will escalate quickly and dramatically heading to FY25, as indicated in the Table 2.

Table 2: Total Per Pupil Budget Difference (CES vs. HES), FY12, FY21 & FY25

<p style="text-align: center;"><u>In FY12</u></p> <p style="text-align: center;">\$941 per pupil difference X 265 CES pupils = \$249,365</p> <p>FY12 predated fiscal regionalization. Chatham fully paid this difference. In FY13, Harwich would have paid a large portion of the difference:</p> <p style="text-align: center;">\$1,263 FY13 per pupil difference x 259 CES pupils = \$327,117, given a 3-year foundation enrollment split that was 72% Harwich</p> <p style="text-align: center;"><u>In FY21</u></p> <p style="text-align: center;">\$4,994 per pupil difference X 170 CES pupils = \$848,980</p> <p style="text-align: center;">Harwich's share of the operating assessment beyond minimum contribution grew to 74.35%.</p> <p style="text-align: center;"><u>In FY25</u></p> <p style="text-align: center;">\$12,776 X 100 CES pupils = \$1,277,587</p> <p style="text-align: center;">It is anticipated that Harwich's share of operating expenses beyond minimum contribution is likely to be around 79%</p>
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How to Remedy This Inequity

The remedy involves amending the Regional Agreement, which requires the Selectmen in both towns and the School Committee to adopt a new assessment procedure that would need to be approved by Town Meetings in both communities. A working group of Selectmen and appointees from the towns, as well as Monomoy's School Committee and its appointees, could convene to develop a proposed remedy. Bringing this group together is one of our School Committee's 2020-2021 goals.

The remedy cannot simply be to increase enrollment at CES by moving Harwich resident children to CES (through intra-district school choice, redistricting, or creating upper and lower elementary schools). This would not provide relief to Harwich taxpayers, who would still be subsidizing the education of an ever-dwindling number of Chatham elementary-aged children. Moving Harwich children to CES decreases enrollment at HES, thereby increasing HES per pupil costs – while the difference in per pupil budgets at both elementary schools could be equalized doing this, it happens at the expense of the Harwich taxpayer. Empty classrooms at CES would simply become empty classrooms at HES. A fair remedy ultimately would require Chatham paying more towards the assessment to mitigate the real costs of running a very small elementary school in their town, with an enrollment far less than half that of HES.

Attached to this document are the following appendices to inform this working group conversation:

- Appendix 1: Monomoy Elementary Enrollment FY12-FY21 and beyond
- Appendix 2: Number of Classrooms per Grade (FY12, FY20 & FY25)
- Appendix 3: Elementary Class Sizes (2019-2020)
- Appendix 4: Monomoy Elementary Budgets FY12-FY21 and beyond
- Appendix 5: Monomoy Elementary Per Pupil Budgets FY12-FY21 and beyond
- Appendix 6: FY13 Assessment If Each Town Paid for Their Own Elementary School
- Appendix 7: FY21 Assessment If Each Town Paid for Their Own Elementary School
- Appendix 8: FY25 Assessment If Each Town Paid for Their Own Elementary School

The Superintendent's Recommendation

The simplest and fairest way to deal with the dilemma of inequitable funding at the elementary level would be to have each town pay for its own elementary school. This would require a change to the Regional Agreement. This would work well as long as there is no reconfiguration (redistricting or formation of upper and lower elementary schools). Appendix 6 provides an example of the FY13 Assessment if the towns paid for their own elementary schools, compared to how the Assessment was calculated following the Statutory Method. Appendix 7 provides the same for FY21. Using this alternative assessment methodology, the Town of Chatham would have paid an additional \$408,069 in FY13 and \$572,537 in FY21, if the town were paying for its own elementary school. Had this provision been in the Regional Agreement since the district's formation, this would have found the Town of Harwich paying \$408,069 less in FY13 and \$572,537 less in FY21, if it paid for only its own elementary school.

Projecting forward, Appendix 8 provides an example of what an FY25 Assessment might be if the towns paid for their own elementary schools, compared to how that year's Assessment would be calculated following the Statutory Method. As CES enrollment contracts, the assessment impact of Chatham paying for its own elementary school increases. In FY25, it is anticipated that Chatham would pay \$738,426 more in funding its elementary school, compared to the Statutory method – Harwich would pay \$738,426 less.

Should either redistricting or the formation of upper and lower elementary schools be approved by change to the Regional Agreement, it would artificially shift per pupil budgets, pushing HES spending up and CES down, simply by creating empty classrooms at HES to fill ones at CES. Mathematically, we could calculate a solid estimate of costs that would have been attributable to the Town of Chatham for running its elementary school had elementary reconfiguration not happened.

Plotting the ratio of Chatham resident elementary students to the sum of Harwich and Chatham resident elementary students in Monomoy from FY18 to FY25 against the ratio of the CES budget to the combined elementary school budgets provides a "best fit" line, which can accurately estimate the CES budget had reconfiguration not happened. FY18 to FY25 are used because that is when we are seeing the greatest change in enrollment. This estimate of the CES budget would then be plugged into the Assessment calculation, assessing both towns for the operational costs of their elementary schools while controlling for the fiscal effects of reconfiguration.

The equation predicting the Chatham Elementary Budget if reconfiguration happens:

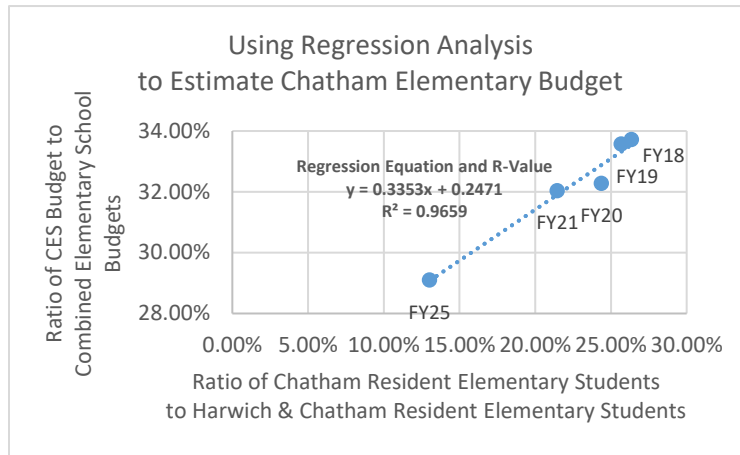
CES Estimated Budget without reconfiguration = (.3353 x (number of elementary-aged students from Chatham divided by the number of elementary-aged students from both Harwich and Chatham) + .2471) times the combined school budgets of both elementary schools

FY12 the equation would predict the CES budget to be $(.3353 \times (182/750) + .2471) \times \$7,498,847 = \$2,463,117$ compared to the actual CES FY12 budget of \$2,499,028, a \$36,911 difference

FY21 the equation would predict the CES budget to be $(.3353 \times (132/615) + .2471) \times \$8,954,608 = \$2,857,118$ compared to the actual CES FY21 budget of \$2,869,394, a \$12,276 difference

FY25 the equation would predict the CES budget to be $(.3353 \times (65/434) + .2471) \times \$9,114,882 = \$2,650,392$ compared to the projected CES FY25 budget of \$2,652,551, a \$2,159 difference

If for whatever reason in the future there is only one Monomoy elementary school, the district would stop using this methodology and simply attribute operational costs based on the Statutory Method.



2. Educational and Developmental Challenges of a Declining Elementary Enrollment

There is a good deal of research in the literature on the positive impacts of smaller class sizes on children’s learning. These studies are largely done in more urban settings where elementary class sizes in the mid-20s are reduced to 15 to 18 students. For the past seven years, Monomoy has operated with this research in mind, striving to keep our elementary class sizes 18 +/- 1 and our middle school and high school class sizes at 19 +/- 2 students. Our district is known for having very educationally supportive, small class sizes (Appendix 3).

The unaddressed question is whether class sizes can become too small. In FY12, many Chatham Elementary School classrooms had 14 or fewer students, Chatham Middle School had as few as 11 students in a classroom, and there was an Advanced Placement class at Chatham High School with only three students. Most educators would agree that there is a point when classes become too small for vibrant discussions and too small for effective group dynamics that keep some individuals from dominating the class and disrupting learning. Classes that are too small also limit the pool of peers for individual students, preventing some children from connecting with a like-minded friend, who may be a key social-emotional support for that child.

Demographic and housing trends in Chatham do not provide any indication that CES enrollment will begin to grow in the near future. Monomoy’s Regional Agreement also provides the district no option to move more elementary-aged students to CES. The district uses intra- and inter-district school choice to bring in additional students to CES and to balance class sizes between the two elementary schools, but school choice alone will not allow CES to have two or three classrooms per grade. The only way to reverse the trends at CES would be to amend the Regional Agreement to permit some sort of reconfiguration: either redistricting Harwich students to CES or creating upper and lower elementary schools. It’s important to note that any reconfiguration option doesn’t fill classrooms in both elementary schools, it just trades empty classrooms in CES for empty classrooms in HES.

Three years ago, Monomoy's Superintendent was increasingly hearing from Chatham teachers and parents concerned about the shrinking size of grade-level cohorts at CES and that CES class sizes were often smaller than those in Harwich. In a November 7, 2017, blog post the Superintendent wrote:

What was a stable elementary population in Harwich and Chatham of 9 classes per grade level (3 at Chatham Elementary School and 6 in Harwich Elementary School) seems to be reaching a new stable state of 8 classes per grade level. No matter what, we will need both elementary schools to house all of our elementary-aged children. Based on the demographics of our towns, Chatham Elementary will likely gradually contract to have two classes per grade level, as it currently has at the kindergarten level. Harwich Elementary may be larger than optimal at six classes per grade, while Chatham Elementary may become smaller than optimal with only two classes per grade. Should Monomoy consider reconfiguring its elementary schools to more optimally support teaching, learning, and children's social development?

[The complete blog post can be found on the Monomoy website](#), and much has changed in just three short years.

To assess the appetite for amending the Regional Agreement, the Superintendent sent out a survey to then current and future elementary parents and elementary staff with options for reconfiguring Monomoy's elementary schools. Parents and staff were asked for their input on the options of maintaining the status quo in the Regional Agreement, allowing for an elementary redistricting option, or allowing for the formation of upper and lower elementary schools. The one-page fact sheet behind that survey is provided in Appendix 9, listing what was seen as the pros and cons of each option, given what we knew at the time.

The Superintendent provided a presentation of the survey results to the School Committee at its November 30, 2017, meeting. The slides of that presentation can be found in Appendix 10. There was not a clear consensus amongst the respondents, who were almost equally split between the three options (no reconfiguration, redistrict, or create upper and lower elementary schools). Staff, Harwich parents, and School Choice parents favored creating upper and lower elementary schools, with one elementary school in each town – no reconfiguration was the least common response for all three of these groups. By contrast, Chatham parents leaned towards no reconfiguration, with a near equal percentage expressing interest in redistricting. Given the lack of consensus, the conversation was tabled, knowing that at some point in the future the subject would need to be revisited, perhaps after CES families experienced first-hand increasingly fewer students in the school.

Today, much has changed. Three years ago, it appeared that CES was rapidly heading to having only two classes per grade level, but the number of elementary-aged children in the town has dropped at a much faster rate. Today, the Town of Chatham does not have enough kindergarteners to fill one classroom, without relying on intra- and inter-district school choice to round out the class. The FY22 cohort of kindergarten children will likely be even smaller. By FY25, it is anticipated that CES will only have one classroom at each grade, kindergarten through Grade 4 (see Appendix 2). In FY21, even before the challenges of running schools during a time of COVID, Chatham's integrated preschool program did not have enough children to merit full-time staff, so Chatham's preschoolers were sent to the PreK program at HES.

Change is also happening at HES, as that school's enrollment has slowly dropped from six classrooms per grade level to five (see Appendix 2). By FY25, it is anticipated that HES will have five classrooms at each grade, kindergarten through Grade 4.

It would be remiss to not clearly point out the obvious. HES long operated with six classrooms of students per grade level. Granted, it was a large elementary school, but it has long had a history of serving over 550 students. By FY25, the district will reach a point where HES will have a steady state of five classrooms per grade level, and CES will have a steady state of one classroom per grade level. All of these classrooms are projected to operate at or below a very supportive 18 students per classroom, and therefore all of Monomoy's elementary classrooms could fit under one roof at HES by FY25.

There is increasing urgency to this dilemma. Where once educators and many parents were concerned about CES only having two classes per grade level, all of these concerns have only magnified as the elementary school-aged population in Chatham dropped to just one classroom of kindergartners. While some may appreciate the intimacy that this creates, many others are concerned about the limitations and challenges of having these kindergartners experiencing the same small grouping of students for five consecutive years (kindergarten through Grade 4), before experiencing larger social groups in middle school.

How to Remedy Having Too Few Students in Any Elementary School

There are options to remedy the situation of having too few students at Chatham Elementary School, but each will require amending the Regional Agreement. Amending the Regional Agreement requires the Selectmen in both towns and the School Committee to adopt new language on how the elementary schools should operate and these changes would need to be approved by Town Meetings in both communities.

The Superintendent strongly emphasizes that cost should not be the main factor in determining how to best educate the district's elementary students, and there will be budgetary implications to each of the options. One of the School Committee's 2020-2021 goals is to establish, organize, and lead a visioning session and/or community forum that includes a representative working group of stakeholders from Chatham and Harwich to discuss an elementary developmental learning program. This conversation will focus on the pros and cons of continuing the status quo with our elementary schools with no reconfiguration. A parallel conversation will be happening with the towns' Selectmen on how to address the inequities in elementary per pupil expenditures if there is no reconfiguration. The conversation will also cover the pros and cons of reconfiguration in one of three different ways.

The first is to "redistrict," where a subset of Harwich students are sent to CES. This would likely impact 50 to 85 children in neighborhoods close to the Chatham line, who would be redistricted to attend CES instead of HES. This would allow CES to maintain two classrooms per grade level. Redistricting would allow students and teachers at CES to have more peer interaction and support.

The second is to create a new elementary system with "upper" and "lower" elementary schools. Here, HES could potentially house all of Monomoy's preschool through Grade 2 students, and CES could then house all Grade 3 and 4 students (or vice versa). Each school would have six classrooms of students for each grade served by the building. This option offers greater connectedness, with all students of the same age attending elementary school together. It provides families better opportunities to connect

with others having children of the same age. All educators will have multiple peers to collaborate with, all in the same building, allowing for much improved professional collaboration, sharing of best practices, and alignment and pacing of curriculum. The schools will be more efficient to staff, so class sizes within grade levels can be homogeneous (rather than balancing class sizes between CES and HES). This option also helps give greater staffing flexibility and efficiency as enrollment numbers shift. Under the current system, small cohort changes at CES create difficult decisions. For example, a single grade-level class of 11 students or 25 students both present staffing challenges – 11 is too small to be effective and efficient, and 25 is above our goal of 18 students but not quite large enough for two separate classes. By having all classes of the same grades in the same building, shifts in cohort population are better managed. There may be increased transportation costs with the creation of upper and lower schools, and this may impact school start times district-wide, if an additional tier of bussing is needed.

The third is to house all Monomoy elementary students “under one roof.” This is more of a theoretical option at present, but by FY25, Monomoy would be able to fit all elementary students within HES with class sizes of 18 or fewer. This provides the most connectedness of all options, with all of Monomoy’s elementary students being educated together. It provides maximum opportunities for families to connect with each other. It provides elementary educators maximum opportunities to professionally collaborate to best support teaching and learning. It provides for homogeneous class sizes within grade level and efficiency in staffing. It would create one large elementary school with slightly under 600 elementary students under one roof, and HES historically has operated with enrollment of this size. If demographic trends were to change dramatically in the opposite direction and the number of elementary-aged children grew exponentially, whether through a baby boom or through families moving here, there is little room for expansion under this model. This option is the only one that provides both towns fiscal relief. A sample Assessment, in FY21 dollars, estimating the savings if all elementary students were consolidated at HES is provided in Appendix 11. Under this option, Harwich taxpayers could realize approximately \$1.5 million in savings and Chatham taxpayers could realize \$500,000 in savings, compared to the current elementary organization and Statutory Assessment dictated in the Regional Agreement.

Next Steps

The Superintendent will once again put out an Elementary Reconfiguration Survey to all current and future Monomoy elementary parents, as well as to our elementary staff. This survey will go out on December 8, 2020, and a report will be available for the School Committee by December 17, 2020. The proposed one-page fact sheet to inform that survey is on the following page. The survey results, along with all of the information in this document, will be used to inform the discussions the School Committee will be having with Selectmen and stakeholders.

Written for the Monomoy Regional School Committee by:

Dr. Scott Carpenter
Superintendent
Monomoy Regional School District
Submitted and presented November 19, 2020

**Monomoy Regional School District
Potential Elementary School Reconfiguration Options**

Why consider reconfiguring Monomoy’s elementary schools?

Enrollment at Chatham Elementary School has been in steady decline, with a much greater loss of enrollment than at Harwich Elementary School. There are concerns that CES is becoming too small, lacking in adequate peers for both students and teachers. Given the loss of elementary enrollment, we must consider what is in the best educational interests of our towns’ children. Some of the possible options below require amending the Regional Agreement.

OPTIONS	FACTS
<p>1. No reconfiguration</p> <p>Continue to let CES get very small (meaning only one class per grade level at all grades). HES would operate with five classes at each grade level.</p> <p><u>Does not require a change to the Regional Agreement</u></p>	<ul style="list-style-type: none"> • This is the only option available under the current regional agreement • Offers limited social connections for students at CES • Class sizes within grades and between buildings differ • Provides CES educators with no grade-level collaboration in the building
<p>2. “Redistrict” some Harwich students to CES</p> <p>Divert a number of elementary students currently slated to attend HES and have them attend CES, which would allow CES to offer two classes at each grade level. HES would have four classes per grade.</p> <p><u>Requires a change to the Regional Agreement</u></p>	<ul style="list-style-type: none"> • The redistricting would likely impact 50-85 children in a few neighborhoods in Harwich, closest to the Chatham town line • Class sizes within grades and between buildings differ • This would allow students and teachers at CES to have more peer interaction, since the school could maintain two classes per grade level
<p>3. Create a new elementary system with an “upper” and “lower” elementary school</p> <p>This could potentially see HES housing all preschool through Grade 2 students in our district, and CES could then house all Grade 3 and 4 (or vice versa). Each school would have six classrooms of students for each grade served by the building.</p> <p><u>Requires a change to the Regional Agreement</u></p>	<ul style="list-style-type: none"> • Offers greater connectedness with all students of the same age attending elementary school together, allowing families better opportunities to connect with each other • All educators of the same grade are physically in the same building, allowing for maximum professional collaboration, sharing of best practices, and alignment of curricula and pacing • Allows for efficient staffing, so class sizes within grade levels are more homogeneous • This option may involve greater transportation costs
<p>4. House all Monomoy elementary students “under one roof”</p> <p>With the decline in CES enrollment, as well as HES enrollment, by the 2024-2025 school year all elementary students could now be housed at HES, with all class sizes 18 or fewer.</p> <p><u>Requires a change to the Regional Agreement</u></p>	<ul style="list-style-type: none"> • Offers greater connectedness with all students attending elementary school together, allowing families better opportunities to connect with each other • All elementary educators are in the same building, allowing for enhanced professional collaboration, sharing of best practices, and alignment of curricula and pacing • Allows for efficient staffing, so class sizes within grade levels are more homogeneous

Appendix 1: Monomoy Elementary Enrollment FY12-FY21 and beyond

Chatham Elementary School				
Fiscal Year	Chatham resident Students	Harwich resident Students	School Choice from other towns	Total Enrollment
FY12	176	53	36	265
FY13	194	44	21	259
FY14	191	44	25	260
FY15	186	39	52	277
FY16	188	42	40	270
FY17	194	41	38	272
FY18	177	32	33	242
FY19	173	25	31	229
FY20	157	23	24	204
FY21	125*	24	21	170
FY25***	53	24	21	100

*includes 13 Chatham resident students currently homeschooled because of COVID

Harwich Elementary School				
Fiscal Year	Chatham resident Students	Harwich resident Students	School Choice from other towns	Total Enrollment
FY12	6	515	68	589
FY13	6	522	58	586
FY14	4	526	68	598
FY15	5	524	71	600
FY16	9	525	63	597
FY17	7	516	43	566
FY18	12	496	42	550
FY19	7	496	53	556
FY20	7	486	59	552
FY21	10	459**	46	512
FY25***	10	410	50	470

**includes 36 Harwich resident students currently homeschooled because of COVID

Monomoy Elementary-Aged Students				
Fiscal Year	Chatham resident Students	Harwich resident Students	Total Resident Students	% Residents from Chatham
FY12	182	568	750	24.3%
FY13	200	566	766	26.1%
FY14	195	570	765	25.5%
FY15	191	563	754	25.3%
FY16	197	567	764	25.8%
FY17	201	557	758	26.5%
FY18	189	528	717	26.4%
FY19	180	521	701	25.7%
FY20	164	509	673	24.4%
FY21	132	483	615	21.5%
FY25***	65	434	499	13.0%

***projection based on FY21 kindergarten enrollments

Appendix 2: Number of Classrooms per Grade at Monomoy’s Elementary Schools (FY12, FY20, FY25)

Grade	FY12		FY21*		FY25**	
	CES	HES	CES	HES	CES	HES
K	3	6	1	5	1	5
1	3	6	2	5	1	5
2	3	6	2	5	1	5
3	3	6	2	6	1	5
4	3	5***	3	6	1	5

*Pre-COVID projection based on enrollment and new kindergarten enrollments

**Projection based on current kindergarten enrollments

***Historically, as the district came together, HES often had 5 large classes of 4th grade, but the enrollment in these classes would have supported 6 classrooms of students.

