

SELECT BOARD MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 5:00 P.M.

Regular Meeting 6:00 P.M.

Monday, March 11, 2024

Remote Participation Optional:

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

<https://meet.goto.com/252869037>

You can also dial in using your phone.

Access Code: 252-869-037

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. CALL TO ORDER

II. EXECUTIVE SESSION

- A. Pursuant to MGL c.30A section 21 (a)(3) to discuss with respect to collective bargaining for all town unions and the Chair has determined that open session would have a detrimental effect on the town's bargaining position; Harwich Employees Association (HEA); Joint meeting with Board of Library Trustees

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS/ANNOUNCEMENTS

- A. The next Select Board Meeting will be held on Tuesday March 19th, 2024

V. PRESENTATIONS

- A. Project Information update by Thomas Currier the Massachusetts Department of Transportation Project Manager for the Saquatucket Sidewalk Project

VI. CONSENT AGENDA

- A. Approve the Select Board and Financial Committee Meeting Minutes for March 2, 2024
B. Accept a gift in the amount of \$200 for community programs at the Community Center donated by Harwich Women's Club

VII. PUBLIC HEARING

- A. Public Hearing – Approve a Stormwater Permit application for a seven (7) lot subdivision plan "Wildlife Circle" located off of Littlefield Pond Road, Assessors Map 65, Parcel R2-2/ -
Continued from March 4, 2024

VIII. 2024 ANNUAL TOWN MEETING

- A. Vote to accept, recommend and place the following Articles in the 2024 Annual Town Meeting Warrant:
- Annual Departmental Revolving Funds Authorization
 - Annual Allocation for Local Cultural Council Grants
 - Fund Cape Cod Community Media Center
 - Transfer 172 Queen Anne Road for disposition
 - Transfer 178 Queen Anne Road for disposition
 - Transfer 246 Queen Anne Road for disposition
- B. Fiscal Year 2025 Budget Items including:
- Update and discussion on revenue sources available
 - Update and discussion on FY 2025 Capital Outlay Articles and funding sources
 - Update and discussion on potential changes to the draft FY 2025-2029 Capital Outlay Plan
 - Discussion on proposed Enhancements of Service requests relative to the Departmental Operating Budgets for Fiscal Year 2025

IX. NEW BUSINESS

- A. Vote to approve and sign the Special Town Election warrant to be held on April 9, 2024
B. Approve a new 2024 Annual Common Victuallers license for Cape Chill Partners LLC d/b/a Dairy Queen Grill & Chill, 443 Route 28
C. Vote to send a letter of support for the Fiscal Year 2024 Housing Rehab Program
D. Harwich Accessibility Rights Committee Charge discussion; votes may be taken

X. CONTRACTS

- A. Approve a contract with Robert H. Lord Co. In the amount of \$84,588.00 for the replacement of bleachers at the Community Center

XI. TOWN ADMINISTRATOR'S REPORT

XII. SELECT BOARD'S MEMBER REPORT

XIII. CORRESPONDENCE

XIV. ADJOURNMENT

**Per the Attorney General's Office: The Select Board 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:

Natasha Lyon, Executive Assistant

Posted by: _____
Town Clerk

Date: _____
March 7, 2024

PRESENTATIONS



Route 28 - Sidewalk Construction to Saquatucket Harbor – Project Update

Presented by

Thomas Currier, PE; MASSDOT Project Manager

March 11, 2024

Project Area View



Project Need

- Increase in pedestrian traffic to Saquatucket Harbor area
 - Town investment in harbor - \$11M
 - Outer Cape Health facility
- Lack of pedestrian facility from Harwich Port to Saquatucket Harbor
- Provide ADA compliant sidewalk and road crossings
- Improve safety

Proposed Improvements

- New 6 foot cement concrete & asphalt sidewalk
- Edge treatment – primarily granite curb
- Drainage upgrades
- Retaining wall above culvert conveying Cold Brook under Route 28
 - Supports sidewalk construction on the slope

Project Status & Schedule

- Project advertisement – 8/3/2024
- Right-of-way
 - easements – in process of being secured
- Permitting
 - Order of Conditions in progress with Conservation Commission
- Final design submission – April 2024 – pending Conservation Commission decision
- Construction – target to start Winter 2024/2025

Questions and Answers



CONSENT AGENDA

**MINUTES
TOWN OF HARWICH
JOINT MEETING
FINANCE COMMITTEE AND SELECT BOARD
GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA 02645
SATURDAY, MARCH 2, 2024 - 9:00AM**

FINANCE COMMITTEE MEMBERS PARTICIPATING: Peter Hughes, Chair, Bob MacCready, Vice Chair, Mark Kelleher, Clerk, Mark Ameres and Michele Gallucci

SELECT BOARD MEMBERS PARTICIPATING: Julie Kavanagh, Chair, Michael MacAskill, Vice Chair, Jeff Handler, Clerk and Don Howell

ALSO PARTICIPATING: Joseph Powers, Town Administrator, Meggan Eldredge, Assistant Town Administrator and Kathleen Barrette, Finance Director

I. CALL TO ORDER

Ms. Kavanagh called the Select Board Meeting to order on Saturday, March 2, 2024 at 9:00AM and opened the Public Hearing. She recognized a Cub Scout who was present.

Hugo Lewton, Cub Scout explained that he is working on his Communication Merit Badge towards becoming an Eagle Scout.

Mr. Hughes called the Finance Committee to order.

Mr. Powers introduced Ms. Eldredge and Ms. Barrette and gave an overview of what will be covered at this meeting, both required by the Charter and not required. He also noted that the Finance Committee is required to have a Public Hearing. That Hearing will be held on Thursday, March 21, 2024 at 6:00PM at Town Hall. Mr. Powers commented on the Select Board and Finance Committee's expectations at this meeting. He emphasized that he recommends deliberate action and caution going forward.

II. REVIEW THE FY25 OPERATING BUDGETS FOR TOWN DEPARTMENT

A. Joint Budget Meetings:

Morning session 9:00 am -noon:

Discussion on Sources and Uses

March 2, 2024

Mr. MacAskill asked for an update regarding Overlay Surplus.

Ms. Barrette responded that the Board of Assessors has a meeting scheduled for March 29th and she believes Overlay Surplus will be discussed at that time.

Mr. MacAskill requested that the Board of Assessor's inform them if/when they have projections.

Mr. Hughes commented on the estimated increase in revenues and expenses.

Mr. Kelleher asked for clarification on Inter-fund Transfers which Ms. Barrette explained.

Water/Wastewater Department Department

Gary Carreiro, Water/Wastewater Commissioner was present and introduced Dan Pelletier, Water/Wastewater Superintendent. Commissioner Thompson and Commissioner Donahue were also present.

Mr. Carreiro asked questions regarding changes in the Budget and Retained Earnings which Ms. Barrette answered.

Discussion continued regarding the documentation of the transfer of funds and what the Department of Revenue requires.

Select Board members agreed that without a specific directive from a higher power, the Water Commission should rely on what they have done in the past.

Discussion followed with Mr. Pelletier explaining what they have done in the past noting percentages of the Operating Budget and the Water Enterprise Fund, also noting the minimum balance of 1 million and why it is necessary.