Appendix 3: Elementary Class Size Ranges by Grade at Monomoy’s Elementary Schools (2019-2020 school year)

Grade	CES		HES	
	Number of Classrooms	Range of Class Sizes	Number of Classrooms	Range of Class Sizes
K	2*	16-18	5	14-16
1	2	17-18	5	17-18
2	2	16-17	6**	19-20
3	3	15-16	5	20-21
4	2	21-22	6**	16-18

*For the 2020-2020, kindergarten in CES would have dropped to only one classroom. This would result in one kindergarten class, two classrooms in Grades 1-3, and three classrooms of Grade 4.

**For 2020-2021, the six sections of second graders would have moved up to Grade 3. The five Grade 3 classrooms would move up to Grade 4; however, the district planned to retain a sixth Grade 4 teacher to pull the class sizes down (from 20-21) to 17. This would leave five classrooms in Grades K-2 and six classrooms of in Grade 3 & 4.

Additional factors behind elementary class sizes and staffing:

It is important to note that since FY14, Monomoy budgets for elementary class sizes of 18 +/- 1 students. Any “free” seats beneath 18 are made available to school choice, potentially rounding out the class size and bringing in some school choice revenue.

It is challenging to equalize class sizes between buildings, particularly when one cohort is being divided by a factor of 2 (classrooms) in one school and by a factor of 5 in the other building. It is far easier to equalize class sizes when the entire cohort (all students of the same grade) are in the same building.

There are occasionally behavioral dynamics within classes that require additional staffing at a particular grade level to address the challenge. This often results in reducing class size at one grade level often at the expense of increased class size elsewhere in the school.

Appendix 4: Monomoy Elementary Budgets FY12-FY21 and beyond

Fiscal Year	CES Budget	HES Budget	Combined Elementary Budgets
FY12	\$2,499,028	\$4,999,819	\$7,498,847
FY13	\$2,321,712	\$4,512,727	\$6,834,439
FY14	\$2,470,218	\$4,592,557	\$7,062,775
FY15	\$2,653,323	\$4,672,135	\$7,325,458
FY16	\$2,667,863	\$4,870,444	\$7,538,307
FY17	\$2,788,339	\$5,165,891	\$7,954,230
FY18	\$2,828,225	\$5,558,808	\$8,387,033
FY19	\$2,953,802	\$5,843,037	\$8,796,839
FY20	\$2,877,296	\$6,035,185	\$8,912,481
FY21	\$2,869,394	\$6,085,214	\$8,954,608
FY25*	\$2,652,551	\$6,462,331	\$9,114,882

*FY25 Elementary budgets estimated by deducting anticipated staff reductions and increasing budget by 2%/year

Appendix 5: Monomoy Elementary Per Pupil Budgets FY12-FY21 and beyond

Fiscal Year	Per Pupil Budgets			Chatham Elementary Enrollment	Difference x Chatham Elementary Enrollment
	town's elementary budget/town's elementary school enrollment				
	CES per pupil budgets	HES per pupil budgets	Difference		
FY12	\$9,430	\$8,489	\$942	265	\$249,630
FY13	\$8,964	\$7,701	\$1,263	259	\$327,117
FY14	\$9,501	\$7,680	\$1,821	260	\$473,460
FY15	\$9,579	\$7,787	\$1,792	277	\$496,384
FY16	\$9,881	\$8,158	\$1,723	270	\$465,210
FY17	\$10,214	\$9,127	\$1,087	273	\$296,751
FY18	\$11,687	\$10,107	\$1,580	242	\$382,362
FY19	\$12,899	\$10,509	\$2,390	229	\$547,310
FY20	\$14,104	\$10,933	\$3,171	204	\$646,884
FY21	\$18,276	\$12,784	\$5,492	157	\$862,244
FY25	\$26,526	\$13,750	\$12,776	100	\$1,277,600

Appendix 6: What the F13 Assessment Would Have Been Had the Towns Paid for Their Own Elementary School (compared to the actual assessment using the Statutory Method at the bottom of the page)

Town Funding of Their Elementary School Assessment FY13

Elementary School Budgets	Total Cost	No. Stds	Per Pupil	
Chatham Elementary School FY21 Budget	\$ 2,321,712	259	\$ 8,964	Per Pupil Difference \$ 1,263
Harwich Elementary School FY21 Budget	\$ 4,512,727	586	\$ 7,701	
Final FY21 Monomoy Budget			\$ 31,054,592	
Revenue				
Ch 70	\$ 2,384,540			
E&D				
Charter School	\$ 284,129			
Medicaid	\$ 170,000			
Interest				
Misc Revenue	\$ 76,240	(regional bonus aid)		
Total			\$ 2,914,909	
Non-Operating Expenditures				
Transportation	\$ 676,931.00			
Capital/Stabilization	\$ 201,312.00			
Debt	\$ 282,654.00			
Total			\$ 1,160,897	
Total Operating Assessment			\$ 26,978,786	
Operating Assessment				
	Harwich	Chatham	Total	
Required Minimum Contribution	\$ 11,444,862	\$ 4,696,121	\$ 16,140,983	
Cost to Run Elementary Schools	\$ 4,512,727	\$ 2,321,712	\$ 6,834,439	
Total Operating Assessment (Required Minimum Plus Elementary Costs)	\$ 15,957,589	\$ 7,017,833	\$ 22,975,422	
Funding Beyond Minimum Contribution Needed to Support Budget			\$ 4,003,364	
	Harwich	Chatham		
Split Based on 3-Year Rolling Foundation Enrollment	72.00%	28.00%		
Additional Operational Funding Per Member	\$ 2,882,422	\$ 1,120,942		
Operating Assessment Per Member	\$ 18,840,011	\$ 8,138,775		
Transportation Assessment			\$ 676,931	
less Regional Transportation Aid			\$ 340,317	
			\$ 336,614	
	Harwich	Chatham		
Split Based on 3-Year Rolling Enrollment from Towns	72.00%	28.00%		
Transportation Assessment Per Member	\$ 242,362	\$ 94,252		
Capital/Stabilization Assessment				
	Harwich	Chatham		
Split Based on 3-Year Rolling Foundation Enrollment	72.00%	28.00%		
Capital/Stabilization Assessment Per Member	\$ 144,945	\$ 56,367	\$ 201,312	
Debt Assessment				
	Harwich	Chatham		
Split Based on 3-Year Rolling Foundation Enrollment	72.00%	28.00%		
MRHS Bond (principal and interest)	\$ 60,281	\$ 222,373	\$ 282,654	
Final MRHS Financing				
Debt Assessment Per Member	\$ 60,281	\$ 222,373	\$ 282,654	
Total FY13 Assessment				
	Harwich	Chatham		
Operating Assessment	\$ 18,840,011	\$ 8,138,775	\$ 26,978,786	
Transportation Assessment	\$ 242,362	\$ 94,252	\$ 336,614	
Capital/Stabilization Assessment	\$ 128,958	\$ 72,354	\$ 201,312	
Total Before Debt	\$ 19,211,331	\$ 8,305,381	\$ 27,516,712	
Debt Assessment	\$ 60,281	\$ 222,373	\$ 282,654	
Total FY13 Assessment	\$ 19,271,612	\$ 8,527,754	\$ 27,799,366	
Total FY13 Statutory Assessment	\$ 19,679,681	\$ 8,119,685	\$ 27,799,366	
Difference between methods	\$ (408,069)	\$ 408,069	\$ -	

Appendix 7: What the FY21 Assessment Would Have Been Had the Towns Paid for Their Own Elementary School (compared to the actual assessment using the Statutory Method at the bottom of the page)

Town Funding of Their Elementary School Assessment FY21

Pro: Harwich has a more equitable assessment. Easily explained and calculated approach. Easily maintains the status quo agreement.

Con: This approach not work if redistricting or elementary reconfiguration happened, each of which places more HES students in CES (emptying classrooms at HES and driving HES per pupil costs up). A different approach would be needed to estimate a CES budget.

Elementary School Budgets	Total Cost	No. Stds	Per Pupil		
Chatham Elementary School FY21 Budget	\$ 2,869,394	170	\$	16,879	
Harwich Elementary School FY21 Budget	\$ 6,085,214	512	\$	11,885	Per Pupil Difference \$ 4,994
Final FY21 Monomoy Budget				\$ 41,261,134	
Revenue					
Ch 70	\$ 3,798,314				
E&D	\$ 850,440				
Charter School	\$ 75,717				
Medicaid	\$ 155,000				
Interest	\$ 7,500				
Misc Revenue	\$ 13,562				
Total				\$ 4,900,533	
Non-Operating Expenditures					
Transportation	\$ 1,484,699				
Capital/Stabilization	\$ 355,000				
Debt	\$ 2,110,916				
Total				\$ 3,950,615	
Total Operating Assessment				\$ 32,409,986	
Operating Assessment					
	Harwich	Chatham		Total	
Required Minimum Contribution	\$ 13,156,660	\$ 4,190,569	\$	17,347,229	
Cost to Run Elementary Schools	\$ 6,085,214	\$ 2,869,394	\$	8,954,608	
Total Operating Assessment (Required Minimum Plus Elementary Costs)	\$ 19,241,874	\$ 7,059,963	\$	26,301,837	
Funding Beyond Minimum Contribution Needed to Support Budget				\$ 6,108,149	
Split Based on 3-Year Rolling Foundation Enrollment					
	Harwich	Chatham			
Additional Operational Funding Per Member	\$ 4,541,409	\$ 1,566,740			
Operating Assessment Per Member	\$ 23,783,283	\$ 8,626,703			
Transportation Assessment				\$ 1,484,699	
less Regional Transportation Aid				\$ 641,360	
				\$ 843,339	
Split Based on 3-Year Rolling Enrollment from Towns					
	Harwich	Chatham			
	74.80%	25.20%			
Transportation Assessment Per Member	\$ 630,818	\$ 212,521			
Capital/Stabilization Assessment					
Split Based on 3-Year Rolling Foundation Enrollment					
	Harwich	Chatham			
	74.35%	25.65%			
Capital/Stabilization Assessment Per Member	\$ 263,943	\$ 91,058	\$	355,000	
Debt Assessment					
Split Based on 3-Year Rolling Foundation Enrollment					
	Harwich	Chatham			
	74.35%	25.65%			
MRHS Bond (principal and interest)	\$ 1,475,197	\$ 508,928	\$	1,984,125	
Final MRHS Financing	\$ 94,269	\$ 32,522	\$	126,791	
Debt Assessment Per Member	\$ 1,569,466	\$ 541,450	\$	2,110,916	
Total FY21 Assessment					
	Harwich	Chatham			
Operating Assessment	\$ 23,783,283	\$ 8,626,703	\$	32,409,986	
Transportation Assessment	\$ 630,818	\$ 212,521	\$	843,339	
Capital/Stabilization Assessment	\$ 263,943	\$ 91,058	\$	355,000	
Total Before Debt	\$ 24,678,043	\$ 8,930,282	\$	33,608,325	
Debt Assessment	\$ 1,569,466	\$ 541,450	\$	2,110,916	
Total FY21 Assessment	\$ 26,247,509	\$ 9,471,732	\$	35,719,241	
Total FY21 Statutory Assessment	\$ 26,820,046	\$ 8,899,195	\$	35,719,241	
Difference between methods	\$ (572,537)	\$ 572,537	\$	-	

Appendix 8: What the FY25 Assessment Would Have Been Had the Towns Paid for Their Own Elementary School (compared to the project assessment using the Statutory Method at the bottom of the page)

Town Funding of Their Elementary School Assessment FY25

Elementary School Budgets	Total Cost	No. Stds	Per Pupil	Per Pupil Difference
Chatham Elementary School FY21 Budget	\$ 2,652,551	100	\$ 26,526	
Harwich Elementary School FY21 Budget	\$ 6,462,331	470	\$ 13,750	\$ 12,776
Final FY21 Monomoy Budget				\$43,006,937
Revenue				
Ch 70	\$ 4,145,292			
E&D	\$ 850,440			
Charter School	\$ 69,043			
Medicaid	\$ 155,000			
Interest	\$ 7,500			
Misc Revenue	\$ 13,414			
Total			\$ 5,240,689	
Non-Operating Expenditures				
Transportation	\$ 1,845,371			
Capital/Stabilization	\$ 388,004			
Debt	\$ 1,824,850			
Total			\$ 4,058,225	
Total Operating Assessment				\$ 33,708,023
Operating Assessment				
	Harwich	Chatham	Total	
Required Minimum Contribution	\$ 14,091,914	\$ 4,148,626	\$ 18,240,540	
Cost to Run Elementary Schools	\$ 6,462,331	\$ 2,652,551	\$ 9,114,882	
Total Operating Assessment (Required Minimum Plus Elementary Costs)	\$ 20,554,245	\$ 6,801,177	\$ 27,355,422	
Funding Beyond Minimum Contribution Needed to Support Budget			\$ 6,352,600	
Split Based on 3-Year Rolling Foundation Enrollment				
Additional Operational Funding Per Member	\$ 5,018,554	\$ 1,334,046		
	\$ 25,572,799	\$ 8,135,223		
Transportation Assessment				
less Regional Transportation Aid			\$ 1,845,371	
			\$ 713,287	
			\$ 1,132,084	
Split Based on 3-Year Rolling Enrollment from Towns				
	79.00%	21.00%		
Transportation Assessment Per Member	\$ 894,346	\$ 237,738		
Capital/Stabilization Assessment				
Split Based on 3-Year Rolling Foundation Enrollment	79.00%	21.00%		
Capital/Stabilization Assessment Per Member	\$ 306,523	\$ 81,481	\$ 388,004	
Debt Assessment				
Split Based on 3-Year Rolling Foundation Enrollment	79.00%	21.00%		
MRHS Bond (principal and interest)	\$ 1,441,631	\$ 383,218	\$ 1,824,850	
Final MRHS Financing				
Debt Assessment Per Member	\$ 1,441,631	\$ 383,218	\$ 1,824,850	
Total FY21 Assessment				
	Harwich	Chatham		
Operating Assessment	\$ 25,572,799	\$ 8,135,223	\$ 33,708,023	
Transportation Assessment	\$ 894,346	\$ 237,738	\$ 1,132,084	
Capital/Stabilization Assessment	\$ 306,523	\$ 81,481	\$ 388,004	
Total Before Debt	\$ 26,773,669	\$ 8,454,442	\$ 35,228,111	
Debt Assessment	\$ 1,441,631	\$ 383,218	\$ 1,824,850	
Total FY25 Assessment	\$ 28,215,300	\$ 8,837,660	\$ 37,052,960	
Total FY25 Statutory Assessment	\$ 28,953,726	\$ 8,099,234	\$ 37,052,960	
Difference between methods	\$ (738,426)	\$ 738,426	\$ -	

Appendix 9: One-page Fact Sheet Guiding the November 2017 Survey on Possible Elementary Reconfiguration

Monomoy Regional School District Possible Elementary School Reconfiguration

Mission Statement

Monomoy Regional School District is a community of learners of all ages focused on building knowledge, positive character, and resiliency in a safe, supportive, creative, and challenging environment.

Why consider reconfiguring Monomoy's elementary schools?

Given that Chatham Elementary School (CES) enrollment is in decline, relative to the enrollment at Harwich Elementary School (HES), a concern is that Chatham Elementary may become too small, lacking adequate peers for both students and teachers, while Harwich Elementary would be operating at a capacity beyond which is ideal. By statute, a regional school district must periodically review its regional agreement and when doing so needs to consider what is in the best educational interests of our towns' children. Two of the options below require amending the regional agreement.

OPTIONS	FACTS
<p>#1 No reconfiguration: Let Chatham Elementary School get small (shrinking from three classes per grade level to two) and Harwich Elementary School to operate with six classes per grade level.</p> <p><i>DOES NOT REQUIRE A CHANGE TO THE REGIONAL AGREEMENT</i></p>	<ul style="list-style-type: none"> This is the only option available under the current regional agreement. Limited social connections for children if CES shrinks to only two classes per grade level. Provides our educators at CES only one other grade-level colleague with whom to regularly collaborate and share best practices. HES will be pressed for space and one grade level will likely be compressed into five larger sized classes (as the building has run in recent history). Having five to six classes per grade level provides ample peers for both students and teachers, but it also finds HES operating as a very large, not so intimate, school. With one third of CES likely vacant in future years, the district could consider using this space to expand preschool options.
<p>#2 "Redistrict": Divert one of elementary-aged students currently attending Harwich Elementary School and have them attend Chatham Elementary School, which will allow Chatham Elementary to continue to operate with three classes per grade level and Harwich Elementary to operate with five classes per grade level.</p> <p><i>REQUIRES A CHANGE TO THE REGIONAL AGREEMENT</i></p>	<ul style="list-style-type: none"> This redistricting would impact only a few neighborhoods in Harwich, closest to the Chatham town line. A bus load of HES children, roughly 15 per grade level, would find CES to be their new elementary school. This would allow CES students and teachers to have more peer interaction, since the school could maintain three classes per grade level. This would also allow HES to get slightly smaller, shrinking from six to five classes per grade level, which would allow the building to be more intimate for the families we serve. This would find HES with up to four classrooms available to consider future expansion of preschool options.
<p>#3 Create a new elementary system with an "upper" and a "lower" elementary school: This could see the Harwich Elementary School building housing all Pre-K through Grade 2 students in our district. Chatham Elementary School would then house all Grade 3 and Grade 4 students, with each elementary grade level having eight sections per grade level.</p> <p><i>REQUIRES A CHANGE TO THE REGIONAL AGREEMENT</i></p>	<ul style="list-style-type: none"> This approach maximizes peer connections for both students and teachers. All students of the same age attend the same elementary school together, which allows both students and parents better opportunities to connect with peers with like interests. All educators teaching the same grade are housed in the same building, allowing for maximum professional collaboration, sharing of best practices, and alignment of curricula and pacing. Allows for more efficient to staffing, so class sizes within grade levels are more homogeneous, while also kept small (averaging 18 or fewer students per class). This would find the HES with the capacity to expand preschool options for Monomoy families, using a few available classrooms, with HES functioning as an early childhood hub. This option may involve greater transportation costs.

For more information, please go to <https://www.monomoy.edu/Page/113>.

Appendix 10: Monomoy Reconfiguration Survey Presentation to the Monomoy Regional School Committee from November 27, 2017

11/15/2020

**Monomoy Elementary
Reconfiguration Survey
Preliminary Results**

Survey closed 11/27/17 at 10 AM
453 responses

Note:

The survey soliciting parents, community members, and staff input is now closed. It was open from November 7 until November 27.

<https://docs.google.com/forms/d/e/1FAIpQLScagLrXpF1R2urdalFj63iQYZ0hVpkVpyunrVwZsffBX1tw/viewform>

453 people responded to the survey.

Requests to participate in the survey were sent thrice to all parents and staff, and it has been sent out to Monomoy parents "to be" through the local Early Childhood Council.

A one-page document has been created to summarize the three options under consideration. The content of this one-page summary was included in the text of the survey, to help educate and inform those taking it.

Monomoy Regional School District
Possible Elementary School Reconfiguration

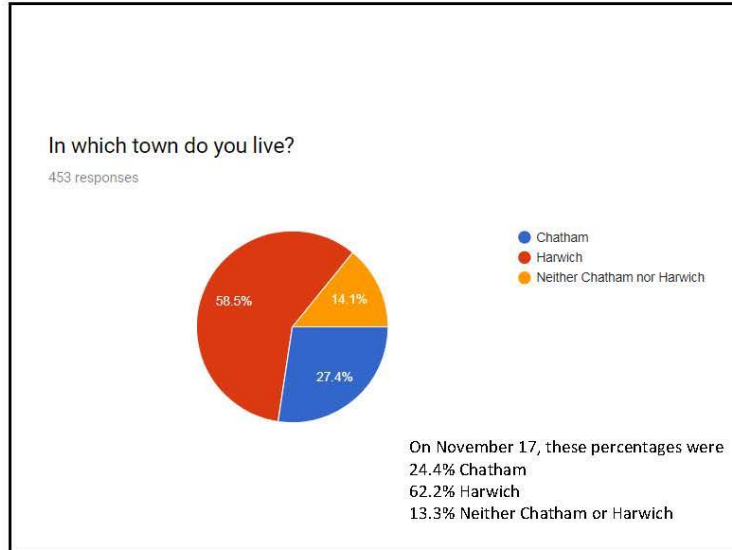
Monomoy Regional School District is a regional district of towns of Chatham, Harwich, and Harwich Port. The district is committed to providing a high quality education for all students.

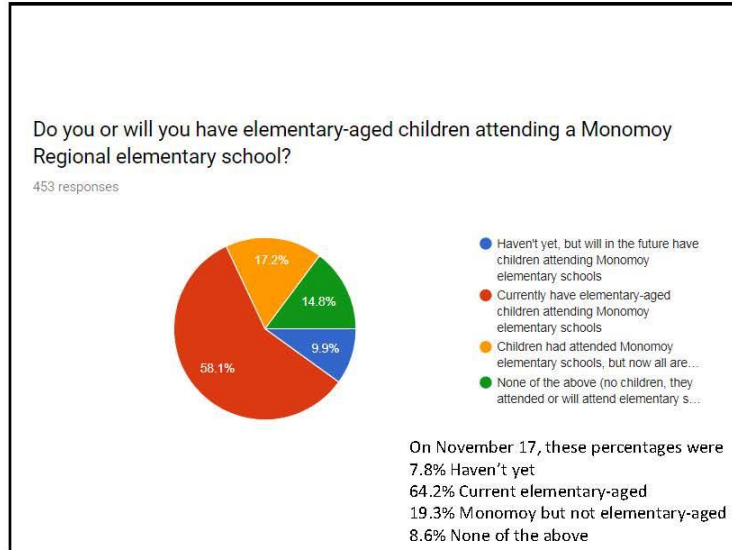
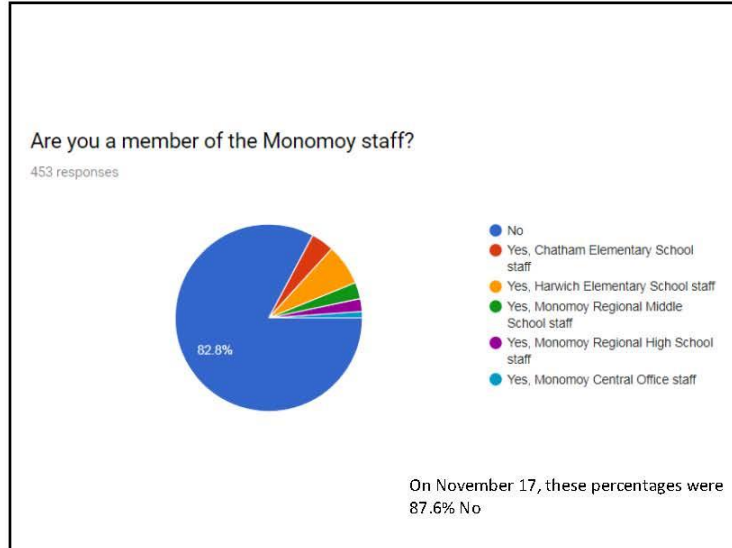
Why consider reconfiguring Monomoy's elementary schools?

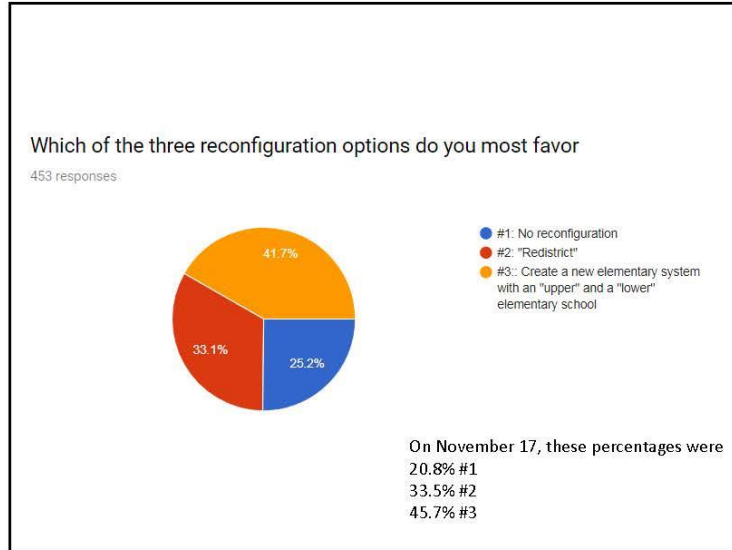
Given that Chatham Elementary School (CES) enrollment is in decline, relative to the enrollment at Harwich Elementary School (HES), a concern is that Chatham Elementary may become too small, lacking adequate peers for both students and teachers, while Harwich Elementary would be operating at a capacity beyond which is ideal. By statute, a regional school district must periodically review its regional agreement and when doing so needs to consider what is in the best educational interests of our towns' children. Two of the options below require amending the regional agreement.

OPTIONS	FACTS
<p>#1 No reconfiguration: Let Chatham Elementary School get small (shrinking from three classes per grade level to two) and Harwich Elementary School to operate with six classes per grade level.</p> <p>DOES NOT REQUIRE A CHANGE TO THE REGIONAL AGREEMENT</p>	<ul style="list-style-type: none"> This is the only option available under the current regional agreement. Limited social connections for children if CES shrinks to only two classes per grade level. Provides our educators at CES only one other grade level colleague with whom to regularly collaborate and share best practices. HES will be pressed for space and one grade level will likely be compressed into five larger sized classes (as the building has run in recent history). Having five to six classes per grade level provides ample peers for both students and teachers, but it also finds HES operating as a very large, not so intimate, school. With one third of CES likely vacant in future years, the district could consider using this space to expand preschool options.
<p>#2 "Redistrict": Divert one of elementary aged students currently attending Harwich Elementary School and have them attend Chatham Elementary School, which will allow Chatham Elementary to continue to operate with three classes per grade level and Harwich Elementary to operate with five classes per grade level.</p> <p>REQUIRES A CHANGE TO THE REGIONAL AGREEMENT</p>	<ul style="list-style-type: none"> This redistricting would impact only a few neighborhoods in Harwich, closest to the Chatham town line. A low level of HES children, roughly 25 per grade level, would find CES to be their new elementary school. This would allow CES students and teachers to have more peer interaction, since the school could maintain three classes per grade level. This would also allow HES to get slightly smaller, shrinking from six to five classes per grade level, which would allow the building to be more intimate for the families we serve. This would find HES with up to four classrooms available to consider future expansion of preschool options.
<p>#3 Create a new elementary system with an "upper" and a "lower" elementary school: This could see the Harwich Elementary School building housing all Pre-K through Grade 2 students in our district. Chatham Elementary School would then house all Grade 3 and Grade 4 students, with each elementary grade level having eight sections per grade level.</p> <p>REQUIRES A CHANGE TO THE REGIONAL AGREEMENT</p>	<ul style="list-style-type: none"> This approach maximizes peer connections for both students and teachers. All students of the same age attend the same elementary school together, which allows both students and parents better opportunities to connect with peers with like interests. All educators teach the same grade and housed in the same building, allowing for maximum professional collaboration, sharing of best practices, and alignment of curricula and pacing. Allows for more efficient staffing, as class sizes within grade levels are more homogeneous, while also kept small (averaging 28 or fewer students per class). This would find the HES with the capacity to expand preschool options for Monomoy families, using a few available classrooms, with HES functioning as an early childhood hub. This option may involve greater transportation costs.

For more information, please go to <https://www.monomoy.edu/StateFES/>







Staff Responses

Staff	#1	8	10%
	#2	16	21%
	#3	54	69%
		78	

CES

#1 11%

#2 28%

#3 61

HES

#1 15%

#2 25%

#3 60%

90% indicate favoring some kind of change (#2 or #3)

Chatham Responses

Chatham	#1	49	42%	←
	#2	45	39%	
	#3	22	19%	
		116		

58% indicate favoring some kind of change (#2 or #3)

Harwich Responses

Harwich	#1	54	24%	
	#2	78	35%	
	#3	94	42%	←
		226		

77% indicate favoring some kind of change (#2 or #3)

Choice Responses

Choice	#1	3	9%
	#2	11	33%
	#3	19	58%
		33	



91% indicate favoring some kind of change (#2 or #3)

Appendix 11: What the FY25 Assessment Theoretically Could Be (in FY21 dollars) If All Monomoy's Elementary Students Were Educated Under One Roof at HES (this presumes 6 sections per grade)

Elementary Consolidation Assessment FY21

Note: This is not realistically feasible until FY25, but is calculated as a point of reference. The enrollment below is an FY25 projection.

Pro: Both towns save money, because of economies of scale. Smallest possible per-pupil spending. All children in a grade-level are educated together.

Con: Creates one large elementary school, perhaps too large.

Elementary School Budgets	Total Cost	No. Stds	Per Pupil	
Chatham Elementary School FY21 Budget	\$ 2,869,394			"Under One Roof" savings \$ (2,027,076)
less carryover costs from CES required if consolidated with HES	\$ 842,318			
Harwich Elementary School FY21 Budget	\$ 6,085,214			
Revised HES Elementary Combined Budget	\$ 6,927,532	570	\$ 12,154	
Final FY21 Monomoy Budget			\$ 39,234,058	
Revenue				
Ch 70	\$ 3,798,314			
E&D	\$ 850,440			
Charter School	\$ 75,717			
Medicaid	\$ 155,000			
Interest	\$ 7,500			
Misc Revenue	\$ 13,562			
Total			\$ 4,900,533	
Non-Operating Expenditures				
Transportation	\$ 1,484,699			
Capital/Stabilization	\$ 355,000			
Debt	\$ 2,110,916			
Total			\$ 3,950,615	
Total Operating Assessment			\$ 30,382,910	
Operating Assessment				
	Harwich	Chatham	Total	
Required Minimum Contribution	\$ 13,156,660	\$ 4,190,569	\$ 17,347,229	
Funding Beyond Minimum Contribution Needed to Support Budget			\$ 13,035,681	
Split Based on 3-Year Rolling Foundation Enrollment	Harwich	Chatham		
	74.35%	25.65%		
Additional Operational Funding Per Member	\$ 9,692,029	\$ 3,343,652		
Operating Assessment Per Member	\$ 22,848,689	\$ 7,534,221		
Transportation Assessment			\$ 1,484,699	
less Regional Transportation Aid			\$ 641,360	
			\$ 843,339	
Split Based on 3-Year Rolling Enrollment from Towns	Harwich	Chatham		
	74.80%	25.20%		
Transportation Assessment Per Member	\$ 630,818	\$ 212,521		
Capital/Stabilization Assessment				
Split Based on 3-Year Rolling Foundation Enrollment	Harwich	Chatham		
	74.35%	25.65%		
Capital/Stabilization Assessment Per Member	\$ 263,943	\$ 91,058	\$ 355,000	
Debt Assessment				
Split Based on 3-Year Rolling Foundation Enrollment	Harwich	Chatham		
	74.35%	25.65%		
MRHS Bond (principal and interest)	\$ 1,475,197	\$ 508,928	\$ 1,984,125	
Final MRHS Financing	\$ 94,269	\$ 32,522	\$ 126,791	
Debt Assessment Per Member	\$ 1,569,466	\$ 541,450	\$ 2,110,916	
Total FY21 Assessment				
	Harwich	Chatham		
Operating Assessment	\$ 22,848,689	\$ 7,534,221	\$ 30,382,910	
Transportation Assessment	\$ 630,818	\$ 212,521	\$ 843,339	
Capital/Stabilization Assessment	\$ 263,943	\$ 91,058	\$ 355,000	
Total Before Debt	\$ 23,743,449	\$ 7,837,800	\$ 31,581,249	
Debt Assessment	\$ 1,569,466	\$ 541,450	\$ 2,110,916	
Total FY21 Assessment	\$ 25,312,915	\$ 8,379,250	\$ 33,692,165	
Total FY21 Statutory Assessment	\$ 26,820,046	\$ 8,899,195	\$ 35,719,241	
Difference between methods	\$ (1,507,131)	\$ (519,945)	\$ (2,027,076)	

UPDATED

Inequities in Monomoy's Elementary Per Pupil Budgets and the Challenges with the Loss of Elementary Enrollment

A Report by Monomoy Superintendent Dr. Scott Carpenter
to the MRSD School Committee and Boards of Selectmen

December 2020



Over Two Decades of Gradual Demographic Shift

Happening across the Cape

Fewer young families with school-aged children

Tied to lack of affordable housing, cost of living, childcare options, retirement destination, and a growing “Airbnb” industry

The rate of attrition of young families varies by community, with Chatham having some of the greatest loss in recent years

Changes over the past decade since the vote to regionalize - December 6, 2010

FY12 - the last year Chatham and Harwich fiscally operated schools separately

Harwich Elementary (HES) enrollment = 579 including 6 children from Chatham

Chatham Elementary (CES) enrollment = 279 including 53 children from Harwich

FY21 - the present year, removing the COVID distance learning/homeschooling from the enrollment counts

HES enrollment = 512, including 10 children from Chatham, a 12% drop in HES enrollment since FY12

CES enrollment = 170, including 24 children from Harwich, a 39% drop in CES enrollment since FY12

Enrollment declines, particularly at CES, are exacerbating two dilemmas

Rapidly increasing per pupil budget difference between Monomoy's elementary schools, as CES per pupil costs skyrocket

Potentially compromised ability to provide an ideal teaching and learning environment at CES, when small size may inhibit a rich social environment for children and adequate professional collaboration for educators

Two very different conversations, inextricably interconnected

Per Pupil Budget Difference

Per Pupil Budget at Monomoy's Elementary Schools - FY12, FY21 & FY25

FY12	School Budget	Number of Students	Per Pupil Budget
Chatham Elementary	\$ 2,499,028	265	\$9,430
Harwich Elementary	\$ 4,999,819	589	\$8,489
Difference in Per Pupil Budgets			\$941

FY21	School Budget	Number of Students	Per Pupil Budget
Chatham Elementary	\$2,869,394	170	\$16,879
Harwich Elementary	\$6,085,214	512	\$11,885
Difference in Per Pupil Budgets			\$4,994

FY25 Projection	School Budget	Number of Students	Per Pupil Budget
Chatham Elementary	\$2,652,551	100	\$26,526
Harwich Elementary	\$6,462,331	470	\$13,750
Difference in Per Pupil Budgets			\$12,776

The inequity is
NOT that the
district is
providing a better
educational
experience at
CES

Monomoy painstakingly coordinates the educational program, curriculum, and offerings between our two elementary schools to ensure ALL students have access to the same excellent quality of education and opportunities.

The inequity is
how elementary
per pupil budget
differences
impact the
Harwich taxpayer

Per the Regional Agreement, Harwich and Chatham each pay a percentage of the district's operational costs based largely on the three-year rolling average of foundation enrollment. In FY13, Harwich paid 72%. In FY21, 74.35%. In FY25, likely 79%, and heading toward 87% by FY33. As the Regional Agreement is written, Harwich taxpayers pay a significant portion of the total per pupil budget differences between the two elementary schools.

Increasing Total Per Pupil Budget Differences: A Growing Concern

FY12 Per Pupil Budget

\$941 per pupil difference X 265 CES pupils = \$249,365

FY12 was the last year prior to fiscal regionalization. Chatham would have fully paid this difference; however, in FY13, when the district fully regionalized, Harwich would have been paying for a significant portion of the assessment (72%):

\$1,263 per pupil difference x 259 CES pupils = \$327,117

FY25 Per Pupil Budget

\$12,776 per pupil difference X 100 CES pupils = \$1,277,587

Looking merely four years into the future, the total per pupil difference since regionalization is projected to quadruple, with Harwich's share of the assessment beyond the minimum contribution also rising to about 79%.

FY21 Per Pupil Budget

\$4,994 per pupil difference X 170 CES pupils = \$848,980

The total per pupil difference hovered fluctuated in the a ranged similar to FY13 until the CES population began to rapidly contract in FY18. By FY21, the current fiscal situation, this difference nearly tripled. Compounding the challenge, Harwich's share of the assessment beyond the minimum contribution rose to 74.35%.

Note: *Because the district gets Ch. 70 state aid for children at each elementary school, school choice money that helps pay for staffing, and other revenue offsets, the true impact on the Harwich taxpayers is less than the total per pupil budget differences multiplied by the three-year average of foundation enrollment percentage. This is also further complicated by the fact that some Harwich children attend CES and vice versa.*

How to remedy the fiscal inequity

The funding mechanisms within the Regional Agreement would need to be amended, which would involve support of the Selectmen and approval of voters at both Town Meetings.

The School Committee has a 2020-2021 goal to establish a working group, early in the budget process, to discuss regional assessment at the elementary level.

This group would include Selectmen from both towns and their appointees.

Superintendent's Recommendation

The simplest and fairest way to deal with the growing dilemma of inequitable funding of the elementary schools would be to have each town pay for its own elementary school.

This would involve changing the funding mechanisms in the Regional Agreement.

Note: Any possible future elementary reconfiguration could complicate this recommendation, but there are ways to equitably address even those scenarios.

In **FY13**, if the newly voted upon Regional Agreement had a provision where towns paid for their own elementary schools, Chatham's assessment would have increased by **\$408,069**, and Harwich's would have been decreased by the same amount.

In **FY21**, if the towns were paying for their own elementary schools, Chatham's assessment would have increased by **\$572,537**, and Harwich's would decrease by the same amount.

In **FY25**, if the Regional Agreement is revised to have towns pay for their own elementary schools, it is projected that Chatham's assessment will be **\$738,426** higher than if the agreement was not amended, and Harwich's would be lowered by the same.

Addressing one misconception

If the district's Regional Agreement was amended to permit the placement of Harwich-resident children at CES (either through "redistricting" or the creation of "upper" and "lower" elementary schools), it **DOES NOT** solve this fiscal dilemma. Moving more Harwich children to CES will help equalize per pupil budget discrepancies, but it provides Harwich taxpayers no fiscal relief. It simply trades empty classrooms at CES for empty classrooms at HES.

Compromised Ability to Provide
an Ideal Teaching and Learning
Environment

The impact of small class sizes

Evidence in the literature on a positive impact on learning if elementary class size is reduced from the mid-20s to 15-18 students.

Monomoy budgets for and operates with small class sizes, 18 +/- 1 at the elementary level and 19 +/- 2 at the upper grades.

Coming into regionalization, Chatham Public had very small class sizes ... arguably too small.

There is not a body of literature on the effects of “too small.”

At some point, classes become too small for vibrant discussions and too small to for effective group dynamics.

The impact of a small school

The conversations and concerns about CES becoming too small began just over three years ago, when CES appeared to not have enough kindergarteners to fill three classrooms -- leading to a future with only two classrooms per grade level. Three years later, the pace of enrollment loss at CES finds the school heading toward only one classroom per grade level.

Some appreciate the intimacy of small. Others express concerns.

Imagine classes with the same group children for five consecutive years (K-4). What if a child has a major conflict with another? What if a student doesn't find a single friend within that class?

It's equally important for teachers to have peers to support them with best practices, professional development, sharing curricular resources, etc.

Neither the School
Committee nor the
Superintendent
can unilaterally
move children
from HES to CES

Section V of the Regional Agreement reads:

There shall be no less than one elementary school in each member town. Students in the elementary grades shall attend schools in their towns of residence, except in special cases as defined by the Regional District School Committee.

Note: “special cases” here would be instances where a particular program for students with special needs is located in one building, but not the other. It would also apply to voluntary intra-district school choice.