Mr. Carreiro commented that he would be comfortable leaving the \$159,000 as it was and subsidizing from the General Fund.

Mr. Hughes requested information on what the potential impact may be on the water rates.

Mr. Powers referred to the MUNIS reports which are in the Budget Books and asked Mr. Pelletier to explain the impact on certain line items.

Mr. Pelletier responded with the answers.

March 2, 2024

Mr. Powers noted and confirmed for the record that they are discussing the \$638,284 in the Total Expense line just above the Grand Total in the column that reads Projection Level Three.

Discussion followed regarding those line items.

Mr. Thompson commented on the need to have a definite amount in the Budget.

Ms. Donahue commented on the need for a discussion on which Special Purpose Funds are paying for specific items.

Ms. Kavanagh suggested that the Commission could return for another discussion with more material. She noted that what they have been doing has been working and that they need to document what they are doing and why it is being done that way. That discussion will be at the March 13th meeting.

Mr. Pelletier responded to Mr. Hughes' question regarding the 2025 Budget and the revenue to support it, giving details.

Mr. Powers noted that the Community Forum on the Phase 3 Construction Projects is scheduled for Thursday, March 7th at 7:00PM at the Community Center.

The Water/Wastewater Commission adjourned.

Police Department

Mr. Powers acknowledged the pending retirement of Chief Guillemette.

Chief Guillemette and Deputy Chief Considine were present.

Chief Guillemette gave an overview of the Police Department's status noting the present staffing crisis. He especially noted the cost of overtime.

Mr. Powers referred to the pertinent pages in the packet and the amount requested by the Police Department.

Board and Committee members asked questions regarding the School Resource Officers and the need for reimbursement from the schools. It was agreed that further discussion is needed for a solution.

Mr. Powers congratulated Deputy Chief Considine as the incoming Police Chief.

March 2, 2024

Fire Department

Mr. Powers noted that Chief David LeBlanc and Deputy Chief Craig Thornton are present. He referred to the pertinent pages in the packet and the amount requested by the Fire Department.

Board and Committee members asked questions regarding the Enhance of Services (EOS) and staffing which Chief LeBlanc and Deputy Chief addressed.

Mr. Hughes suggested options for dealing with the housing issue and ways to entice prospective town employees to live in Harwich.

Mr. MacAskill commented that, regarding Enhancement of Services, it would be helpful for the Board to have more detailed information. He requested the comments, the amount of the request and the explanation for all the Enhancement of Services, to be supplied to all the Select Board and Finance Committee members.

Ms. Kavanagh called for a five minute break.

Department of Public Works

Mr. Powers noted that Lincoln Hooper, Director of the Department of Public Works is present. He referred to the pertinent pages in the packet and the amount requested by the Department of Public Works.

Mr. Hooper noted that Sean Libby, Facilities Maintenance Manager and Kyle Edson, Vehicle Maintenance Manager are also present. Mr. Hooper commented on the concerns he had expressed prior to the last snow storm, noting that all the truck/plow drivers exceeded his expectations. He expressed his thanks. Mr. Hooper gave an overview of the Department's Budget.

Board and Committee members asked questions regarding the Department's EOS, forecasting and budgeting for maintenance on the Town's buildings, status update on maintenance overall, update on the C&D Contract and the Procurement process. Mr. Hooper answered the questions.

Mr. Hooper had the Buildings Maintenance Graph with him. Copies were made for all Committee and Board members.

Mr. Hooper will get the detailed information about the EOS to the Town Administrator for distribution to Board and Committee members. He explained the scope of the work that Mr. Libby is currently doing and how this EOS would help him move towards the goal of completing other maintenance projects.

March 2, 2024

Mr. Hughes suggested possibly contracting out some of the services to allow Mr. Hooper and Mr. Libby to complete pending projects.

Mr. Libby responded with updates on what he has done towards contracting out.

Mr. Kelleher requested a copy of the Harbormaster's Engineering Report for the generator at the Harbor.

Mr. Hughes asked if the use of solar panels for back up battery energy had been considered.

Mr. Libby responded that he had looked into solar panels and explained why they would not be beneficial.

Discussion followed regarding the funding for a position being requested and why the funds cannot be moved from what has already been designated, for the unfilled position of Town Engineer.

Mr. Powers asked all Board and Committee members if there is a consensus that they should be creating a position, Enhancement of Services, relative to Facilities Maintenance.

Board and Committee members expressed that they would be in favor of more information and additional discussion regarding that position.

Discussion continued with questions from Board and Committee members regarding Green Energy which were answered by Mr. Hooper and Mr. Libby.

Mr. MacAskill referred to line 9 on Free Cash Certification regarding the salary for a Town Engineer suggesting that some of that money can be used to help Mr. Libby finish pending projects.

Mr. Powers explained the process in place to transfer funds and noted that the Administration is keenly interested in getting the position of Town Engineer filled.

Harbormaster

Mr. Powers noted that John Rendon, Harbormaster is present. He referred to the pertinent pages in the packet and the amount requested by the Harbormaster.

Mr. Rendon gave an overview of the Department's status. He explained in detail the increase in the dredging cost and how it affects his budget. He noted two previously approved Articles with funds for dredging the are still available. His preference and recommendation would be to draw money from the two Receipts Reserved Funds to offset the cost of dredging and gave his reasons.

March 2, 2024

Mr. MacAskill referred to the money that the Harbormaster turned back this year questioning if it could be turned back around but also acknowledging that the funds go to Free Cash.

Ms. Barrette explained the process to carry forward Special Articles to move funds.

Mr. Hughes relayed a message from Dana DeCosta who is not present but watching remotely. He suggested returning the FinCom Reserve Fund back to \$250,000 from \$50,000 to cover Departments that want a reserve.

Mr. Kelleher noted that 8 of 11 Cape towns charge more for mooring permits to non-taxpayers. He asked that the Harbormaster, after his busy season, bring to the Select Board the data showing the revenue increases if the non-taxers were charged increased fees.

Mr. MacAskill explained the process to bring an item before the Select Board.

Mr. Powers noted that the two funds referenced by the Harbormaster are already contemplated in the Inter-fund Transfers.

Mr. Rendon clarified that the two funds that he previously referred to are the Receipts Reserved Funds, one for the Mooring Fees (#1621) and one for the Waterway User Fees (#1626). Those funds are separate from Article balances.

Board and Committee Members asked additional questions which Mr. Rendon answered.

Ms. Kavanagh stated that the meeting will pause for a break until 12:30PM.

12:00 p.m. to 12:30 p.m. Break

Afternoon session 12:30 pm start:

Ms. Kavanagh continued the Select Board and Finance Committee Joint Meeting at 12:30PM.

Treasurer/Collector

Mr. Powers noted that in the absence of a Treasurer/Collector, Kathleen Barrette, Finance Director will be presenting. He referred to the pertinent pages in the packet and the amount requested by the Treasurer/Collector.

Ms. Barrette noted that without a Treasurer/Collector on staff, they have been utilizing a consulting firm's services which they will continue to do through this year and into FY25. She gave a description of the budget items in detail.

March 2, 2024

Mr. MacAskill commented that if a qualified Treasurer/Collector is hired, the consulting firm's services will not be necessary.

Mr. Powers noted and read Chapter 41 Section 40 regarding a Temporary Treasurer/Collector. He explained that Eric Kinsherf, CPA of the Consulting Firm mentioned will be training the Temporary Treasurer/Collector, Andrea Ackridge. He gave a description of Ms. Ackridge's responsibilities. He noted that he was able to execute a Chapter 30B Contract to run from March 1st through June 30th of this year.

Ms. Barrette noted that the current contract was funded under Professional Services.

Board and Committee members asked specific questions regarding a Budget Line Item that appears in a second place and requested clarification.

Ms. Barrette replied with an explanation that the same expense is not being charged to two lines. The Treasurer's salary has to be maintained but they will not be expending it until a Treasurer/Collector is hired. The consulting expenses will be charged against Professional Services. She also noted that the EOS that Mr. Powers referred to for additional staffing is not related to the line items being discussed. Mr. Barrette gave a brief history of the staffing issues in the Treasurer/Collector's Office.

Board members asked additional questions which Mr. Powers and Ms. Barrette answered.

Mr. Hughes emphasized the importance of clarifying the confusion on these line items and suggested taking the discussion off line until it is resolved.

Ms. Kavanagh agreed and suggested that this discussion be tabled until the information can be presented in a way that is easier to understand.

Mr. Powers noted for the record that in the present budget documents for Fiscal Year 2025, the Administration Budget does not include an EOS under Salaries and Wages. Under the Department line for Expenses, funds are included that were not coded as EOS but were included as a budget increase year-over-year. He would contemplate that as an EOS although it was not coded as such. He suggested that it will be a policy discussion in the short term.

Mr. MacAskill requested specific information on the 45.5% increase. He also requested specific information on the \$56,015.82 EOS.

Assessing Department

Mr. Powers noted that Carly Jones, Director of Assessing was present. He noted the pertinent pages in the packet and the amount requested by the Assessors' Office.

March 2, 2024

Carly Jones, Director of Assessing gave an overview of the Assessors' Budget requests.

There were no questions from Board or Committee members.

Youth & Family Services

Mr. Powers noted that Ashley Symington, Director of Youth & Family Services is present. He referred to pertinent pages in the packet and the amount requested by Youth & Family Services.

Ms. Symington gave an overview of the Department's requests noting an EOS for additional staff.

Mr. MacAskill spoke to the EOS and asked Ms. Symington about the Monomoy School District and if part of this expense coming from their budget.

Ms. Symington has not had that conversation with anyone at Monomoy but she did explain the benefits of having someone not involved in the schools to give parents and students options. Ms. Symington gave a description of where the focus is now and what her goals are for different age groups. In general, regardless of ages, she is focusing on preventative services. Specific age related programs are fairly equally balanced.

Board and Committee members asked questions regarding programs, one on one services, Mental Health Services, early intervention and a partnership with Chatham, high demand times for services and clients' alternative funding sources.

Ms. Symington responded with answers.

Mr. MacAskill asked for the information on Ms. Symington's study regarding what off-Cape towns are doing regarding staffing.

Information Technology

Mr. Powers noted that Sarah Eaton, Director of Information Technology (IT) is present. He referred to pertinent pages in the packet and the amount requested by IT.

Board and Committee members asked questions regarding the EOS and the current contract with Barnstable County.

Mr. Powers described in detail what the contracts are, which may continue to be necessary and which will go away naturally. He also noted the contract with HubTech.

Board and Committee members asked additional questions which Ms. Symington answered.

March 2, 2024

Rec and Youth Services

Mr. Powers noted that Eric Beebe, Director of Rec and Youth is present. He referred to pertinent pages in the packet and the amount requested by Rec & Youth.

Eric Beebe gave an overview of the request, noting an error and giving the correct information; \$24,687.50 should be corrected to \$12,687.50. Mr. Beebe noted in detail, the reasons for the increase in expenses. He also explained the EOS requests.

Board and Committee members asked questions regarding the process of attaining CORI's on volunteers, the live date for MyRec and the use of the gymnasiums at the 204 and the Community Center and the amount of revenue that goes to the General Fund. It was determined that engineering is paid through another source and not needed as a line item for Rec & Youth.

Mr. Beebe responded with detailed answers.

Cemetery Department

Mr. Powers noted that the information being distributed is from the Cemetery Director.

Mr. Powers noted that Robbin Kelley, Cemetery Administrator is present. He referred to the pertinent pages in the packet and the amount of the Cemetery Department's request.

Robbin Kelley, Cemetery Administrator gave an overview and the reasons for the (EOS) request for an Administrative Assistant.

Board and Committee members asked questions and made comments regarding coverage if/when Ms. Kelley is on vacation and the need for a process to have someone trained to assist, disadvantages of having a one person department and advantages of adding a part-time person.

Mr. MacAskill suggested a future conversation about how this Department is being run and the possibility of a shared position. He also asked about the process of indexing and if there are any subcontracting or services available to assist with that process.

Ms. Kelley explained what is involved in the process of indexing lots.

Community Center

Mr. Powers noted that Carolyn Carey, Community Center Director is present and had distributed a Budget Narrative document. He referred to pertinent pages in the packet and the amount requested by the Community Center.

March 2, 2024

Carolyn Carey, Community Center Director expressed thanks for being allowed to have a Program Specialist, noting what an asset she has been to the Community Center. Ms. Carey gave an overview of the work done behind the scenes at the Community Center and how it benefits the community. She gave an overview of the Budget Narrative noting in detail the reasons for the asks and increases, also explains the EOS'.

Board and Committee members asked questions and made comments regarding the EOSs. They also expressed support and gratitude to Ms. Carey for her hard work and enthusiasm.

Mr. Howell inquired about the ducts and having them cleaned as it is an environmental issue.

Ms. Carey responded that the Highway Dept. has taken care of the building throughout the years.

Mr. Hughes suggested looking into solar energy or other ways to offset the cost of the utilities.

Ms. Carey will track usage of the use of the new gas furnaces.

The Harwich Channel

Mr. Powers noted that Jamie Goodwin, Harwich Channel Director is present. He referred to the pertinent pages in the packet and the amount requested by the Harwich Channel.

Jamie Goodwin, Harwich Channel Director gave an overview of The Harwich Channel and described the requests in detail.

Mr. MacAskill asked Ms. Goodwin what they need or want moving forward.

Ms. Goodwin responded noting the need for more hearing space and meeting space and giving the reasons for the need. She would also like every single Board and Committee to be voluntarily filmed.

Mr. Howell expressed his concerns about Comcast and suggested that Ms. Goodwin consider now, things that she may need in the future.

Ms. Goodwin explained the amount they get paid from Comcast and how that figure is calculated with the cable subscriptions.

Board and Committee members commented on the great work being done at The Harwich Channel. They also asked additional questions which Ms. Goodwin answered.

March 2, 2024

Administration

Mr. Powers, Town Administrator noted the pertinent pages in the packet and the amount the Department requested. He noted that the Budget he presented to the Select Board on February 5th did not include any EOSs. The Draft Budget with the Select Board at present does not include any EOSs. He explained the EOSs in detail and the reasons for them. He also explained the Expenses in detail.