Monomoy's first Elementary Reconfiguration Survey

In **November 2017**, the Monomoy Superintendent surveyed current and future elementary parents and elementary staff about potential options for elementary reconfiguration given the declining enrollment at CES. Families and staff were provided three options:

1. No reconfiguration. This would not require a change to the Regional Agreement
2. "Redistricting" -- diverting some Harwich-resident children, living closest to the Chatham town line, from HES to CES. This would require a change to the Regional Agreement.
3. Forming "upper" and "lower" elementary schools -- where potentially all preschool through Grade 2 students attend HES and all Grade 3 and 4 students attend CES (or vice versa). This would require a change to the Regional Agreement.

There were 453 respondents.

The results were presented at the November 30, 2017, School Committee meeting.

Monomoy Staff

Staff from both elementary schools favored enhanced peer collaboration and support by forming “upper” and “lower” elementary schools, where all teachers of the same grade level are located under one roof.

Staff Responses

Staff	No Change	8	10%
	“Redistrict”	16	21%
	“Upper” & “Lower”	54	69%
		78	



CES

#1 11%

#2 28%

#3 61

HES

#1 15%

#2 25%

#3 60%

90% indicate favoring some kind of change (#2 or #3)

Chatham Parents

Chatham parents least liked the option of “upper” and “lower” elementary schools, and the Chatham parents were nearly split between no reconfiguration and “redistricting,” with slightly more favoring the status quo.

Chatham Responses

Chatham Parents	No Change	49	42%	←
	“Redistrict”	45	39%	
	“Upper” & “Lower”	22	19%	
		116		


58% indicate favoring some kind of change (#2 or #3)

Harwich Parents

Harwich parents went in the complete opposite direction, favoring formation of “upper” and “lower” schools slightly more than “redistricting.” Maintaining the status quo was the least common response.

Harwich Responses

Harwich Parents	No Change	54	24%
	“Redistrict”	78	35%
	“Upper” & “Lower”	94	42%
		226	



77% indicate favoring some kind of change (#2 or #3)

School Choice Parents

Parents of school choice students had similar preferences as the Monomoy elementary staff and the Harwich parents, favoring the formation of “upper” and “lower” schools.

Choice Responses

Choice Parents	No Change	3	9%
	“Redistrict”	11	33%
	“Upper” & “Lower”	19	58%
		33	



91% indicate favoring some kind of change (#2 or #3)

Much changed in the three years since the Elementary Reconfiguration Survey of 2017.

Enrollment at CES is rapidly declining and there is now only one classroom of kindergarten students, requiring significant school choice applicants to fill it.

Enrollment at HES is now finding a relatively steady state of five classrooms per grade level, where once there was six.

There appears to be no evidence that these trends will reverse.

All of
Monomoy's
elementary
students could
fit "under-one-
roof" by FY25.

HES long operated as an elementary school with six classrooms per grade level. By FY25, CES' one classroom per grade and HES' five classrooms per grade could fit within HES, with all class sizes at 18 students or fewer.

This would require a change to the Regional Agreement.

There is the potential for fiscal relief* for both Harwich and Chatham taxpayers if all elementary children were educated together, but it leaves little wiggle room if there is a future baby boom.

**potentially saving Harwich around \$1.5 million/year and saving Chatham \$500,000/year, compared to operating two elementary schools under the current assessment approach.*

Monomoy's second Elementary Reconfiguration Survey

In **December 2020**, the Monomoy Superintendent surveyed current and future elementary parents and elementary staff about potential options for elementary reconfiguration given the declining enrollment at CES. Families and staff were provided these four options to rank.

There were 461 respondents.

Option 1:

No reconfiguration -- this is the only option that does not require amending the Regional Agreement

Option 2:

“Redistrict” some Harwich students to CES

Option 3:

Create a new elementary system with “upper” and “lower” elementary schools

Option 4:

House all Monomoy elementary students “under one roof” (FY25 or beyond)

Monomoy Staff

Staff from both elementary schools favored enhanced peer collaboration and support by forming “upper” and “lower” elementary schools, where all teachers of the same grade level are located in the same building -- this is consistent with Monomoy staff preference in the 2017 survey.

Monomoy staff clearly wanted to see some change in elementary configuration. CES staff were far less likely to show preference for all elementary students being educated at HES.

Color-coding: the “green zone” reflects the top choice. The “red zone” is the least favorite choice. The “yellow zone” may be a middle ground around which consensus could be found.

CES Teacher/Staff Responses

		No Change	Re-district	Upper/Lower	One Building
CES Staff	37				
	First Choice	2	13	21	1
	Second Choice	8	17	8	6
	Third Choice	13	7	5	15
Fourth Choice	14	0	3	15	

HES Teacher/Staff Responses

		No Change	Re-district	Upper/Lower	One Building
HES Staff	57				
	First Choice	5	4	33	16
	Second Choice	6	25	8	18
	Third Choice	20	21	8	13
Fourth Choice	26	7	8	10	

Chatham Parents

Chatham parents least liked the option of all elementary children being educated under one roof at HES.

The Chatham parents most preferred choice shifted from no change in the 2017 survey to the option of redistricting some Harwich children to CES in 2020.

Chatham Parent Responses

		No Change	Re-district	Upper/Lower	One Building
CES Parents	73	27	37	21	10
HES Choice Parents	3	19	40	27	10
Not Yet CES Parents	<u>19</u>	21	13	36	23
Total	95	28	5	11	52

Note: a few parents listed multiple fourth choices.

Harwich Parents

Harwich parents went in the complete opposite direction, favoring having all Monomoy elementary children educated under one roof at HES.

Harwich parents least liked the option of no change, followed closely by the option of redistricting.

Harwich Parent Responses

		No Change	Re-district	Upper/Lower	One Building
CES Choice Parents	16	50	29	59	111
HES Choice Parents	210	44	77	72	48
Not Yet HES Parents	<u>15</u>	70	70	68	47
Total	241	77	65	42	35

Note: a few parents listed multiple fourth choices.

School Choice Parents

Parents of school choice students had similar preferences as the Harwich parents, favoring having all elementary children educated in one building at HES, followed closely with the formation of “upper” and “lower” schools.

They least preferred no change and were not fond of the redistricting option either.

School Choice Parent Responses

		No Change	Re-district	Upper/Lower	One Building
CES Choice Parents	5	5	7	9	10
HES Choice Parents	26	6	7	9	9
Total	31	5	14	7	8
		15	3	6	4

Note: a few parents listed multiple fourth choices.

How to remedy one school potentially becoming “too small”

Any change to the elementary school configuration would require amending the Regional Agreement.

Amending the Regional Agreement would require support of the Selectmen in both towns and approval of voters at both Town Meetings.

The School Committee has a 2020-2021 goal to establish, organize, and lead a visioning session and/or community forum that includes representative stakeholders from Harwich and Chatham to discuss an elementary developmental program. This process has already begun.

Questions?

ANNUAL
COMMITTEE
PRESENTATIONS

BROOKS ACADEMY MUSEUM COMMISSION 2020 ANNUAL REPORT

At annual Town Meeting in May 2019, a Community Preservation Committee (CPC) article was approved in the amount of \$130,000 for a structural engineering analysis of the Brooks Academy foundation and for restoration and preservation of the outer shell of the building. The Town Buildings Maintenance staff tested peeling paint areas on the building exterior and determined that significant lead paint exists. That condition is the most visible building issue as viewed by passers-by. However, any structural issues must be addressed before dealing with lead abatement issues and repainting.

In July 2020 Sarah Korjeff, Historic Preservation Specialist at the Cape Cod Commission, provided us with several names of structural engineers who had experience with historical buildings on Cape Cod. The Brooks Academy Museum Commission (BAMC) contacted John Wathne of Structures North Consulting Engineers in Salem, MA who agreed to visit Harwich and to begin with a visual inspection of the building. The Town executed a contract with Structures North in early September, and Mr. Wathne visited Brooks Museum on September 17, 2020. His report after doing a day-long inspection was that the building was generally in good structural condition but that there were noticeable foundation issues.

The Town authorized Structures North to proceed with a Schematic Design of Foundation Repairs. The firm issued two final reports in December 2020 – a Structural Conditions Assessment Report addressing structural issues throughout the building and a Preliminary Design Study for Foundation Improvements. Both reports are available on the Town of Harwich website.

Structures North also worked with a Cape Cod contractor to provide a preliminary cost estimate for foundation repairs and for excavation of additional basement area under the building footprint. The preliminary design and cost estimate allowed the Town to apply in fall 2020 for CPC funds for construction of the needed repairs and improvements. The unanimous opinion of BAMC, the Harwich Historical Commission and Town Staff was that it was desirable to create as much basement storage space as possible and that it would be most cost-effective to do the excavation at the same time as the foundation repairs. Based on the Town's experience with other large building construction repairs in recent years, the Town Engineer added design and construction contingencies to the estimated total project cost.

The Town is now seeking State grants to help pay for this important project. The first grant application for a Massachusetts Cultural Facilities Capital Grant is due to be filed in January 2021. A requirement of both the Harwich CPC and the Massachusetts Cultural Council is that a Capital Plan be prepared for the building. That process has begun and will address a variety of repair and improvement items including the building foundation; building exterior including siding, roof and historic columns; building interior including accessibility improvements and creation of climate-controlled basement storage area; and windows including maintenance and restoration of historic use.

BAMC intends to proceed in several stages to complete all of the above. The process is likely to take a number of years. We will seek funding from both the Town Community Preservation Committee and from state and/or federal historic, cultural and accessibility grants.

David Spitz, Chair
Peggy Rose, Vice Chair
Sandra Hall, Clerk
Debra Miller
Janet Cassidy

BROOKS FREE LIBRARY BOARD OF TRUSTEES
ANNUAL MEETING WITH BOARD OF SELECTMEN
12.21.20

BOARD OF TRUSTEES

This year Mary Warde completed her fourth term as a Trustee and did not run for re-election as she was moving out of state. Linda Cebula was elected to the vacant position on the Board and JoAnne Brown as re-elected at the Town elections on June 30th. Stephen Ford has been our liaison from the Board of Selectmen and we appreciate his insight and advice.

Our meetings were interrupted by the pandemic for several months but we resumed meeting online in June and continue to meet monthly on the first Wednesday evening of the month at 7 pm. Members of the public are welcome to participate in the meeting and provide input and feedback on Library operations and services. Full packets of the agenda, draft minutes and reports from the librarians are posted on the Town website and the Library website.

COVID19 PANDEMIC

Much of the past year since we last met with you has been impacted by the pandemic. The Town closed public buildings with high foot traffic at the end of the day on Friday, March 13th. The Governor subsequently enacted a series of restrictions that impacted libraries. We were prohibited from loaning any physical materials to the public for several months. During this time staff members reallocated resources to purchase more eBooks, audiobooks and online resources and spent considerable time promoting use of these resources to the public and providing assistance in using them. We also created a page on our website with links to Town, County, state and national sources of information about the pandemic and steps community members should take to reduce their risk. Staff members created their own online content using various social media platforms, creating instructional videos on a variety of topics and highlighting library resources and ways to deal with the stress and isolation caused by the pandemic. We received many compliments from community members for these efforts, which helped keep them informed and enabled them to stay connected with each other.

We moved our book groups and Knit Lit programs online this spring and held other online special programs. The VITAL program, which teaches people with vision loss to use assistive technology, has also resumed and is providing instruction online. A series of craft programs has been offered and will continue over the winter. For many of the participants this was their first experience attending programs in this way, so we spent some time working with attendees in advance and helping them to iron out any technical issues. These programs are going robustly and new participants are always welcome. Community members who don't have the ability to join these programs online can also call in, and a number of them do, so participation isn't limited to those with good technology skills and internet access. These groups have been a wonderful vehicle for community members to stay connected with each other.

Our Youth Services Librarian continues to provide online, interactive story times, not just pre-recorded videos, and has continued virtual Story Talk and Story Time visits with elementary school classrooms since she can no longer visit in person. This fall we initiated a new Friday evening online gaming program for youth led by several of our librarians. This allows youngsters to participate and enjoy this type of online activity but in a safe community setting.

During the full shutdown in the spring, staff members continued to work in the building. We took advantage of the opportunity to do a lot of maintenance work on the collection that we don't have the time to do during normal operations. Inventories were done and the database updated, older unused items were withdrawn, and entire collections were relocated in order to improve browsing for patrons.

We also used the spring shutdown as an opportunity for professional development. Staff members were assigned exercises, many of them involving improving technology skills and becoming more familiar with online resources available to patrons.

No-Contact Curbside Pick-up:

We completed one of the first Resumption of Services plans for a library in Mass., using a phased approach to provide a framework for resuming in-person services in phases. There was a delay in receiving this type of guidance from the state, so library directors were very appreciative that we shared our plan and many used it as a model for developing their own plans. Similar leadership was displayed when later developing the specific "Curbside Plan" and "Grab and Go Inside Access Plan", which were also freely shared and used as a model by other libraries.

After being prohibited from loaning physical items for 13 weeks our Curbside Pickup Service Plan was approved and we began circulating physical items to patrons again on June 1st. Community members were thrilled to be able to borrow library materials again. Full-time residents, seasonal residents and visitors made heavy use of curbside service this summer. The Friends of Brooks Free Library also resumed their very popular Books on Wheels service in June. Volunteer drivers deliver new materials to homebound residents of the town and pick up items being returned. This program is critically important to participants in normal times and is appreciated even more during the pandemic.

For staff members, curbside service involved a complete change in operations, setting up a high volume fulfillment operation and creating procedures to keep things organized and running smoothly.

COVID19 Workplace Standards and Retro-fitting of Building

Separating staff to meet social distancing and COVID19 occupancy standards was another challenge we faced this year. The Library is a large building but staff work areas are concentrated in small areas. Most of our staff were not just too close to each other – they shared the same exact work station. To keep staff members physically distant from each other we set up workstations across the public areas of the first floor, stringing internet cable and phone lines across soffits to get to the new workstations.

The volume of materials in various stages of being processed for curbside pickup also meant carts and bins of items were spread out across the first floor once curbside service started. This was a barrier to allowing patrons back inside the building when the Governor authorized libraries to begin to do so. We needed to get the circulation staff and the circulation function back into the staff areas before we could open up the first floor to patrons.

Fortunately, we have had a project to reconfigure the interior space in the Library on the Capital Plan for several years, with one of the major objectives being the creation of more staff

work space. When it was the Library's turn to be retrofitted for COVID19 this summer, DPW Facilities Manager Sean Libby was very receptive to the idea of enclosing several alcoves, as we had already had some preliminary planning discussions about that possibility. Because this work was required for COVID19, the materials costs were paid for by CARES Act funds. The work was primarily done by Eric Eldredge and Wes Langway, with some assistance by Paul Viera, the 4th member of the Facilities Dept. They planned the project carefully and completed it with thoughtful attention to detail, making the new walls appear as if they were always part of the building. They also installed plexi-glass partitions at all the public service desks. When the project was completed in late Sept., we were able to move personnel and workstations off the public floor and open the first floor to patrons.

Inside Browsing

When the project was completed in late Sept., we were able to move personnel and workstations off the public floor and open the first floor to patrons. We began offering Grab and Go inside browsing at the end of Sept., beginning with several 4-hour per day openings, then adding Saturday hours and finally expanding to full pre-COVID hours on Tuesdays, Thursdays and Saturdays. Curbside service continued on Mondays, Wednesdays and Fridays so patrons had the option to come inside and browse the shelves or to continue with no-contact Curbside service.

We offered inside browsing for three months, and did so in a carefully thought out manner that minimized risk to staff and patrons. Many community members took advantage of the opportunity to come in - it was extremely popular.

Return to Curbside Only Service

Unfortunately, due to the increase in COVID19 cases locally and regionally, we have now joined the vast majority of CLAMS libraries in suspending inside browsing. We are providing curbside pickup service six days a week, Monday through Saturday, with morning, afternoon and evening appointments.

We have also implemented a cohort system for staff members, with three teams of 5-6 staff members. Employees will only work in the building with members of their cohort. Adopting this best practice minimizes the risk to staff members and it means the Library won't have to suspend services for two weeks if a staff member tests positive, as other libraries have done. Just that cohort would need to quarantine. Staff members on other cohorts would cover those shifts and library service to the public would not be interrupted for an extended period.

Patrons may place requests for items online and are then scheduled for a day to pick the items up. Our curbside service does not involve any contact with staff or other patrons. Items are left in a bag for the patron on tables outside the entrance on the parking lot side of the building. We're fortunate to have an overhang by that entrance so items are protected from the weather.

We are encouraging patrons to call us to place requests if they're not able to do that themselves online or if they don't have particular titles in mind and would like staff to prepare a bundle for them based on what they like to read, listen to or watch. We're also implementing a Book Bundle service after the holidays, where bundles of items in the same genre or on a particular theme will be available in the Curbside pickup area for patrons to check out and take home.

KNOW YOUR TOWN SERIES

In non-pandemic related activity this past year, the Library partnered with the Voter Information Committee to host a very successful series with town officials called Know Your Town. The last few sessions had to be canceled because of the pandemic but residents got to hear from the Chair of the Board of Selectmen, the Interim Town Administrator, Town Clerk, Finance Director, Treasurer/Collector, Deputy Assessor, Director of the Dept. of Public Works, Water Superintendent, Community Center Director, Council on Aging Director, and the Library Director. We are already working with the Voter Information on this year's series, though because of the pandemic we won't be able to host these as in-person sessions. More information will be forthcoming as the format and timeline are developed.

FRIENDS AND VOLUNTEERS

Finally, we'd like to extend our sincere appreciation to the Friends of Brooks Free Library for all that they do to support the Library. We also very much appreciate the efforts of our volunteers. This has been a difficult year the Friends and volunteers as both operations have been shut down by the pandemic. We look forward very much to the Friends Book Sale, Sunday programs and other activities resuming at some point in 2021 as well as welcoming back our wonderful volunteers.

Sincerely,

BROOKS FREE LIBRARY BOARD OF TRUSTEES

JoAnne Brown, Chair

Joan McCarty, Vice Chair

William Crowell, Treasurer

Bernadette Waystack, Secretary

Jeannie Wheeler, Building and Grounds

Kathleen Remillard

Linda Cebula

PUBLIC HEARINGS

PRESENTATIONS



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, *Interim Town Administrator*

CC: Carol Coppola, Finance Director
Capital Outlay Committee
Finance Committee

RE: Presentation of the Fiscal Year 2022 Capital Outlay budget/plan

DATE: December 21, 2020

Attached is the present version of the draft Fiscal Year 2022 Capital Outlay budget as presented to the Capital Outlay Committee on December 11th (with one exception – water project) and the Finance Committee at their charter-mandated public hearing on Tuesday, December 15, 2020.

As you will see, the present bottom-line impact of this budget is **\$20,136,919** including all current applications pending before the Community Preservation Committee (CPC). The subtotal of capital/CPC projects related to town-sponsored (non-private) projects is \$19,959,419.

As of this writing, the following chart shows the breakdown of potential funding sources that may be utilized to fund the projects as presented:

Anticipated Funding Sources

Source	Amount	
Chapter 90 Funds	\$ 700,000	
Community Preservation Comm.	\$ 2,045,140	
Debt Exclusions (proposed)	\$ 11,700,000	
Free Cash	\$ 910,105	
Golf Funds	\$ 277,420	
Operating Budget	\$ 230,000	
Potential Grants	\$ 1,000,000	
Public Education & Gov't Grant	\$ 99,254	
Unclassified	\$ 2,375,000	Total Unclassified + FC = \$3,285,105
Retained Earnings	\$ 800,000	
	\$ 20,136,919	

Please note the category I have labeled “unclassified” totaling \$3,285,105 pertains to projects that were previously identified to be funded via Free Cash plus any project that does not presently have a dedicated funding source.

Please also bear in the mind that the present balance for free cash is \$3,915,365. Additionally, the Board of Selectmen pledged to Town Meeting to “refund” the Stabilization Fund the amount of \$574,010 reflecting the amount used from that fund to help balance the general operating budget at the 2020 Annual Town Meeting.

If every project were to be funded (however unlikely that is) using free cash as identified and for all unclassified projects as well as the “refund” for Stabilization that would leave \$56,250 in free cash. That does not include using free cash if we run a deficit for snow and ice.

Lastly, this budget as presently outlined relies upon four (4) debt exclusions for funding which runs contrary to the Board of Selectmen’s goals for Fiscal Year 2022.

I will work on seeking withdrawals of projects before resorting to cutting as necessary to preserve more free cash.

I will provide a more detailed review of the budget and provide the full plan (showing FY22-27) at your meeting.

Thank you.