Mr. Hughes asked for the status of the discussion regarding the HR position.

Ms. Kavanagh responded that the plan is to move forward with an HR position. The HR Director is a position which would require a Charter change. The Select Board will be discussing the Charter on Monday night.

Mr Hughes clarified that the expectation is that there will be an HR position with a dollar amount associated with it for this year's Town Meeting Warrant.

Mr. MacAskill commented that with the expressed support of the Board members, they would put this to a vote at the Select Board's next Budget conversation. He confirmed that it would then be included in the Budget and not going to Town Meeting in an Article.

Mr. Hughes requested that as a result of this meeting, they be given a list of the new positions, descriptions and the costs as well as the EOS items.

Mr. Ameres asked for clarification on an EOS on page 4 noting that it says \$114,000, asking if it is a scrivener's error.

Mr. Powers confirmed that yes, it is a scrivener's error and it will be corrected.

Mr. MacAskill confirmed with Mr. Powers that the \$30,00 under expenses is related to the HR position. Mr. MacAskill also asked if the step increases are under Salary and Wages.

Mr. Powers replied that he intended the step increases to be under Personnel Type Costs.

Mr. Kelleher asked if 204 Sisson is covered under Administration, explaining that he is looking for the Operating Expenses of 204 Sisson.

Mr. Powers replied that it is not but he can work with the Facilities Manager and the Director of Cultural Affairs to put that information together.

At the conclusion of the Administration discussion, Board and Committee members asked general questions.

March 2, 2024

Mr. Hughes asked questions regarding 204 Sisson's rental fees and if those fees go to the Revolving Fund. He also asked what, if anything the Revolving Fund is being used to pay.

Mr. Powers responded by noting the pertinent page in Appendix B. He explained that renters are under license agreements, those funds should tie into the Revolving Fund under Chapter 8 of the By-laws for 204 Sisson Road Municipal Building. Other programs that may be run separately from the tenancies, should also go into the Revolving Fund. He also explained that the 204 Revolving Fund is jointly shared with the Facilities Maintenance Directors for specific items and the Program Director may use funds to offset the cost of programs.

Mr. Hughes confirmed with Mr. Powers that some of the Revolving Fund goes to pay Utilities.

Mr. Powers will supply a report of what is spent from the Revolving Fund and on what.

Mr. Hughes asked how the rental fees are determined.

Mr. Powers replied with details on how they factor in indirect costs. Those were built into the Cultural Affairs Director's assessment when she built a fee schedule that had then gone to the Select Board.

Mr. Hughes asked when they can expect the Budget with a revised set of numbers.

Mr. Powers clarified that today was a Budget Workshop. He thanked everyone for what they've done. What they all had from the outset are documents that reflect the Select Board's Draft Budget for FY2025. The Select Board will be discussing Articles on Monday. He does not recall an Agenda item specifically for Budget. The Board is desirous to have conversations to finalize the Budget and the Articles and get them to the Finance Committee. He will send Articles to the Finance Committee as they are finalized. Mr Powers expects to refine data before the Finance Committee has their Budget meeting March 21st.

Mr. MacAskill referred back to today and the EOSs. He requested that all the information on an EOS be sent to the Select Board and the Finance Committee digitally.

Ms. Kavanagh summarized that the deliverables include the EOSs from Departments requesting them as well as the report they discussed regarding 204 Sisson Road.

In answer to Mr. MacCready's questions, Mr. Powers replied that there is a standing directive to Department Heads to provide quarterly updates on their Revolving Funds. The directive also says that within two weeks after a quarter ends, they should be providing those Revolving Fund Reports. Mr. Powers commented that he would like to discuss an EOS at a future meeting that is an add-on application that turns all the accounting into data that is easily understood.

March 2, 2024

Mr. Howell commented what additional information he would like on the Revolving Fund such as who is ordering what and who is receiving what. He expressed the need for more detailed information.

Ms. Kavanagh commented that they are not looking to create more unnecessary work.

Ms. Barrette clarified that all expenditures regardless of the fund, follow the same procedure for review and approval, everything is fully vetted.

Mr. Powers commented for the record, expressing his thanks and gratitude to the staff members that did tremendous work. He also thanked the Department Heads, their staff, the Finance Director, the Accounting and Treasurer/Collector Departments and Administration, specifically Meggan Eldredge, Danielle Freiner, Natasha Lyon, Carol Campos and Ellen Powell. He also thanked all Board and Committee members for participating.

III. REVIEW WARRANT ARTICLES

Mr. Powers noted that the Warrant Articles have not yet been finalized. He will send them to the Finance Committee as they are finalized.

IV. ADJOURNMENT

The Finance Committee and the Select Board moved to adjourn. Motions seconded.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary

March 2, 2024



March 1, 2024

Joseph Power, Town Administrator
Town Hall
Harwich Ma 02645

Dear Joe,

I feel very fortunate to ask you, through the selectboard, to accept the attached gift of \$200.00 from the Harwich Woman's Club.

This gracious gift is for one of our Community Programs offered at the Community Center. I am hopeful that this gift will provide an additional program for the community and enhance the experience of all those that utilize the building.

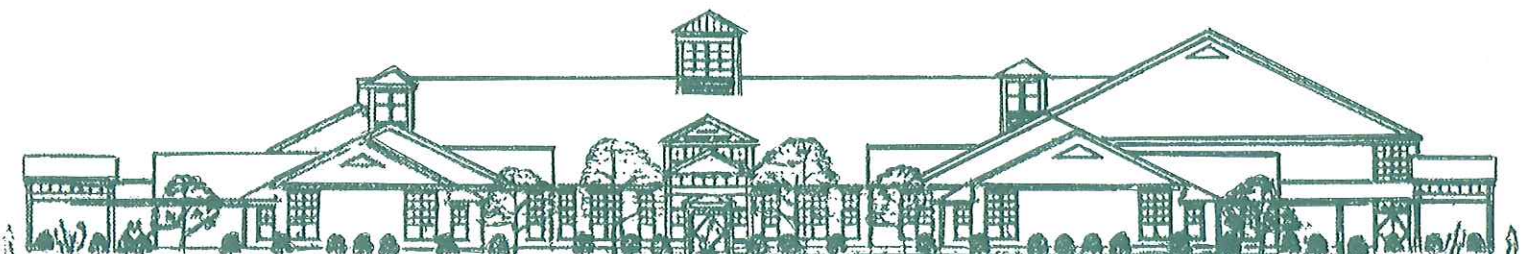
Attached is the copy of the check as well as the deposit sheet to the Community Center gift account.

I thank you again for your support to the Community Center and all those we serve.

Sincerely


Carolyn B. Carey, Director

Enclosures



2024 ANNUAL
TOWN MEETING



OFFICE OF THE TOWN ADMINISTRATOR


732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513
Fax (508) 432-5039

MEMO

TO: Harwich Select Board

FROM: Joseph F. Powers, Town Administrator 

CC: Meggan M. Eldredge, Assistant Town Administrator

RE: Articles to be placed in the 2024 Annual Town Meeting Warrant and additional information on other proposed articles

DATE: Friday, March 8, 2024

This memorandum provides information regarding six (6) articles which I recommend you vote to place in the 2024 Annual Town Meeting Warrant as well as information on the status of several other prospective articles.

Articles to be placed in the Warrant

Attached you will find the following six (6) articles:

- “Annual Departmental Revolving Funds Authorizations” – This customary article has not changed with regard to the proposed spending limits. This article meets the bylaw requirements found under General Bylaw, Chapter 8, §8-2.
- “Annual Allocation for Local Cultural Council Grants” – This customary article was inadvertently omitted the list of articles you discussed last week.
- “Fund Cape Cod Community Media Center: - A customary article appropriating funds for Harwich’s assessment to this organization.
- Three separate articles essentially covering the same action:
 - “Transfer 172 Queen Anne Road for disposition”
 - “Transfer 178 Queen Anne Road for disposition”
 - “Transfer 246 Queen Anne Road for disposition”

All three articles were prepared by town counsel therefore I recommend you place these in the Warrant ahead of your declaration that they are surplus properties so that the articles can be disseminated for review by other public bodies.

Anticipated number of articles

Attached you will also find the working list of articles that were placed into the warrant as well as those anticipated to be inserted.

There are forty-six (46) articles as of this writing that breakdown as follows based on these categories:

Category	Count
Appropriation	1
Budget	5
Capital	6
Community Preservation	13
Correction	1
Customary	9 (7 of 9 placed)
Disposition of land	3
Governance	3 (pending guidance)
Petition	5

I will speak to each category listed in greater detail at your meeting on Monday.

Potential articles

As of this writing there are three (3) items which require further discussion and guidance after which they may become articles to be placed in the warrant. You are scheduled to discuss these items at your meeting on Tuesday, March 19th.

They are:

- An article authorizing the use of funds from the Special Purpose Stabilization Fund for Wastewater;
- An article repurposing a previous appropriating article (Article 31 from the 2013 Annual Town Meeting to supplement the appropriation under Article 12 of the 2019 Annual Town Meeting – see the attached memo from the Board of Library Trustees). This article is being written by town counsel and should come before on March 19th.
- An article (if necessary) to establish a “Sewer Assistance Program”.

Numbering and sequencing

In addition to the articles presented herein, the Board should determine the numbering and sequencing (order of placement) of articles based on your previous discussion on interspersing petition articles rather than placing them at the end of the warrant.

I look forward to your discussion and guidance on that matter.

Thank you for your consideration.

ANNUAL DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE ##: To see if the Town will vote to set spending limits for various revolving funds that have been authorized pursuant to Section 8.2 of the Town Code; and to act fully thereon. By request of the Town Administrator.

<u>Revolving Fund</u>	<u>FY 2025 Spending Limit</u>	<u>Disposition of FY24 Fund balance</u>
<i>Golf Pro Shop and Restaurant Lease Revenue</i>	<i>\$250,000</i>	<i>Available for expenditure</i>
<i>Golf Infrastructure fund</i>	<i>\$140,000</i>	<i>Available for expenditure</i>
<i>Council on Aging</i>	<i>\$125,000</i>	<i>Available for expenditure</i>
<i>Cemetery</i>	<i>\$100,000</i>	<i>Available for expenditure</i>
<i>Community Center</i>	<i>\$100,000</i>	<i>Available for expenditure</i>
<i>Recreation</i>	<i>\$175,000</i>	<i>Available for expenditure</i>
<i>Albro House</i>	<i>\$10,000</i>	<i>Available for expenditure</i>
<i>Wetlands</i>	<i>\$6,000</i>	<i>Available for expenditure</i>
<i>204 Sisson Road Municipal Building</i>	<i>\$300,000</i>	<i>Available for expenditure</i>
<i>Sidewalks</i>	<i>\$50,000</i>	<i>Available for expenditure</i>
<i>Tax Title Collection</i>	<i>\$36,000</i>	<i>Available for expenditure</i>

Explanation: This is a customary article required by state statute. The spending limits are the same as was voted for Fiscal Year 2024.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

ANNUAL ALLOCATION FOR LOCAL CULTURAL COUNCIL GRANTS

ARTICLE ##: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for community grant awards to artists, performers, and interpretive scientists who bring events and programs to local venues which enhance the cultural experience of Harwich citizens of all ages; and to act fully thereon.

By request of the Select Board. Estimated cost: \$4,000.00

Explanation: This is a customary article that provides supplemental support for local culture council grants in addition to funds provide through the Massachusetts Cultural Council.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

FUND CAPE COD COMMUNITY MEDIA CENTER

ARTICLE #: To see if the Town vote to raise and appropriate or transfer from available fund or borrow such sums of money that may be required for the purpose of funding the public access station, Cape Cod Community Media Center, 17 Shad Hole Rd. Dennis Port, MA 02639. Providing the public access television to the citizens of Harwich; and to act fully thereon. By request of the Select Board. Estimated cost: \$158,273.

Explanation: This customary article is funded from the PEG Access and Cable Related Fund. The Town of Harwich receives funding from Comcast subscriber fees to fund and maintain Public, Education and Government television stations (PEG access). Under the current 10 year agreement with Comcast the Town will allocate funds directly to Cape Cod Community Media Center.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

TRANSFER 172 QUEEN ANNE ROAD FOR DISPOSITON

ARTICLE ##: To see if the Town will vote to transfer the care, custody and control of the parcel of land located at 172 Queen Anne Road, and any improvements thereon, containing 0.684 acres, more or less, being Assessor's Map 58, Parcel K1-3, from the board or commission having the care, custody and control thereof and for the purpose for which said property is currently held, to the Select Board for general municipal purposes and for the purpose of conveyance, and authorize the Select Board to convey said property, on such terms and conditions as the Select Board shall determine; and to authorize the Select Board to enter into all deeds and agreements and take any and all actions as may be necessary or convenient to accomplish the foregoing purposes; and to act fully thereon.

By request of the Select Board. Estimated cost: \$#,###,###.

Explanation: The Real Estate and Open Space Committee (REOS) has evaluated this parcel (and two others) and stated that all parcels are somewhat wooded, contain no wetlands, with lots of underbrush and trash. These are not in a Zone of contribution, have no natural resource value, and do not support any endangered species or habitats. Therefore, it is the conclusion of REOS that these three parcels, having no resource value, would be acceptable for disposition.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

TRANSFER 178 QUEEN ANNE ROAD FOR DISPOSITON

ARTICLE ##: To see if the Town will vote to transfer the care, custody and control of the parcel of land located at 178 Queen Anne Road, and any improvements thereon, containing 0.792 acres, more or less, being Assessor's Map 58, Parcel K1-4, from the board or commission having the care, custody and control thereof and for the purpose for which said property is currently held, to the Select Board for general municipal purposes and for the purpose of conveyance, and authorize the Select Board to convey said property, on such terms and conditions as the Select Board shall determine; and to authorize the Select Board to enter into all deeds and agreements and take any and all actions as may be necessary or convenient to accomplish the foregoing purposes; and to act fully thereon.

By request of the Select Board. Estimated cost: \$#,###,###.