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN DRAFT AS OF DECEMBER 15, 2020

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	NOTES
ADMINISTRATION					
Admin	Harwich Center ADA Sidewalk Project	FC		\$ 50,000	
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$1 Million)	Grant			No activity underway to acquire grant
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental)	FC		\$ 200,000	
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport (Supplemental) GRANT	Grant		\$ 400,000	
Admin	Green/Fuel Efficient Fleet Replacement Schedule (Need Revisions)	Oper.Budget		\$ 30,000	
Brooks Academy Museum Comm. (BAMC)	Brooks Academy Structural Improvements Project	CPC - HP4		\$ 785,000	
Real Estate & Open Space (REOS) Committee	Hinckleys Pond Watershed Preservation Project	CPC - OS8		\$ 360,000	
Bikeways Committee	Bikeways crossing lights at Depot Road South project	CPC - R11		\$ 15,000	
Bikeways Committee	Old Colony Rail Trail Harwich/Chatham Town Border marker project	CPC - R12		\$ 1,000	
ADMIN SUB-TOTAL			\$ -	\$ 1,841,000	
AFFORDABLE HOUSING TRUST (AHT)					
AHT	AHT Funding for Housing and Part Time Coordinator (\$50K PT) [CH7]	CPC Housing		\$ 50,000	
AHT SUB-TOTAL			\$ -	\$ 50,000	
CEMETERY					
Cemetery Department	East Harwich Methodist Cemetery Gravestone Project	CPC Historic		\$ 102,000	
Cemetery Department	Restoration of fence posts & rails at East Harwich Methodist Cemetery	CPC - HP2		\$ 127,750	
Cemetery Department	Flag Poles project at Veterans Memorial Circle at Evergreen Cemetery	CPC - HP3		\$ 28,209	
Cemetery	Island Pond Arboretum Implementation of Master Plan (Construction)	Grant			COC voted 4-1 to move both items to FY '23
Cemetery	Island Pond Arboretum Master Plan (Study)	Grant			\$100k for construction; \$43k for master plan
Cemetery SUB-TOTAL				\$ 257,959	
CHANNEL 18					
Channel 18	Production Studio: Cameras/Lighting	PEG Grant		\$ 32,784	
Channel 18	Meeting Rooms (5 - various locations)	PEG Grant		\$ 66,470	
Channel 18 SUB-TOTAL				\$ 99,254	
COMMUNITY CENTER					
COMMUNITY CENTER SUB-TOTAL				\$ -	
CONSERVATION					
Conservation	Harwich Artificial Reef (Additional Project)	GRANT		\$ 250,000	ITA researching
CONSERVATION SUB-TOTAL			\$ -	\$ 250,000	
ENGINEERING					
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	Oper.Bud.		\$ 200,000	
Engineering	Crossing Lights - Depot Road South (R11)	CPC-UN/Rec		\$ 30,000	
ENGINEERING SUB-TOTAL				\$ 230,000	
FACILITY MAINT.-DPW					
Facility Main.-DPW	Brooks Library Roof	FC		\$ 148,500	
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	FC		\$ 11,605	
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements (MOD Grant)	GRANT		\$ 350,000	
Facility Main.-DPW	5 Bells Neck Roof Repair	FC		\$ 20,000	
Facility Main.-DPW	Cultural Center Systems Generator	FC		\$ 70,000	
Facility Main.-DPW	Cultural Center - Boiler Replacement			\$ 160,000	
Facility Main.-DPW	Remove and Replace Privacy Fence			\$ 55,000	
FACILITY MAINTENANCE SUB-TOTAL				\$ 815,105	

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN DRAFT AS OF DECEMBER 15, 2020

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	NOTES
FIRE					
Fire	Phased Police and Fire Radio System	FC		\$ 200,000	
Fire	Air Pack Replacement Program - (Town Funded Portion)	FC			Full grant amount in FY'21 negates need
Fire	Staff Car				Question if presently needed
Fire	Pumper and Ladder Request converted to Pumper/Ladder called Quint	DE		\$ 1,100,000	ITA needs to confirm
FIRE SUB-TOTAL				\$ 1,300,000	
GOLF					
Golf	Tree Work Front 9 (Final year of 6 Year Project)	Golf Im. Fund		\$ 35,000	
Golf	Design and Feasibility of 3 hole Practice and Putting Course	Golf Im. Fund		\$ 35,000	
Golf	Renovate Cart Path (Following Mungeam Plan) Hole 10 FY21 & Hole 1 FY 22	Golf Budget		\$ 14,500	
Golf	Various Mowing Equipment per Lease	Golf Budget		\$ 87,050	
Golf	Improvements to Nets at Driving Range (Back FY 22 & Main FY 23)	Golf Budget		\$ 30,870	
Golf	Golf Course Irrigation Update	Golf Funds		\$ 75,000	
GOLF SUB-TOTAL				\$ 277,420	
HARBORMASTER					
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)				Voted 5-0 to push to FY '2024 (\$2M)
HARBORMASTER SUB-TOTAL					
LIBRARY					
Library	Library Interior Modifications/Renovations				Trustees voted to move to FY '24 (\$40,000)
LIBRARY SUB-TOTAL				\$ -	
NATURAL RESOURCES					
NATURAL RESOURCES SUB-TOTAL					
PLANNING					
PLANNING SUB-TOTAL					
POLICE					
Police	Digital Fingerprint Machine (Normal Replacement)			\$ 30,000	ITA needs to confirm
POLICE SUB-TOTAL				\$ 30,000	
PUBLIC WORKS					
Public Works	5 Year Road Maintenance Plan (Traditionally funded by DE & Chapter 90)	DE		\$ 700,000	
	Harwich portion of State Gas Tax Allocation	Ch. 90		\$ 700,000	
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)				Voted 5-0 to remove from plan (\$600k)
Public Works	6 Wheel Dump Truck #7	FC		\$ 175,000	
Public Works	Ford E-250 Van #28	FC		\$ 35,000	
Public Works	Vehicle Listing (FY 22 to 27) Summary			\$ 330,000	
PUBLIC WORKS SUB-TOTAL				\$ 1,940,000	
RECREATION & YOUTH					
Recreation Department	Brooks Park Lighting Project, Phase 5, Part 2	CPC - R13		\$ 125,000	
Recreation Department	Sand Pond Revitalization Project, Phase 2	CPC - R14		\$ 83,500	
Recreation Department	Senior Memorial Field fencing project	CPC - R15		\$ 40,181	
Recreation Department	Whitehouse Field Lighting project, Phase 2	CPC - R16		\$ 100,000	
RECREATION AND YOUTH SUB-TOTAL				\$ 348,681	
TOWN CLERK					
TOWN CLERK SUB-TOTAL					

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN DRAFT AS OF DECEMBER 15, 2020

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	NOTES
WASTEWATER					
Wastewater	DHY Community Partnership - CWMP Revisions				
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Share of Treatment	DE*	\$	1,500,000	All subject to change pending ongoing BOS discussions
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Distribution & Connection		\$	1,500,000	
Wastewater	CWMP Phase 2 Contract 3 Pleasant Bay South	DE*	\$	8,400,000	
WASTEWATER SUB-TOTAL				\$	11,400,000
WATER					
Water	Hydration stations for outdoor recreational facilities	CPC - R10	\$ -	\$ 20,000	Water Supt. Is Project Manager
Water	Acquisition of parcels adjacent to town wellfields		\$	300,000	Reimbursable at 50% of cost; up to \$300k (DWSP grant)
Water	New Source Exploration (Planning 2021/Development 2023)	Retained Earnings	\$	250,000	
Water	Route 28 Water Main Replacement Design [Construction FY 2023 (bond)]	Retained Earnings	\$	500,000	Design increased from \$100,000 to \$500,000 per WS
Water	Station 8 Generator	Retained Earnings	\$	50,000	
WATER SUB-TOTAL				\$	1,120,000
SUBTOTALS OF CAPITAL REQUESTS				\$	19,959,419
Non-Town/Private CPC Applications					
Community Development Partnership (CDP)	Lower Cape Community Housing Institute	CPC - CH5	\$	7,500	
Cape & Islands Veterans Outreach Ctr	Veterans Home (to be located in Dennis, MA)	CPC - CH6	\$	20,000	
Harwich Conservation Trust (HCT)	Harwich Natural Heritage Trail Project (Phase 1)	CPC - R9	\$	150,000	
Other/Private	TOTAL CPC Requests		\$	177,500	
GRAND TOTALS (Including Other/Private CPC Listed below)				\$	20,136,919

ANTICIPATED FUNDING SOURCES		
Source	Amount	
Chapter 90 Funds	\$ 700,000	
Community Preservation Comm.	\$ 2,045,140	
Debt Exclusions (proposed)	\$ 11,700,000	
Free Cash	\$ 910,105	
Golf Funds	\$ 277,420	
Operating Budget	\$ 230,000	
Potential Grants	\$ 1,000,000	
Public Education & Gov't Grant	\$ 99,254	
Unclassified	\$ 2,375,000	Total Unclassified + FC = \$3,285,105
Retained Earnings	\$ 800,000	
	\$ 20,136,919	

NEW BUSINESS



732 MAIN STREET, HARWICH, MA 02645

December 21, 2020

Mary-Joe Perry
Massachusetts Department of Transportation
District 5 Highway Director
1000 County Street
Taunton, MA 02780

Re: Queen Anne Road, Harwich, MA
Speed Regulations

Dear Ms. Perry,

This memorandum serves as a follow up request regarding the speed regulation modification on Queen Anne Road in Harwich. The Town of Harwich previously submitted a letter in January 2019 with preliminary speed data to support a reduction in the 40 mile per hour (mph) speed regulation on Queen Anne Road based on its residential character and increased development over recent decades. MassDOT submitted a response letter dated May 13, 2019 requesting additional speed data which has since been collected by the Cape Cod Commission (CCC) and is summarized in this subsequent memorandum.

Study Area

The study area segment of Queen Anne Road is a two-mile segment from Route 124 in the west to Route 39 in the east. Within this segment, there are three different speed zones ranging from 30 mph to 40 mph. The three (3) posted speed limits segments are noted below and graphically shown in the attached figure:

- Segment 1: 35 mph from Route 124 to Cranberry Hollow Lane
- Segment 2: 40 mph from Cranberry Hollow Lane to Oyster Pond Road
- Segment 3: 30 mph from Oyster Pond Road to Route 39

The roadway environment generally remains consistent through the three segments with its residential character, narrow shoulders, slight occurrence of horizontal and vertical curves and no sidewalks. Queen Anne Road is approximately 24 feet wide with one-foot striped shoulders and no sidewalks. At its intersection with Route 124, Queen Anne Road is under traffic signal control while at its intersections with Route 39, Queen Anne Road is under yield control at a roundabout intersection. Queen Anne Road is signed as a bike route, however, no bicycle accommodations exist. With the nearby walking trails in the Teixeira Conservation Area and Cornelius Pond Conservation Area, pedestrians and bicycles must share the roadway with vehicles.

Residents often complain of the high speeds and difficulty entering and exiting the roadway from their driveways. Based on cursory review of the study area, there are approximately 39 intersecting side streets and over 100 residential driveways within the study area. The frequent number of side streets and curb

cuts create additional conflict points within the roadway with vehicles randomly entering and exiting the roadway. As discussed further below, the rear-end and angle collisions discussed further below.

The Harwich Police Department has performed enforcement activities in the past on Queen Anne Road including mobile radar feedback trailers on the roadway and most recently will be installing radar feedback signs later this year.

The CCC Staff also reviewed the density along Queen Anne Road and determined that the eastern half of the two-mile segment could be classified as a thickly settled area with a 30 mph speed limit, as shown in the attached graphic.

Crash History

Based on a review of town crash records, the two-mile segment of Queen Anne Road experienced a total of 19 crashes in the last five years (2016-2020). The majority of crashes resulted in property damage only (58%) during clear weather conditions and daylight hours on a dry road surface, where speeding could have been a factor. The majority of crashes were classified as a rear-end (37%) or angle collision (26%), with over 50% attributed to interactions with the side streets and residential driveways located along the roadway that create conflict points. The crash summary tables and graphs are provided in the Appendix.

A crash rate for the two-mile roadway segment of Queen Anne Road was calculated using the MassDOT Crash Rate Worksheet. Based on the 19 crashes, the Queen Anne Road two-mile segment experienced a crash rate of 0.79 crashes per million vehicle miles traveled, which is below the state average of 3.49 for an urban minor arterial.

Data Collection

Data collection efforts conducted by the CCC Staff in September 2019 included speed trial runs and a speed study at five locations. Additionally, Automatic Traffic Recorder (ATR) data was collected in July 2019. The speed studies followed the "Procedures for Speed Zoning on State Highways and Municipal Roadways, revised February 2017".

Traffic Volume Data –

Queen Anne Road carries an annual average daily traffic of approximately 6,250 vehicles per day while during the summer peak season the roadway carries approximately 7,900 vehicles per day based on 2019 Cape Cod Commission (CCC) count data. The average truck percentage is 9.5%. Count data is included in the Appendix.

Speed Study

The CCC Staff performed the speed data collection at five locations on Queen Anne Road on Wednesday September 19, 2019 from 9:30 AM to 3:00 PM. The speed data was collected during the off season and outside of the peak periods. The Speed Distribution Worksheets are included with this letter. The speed data was collected in accordance with MassDOT standards with a laser measurement tool during the off-peak hours and included 100 observations at the following locations:

- Segment 1: At Teixeira Conservation Area
- Segment 2: East of Cranberry Hollow Lane
- Segment 3: East of Hillcrest Drive
- Segment 4: West of Oyster Pond Road
- Segment 5: At Pleasant Park Circle

The following table summarizes the results of the speed study.

Speed Study Results

Queen Anne Road Segment	Posted Speed (mph)	50 th Percentile Speed (mph)	85 th Percentile Speed (mph)	95 th Percentile Speed (mph)
1: At Teixeira Conservation Area	35	32 (WB) 34 (EB)	35 (WB) 38 (EB)	36 (WB) 40 (EB)
2: East of Cranberry Hollow Ln	40	37 (WB) 39 (EB)	40 (WB) 43 (EB)	43 (WB) 45 (EB)
3: East of Hillcrest Drive	40	36 (WB) 38 (EB)	41 (WB) 42 (EB)	44 (WB) 44 (EB)
4: West of Oyster Pond Rd	40	39 (WB) 40 (EB)	43 (WB) 43 (EB)	44 (WB) 44 (EB)
5: At Pleasant Park Circle	30	37 (WB) 35 (EB)	41 (WB) 40 (EB)	44 (WB) 43 (EB)

WB – westbound
EB - eastbound

The Town of Harwich is mainly focused on a potential speed reduction within the 40 mph posted speed section. A proposed 35 mph posted speed limit for Segments 2-4 (Cranberry Hollow Ln to Oyster Pond Rd) would fall within a reasonable range based on these 85th percentile speeds (i.e. within +/- 7 mph) as well as seen with the 50th percentile speed results.

Trial Speed Runs

A total of eight (8) trial runs (4 per direction) were conducted by CCC Staff in September 2019 during the off-peak hours on Queen Anne Road. As part of this data collection effort, a vehicle was driven at a “safe, maximum comfortable speed”, while an observer recorded the speedometer reading at 0.1 mile increments. Results of the trial runs are summarized in the Speed Control Summary Worksheet. The following table summarizes the average speed that was traveled during the trial runs.

Trial Run Average Speed Results

Speed Regulation (mph)	Road Segment along Queen Anne Road	Eastbound Average Speed from Trial Runs (mph)	Westbound Average Speed from Trial Runs (mph)
35	From Route 124 to Cranberry Hollow Ln	37.7	34.6
40	From Cranberry Hollow Ln to Oyster Pond Rd	40.8	38.2
30	From Oyster Pond Rd to Route 39	38	35.7

As seen in the table, over the eight trial runs the average speeds collected are within a reasonable range of a proposed modification to the posted speed limit. The Town of Harwich is mainly focused on a potential speed reduction within the 40 mph posted speed section. A proposed 35 mph posted speed limit from Cranberry Hollow Ln to Oyster Pond Rd would fall within a reasonable range based on these average speeds (i.e. within +/- 7 mph) collected.

Safe Speed Range

The safe speed range is determined after the data collection is complete. As defined by MassDOT, the safe speed range is based on the following criteria:

- The sight distance should be measured at any critical vertical or horizontal curves. Using this measured distance, the design speed should be determined from the appropriate table in AASHTO’s A Policy on Geometric Design of Highways and Streets, latest edition. This speed should be compared to the observed 95th percentile speed and the lower of the two should be selected as the upper value for the Safe Speed Range.
- The observed 85th percentile speed should be noted at each location and the 7 mph below that value should be selected as the lower value for the Safe Speed Range.
- The safe speed range should be indicated on the Speed Control Summary Sheet for all observation areas.
- When the geometric conditions of the roadway reveal narrow shoulders, lack of sufficient space for maneuvering in an emergency, or any other condition or traffic impediments present that may require additional caution on the part of the motorist using the roadway, it may be desirable to use slightly lower values to provide some additional margin of safety.

Based on this guidance, it should be noted that the proposed speed limit should never be lower than the lower limit of the speed range. The following table summarizes for the speed ranges for the roadway segments included in this study. Based on a review of crash history and geometric conditions along the study corridor, the speed range is essentially set at the 95th percentile speed (upper limit) and 7 mph below the 85th percentile speed (lower limit). When selecting the speed limits and lengths of the speed zones, consideration should be made to make each speed zone as long as possible. The value of the speed limit for the zone should generally be equal to or slightly less than the average of the values of the safe speeds.

Safe Speed Range Table

Queen Anne Road Segment	Posted Speed Limit (mph)	Low Speed Range (mph)	High Speed Range (mph)
1: At Teixeira Conservation Area	35	28 (WB) 31 (EB)	36 (WB) 40 (EB)
2: East of Cranberry Hollow Ln	40	33 (WB) 36 (EB)	43 (WB) 45 (EB)
3: East of Hillcrest Drive	40	33 (WB) 34 (EB)	44 (WB) 44 (EB)
4: West of Oyster Pond Rd	40	36 (WB) 36 (EB)	44 (WB) 44 (EB)
5: At Pleasant Park Circle	30	34 (WB) 33 (EB)	44 (WB) 43 (EB)

WB – westbound
EB - eastbound

Recommendations

The Town of Harwich would like to reduce the existing 40 mph speed regulation on Queen Anne Road to 35 mph. A proposed 35 mph speed limit would be consistent with the adjacent lower speed regulations on this roadway and fit within the residential and densely settled character of the roadway. As stated earlier, the roadway environment is generally consistent throughout the two-mile segment with its residential character, narrow shoulders, no sidewalks and slight occurrence of horizontal and vertical curves. The frequent number of side streets and driveways create additional conflict points within the roadway. Based on the speed study results, the 85th percentile speeds within the 40 mph speed regulation segment are within 7 mph of a potential 35 mph posted speed limit. By revising the posted speed limit from 40 mph to 35 mph, a more consistent character would exist on this two-mile segment and promote a safer environment for all users of the roadway.

The Town of Harwich appreciates your assistance on this matter. Please do not hesitate to contact us if you should require any further information.

Sincerely,

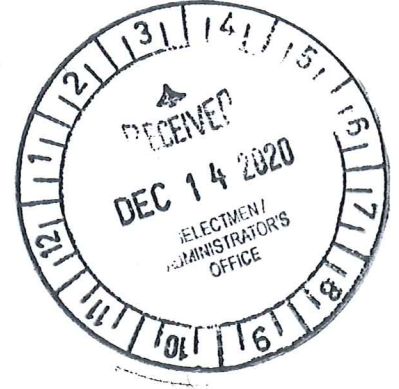
Larry Ballantine
Chairman, Harwich Board of Selectmen

Joseph Powers
Interim Town Administrator

David Guillemette
Harwich Police Chief

Lincoln Hooper
Harwich DPW Director

Villa Roma
278 Rte 28
W Harwich, MA 02671
12/12/2020



Board of Selectman
Town of Harwich
Main Street
Harwich, MA 02645

To whom it may concern:

Due to the Covid-19 pandemic restrictions set forward, our business will close on November 29th until we re-open in April.

Thank you for all your support during these unprecedented times. We appreciate your understanding.

Sincerely,

A handwritten signature in blue ink, appearing to be "Doug Morrissey", written over a large, faint, circular stamp.

Doug Morrissey



OFFICE OF THE SELECTMEN
732 MAIN ST., HARWICH, MA 02645
508-430-7513

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE

LICENSE APPLIED FOR: Lodging House _____ Innholders X
Fee: \$50 New application _____ Annual X # of rooms 8
Renewal X Seasonal _____ Opening date _____

Business Name SANDS HOSPITALITY, INC Phone 508-432-7766

Doing Business As (d/b/a) The Platinum Pebble Boutique INN

Business Address 186 BELMONT ROAD W. HARWICH, MA 02671

Mailing Address Same

Winter Address & Phone Same

Email Address stay@platinumpebble.com

Name of Owner SANDS HOSPITALITY, INC

(If corporation or partnership, list name, title and address of officers)

Sharon Foster Pres & Treasurer Shawn Gilmore, Vice Pres.