Explanation: The Real Estate and Open Space Committee (REOS) has evaluated this parcel (and two others) and stated that all parcels are somewhat wooded, contain no wetlands, with lots of underbrush and trash. These are not in a Zone of contribution, have no natural resource value, and do not support any endangered species or habitats. Therefore, it is the conclusion of REOS that these three parcels, having no resource value, would be acceptable for disposition.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

TRANSFER 246 QUEEN ANNE ROAD FOR DISPOSITION

ARTICLE ##: To see if the Town will vote to transfer the care, custody and control of the parcel of land located at 246 Queen Anne Road, and any improvements thereon, containing 1.45 acres , more or less, being Assessor's Map 58, Parcel K6, from the board or commission having the care, custody and control thereof and for the purpose for which said property is currently held, to the Select Board for general municipal purposes and for the purpose of conveyance, and authorize the Select Board to convey said property, on such terms and conditions as the Select Board shall determine; and to authorize the Select Board to enter into all deeds and agreements and take any and all actions as may be necessary or convenient to accomplish the foregoing purposes; and to act fully thereon.

By request of the Select Board. Estimated cost: \$#,###,###.

Explanation: The Real Estate and Open Space Committee (REOS) has evaluated this parcel (and two others) and stated that all parcels are somewhat wooded, contain no wetlands, with lots of underbrush and trash. These are not in a Zone of contribution, have no natural resource value, and do not support any endangered species or habitats. Therefore, it is the conclusion of REOS that these three parcels, having no resource value, would be acceptable for disposition.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

Warrant Articles

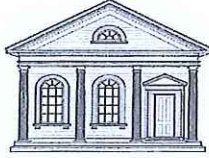
Article Title	Placed	Category	Adopted
Town Officers & Committees	03/04/24	Customary	
Reports of Officers & Committees	03/04/24	Customary	
Elected Officials' Salaries	03/04/24	Customary	
Operating Budget		Budget	
Assessment – Monomoy Regional		Budget	
Assessment – Cape Cod Regional Tech		Budget	
Water Department		Budget	
Wastewater Department		Budget	
Cape Cod Community Media Center		Cable	
Lease Purchase Agreements	03/04/24	Customary	
Adopt the Capital Plan		Capital	
Capital Funding – Source #1		Capital	
Capital Funding – Source #2		Capital	
Capital Funding – Source #3		Capital	
Capital Funding – Source #4		Capital	
Capital Funding – Source #5		Capital	
CPC - Housekeeping		CPA	
CPC – North Woods & Water Supply		CPA	
CPC - Red River Valley Land & Water Protection		CPA	
CPC – South Harwich Gravestone Conservation		CPA	
CPC – Affordable Housing Trust		CPA	
CPC – Lower Cape Housing Institute		CPA	
CPC – Old Bank Street Firehouse		CPA	
CPC – Cold Brook Trailhead & Public Access		CPA	
CPC – Monomoy Press Box		CPA	
CPC - Harwich Police Soccer Club Pitch		CPA	
CPC – Veterans Memorial Complex Electric Irrigation		CPA	
CPC – Senior Memorial Softball Field Fencing		CPA	
CPC – Beach AED Equipment		CPA	
Correct 2023 ATM Art. 24			
Petitioned Article #1 - Fertilizer		Petition	
Petitioned Article #2 - Pesticide		Petition	
Petitioned Article #3 - Trees		Petition	
Petitioned Article #4 – Pool		Petition	
Petitioned Article #5 – GBL c.140		Petition	
Defray Library Expenses	03/04/24	Customary	
Promote the Town of Harwich	03/04/24	Customary	
Supplement Cultural Council		Customary	
Herring Fisheries	03/04/24	Customary	

Warrant Articles

Revolving Fund authorizations		Required	
Amendments to Harwich Charter (12)		Governance	
Amendment to General Bylaw c.7		Governance	
Amendments to General Bylaw c.271		Governance	
Transfer 172 Queen Anne Rd		Disposition	
Transfer 178 Queen Anne Rd		Disposition	
Transfers 246 Queen Anne Rd		Disposition	

Potential Warrant Articles

Proposal	Category
Use Special Purpose Wastewater Stabilization Fund	Appropriation Article
Repurpose 2013 ATM Article 31 (Library Trustees)	Appropriation Article
Sewer Assistance Program	



Brooks Free Library
Board of Trustees

739 Main Street
Harwich MA 02645
508-430-7562

From: Linda Cebula, Chair *LC*
To: Joseph Powers, Town Administrator
CC: Donald Howell, Select Board Liaison to the Library Board of Trustees
Lincoln Hooper, Director, Dept. of Public Works
Subj: Re-purposing of Funds in Article 31 of the May 2013 Annual Town Meeting
Date: October 11, 2023

Article 31 of the May 2013 ATM appropriated \$ 25,000 for carpet/flooring. It was one of three submitted by the Library Trustees for this purpose prior to the centralization of facilities maintenance in the Dept. of Public Works (DPW). These funds did not need to be utilized for the major carpeting project completed in 2015, so the plan since then has been to utilize the funds to replace the ceramic tile floors in the seven restrooms at the Library. The Facilities Manager recently reviewed the condition of the restroom floors and reported that while the tiles appear dull, they are structurally sound and won't need replacement for many years.

Based on this information, the Trustees voted on Oct. 4th to recommend that the funds in Article 31 of the May 2013 ATM be re-purposed at the May 2024 ATM to supplement the \$90,000 in Article 12 of the May 2019 ATM for repair of the brick sidewalk at the Library including the replacement of the two trees along Main Street with species whose roots do not damage sidewalks. DPW is currently managing this project. We understand that additional funds will be needed to complete the project. Re-purposing the funds from Article 31 of the May 2013 ATM would help defray the costs and reduce whatever amount DPW needs to seek in additional funding.

Replacement of the two trees is an integral part of the project we submitted. Failure to replace the trees would be a major change to the streetscape in the heart of the Harwich Center Historic District and would undoubtedly encounter a great deal of public opposition. McGinley Kalsow's Exterior Assessment Report, available on the Library Trustees page of the Town website, provides details on the species of trees appropriate for areas adjacent to sidewalks and it is important that those species be selected. The trees must also be of sufficient height so the canopy is above the height of passing vehicles. We understand this could be expensive, so it is our expectation that re-purposing the \$25,000 in Article 31 of the May 2013 ATM for the Library Sidewalk Repair and Tree Replacement project will ensure the tree replacement work is not eliminated from the project. Any remaining funds can then be utilized for the overall project, thereby reducing whatever additional amount of funding DPW will need to request to complete the project.

Please advise if additional information is needed. The Trustees are ready to submit the article to re-purpose these funds for consideration at the May 2024 town meeting.



OFFICE OF THE TOWN ADMINISTRATOR

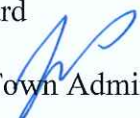
732 MAIN STREET, HARWICH, MA 02645

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, Assistant Town Administrator

Phone (508) 430-7513
Fax (508) 432-5039

MEMO

TO: Harwich Select Board

FROM: Joseph F. Powers,  Town Administrator

CC: Kathleen Barrett, Finance Director
Meggan M. Eldredge, Assistant Town Administrator

RE: Fiscal Year 2025 Budget Items

DATE: Friday, March 8, 2024

This memorandum provides narrative information to support your discussion on Monday, March 11, 2024, under the Agenda Topic “Fiscal Year 2025 Budget Items” which includes the following:

- Update on revenue sources available for FY 2025 to assist in your discussion on the budgets to come before Town Meeting
- Update on the Capital Outlay Budget to fund items in Fiscal Year 2025 with an emphasis on funding sources
- Update on potential changes to the FY 2025 to 2029 Capital Outlay Plan
- Material to assist in your follow-up discussion from the March 2, 2024 Budget Workshop on proposed “Enhancements of Service” requests

Revenue Sources

Attached are several documents related to revenue sources including:

- FY Budget Revenue and Expenses (“Sources & Uses”) as updated by the Accounting Department on March 7, 2024.
- A **draft** article for the Town Operating Budget (and related expenditures) with accompanying **draft** Appendix B spreadsheet. **Please note:** both the “Sources & Uses” table and the draft Appendix now included \$250,000 in the expense line under Department 14 Administration to reflect support for the childcare stipend program.
- A **draft** article for the Monomoy Regional School District assessment for the Town of Harwich showing the figures as provided by the district on February 8, 2024.

- A **draft** article for the Cape Cod Regional Technical School District assessment for the Town of Harwich showing the figures as provided by the district on January 25, 2024.

Capital Outlay Budget for Fiscal Year 2025

Attached is a spreadsheet outlining potential funding sources for the projects listed in the FY 2025 to 2029 Capital Outlay Plan (also attached).

All projects are accounted for on the spreadsheet however, there is a need to discuss three (3) separate borrowing articles related to the items listed under “Borrowings”. Each appropriate department head has confirmed that is practicable to have these items carried over to a special town meeting in the Fall. Otherwise, efforts would be made to include articles for the town meeting warrant in addition to ballot questions for the 2024 Annual Town Election warrant.

The funding worksheet also presumes that the funds derived from the sale of land at 276 Queen Anne Road would be used to fund portions of the Facilities Maintenance capital requests for FY 2025.

If the funding outlined in the worksheet is accepted, two (2) more capital articles would have to be created thereby bringing the total number of potential articles to fifty-one (51).

Lastly, applications for the requested projects (as presented on December 4, 2023 in joint meeting with the Finance Committee and Capital Outlay Committee are also attached.

Enhancement of Service (EOS) Requests

As a follow-up to your discussion with various Department Heads in joint meeting with the Finance Committee, the following documents are attached for your review and discussion as they relate to “Enhancement of Service” (EOS) Requests:

- A spreadsheet showing each EOS request by Department Number and Name as well as the total potential full-time equivalent (FTE) positions (5.50).
- Narrative documents provided by each Department Head relative to their specific requests.
- MUNIS reports showing:
 1. The Salaries & Wages report reflecting the EOS requests; and
 2. The Expense report reflecting the EOS requests.

Please note that there was an incorrect reference in a previous version of the departmental operating budget worksheet regarding the Assessors Department, which has been removed but is noted on the spreadsheet described above.

I look forward to your review and discussion of these documents and thank you for your consideration.

Sources & Uses

FY25 BUDGET REVENUE (SOURCES) AND EXPENSES (USES)			
REVENUES (Sources)	FY24	FY25	% CHANGE
FY Levy Limit	50,671,734.00	52,443,231.00	3.50%
2.5% Increase	1,266,778.00	1,311,080.78	3.50%
Estimated New Growth	504,719.00	500,000.00	-0.93%
County Assess Outside 2.5	264,793.00	264,793.00	0.00%
Exempt Debt	5,617,206.00	5,139,186.00	-8.51%
		-	
FY Levy Limit	58,325,230.00	59,658,290.78	2.29%
<u>Other Revenue</u>			
Unrestricted Gen Gov't Aid	823,781.00	872,898.00	5.96%
Estimated Local Receipts	15,425,923.00	16,307,350.00	5.71%
Interfund Transfers *	749,096.00	1,367,164.00	82.51%
Overlay Surplus	200,000.00	400,000.00	
Indirect Costs from (WW)	62,148.00	62,148.00	0.00%
Indirect Costs from (Water)	818,913.00	886,099.00	8.20%
	18,079,861.00	19,895,659.00	10.04%
TOTAL ESTIMATED REVENUES	76,405,091.00	79,553,949.78	4.12%
EXPENSES (Uses)			
RECAP ITEMS			
State Assessments	835,503.00	871,180.00	4%
Overlay	560,466.45	200,000.00	-64%
	1,395,969.45	1,071,180.00	-23%
ARTICLE 4 ITEMS			
Departmental Budgets w/o EOS	29,686,534.00	30,611,765.16	3%
Addition to Administration Budget		250,000.00	
EOS		741,984.00	
Group Health Insurance	5,362,192.00	5,791,167.36	8%
County Retirement Assessment	3,474,024.00	3,812,752.00	10%
Property & Liability Insurance	976,060.00	1,019,982.70	4%
Unemployment Insurance	20,000.00	20,000.00	0%
OPEB Trust Fund Transfer	250,000.00	250,000.00	0%
Debt (GF, Golf, WW)	2,541,800.00	3,224,589.00	27%
	42,310,610.00	45,722,240.22	8%
SCHOOL ASSESSMENTS			
Momomoy	28,469,466.00	29,876,982.00	5%
CC Regional Technical School	2,014,200.00	2,204,820.00	9%
	30,483,666.00	32,081,802.00	5%
WASTEWATER SUBSIDY			
Wastewater Ent Fund subsidy **	1,015,050.00	600,432.00	-41%
	1,015,050.00	600,432.00	-41%
TOTAL ESTIMATED EXPENSES	75,205,295.45	79,475,654.22	5.68%
<i>average/shortage</i>	<i>1,199,795.55</i>	<i>78,295.56</i>	

TOWN OPERATING BUDGET

ARTICLE ##: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to defray Town charges for Fiscal Year 2025; and to act fully thereon.

By request of the Select Board. (BUDGET – APPENDIX B). Estimated Cost: \$44,980,257

SOURCES:	
Betterments	\$90,000
Cable Fund	226,964
Golf Receipts Reserved	95,200
Harbor Improvements	200,000
Waterway Improvements	200,000
Special Purpose Stabilization Fund – Wastewater	500,000
Water Retained Earnings	886,099
Wastewater Retained Earnings	62,148
Subtotal	2,260,411
Estimate Local Receipts	16,307,350
Taxes (Tax Levy – “raise & appropriate”)	26,412,495
Operating Budget	44,980,257

Explanation: The Town’s Operating Budget (outlined in line-item detail in Appendix B showing salaries & wages as well as expenses) covers three main areas of expenditures: the Departmental Budgets, Debt Service (“payments” comprised of principal and interest) and Semi-fixed and Fixed Costs including the town’s mandatory retirement contributions to the Barnstable County Retirement System as well as insurances (group health insurance and general insurance and deductibles. This article will rely upon a separate article (Article #) to approve the use of funds available in the Special Purpose Stabilization Fund for Wastewater. The use of retained earnings from the Water and Wastewater Departments is solely to account for the indirect costs provided by staff in the Operating Budget.