Sharon Foster, President
Signature of applicant & title Federal I.D. # _____

INNOLDERS ONLY – List total number of seats in dining/lounge area.

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Sands Hospitality Inc By Sharon Foster
Signature of individual or corporate name Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
Building Commissioner

[Signature]
Board of Health

[Signature]
Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
732 MAIN ST., HARWICH, MA 02645
508-430-7513

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE

LICENSE APPLIED FOR: Lodging House _____ Innholders X

Fee: \$50 New application _____ Annual X # of rooms 15
Renewal X Seasonal _____ Opening date May 1, 2021

Business Name Braddock, Inc. Phone _____

Doing Business As (d/b/a) Winstead Inn + Beach Resort

Business Address 114-118 Parallel St., Harwich, MA 02646

Mailing Address P.O. Box 432, Harwich Port, MA 02646

Winter Address & Phone _____

Email Address DJPlunkett14@gmail.com

Name of Owner _____

(If corporation or partnership, list name, title and address of officers)

David Plunkett - President, Gregory Winston - Vice President

Dana Plunkett - President

Signature of applicant & title Federal I.D. # _____

INNOLDERS ONLY – List total number of seats in dining/lounge area. 36

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Signature of individual or corporate name

By _____
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature] Building Commissioner [Signature] Board of Health [Signature] Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
732 MAIN ST., HARWICH, MA 02645
508-430-7513

APPLICATION FOR LODGING HOUSE OR INNHOLDERS LICENSE

LICENSE APPLIED FOR: Lodging House Innholders
Fee: \$50 New application Annual # of rooms 14
Renewal Seasonal Opening date May 1, 2020

Business Name Braddock, Inc Phone 508-432-4444

Doing Business As (d/b/a) Winstead Inn & Beach Resort

Business Address 4 Braddock St., Harwich Port, MA 02646

Mailing Address P.O. Box 432, Harwich Port, MA 02646

Winter Address & Phone _____

Email Address _____

Name of Owner David Plunkett & Gregory Winston

(If corporation or partnership, list name, title and address of officers)

David Plunkett - President, Gregory Winston - Vice President

Signature of applicant & title David Plunkett Federal I.D. # _____

INNOLDERS ONLY – List total number of seats in dining/lounge area. 25

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Signature of individual or corporate name _____ By David Plunkett
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
Building Commissioner

[Signature]
Board of Health

[Signature]
Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
508-430-7513

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual # of seats 95
Renewal Seasonal Opening date _____

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name BLM Restaurant Group Phone 508-430-0404

Doing Business As (d/b/a) The Lanyard Bar + Grill

Business Address 429 Route 28 Harwich Port MA 02646

Mailing Address same

Email Address _____

Name of Owner Benjamin Porter

(If corporation or partnership, list name, title and address of officers)

Benjamin Porter
Signature of applicant & title

Federal I.D. #

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Signature of individual or corporate name By _____
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
Building Commissioner

[Signature]
Board of Health

[Signature]
Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
 732 MAIN STREET
 HARWICH, MA 02645
 508-430-7513

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual # of seats 99
 Renewal Seasonal Opening date _____

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name EMBER PIZZA INC. Phone 508-430-0407

Doing Business As (d/b/a) _____

Business Address 1000 ROUTE 28

Mailing Address HARWICH, MA 02646

Email Address port-restaurant@hotmail.com

Name of Owner _____

(If corporation or partnership, list name, title and address of officers)

Justin Brackett, President _____

Jared Brackett, Secretary _____

[Signature] President _____

Signature of applicant & title Federal I.D. # _____

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

Signature of individual or corporate name By [Signature]
 Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
 Building Commissioner

[Signature]
 Board of Health

[Signature]
 Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
 732 MAIN STREET
 HARWICH, MA 02645
 508-430-7513

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application _____ Annual _____ # of seats _____
 Renewal Seasonal _____ Opening date _____

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name EPIROS HOLDINGS LLC. Phone 508-4323144

Doing Business As (d/b/a) GEORGE'S PIZZA HOUSE

Business Address 564 MAIN ST (RT 28) HARWICH PORT MA 02646

Mailing Address P.O. BOX 193 HARWICH PORT MA. 02646

Email Address _____

Name of Owner _____

(If corporation or partnership, list name, title and address of officers)

JOHN CHRISTAKIS (YANNI) OWNER/MANAGER →

SPYRIDON CHRISTAKIS (SPIRO) OWNER/MANAGER

[Signature]
 Signature of applicant & title

 Federal I.D. #

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

[Signature]
 Signature of individual or corporate name

By JOHN CHRISTAKIS
 Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

[Signature]
 Building Commissioner

[Signature]
 Board of Health

[Signature]
 Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.



OFFICE OF THE SELECTMEN
732 MAIN STREET
HARWICH, MA 02645
508-430-7513

APPLICATION FOR COMMON VICTUALLERS LICENSE

Fee: \$50 New application Annual X # of seats 66
Renewal X Seasonal Opening date

In accordance with the provisions of the Statutes relating thereto, application for a Common Victuallers license is hereby made by:

Business Name Zack Inc. dba Costaways Phone 508-237-0645

Doing Business As (d/b/a) Costaways

Business Address 986 Rt 28 So. Harwich Ma 02661

Mailing Address P.O. Box 94 So. Harwich, Ma 02661

Email Address

Name of Owner Deborah B Merrill

(If corporation or partnership, list name, title and address of officers)

 Deborah B Merrill Pres et al

 Deborah B Merrill
Signature of applicant & title

Federal I.D. #

Pursuant to MGL Ch. 62c, Sec. 49A, I certify under the penalties of perjury that to the best of my knowledge and belief I have filed all state tax returns and paid all state taxes required under law.

 Deborah B Merrill
Signature of individual or corporate name

By Deborah B Merrill
Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

The premises to be licensed as described herein have been inspected and found to be in compliance with applicable local codes and regulations, including zoning ordinances, health regulations and building and fire codes.

 [Signature]
Building Commissioner

 [Signature]
Board of Health

 [Signature]
Fire Department

Required signatures to be obtained by the applicant prior to submission of new applications.

CONTRACTS

Commonwealth of Massachusetts – Contract #TT72 – Authorized User Agreement

Verizon Wireless (“Vendor”) and the Commonwealth of Massachusetts, have entered into a contract for Cellular and Data Equipment & Services (“Contract”) with an effective date beginning on April 17 , 2019 through and any and all amendments and/or addenda thereto. Pursuant to the Contract, [Enter Eligible Entity name: TOWN OF HARWICH], a government entity, not-for-profit entity or a private education entity is eligible to participate under the Contract as an authorized user (“Authorized User”).

In accordance with the Contract, the Authorized User may, pursuant to this Authorized User Agreement (the “User Agreement”), purchase wireless services and products under the terms, conditions, and pricing established by the Contract for Authorized User participation. Participation is further subject to any and all applicable state and local purchasing statutes and ordinances. Orders placed under the Contract through a Verizon Wireless online portal are subject only to the Contract terms and conditions; any online Verizon Wireless “Terms of Service” do not apply to purchases made under the Contract. The Authorized User states, acknowledges and agrees, as follows:

- (1) It is an Authorized User as defined under the terms of the Contract;
- (2) Authorized User is eligible and desires to purchase wireless services and products from Vendor pursuant to the terms and conditions of the Contract, User Agreement, and any and all amendments, addenda and schedules thereto, as well as the terms and conditions of all plans activated under this User Agreement, which are incorporated herein by reference;
- (3) Authorized User will provide documentation and substantiate Authorized User status as appropriate and as requested from time to time by Vendor;
- (4) The Authorized User by signing below agrees to be subject to the terms and conditions of the Contract.
- (5) This User Agreement will be effective when executed by the Authorized User and accepted by Vendor;
- (6) Authorized User acknowledges and agrees that the Commonwealth of Massachusetts and Vendor may modify the Contract at any time and Authorized User shall be subject to all of the terms and conditions set forth in the Contract as so modified, and agrees to be bound by such modifications that are agreed upon by Vendor and the Eligible Entity. If Verizon Wireless and the Eligible Entity execute a new agreement that supersedes the Contract, any User Agreement previously entered into under the Contract that is still in effect shall be deemed subject to the new agreement. Authorized User will ensure that wireless services and products purchased under the Contract via this User Agreement will only be used for government, not-for-profit or private education business;
- (7) The undersigned is duly authorized by the Authorized User to designate the individual(s) (the “Authorized Contacts”) set forth below who are authorized to access the Authorized User’s account, established pursuant to this User Agreement, to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Authorized User to the terms and conditions of this User Agreement, and the Contract;
- (8) The Contract specifically authorizes the purchase of wireless services and products only by an Authorized User. No third party, including but not limited to Authorized User’s agents, contractors, vendors, distributors, contract employees, members, franchisees, parents or affiliates, is permitted to purchase under this User Agreement, except upon written agreement between Authorized User and Vendor. Additionally, Authorized User may not resell wireless services or products purchased under the Contract to any third party. Authorized User shall be the customer of record for purchases made under the Contract and this User Agreement, and may not modify the price for wireless services and products utilized by its Government Subscribers;
- (9) Applications added or downloaded by end users may enable capabilities (such as file sharing, presence, cloud storage, etc.) that are not managed by Verizon Wireless. It is the responsibility of the Eligible Entities to take appropriate actions to ensure these applications are securely managed and monitored to meet their security requirements as Verizon Wireless does not make any representations or guarantees that these products meet any contract security requirements. Verizon's device certification program has many levels of compliance and penetration testing to test among other things the security of the device

Commonwealth of Massachusetts – Contract #ITT72 – Authorized User Agreement

architecture and design, the operating system, application and hardware/chipset levels. Verizon has reviewed the Commonwealth's security policies. To the best of Verizon Wireless' knowledge, the Commonwealth of Massachusetts security policies and Verizon's device security certification policies do not conflict. Should the Commonwealth of Massachusetts or Verizon, during their respective normal courses of business, discover a perceived or actual variation between the Commonwealth of Massachusetts security policies and Verizon's device certification policies, Verizon will review such variations and, where reasonable and practicable, will work with the Commonwealth to find a mutually agreeable solution to those variations.

- (10) Verizon Wireless requires that an authorized representative of Eligible Entity approve the delegation of an Authorized Contact on your account in writing using this form. An Authorized Contact is defined as an individual who is designated and granted authority to act on behalf of the Eligible Entity for any and all matters contemplated by the Parties' Agreement to include access to the account, ability to purchase equipment, add lines of service, cancel service, and make changes to the account that financially bind the Eligible Entity ("Government Subscriber billed lines"). Government Subscriber billed lines of service are billed under the "Eligible Entity Name" and "Eligible Entity Federal Tax ID". At the request of the Authorized Contact, monthly billing for corporately billed lines of service can be sent to the Eligible Entity address or to an employee home address. By completing Schedule 'A' - "Request for Authorized Contact" and signing this form you have certified that you are an officer or owner of the Eligible Entity and have the authority to financially bind the Eligible Entity. Whether payment is made directly by the Eligible Entity or by an employee, you have agreed that your Eligible Entity will accept legal liability for payment. The following employee(s) are authorized to access the account, purchase equipment, add lines of service, cancel service, make changes to the account and to sign a Verizon Wireless customer service order for corporately billed lines of cellular and paging service. Subsequent changes or removal of an Authorized Contact or Point of Contact information on your account must be in writing.
- (11) This Section 11 applies to purchases completed under the ITT72 that are not for Public Safety Grade Wireless

Agreement to Share CPNI and Account Information with ITT72 Contract Managers

As an authorized representative of the Agency listed below (the "Agency"), I hereby consent to the disclosure, by Cellco Partnership d/b/a Verizon Wireless to the Commonwealth of Massachusetts, through the Operational Services Division—upon its request or as part of a contractual reporting requirement—of the Agency's Customer Proprietary Network Information (CPNI), as defined by the Federal Communications Commission (FCC), or other Authorized User/account information, for purposes of managing the Services and Products provided under this Contract. I understand that this agreement is required for all Eligible Entities procuring Services under Statewide Contract ITT72. Further, I understand this information will be used by OSD to aid in the general management of the statewide contract.

- (12) The following terms apply to all purchases completed under the ITT72 Public Safety Grade Wireless (Category 1B), which the Eligible Entity acknowledges and agrees to.

Agreement to Share Limited Agency CPNI and Account Information with ITT72 Contract Managers

As an authorized representative of the Agency listed below (the "Agency"), I hereby consent to allow Cellco Partnership d/b/a Verizon Wireless to share a limited set of the Agency's Customer Proprietary Network Information (CPNI) and other specified account information with the Operational Services Division (OSD) and the Executive Office of Technology Services and Security (EOTSS). OSD and EOTSS are designated contract managers for the Statewide Contract ITT72 "Telecommunications Services and Equipment."

The CPNI and other account information to be shared with OSD and EOTSS includes the agency name, agency contact information, and unidentifiable or aggregate information about the type of devices and services procured off statewide contract ITT72. A full listing of all categories of information shared under

Commonwealth of Massachusetts – Contract #ITT72 – Authorized User Agreement

this agreement is maintained by EOTSS and will be posted on the Commonwealth’s official procurement website (COMMBUYS) for Eligible Entity reference. Should there be any substantive updates to this list of shared CPNI or other account information, Verizon Wireless will provide at least thirty (30) days notification prior to releasing any additional information to OSD and/or EOTSS. The Agency will be deemed to have consented to such updates unless Verizon Wireless receives written notice from such Agency during the thirty (30) day notification period.

This Agreement does not authorize the release of specific user names or personal identifiers, device identifiers, location data, or call information.

I understand that the Commonwealth of Massachusetts requires this agreement for all Eligible Entities procuring services under Statewide Contract ITT72. No notification will be provided to me at the time the Agency’s specified information is shared with the OSD or EOTSS. Further, I understand this CPNI and other account information will be used for the general management of the statewide contract ITT72 and to assure the continuity and interoperability of services provided to public safety organizations under ITT72, Category 1, Public Safety Grade Wireless Data Services.

This Agreement in full replaces any prior customer information agreement entered into by the Agency under Statewide Contract ITT72 with Verizon Wireless.

Schedule ‘A’ – “Request for Authorized Contact” - List below the employee(s) that you are designating as Authorized Contact(s).

Print Name:	Print Name:
Title:	Title:
Office Phone:	Office Phone:
Cell Phone:	Cell Phone:
Email Address:	Email Address:

Schedule ‘B’ – “Eligible Entity Information” - Enter below the Eligible Entity’s information.

Print Name:		
Address:		
City:	State:	Zip Code:
Federal Tax Identification Number:	MyBiz Point of Contact Name:	
Dun & Bradstreet Number: Not Required	Dun & Bradstreet Address (if different): Not Required	

Signature block on page to follow

Commonwealth of Massachusetts – Contract #ITT72 – Authorized User Agreement

The Authorized User represents and warrants that: (a) it has received or read a copy of the Contract; (b) the execution, delivery and performance of this Authorized User Agreement has been duly authorized by all necessary action to the extent applicable; and (c) the person signing this Agreement is duly authorized to execute this Agreement and bind the Authorized User.

Signed:	Title:
Print Name:	Email Address:
Date:	

Verizon Wireless Information to be completed by Account Manager.

Account Representative Name:		
Account Representative Address/Location:		
Manager Name:		
Account Numbers:		
Add Domain(s) – If the Domain on the main COMA Employee Profile 63073, please remove and add to the new Employee Profile:		
<u>Employee Profile –</u> Government IDs (check only 1 box)	<u>Corporate Profile -</u> Government IDs (check only 1 box)	<u>Create New Profile</u> (check only 1 box)
EMPMA: <input type="checkbox"/>	MAOFF: <input type="checkbox"/>	Corporate Only: <input type="checkbox"/>
HCEMA: <input type="checkbox"/>	MAEDU: <input type="checkbox"/>	M2M Only: <input type="checkbox"/>
	MABOS: <input type="checkbox"/>	Corporate & M2M: <input type="checkbox"/>
	MAGOV: <input type="checkbox"/>	Employee Only: <input type="checkbox"/>
	HCCMA: <input type="checkbox"/>	Corporate & Employee: <input type="checkbox"/>
	MANON: <input type="checkbox"/>	Corporate, Employee & M2M: <input type="checkbox"/>

Griffin Ryder

From: Deputy Chief Kevin Considine
Sent: Friday, December 18, 2020 12:28 PM
To: Griffin Ryder
Subject: Verizon

Griffin,

I placed a phone call to the Verizon Rep., waiting on a call back. This is what will happen to our town wide phone plan if we delay past the end of December.

If / when she calls me back, I will ask more questions as we spoke about.

Good Afternoon Kevin,

It's hard to believe that we are already officially into Fall of 2020! With Autumn comes changes.

One change that is extremely relevant to you and your organization is that the contract you are currently purchasing off of for at least some of your lines (NASPO MASTER SERVICE CONTRACT #1907) **is expiring on December 31, 2020.**

If the contract associated with your account isn't changed, your service will remain active, but **as of January 1, 2021, you will no longer be able to make any changes to plans or features, and adding or upgrading lines will be impossible until you migrate. In essence, the account will be "stuck" as is.**

To be proactive, I would like to get this process started sooner than later!

I am copying in Carolina Lucchese, who will be your main point of contact for this migration.

We have several contract options but we will start by evaluating the MHEC contract, as it is most similar to the contract you utilize today.

Carolina will be replying to this email with the steps we need to take to begin the process.

We look forward to making this an easy transition and continuing the outstanding relationship we have built together.

Best,

Adam

Adam Townsend

Verizon Wireless

Government Account Manager

Commonwealth of Massachusetts

Kevin M. Considine
Deputy Chief of Police



Harwich Police Department
183 Sisson Road
Harwich, Ma 02645

(508) 430-7541 X 5521

www.harwichpolice.com



MEMO

TO: Joseph F. Powers, Interim Town Administrator

FROM: Griffin Ryder, Town Engineer *GJR*

CC: Carol Coppola – Finance Director/Town Accountant
Lincoln Hooper – Department of Public Works Director

RE: Town of Harwich and Ballard Mack Sales & Service, Inc.

DATE: December 18, 2020

Please find the attached Contract Agreement between the Town of Harwich and Ballard Mack Sales & Service, Inc. for the procurement of a Granite 42FR Catch Basin Cleaner for the Department of Public Works for signature by the Board of Selectmen.

The Granite 42FR Catch Basin Cleaner will be purchased off of the Commonwealth of Massachusetts Operational Services Division (OSD) **VEH98: Purchase of Vehicles** Statewide Contract.

The contract form is based on the KP Law 30B Supplies Contract Template and the Finance Director has confirmed the availability of funds and the source.

Based on procurement laws, I recommend that the Board of Selectmen execute the contract with Ballard Mack Sales & Service, Inc. for the purchase of a Granite 42FR Catch Basin Cleaner for \$214,000.00.

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Ballard Mack Sales & Service, Inc. with an address of 1 Mack Drive, Avon, MA 02322, hereinafter referred to as "Contractor", effective as of the day of December, 2020. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all supplies necessary to provide the Town with Granite 42FR Catch Basin Cleaner, including the scope of supplies set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work, supplies, and deliver by July 31, 2021.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$214,000.00. The Contractor shall submit monthly invoices to the Town for supplies rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

4. The Commonwealth of Massachusetts Executive Office for Administration and Finance Operational Services Division: VEH98: Purchase New Vehicles Statewide Contract.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement 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 any 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 Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the supplies provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor

shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

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

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and supplies rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 5) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, Clay Chase, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

04-2226643

Social Security Number or
Federal Identification Number

Ballard Mack Sales & Service Inc

Signature of Individual or
Corporate Name

DocuSigned by:
Rody Loomis
By: _____
3827FCC0A2F94EB...
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By DocuSigned by:

by its Board of Selectmen Over \$50,000

Rody Loomis

3827FCC0A2F94EB

Rocky Loomis Sales Rep

Printed Name and Title

Approved as to Availability of Funds:

by its Interim Town Administrator Up to \$50,000

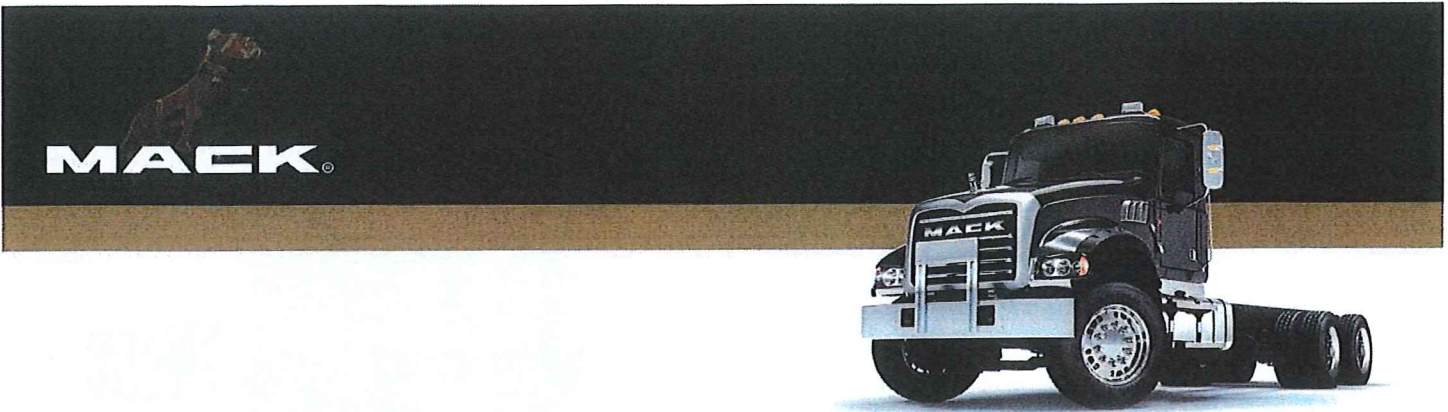
DocuSigned by:
Carol Coppola

48C32039D33D434... (\$214,000.00)
Finance Director Contract Sum

01421A2/620016

Interim Town Administrator

ATTACHMENT A



PRICING SUMMARY

GRANITE 42FR

VEHICLE PRICE

\$118,144.00

EXTERNAL LOCALS

STETCO QUOTE

\$86,056.00

JC MADIGAN PLOW QUOTE

\$9,800.00

VEH98 STATE CONTRACT

\$0.00

TOTAL VEHICLE PRICE

\$214,000.00

TAX SUMMARY

AMT. SUBJECT TO TAX

FET

\$214,000.00

\$0.00

Tire Tax Credit

N/A

\$0.00

TOTAL TAX

\$0.00

TOTAL SELLING PRICE (PER UNIT)

\$214,000.00

TOWN OF HARWICH

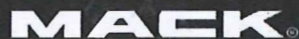
DATE

BALLARD MACK SALES & SERVICE, INC.

12/16/20

DATE

with Fender Mirrors, Floor mats, Jacket, VEH 98.




TECHNICAL SPECIFICATION

GRANITE 42FR

APPLICATION PACKAGES		DESCRIPTION
	GRANITE AF CONFIG. PKG.	PK7 177B: CTO; LH BB, 33L DEF, 72 GALLON SLEEVED, INBOARD AIR

CUSTOMER/VEHICLE INFO		DESCRIPTION
S	CHASSIS (BASE MODEL)	GRANITE 42FR
S	ASSEMBLY PLANT	Made in Macungie, PA USA
	CUSTOMER FLEET SIZE	DEALER FLEET WITH LESS THAN 25 VEHICLES IN OWN FLEET OF ANY VEHICLE BRAND
	TYPE OF SERVICE	MUNICIPAL
S	WARRANTY REGISTRATION LOCATION	US - WARRANTY REGISTRATION LOCATION
S	INITIAL REGISTRATION LOCATION	ALL 50 STATES, CARB ENGINE EMISSION (US17 / US21 / ZERO EMISSION)
S	LANGUAGE-PUBS/DECAL/SIGNS	ENGLISH
S	ROAD CONDITION	WELL MAINTAINED SURFACED ROADS >95% DRIVING DISTANCE
	VEHICLE USE & BODY/TRAILER TYPE	SERVICE/UTILITY TRUCK
	TRAILER TYPE	WITHOUT TRAILER TYPE
S	GROSS COMBINATION WEIGHT	TRUCK ONLY - NO TRAILER TOWING PROVISIONS PROVIDED
S	BRAKE REGULATION	BRAKE REGULATION, STOPPING DISTANCE 94M (310FT)
S	TOPOGRAPHY	GRADES <6% GREATER THAN 98% OF DRIVING DISTANCE MAX GRADE 16%
S	AMBIENT TEMP UPPER LIMIT (GTA)	AMBIENT TEMPERATURE HOT. WARMER THAN 104 F (40 C) ALLOWED UP TO 25 HOURS PER YEAR
S	TERRAIN GRADE	ON-OFF HIGHWAY, STARTING GRADES<18%
S	LOADING SURFACE	CONCRETE LOADING AND / OR UNLOADING SURFACE
S	VEHICLE VOCATION	CONSTRUCTION SERVICE

ENGINE/TRANSMISSIONS		DESCRIPTION
	ENGINE PACKAGE, COMBUSTION	MP7-325M MACK 325HP @ 1400-1900 RPM (PEAK) 2100 RPM (GOV) 1260 LB-FT, US'17
	TRANSMISSION	3000 RDS 6-SP ALLISON GEN5 W/PROGNOSTICS, WITH PTO PROVISION
S	GEARBOX 12TH GEAR LOCK-OUT	WITHOUT 12TH GEARBOX GEAR LOCK-OUT



TECHNICAL SPECIFICATION *(cont.)*

EXHAUST/EMISSIONS		DESCRIPTION
S	CARB 2008 IDLE REGULATION	IDLE EMISSION CERTIFICATION, CARB (WITH DECAL LOCATED ON LOWER LH CORNER / DRIVER DOOR)
S	DPF DIESEL PARTICULATE FILTER	CLEARTECH ONE BOX E.A.T.S. RH SIDE UNDER CAB US17 / US21
	CHASSIS MOUNTED EMISSIONS FINISH	W/O DEF COVER & STAINLESS STEEL DPF COVER
	DEF TANK	8.7 GALLON (33 L) 26" LEFT SIDE FUEL TANK MTD
	EXHAUST	SINGLE VERTICAL RIGHT SIDE CAB MOUNTED, LOWER VENTURI DIFFUSER, TURNED END
	EXHAUST STACK HEIGHT	9' 6" FROM GROUND
	EXHAUST SYSTEM MATERIAL FINISH	SINGLE, BRIGHT FINISH HEAT SHIELD, STACK AND SCR COVER (IF EQUIPPED)
	EMISSION ON BOARD DIAG CONTROL	EMISSION OBD, DISPLAY ONLY, USA2021

ENGINE EQUIPMENT		DESCRIPTION
S	AIR CLEANER	UNDER HOOD SINGLE ELEMENT DRY TYPE W/AIR INTAKE FROM BOTH SIDES OF HOOD
S	BUG SCREEN	BLACK ALUMINUM BUG SCREEN MOUNTED BEHIND GRILLE, WITHOUT WINTER FRONT COVER
S	AIR COMPRESSOR/DRYER	WABCO AIR DR SS-HP AIR DRYER W/ WABCO 318 (18.7 CFM) AIR COMPRESSOR
S	AIR DRYER POSITION (CA)	W/O RELOCATION OPTION
	ALTERNATOR	DELCO 12V 135A (35SI) BRUSHLESS
S	BATTERIES	(3) MACK 12V 650/1950 CCA THREADED STUD TYPE
S	BATTERY BOX - MOUNTING	LH RAIL UNDER CAB FORWARD OF FUEL TANK (3 BATTERY MAX)
S	BATTERY BOX COVER	MOLDED PLASTIC
	BATTERY DISCONNECT SWITCH	FLAMING RIVER BIG SWITCH WIRED TO POSITIVE SIDE
S	STARTER MOTOR	12 VOLT DELCO 39MT-MXT
S	ENGINE BRAKE	MACK MP7 POWERLEASH
S	FAN DRIVE	BEHR FAN AND ELECTRONIC MODULATING VISCOUS FAN DRIVE
	COOLANT PROTECTION	ETHYLENE GLYCOL EXTENDED LIFE COOLANT (50/50 MIX DYED RED) TO -34DEG, W/ LONG LIFE FILTER
	HOSES - RADIATOR/HEATER	SILICONE RADIATOR & HEATER HOSES W/BREEZE CONSTANT TORQUE CLAMPS ON ALL COOLANT LINES
S	FUEL-WATER SEPARATOR	MACK W/MANUAL DRAIN VALVE W/ HOT RECIRCULATION (INTEGRAL W/ PRIMARY FUEL FILTER)
S	PRIMARY FUEL FILTER POSITION (CA)	STANDARD FUEL FILTER POSITION
	ENGINE HEATERS	120v 1500w BLOCK HEATER ONLY (120V-15A PLUG)
	OIL PAN	CORROSION RESISTANT OIL PAN
S	ENGINE STOP, EMERGENCY (CA)	WITHOUT ENGINE STOP, EMERGENCY

CLUTCH/TRANS EQUIPMENT		DESCRIPTION
	GEAR SHIFTER	ALLISON DASH MOUNTED SHIFTER W/NEUTRAL TO RANGE INHIBIT (HD SERIES)
S	CLUTCH ACTUATION SYSTEM & PEDAL PAD	WITHOUT CLUTCH CABLE SYSTEM
	DRIVELINE - MAIN	SPICER 1760 W/COATED SPLINES (PROPS-M)
	PROPELLR SHAFT MAIN, UNVSL JNT	UNIVERSAL JOINT HALF-ROUND TYPE
S	TRANSMISSION OUTPUT TORQUE	TRANSMISSION OUTPUT TORQUE BASIC
S	BELL HOUSING	ALUMINUM
	LUBRICANTS, TRANSMISSION	TRANSYND SYNTHETIC LUBE FOR ALLISON TRANS
	TRANSMISSION OIL COOLER	ALLISON TRANS. W/DIRECT MOUNT COOLER & SS COOLANT TUBES

FRONT AXLE EQUIPMENT		DESCRIPTION
S	FRONT AXLE	18000# (8200 KG) MACK FXL18 (WIDE PIVOT CENTER) STRAIGHT SPINDLE/UNITIZED BEARINGS

PRICELIST DATE	QUOTATION	DATE	PAGE	CUSTOMER NAME	DEALER NAME
20210104	PICK2020000811A458	12/16/2020	2 of 9	TOWN OF HARWICH	BALLARD MACK SALES & SERVICE, INC.



TECHNICAL SPECIFICATION *(cont.)*

FRONT AXLE EQUIPMENT		DESCRIPTION
S	SPRINGS - FRONT	MACK TAPERLEAF 18000# (8200 KG) GROUND LOAD RATING, EQUAL BIAS
S	FRONT AXLE BRAKES	MERITOR "S" CAM TYPE 16.5" x 6" Q+
S	BRAKE, FRONT	CAST IRON
	FRONT AXLE BRAKE DUST SHIELD	DUST SHIELDS FOR FRONT AXLE
S	FRONT BRAKE ADJ. MANUFACTURE	HALDEX - AUTOMATIC
S	FRONT BRAKE CHAMBER MFG.	FRONT BRAKE CHAMBER MANUFACTURER, MGM
S	HUB MATERIAL, FRONT	FERROUS
S	SHOCK ABSORBER, FRONT	DOUBLE ACTING TYPE
S	STEERING	SHEPPARD SD110
S	LUBRICANTS, FRONT AXLE	PETROLEUM/SYNTHETIC (50/50) OIL FRONT AXLE

REAR AXLE EQUIPMENT		DESCRIPTION
S	REAR AXLE - SINGLE	23000# (10400kg) MACK RA23R DOUBLE REDUCTION
S	REAR AXLE CASING WIDTH	W/O WIDE TRACK AXLE
S	CARRIER - REAR AXLE	CRD151 (USED W/ MACK SINGLE AXLES)
	REAR AXLE RATIO	4.50 RATIO
	REAR SUSPENSION - SINGLE	23000# MULTILEAF W/HELPER NO ANTI-SWAY
S	BRAKES - REAR	MERITOR "S" CAM 16.5"x7" Q+
S	BRAKE, DRIVE, REAR	CAST IRON
S	REAR BRAKE ADJ MANUFACTURE	HALDEX - AUTOMATIC
	DRIVE AXLE BRAKE DUST SHIELD	DUST SHIELDS FOR REAR AXLE
	REAR BRAKE CHAMBER SIZE	REAR SPRING BRAKE CHAMBERS 30/30 TYPE
S	REAR BRAKE CHAMBER	MGM TR3030LP3THD BRAKE CHAMBERS
S	HUB MATERIAL, DRIVE	IRON PRESET REAR HUB W/INTEGRATED SPINDLE NUT
S	LUBRICANTS, REAR AXLE(S)	FACTORY OPTION LUBE - REAR AXLE
S	ANTILOCK BRAKE SYSTEM	BENDIX WITH TRACTION CONTROL 4S4M
S	BRAKE VALVE VERSION	BENDIX SWITCHES AND VALVES WHERE POSSIBLE

FRAME EQUIPMENT/FUEL TANKS		DESCRIPTION
CA	WHEELBASE	201"
	AF (OVERHANG)	63"
	FRAME RAILS & LINERS	11.1 x 90 x 300mm - (0.437" x 3.54" x 11.81"); RBM 2,820,000 LB-IN
	FRONT FRAME LENGTH	BUMPER POSITION EXTENDED 20" (SNOW)
S	CROSSMEMBERS	BOC AND INTERMEDIATE(S) STEEL HD BACK-TO-BACK CHANNEL
S	REAR CROSSMEMBER OPTIONS	STEEL CLOSING REAR CROSSMEMBER
S	FRONT BUMPER	EXTENDED-SWEPT BACK-STEEL
S	TOWING DEVICE, FRONT	HOOKS
S	FUEL LEVEL SENDER UNIT, LIQUID	BASIC FUEL LEVEL SENDER MOUNTED ON L.H TANK
	FUEL TANK - LH	72 GALLON (275 L) 26" ALUMINUM, SLEEVED D-SHAPED
S	FUEL TANK - RH	W/O RH FUEL TANK
S	FUEL FILLER NECK OPTIONS	WITHOUT FILLER NECK SCREEN, WITH NON-LOCKABLE FUEL TANK CAP
	FUEL LINE OPTIONS, LIQUID	W/O FUEL LINE OPTION
S	CAB INSTEP VERSION	STANDARD 2 STEP CAB ACCESS
	STEPS (BRIGHT) - FUEL TANK	STANDARD FINISH STEPS AND BRIGHT FINISH STRAPS

PRICELIST DATE	QUOTATION	DATE	PAGE	CUSTOMER NAME	DEALER NAME
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TECHNICAL SPECIFICATION *(cont.)*

AIR/BRAKE		DESCRIPTION
S	AIRTANK DRAIN VALVE	MANUAL (PETCOCK) DRAIN VALVES ON ALL TANKS
	AIRTANK MATERIAL	ALUMINUM, PAINTED
	RELOCATE AIR RESERVOIRS	UNDER BATTERY BOX, REMAINING BETWEEN FRAME RAILS
S	PARKING BRAKE VALVE	SINGLE VALVE SYSTEM

ELECTRICAL		DESCRIPTION
	BACK-UP ALARM	ECCO BACK-UP ALARM 575 CONSTANT SOUND LEVEL 107 dB
	DASH MOUNTED SWITCHES	(4) 15A, IGNITION POWERED, (2) 15A BATTERY POWERED, ALL LATCHING ON/OFF
	ROOF & SIDE MARKER LIGHTS	(5) GROTE CURVED W/ BEZEL ROOF MARKER & STANDARD MARKER / DIRECTIONAL SIGNAL
	AUXILIARY LAMPS	DASH CTRL/PWR SUPPLY/LOCAL INST PLOW LAMPS W/LEAD FURN@ GRILL W/2W/3W WEATHER PACK CON
S	DAYTIME RUNNING LIGHTS	W/OVERRIDE SWITCH, PARK BRAKE & ENGINE RUNNING ACTIVATED
S	DRL OVERRIDE SPEED THRESHOLD	DRL OVERRIDE SPEED THRESHOLD 8 KMPH (5 MPH)
S	TAIL LAMPS	INCANDESCENT TAIL LAMPS
	WORK LIGHTS - CHASSIS MOUNTED	RH/LH LED WORK LIGHT (STEPS & GROUND) ON BOTH SIDES TRUCK

PTO		DESCRIPTION
	POWER TAKE OFF CONTROL	TRANSMISSION PTO SWITCH AND LIGHT WITH WIRING AND PIPING FOR LOCAL INSTALLATION
S	PTO TRANS NEUTRAL CONTRL CHECK	W/O NEUTRAL CONTROL
S	BODY BUILDER INTERFACE	BODY LINK III W/CAB PASS-THRU

SPECIALTY EQUIPMENT		DESCRIPTION
S	DATA CAPTURE	WITHOUT DATA CAPTURE

CAB INTERIOR (A THRU G)		DESCRIPTION
S	GAUGES - UNIT OF MEASURE	U.S. UNITS (PREDOMINANT)
	GAUGE - PACKAGE, SECONDARY	2ND GA PKG W/ENG OIL TEMP, TRANS OIL TEMP, PYRO, BOOST PRESS
	GAUGE - REAR AXLE OIL TEMP	REAR AXLE OIL TEMP GAUGE IN DID (DRIVER INFORMATION DISPLAY)
	AUXILIARY PNEUMATIC OUTLET CAB	AUX. INCAB PNEUMATIC LINE CLEANOUT
S	AIR CONDITIONING/HEATER	BLEND AIR HVAC W/"ATC" TEMP REGULATION
S	DOME LAMP, INTERIOR	(4) DOME LAMPS - DOOR AND SWITCH ACTIVATED
S	DASH INDICATOR - LAMP BODY OUT OF POS	DASH MTD, INDICATOR BODY/HOIST UP "BODYBUILDER LAMP"
	FIRE EXTINGUISHER	5LB (ABC RATED/AMEREX) MOUNTED BETWEEN LH SEAT BASE AND DOOR WITH VALVE AIMED REARWARD
S	FLOOR COVERING	POLYURETHANE FLOOR MAT WITHOUT REMOVABLE INSERTS

CAB INTERIOR (H THRU R)		DESCRIPTION
S	INSTMNT CLUSTER LANGUAGE	DEFAULT: ENGLISH, SPANISH, FRENCH
S	KEY TYPES FOR DOORS	ALL CHASSIS KEYED AT RANDOM
S	DOOR OPENING OPTIONS	W/O ELECTRONIC KEYLESS ENTRY
S	AUDIO ACCOMMODATION	PREMIUM STEREO, AM/FM, CD-PLAYER, MP3, WEATHER BAND, BLUETOOTH
S	ANTENNA - RADIO	RADIO ANTENNA, CAB MOUNTED BEHIND LH DOOR
	ANTENNA - CB RADIO	PREP KIT FOR MOUNTING ON LT SIDE MIRROR (W/O ANTENNA)
S	POWER LEADS	POWER LEADS (5-WAY BINDING POSTS FOR CB RADIO) IN HEADER CONSOLE
S	AUDIO SPEAKER LOCATION	SPEAKER LOCATION, IN DOORS, MIDDLE HIGH SIDE PANEL

PRICELIST DATE	QUOTATION	DATE	PAGE	CUSTOMER NAME	DEALER NAME
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TECHNICAL SPECIFICATION *(cont.)*

CAB INTERIOR (H THRU R)		DESCRIPTION
S	COM.RADIO PREP KIT (CB)	CB RADIO MOUNTING REINFORCEMENT IN HEADER CONSOLE
S	AUXILIARY REAR WINDOW	REAR WINDOW (FIXED TYPE)
S	REAR WALL STORAGE COMPARTMENT	STORAGE POUCH REAR
	REFLECTOR KIT	EMERGENCY REFLECTOR KIT MOUNTED PARALLEL & CENTERED AGAINST BOC

CAB INTERIOR (S THRU Z)		DESCRIPTION
S	INTERIOR TRIM LEVELS	STANDARD PACKAGE, STEEL GRAY (Package 11A)
S	SEAT - DRIVER'S	MACK-AIR, HIGH BACK, 1 CHAMBER AIR LUMBAR
S	SEAT COVERING - DRIVER'S	DRIVER'S SEAT - STEEL GREY VINYL
	SEAT - PASSENGER'S	MACK-FIXED, HIGH BACK, W/ STORAGE BOX
S	SEAT COVERING - PASSENGER'S	PASSENGER'S SEAT - STEEL GREY VINYL
	SEAT ARMREST	INBOARD MOUNTED ARM REST, DRIVER'S & RIDER'S SEAT
S	SEAT BELT(S)	LAP & SHOULDER (BOTH SEATS) CAB MOUNTED SHOULDER BELT ADJUSTMENT (NOT AVAIL W/EXTENDED RIDER SEAT)
S	IGNITION TYPE	KEY TYPE
	STEERING WHEEL	2 SPOKE URETHANE GRIP, SATIN ALUMINUM SPOKES, WITH SWITCHES
S	WINDSHIELD TYPE	TWO PIECE WINDSHIELD
S	CAB GLASS	TINTED WINDSHIELD & SIDE WINDOWS & REAR WINDOW (IF EQUIPPED)
S	WASHER RESERVOIR POSITION	W/O WINDSHIELD WASHER OPTION
S	WINDSHIELD WIPERS	2 SPEED ELECTRIC MOTOR W/INTERMITTENT FEATURE

CAB EXTERIOR		DESCRIPTION
	AIR INTAKE GRILL / HOOD LATCH - FINISH	BRIGHT AIR INTAKE WITH BLACK HOOD LATCHES
	GRILLE	BRIGHT FINISH BARS W/BRIGHT FINISH SURROUND GRILL MOUNTED
S	PASSENGER SIDE VISIBILITY OPTIONS	AUXILIARY WINDOW IN RH DOOR
	GRAB HANDLES	BF EXTERIOR CAB GRAB HANDLES, BLACK GRAB HANDLE RH INTERIOR WINDSHIELD POST
S	REAR CAB SUSPENSION	REAR CAB SUSPENSION, AIR
	HORN - AIR	(1) BLACK TWIN TRUMPET, UNDER CAB MOUNTED
S	HORN - ELECTRICAL	SINGLE TONE
	MIRRORS - EXTERIOR	FLAT MIRROR - POLISHED ALUMINUM FINSH, HEATED, WITH LAMPS
	MIRRORS - CONVEX TYPE CAB DOORS	BRIGHT FINISH, LH & RH, 8" DIAMETER HEATED CONVEX
	SUN VISOR - EXTERIOR	SUN VISOR, EXTERIOR, FIBERGLASS (PAINTED)

AERODYNAMIC DEVICES		DESCRIPTION
S	CAB AERODYNAMIC PACKAGES	WITHOUT CAB AERODYNAMIC DEVICES
S	FRONT CHASSIS AERODYNAMIC PACKAGE	WITHOUT FRONT AERODYNAMIC FAIRINGS

WHEELS & TIRES		DESCRIPTION
	TIRES BRAND/TYPE - FRONT	11R22.5 H BRIDGESTONE R268 ECOPIA (13220 lbs) (Total for QTY = 2)
S	GHG STEER TIRE CATEGORY (PAWS)	LOW ROLLING RESISTANCE, BETTER FUEL ECONOMY
	WHEELS - FRONT	22.5x8.25 ACCURIDE ACCU-LITE POLISHED ALUMINUM, 6.59" OFFSET, 10 HAND HOLE (Total for QTY = 2)
	TIRES BRAND/TYPE - REAR	11R22.5 H BRIDGESTONE M843 (24020 lbs) (ALL POSITION) (Total for QTY = 4)
	GHG DRIVE TIRE CATEGORY (PAWS)	LOW ROLLING RESISTANCE, BETTER FUEL ECONOMY

PRICELIST DATE	QUOTATION	DATE	PAGE	CUSTOMER NAME	DEALER NAME
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TECHNICAL SPECIFICATION *(cont.)*

WHEELS & TIRES		DESCRIPTION
	WHEELS - REAR	22.5x8.25 ACCURIDE ACCU-LITE POLISHED ALUMINUM, 6.60" OFFSET, 10 HAND HOLE (Total for QTY = 4)
S	DRIVE WHEEL STUDS	DRIVE WHEEL STUDS LONGER LENGTH
S	TIRE INFLATION VALVE	STANDARD VALVE STEMS AND CAPS
S	FRONT HUB/WHEEL TRIM	WITHOUT FRONT HUB/WHEEL TRIM
S	REAR HUB/WHEEL TRIM	WITHOUT REAR HUB/WHEEL TRIM
	AUXILIARY HUB/WHEEL TRIM	WITHOUT AUXILIARY HUB/WHEEL TRIM
S	WHEEL NUT & FINISH, FRONT	WHEEL NUT BASIC FINISH, FRONT
S	WHEEL NUT FINISH, REAR (CA)	WHEEL NUT BASIC FINISH, REAR

COMMUNICATION SYSTEMS		DESCRIPTION
S	CO-PILOT - DISPLAY FEATURES ACCESS LEVEL	CO-PILOT DISPLAY, DRIVER ACCESS LEVEL 1
S	TELEMATIC GATEWAY	TELEMATICS GATEWAY, 4G/LTE AND WLAN SYSTEM WITH DIAGNOSTIC SERVICES

ENGINE ELECTRONICS		DESCRIPTION
S	OIL PRESSURE, ENGINE SHUTDOWN	OIL PRESSURE, ENGINE SHUTDOWN
S	COOLANT TEMP, ENGINE SHUTDOWN	COOLANT TEMP, ENGINE SHUTDOWN
S	ENGINE PROTECTION SYSTEM	ENGINE PROTECTION (SHUTDOWN)
S	ENGINE IDLE CONTROL	IDLE CONTROL, 650 RPM
S	SMART IDLE ELEVATED IDLE RPM TIME	INCREASE 10 MINUTE MAXIMUM TIME
S	IDLE S/D ABS TAMPER CHECK	IDLE SHUTDOWN ABS TAMPER CHECK, ENABLED
S	IDLE S/D WARNING TIME	30 SEC IDLE S/D WARNING TIME
S	IDLE S/D IF WARM-UP TEMP	38C DEG (100F), WARM UP TEMP DELAY
S	IDLE S/D WARM-UP TIMER	5 MIN. WARM UP TIME DELAY
S	IDLE S/D IF PTO ACTIVE	ENGINE IDLE SHUTDOWN TIME OVERRIDDEN IF PTO ACTIVE
S	IDLE SHUTDOWN IF POWER > LIMIT	ENG IDLE SHUTDOWN TIME OVERRIDDEN IF TORQUE > THAN LIMIT
S	IDLE S/D OVERRIDE %ENGINE LOAD	IDLE SHUTDOWN OVERRIDE UPTO 20% ENGINE LOAD THRESHOLD
S	AMBIENT TEMP MIN TRESHOLD	AMBIENT TEMP MIN TRESHOLD, 16 DEG C, (60 DEG F)
S	AMBIENT TEMP MAX TRESHOLD	AMBIENT TEMP MAX TRESHOLD, 27 DEG C, (80 DEG F)
S	EL HD THROTTLE,MAX ROAD SPEED	ELECTRONIC HAND THROTTLE, MAX ROAD SPEED, 16 KMH (10 MPH)
S	EL HAND THROTTLE,MAX ENG SPEED	ELECTRONIC HAND THROTTLE, MAX ENGINE SPEED, 1000 RPM
S	EL HAND THROTTLE,MIN ENG SPEED	ELECTRONIC HAND THROTTLE, MIN ENGINE SPEED, 700 RPM
S	EL HD THROTTLE,SPEED RAMP RATE	ELECTRONIC HAND THROTTLE, SPEED RAMP RATE, 100 RPM/SEC

TRANSMISSION ELECTRONICS		DESCRIPTION
	TRANSMISSION ELECTRONICS PACKAGE	DUMP/VOCATIONAL(223) - ALLOWS TRUCK TO BE PUT IN GEAR WITHOUT SERVICE BRAKE (FOR PAVING)
S	TRANSMISSION ELECTRONIC SHIFTING PROPERTIES	W/O ALLISON FUELSENSE 2.0 PROGRAMMING

VEHICLE ELECTRONICS		DESCRIPTION
S	CRUISE CONTROL	CRUISE CONTROL
S	CRUISE CONTROL, MAX SPEED	MAX CRUISE, 105 KPH (65 MPH)
S	CRUISE CONTROL MIN SPEED	MIN CRUISE, 32 KPH (20 MPH)
S	ENG BRK ENGAGE IN CRUISE	ENG BRK ENGAGE IN CRUISE, 3 MPH, ABOVE SET SPEED
	PEDAL RSL SETTING	105 KM/H PEDAL ROAD SPEED LIMITER (65MPH)

PRICELIST DATE	QUOTATION	DATE	PAGE	CUSTOMER NAME	DEALER NAME
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TECHNICAL SPECIFICATION *(cont.)*

VEHICLE ELECTRONICS		DESCRIPTION
S	ROAD SPEED LIMITER SETTING	105 KM/H ROAD SPEED LIMITER(65 MPH)
S	MAXIMUM ENG SPEED AT 0 MPH	1000 MAXIMUM ENGINE SPEED AT 0 MPH
S	DETECTION SPEED SENSR TMPRNG	DETECTION OF SPEED SENSOR TAMPERING, ENABLE
S	ENG TORQUE LIMIT,SPEED SENSOR	ENG TORQUE LIMITED TO 50%, IF SPEED SENSOR TAMPER DETECTED
S	DRIVER ID FUNCTION	DRIVER ID FUNCTION, DISABLED
S	DR PERFORMANCE PARAMETERS	WITHOUT DRIVER PERFORMANCE PARAMETERS
S	ENGINE OVERSPEED,ALL COND, LOG	ENGINE OVERSPEED, ALL CONDITIONS, TIME LOG IF ABOVE 2200 RPM
S	ENGINE OVERSPEED,FUELED, LOG	ENGINE OVERSPEED, FUELED, TIME LOG IF ABOVE 2100 RPM
S	VEHICLE OVERSPEED,ALL COND,LOG	VEHICLE OVERSPEED,ALL COND, TIME LOG IF ABOVE 75MPH (121KMH)
S	VEHICLE OVERSPEED, FUELED, LOG	VEHICLE OVERSPEED, FUELED, TIME LOG IF ABOVE 70MPH (113KMH)
S	ENGINE IDLE DELAY TO LOG	ENGINE IDLE DELAY TO START LOG, 2 MIN
S	PERIODIC TRIP LOG DAY OF MONTH	PERIODIC TRIP LOG, DAY 1 OF THE MONTH

PTO ELECTRONICS		DESCRIPTION
S	PTO1 SINGLE SPEED CONTROL RPM.	PTO 1ST, SINGLE SPEED SETTING, 1000 RPM
S	PTO 1ST, MAX ROAD SPEED	1ST PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
S	PTO 1ST, SPEED RAMP RATE	PTO 1ST, SPEED RAMP RATE 100 RPM/SEC
S	PTO 1ST, MAX ENGINE SPEED	PTO 1ST, MAX ENGINE SPEED, 2100 RPM
S	PTO 1ST, ROAD SPEED LIMIT	PTO 1ST, ROAD SPEED LIMIT, 97 KMH (60 MPH)
S	PTO 1ST, MINIMUM ENGINE SPEED	PTO 1ST, MINIMUM ENGINE SPEED, 600 RPM
S	PTO 2ND, SINGLE SPEED SETTING	PTO 2ND, SINGLE SPEED SETTING, 1000 RPM
S	PTO 2ND, MAX ROAD SPEED	2ND PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
S	PTO 2ND, SPEED RAMP RATE	PTO 2ND, SPEED RAMP RATE 100 RPM/SEC
S	PTO 2ND, MAX ENGINE SPEED	PTO 2ND, MAX ENGINE SPEED, 2100 RPM
S	PTO 2ND, ROAD SPEED LIMIT	PTO 2ND, ROAD SPEED LIMIT, 97 KMH (60 MPH)
S	PTO 2ND, MINIMUM ENGINE SPEED	PTO 2ND, MINIMUM ENGINE SPEED, 600 RPM

PAINT		DESCRIPTION
S	PAINT DESIGN	SINGLE COLOR
S	PAINT TYPE	SOLID PAINT
	PAINT COLOR - FIRST COLOR	GREEN; L0105
S	PAINT COLOR - SECOND COLOR	NO SECOND TRUCK COLOR PROVIDED; NO COLOR
S	PAINT COLOR - THIRD COLOR	NO THIRD TRUCK COLOR PROVIDED; NO COLOR
S	PAINT - CAB PAINT SYSTEM	PAINT - CAB, URETHANE CLEAR COAT
S	CAB COLOR	SAME AS FIRST COLOR - CAB
S	HOOD COLOR	SAME AS FIRST COLOR - HOOD
	SUN VISOR COLOR	SAME AS FIRST COLOR - SUN VISOR
S	SLEEPER ROOF COLOR	WITHOUT SLEEPER ROOF COLOR
S	ROOF FAIRING COLOR	WITHOUT ROOF FAIRING
S	CHASSIS RUNNING GEAR	MACK BLACK (URETHANE)
S	BUMPER	PAINT BUMPER SAME COLOR AS CHASSIS RUNNING GEAR
S	FUEL TANK - ***NO INVENTED VARIANTS ALLOWED in the FUEL TANK PAINT FAMILY***	W/O OPTIONAL FUEL TANK PAINT
S	HUBS & DRUMS-FRONT	SAME AS CHASSIS RUNNING GEAR
S	HUBS & DRUMS-REAR	SAME AS CHASSIS RUNNING GEAR

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TECHNICAL SPECIFICATION *(cont.)*

CALCULATED CODES - KAX		DESCRIPTION
S	PROPCALC SELECTION	YES, THE ORDER MUST BE CALCULATED

BASE WARRANTY & PURCHASED COVERAGES		DESCRIPTION
S	VEHICLE WARRANTY TYPE	HEAVY DUTY WARRANTY CLASSIFICATION
S	BASIC CHASSIS COVERAGE	HEAVY DUTY STANDARD BASE COVERAGE 12 MONTHS/100,000 MILES (161,000 KM)
S	ENGINE WARRANTY	MACK MP7/MP8 BASE ENGINE COVERAGE 24 MONTHS / 250,000 MILES (402,000KM)
S	EMISSION COMPONENT COVERAGE	US and CANADA EQUIPPED VEHICLE EMISSION COMPONENTS COVERAGE 60 MONTHS/100,000 MILES (161,000 KM)
	TRANSMISSION WARRANTY	ALLISON TRANSMISSIONS (Contact Allison Transmission for standard warranty and extended coverage data)
S	CARRIER & AXLE HOUSING WARRANTY	STANDARD MACK HEAVY DUTY COVERAGE 36 MONTHS / 300,000 (482,803 KM KM)
S	AIR CONDITIONING WARRANTY	AIR CONDITIONING STANDARD COVERAGE (Sealed System Only) 12 MONTHS UNLIMITED MILEAGE
S	CHASSIS TOWING WARRANTY	STANDARD NORMAL / HEAVY DUTY CHASSIS TOWING 90 DAYS OR 5,000 MILES
S	ENGINE TOWING WARRANTY	STANDARD MACK ENGINE TOWING COVERAGE 24 MONTHS/250,000 MILES (402,000 KM)
S	GUARDDOG CONNECT BUNDLE	24 MONTH - GUARDDOG CONNECT WITH MACK OTA (with ASIST and Mack OneCall))
S	PARAMETER PLUS	WITHOUT PARAMETER PLUS
S	PREPAID API	WITHOUT PREPAID API
S	PREMIUM MAINTENANCE - CHASSIS LUBE AND INSPECTION	W/O PREMIUM MAINTENANCE - CHASSIS LUBE AND INSPECTION COVERAGE

Z - TO BE DISCONTINUED - GOING OBSOLETE		DESCRIPTION
S	PAINTED DISC WHEELS, FRONT	WITHOUT PAINT
S	PAINTED DISC WHEELS, REAR	WITHOUT PAINT

ADDITIONAL ENGINEERING (Included)		DESCRIPTION
	CA	



27 Washington Street
Westborough, MA 01581
phone: 800-338-7838
fax: 508-870-1731



12/16/2020

Attn : Mr. Rocky Loomis
Ballard Mack Co.
1 Mack Drive
Avon, Ma. 02322

Ref : Town of Harwich Hwy Dept

Stetco Model 950T/13 Catch Basin Cleaner :

13' -- Boom length -- two piece boom
Planetary winch mounted on heel of boom
2,000 lb Winch line capacity
200 fpm Winch line
35' Reach below ground
8,260 lb Lift capacity @ 5'
4,130 lb Lift capacity @ 10'
2,860 lb Lift capacity @ 13'
Lift cylinder -- cap end and rod end equipped w/ self aligning ball bushings
2 -- Control stations -- one on each side of unit
Rack and pinion rotation -- 370 degree rotation
Central lubrication system -- base bushing
Body dumping safety device
Tall mast
Stetco -- 15" Orange peel bucket
Color : GREEN -- Dupont Code # L0105EB
Speed control --- two toggle switches --one on each side of unit
Frame mounted hydraulic oil tank
Hot shift PTO -- transmission mount
DC -- mount single stage hydraulic pump
Stetco 950 installed on Mack Granite
Boom post assy -- (ship loose for Madigan to install)
(2) Strobes (Buyers) -- (ship loose for Madigan to install)
Body swap -- Harwich Hwy -- truck to new Mack granite -- ICC standards



27 Washington Street
Westborough, MA 01581
phone: 800-338-7838
fax: 508-870-1731



Whelan—Arrow board – installed w/ switch box / SS shield installed
Central hydraulic system—Winter/Summer valve installed drivers side,
Plow valve DA w/ control tower and handles in cab, sander controls FL2 valve
In cab w/ stainless steel lines to rear of vehicle

Price -----\$86,056.00

FOB – Ship unit to Ballard Mack
Terms : Net 30 days
Plus any applicable taxes
*** Quote good for 30 days from date of quote

PO#/Signature _____

Date _____

Frank A. Santucci (Municipal Sales)

J.C. MADIGAN INC.
450 OLD UNION TURNPIKE
LANCASTER, MA.

SALES DEPT.
TEL. (978)847-2900
FAX (978)847-0068

QUOTE: TOWN OF HARWICH HWY DEPT

TO ROCKY LOOMIS @ BALLARD

FROM JOHN DWYER

1) EVEREST CUSTOM QUICK COUPLING POWER TILT
PLOW FRAME MODEL QC/PT INSTALLED W/ HITCH
MOUNTED PLOWLIGHTS AND CANDYCANE STYLE
ADAPTER

PRICE \$9800.00

NOTE: NEED THREE AVAILABLE DOUBLE ACTING HYDRAULIC
VALVES, CONTROLS, AND LINES PIPED TO THE FRONT GRILL

ALSO NEED: FRONT FRAME EXT. / PLOWLIGHT PREP

APPROVAL _____ DATE _____

PO# _____ 12/15/2020

PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Kyle Edson DEPARTMENT: Highway

FUNDING SOURCE: Article 16 FY2020

Appropriated amount: \$215,000.00 Estimated cost: \$ 214,000.00 Actual cost: _____

PROCUREMENT METHOD:

VEH98 State Contract

PURCHASE DESCRIPTION:

Purchase descriptions should contain the following components (see document on purchase descriptions):
Description of supplies or services required; quantities required; schedule for performance and delivery terms.

Replacement of a 2000 International catch basin cleaner per the DPW Vehicle Replacement Plan.
Specifications and pricing attached.

PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW

Funds Available: Finance Director: Carol Coppola Account # 01421A2/620016
48C32039D33D434

Approved to proceed: Town Administrator or Designee: Joseph F. Powers
0623C0C5799644E

TOWN
ADMINISTRATOR'S
REPORT

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1
ROBERT B. OUR COMPANY
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: December 14, 2020

One Week Look Ahead (12/14/20-12/18/20)

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

Two Week Look Ahead (12/21/20-12/23/20)

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

Three Week Look Ahead (12/28/20-12/30/20)

- Pump Station Crew # 1
 - Continue Working on Spence's Trace & RT 137 Pump Station Site

Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #2

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (12/14-12/18)

- Mainline Sewer Crew #1
 - Pulverize and pave Harden Lane (C-5)
 - **Dead End Road – closed at Church Street**
 - Continue sewer on Chickadee Lane (C-37)
 - **Dead End Road – closed at Old Queen Anne Road**

Two Week Look Ahead (12/21-12/25)

- Mainline Sewer Crew #1
 - Continue / finish sewer on Chickadee Lane (C-37)
 - **Dead End Road – closed at Old Queen Anne Road**
 - Prep pump station sites (CD-2 & CD-3)

Three Week Look Ahead (12/28-01/01)

- Mainline Sewer Crew #1
 - Off for Holiday

Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.