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [

].

VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

DRAFT

**FY 2025 OPERATING BUDGET
SELECT BOARD RECOMMENDATIONS**

DEPT #	DEPT NAME	2023 VOTED	2024 VOTED	2025 Select Board Recommend	% Change 2024 to 2025
1	114 MODERATOR S&W	1,000	1,000	1,000	0.0%
2	114 Total	1,000	1,000	1,000	0.0%
3	122 SELECTMEN S&W	762,500	12,500	12,500	0.0%
4	122 SELECTMEN - EXP	8,750	8,750	8,750	0.0%
5	122 Total	771,250	21,250	21,250	0.0%
6	131 FINANCE COMMITTEE S&W	3,000	3,000	3,000	0.0%
7	131 FINANCE COMMITTEE - EXP	2,000	2,000	2,000	0.0%
8	131 FINANCE COMMITTEE RESERVE FUND	50,000	50,000	50,000	0.0%
9	131 Total	55,000	55,000	55,000	0.0%
10	135 TOWN ACCOUNTANT - SAL	284,406	282,824	293,694	3.8%
11	135 TOWN ACCOUNTANT - EXP	8,139	9,844	10,344	5.1%
12	135 Total	292,545	292,668	304,038	3.9%
13	136 AUDIT - EXP	45,000	49,000	49,000	0.0%
14	136 Total	45,000	49,000	49,000	0.0%
15	141 ASSESSORS - S&W	206,844	234,344	211,742	-9.6%
16	141 ASSESSORS - EXP	140,450	147,080	162,102	10.2%
17	141 Total	347,294	381,424	373,844	-2.0%
18	143 TOWN COLLECTIONS - S&W	15,000	14,000	14,000	0.0%
19	143 TOWN COLLECTIONS - EXP	6,140	9,190	9,190	0.0%
20	143 Total	21,140	23,190	23,190	0.0%
21	144 POSTAGE	50,000	50,000	50,000	0.0%
22	144 Total	50,000	50,000	50,000	0.0%
23	145 TREASURER - S&W	296,268	307,839	284,321	-7.6%
24	145 TREASURER - EXP	92,353	93,173	85,653	-8.1%
25	145 Total	388,621	401,012	369,974	-7.7%
26	148 Medicare	260,000	260,000	260,000	0.0%
27	148 Vacation/Sick- Payout (Buy Back)	184,355	246,358	226,924	-7.9%
28	148 Total	444,355	506,358	486,924	-3.8%
29	149 ADMINISTRATION - S&W	543,821	421,593	469,980	11.5%
30	149 ADMINISTRATION - EXP	133,000	163,000	389,000	138.7%
31	149 Total	676,821	584,593	858,980	46.9%
32	152 LEGAL SERVICES - EXP	185,000	185,000	185,000	0.0%
33	152 CLAIMS & SUITS	500	500	500	0.0%
34	152 Total	185,500	185,500	185,500	0.0%
35	155 INFORMATION TECHNOLOGY - S&W	91,940	94,758	101,503	7.1%
36	155 INFORMATION TECHNOLOGY - EXP	439,500	474,247	449,001	-5.3%
37	155 Total	531,440	569,005	550,504	-3.3%
38	156 IT CHANNEL 18 S&W	153,629	169,054	174,964	3.5%
39	156 IT CHANNEL 18 EXPENSES	37,240	48,400	52,000	7.4%
40	156 Total	190,869	217,454	226,964	4.4%
41	157 CONSTABLE S & W	700	700	700	0.0%
42	157 Total	700	700	700	0.0%
43	161 TOWN CLERK - S&W	238,499	249,927	295,813	18.4%
44	161 TOWN CLERK - EXP	61,304	60,360	74,500	23.4%

**FY 2025 OPERATING BUDGET
SELECT BOARD RECOMMENDATIONS**

45	161 Total	299,803	310,287	370,313	19.3%
46	171 CONSERVATION - S&W	160,786	197,658	214,177	8.4%
47	171 CONSERVATION - EXP	6,686	11,532	12,282	6.5%
48	171 Total	167,472	209,190	226,459	8.3%
49	173 HOUSING ADVOCATE - S&W	0	76,096	78,595	3.3%
50	173 HOUSING ADVOCATE - EXP	0	2,500	2,500	0.0%
51	173 Total	0	78,596	81,095	3.2%
52	174 TOWN PLANNER - S&W	153,036	174,015	177,921	2.2%
53	174 TOWN PLANNER - EXP	5,601	6,581	6,581	0.0%
54	174 Total	158,637	180,596	184,502	2.2%
55	176 BOARD OF APPEALS - S&W	2,050	2,050	2,050	0.0%
56	176 BOARD OF APPEALS - EXP	800	4,256	4,256	0.0%
57	176 Total	2,850	6,306	6,306	0.0%
58	180 ALBRO HOUSE - EXP	5,000	5,000	5,250	5.0%
59	180 Total	5,000	5,000	5,250	5.0%
60	181 OLD RECR BUILDING - EXP	6,500	6,500	6,925	6.5%
61	181 Total	6,500	6,500	6,925	6.5%
62	182 WEST HARWICH SCHOOL - EXP	1,600	0	0	0.0%
63	182 Total	1,600	0	0	0.0%
64	183 COMMUNITY DEVELOPMENT - EXP	5,898	5,898	5,898	0.0%
65	183 Total	5,898	5,898	5,898	0.0%
66	191 PUBLIC BUILDINGS REPAIRS	2,000	2,000	2,000	0.0%
67	191 Total	2,000	2,000	2,000	0.0%
68	192 TOWN/FIN COM REPORTS	10,000	10,000	10,000	0.0%
69	192 Total	10,000	10,000	10,000	0.0%
70	194 ADVERTISING	30,000	30,000	30,000	0.0%
71	194 Total	30,000	30,000	30,000	0.0%
72	210 POLICE - S&W	4,310,121	4,536,616	4,696,659	3.5%
73	210 POLICE - EXP	528,237	604,555	613,275	1.4%
74	210 Total	4,838,358	5,141,171	5,309,933	3.3%
75	220 FIRE - S&W	4,397,138	5,002,934	5,253,925	5.0%
76	220 FIRE - EXP	597,499	800,714	770,666	-3.8%
77	220 Total	4,994,637	5,803,648	6,024,591	3.8%
78	241 BUILDING - S&W	455,517	596,356	658,882	10.5%
79	241 BUILDING - EXP	14,885	17,085	19,536	14.3%
80	241 Total	470,402	613,441	678,418	10.6%
81	244 SEALER OF WEIGHTS & MEASURES	13,000	13,725	14,500	5.6%
82	244 Total	13,000	13,725	14,500	5.6%
83	291 EMERGENCY MANAGEMENT - S&W	5,408	5,515	5,833	5.8%
84	291 EMERGENCY MANAGEMENT - EXP	8,500	8,500	8,500	0.0%
85	291 Total	13,908	14,015	14,333	2.3%
86	296 NATURAL RESOURCES S&W	116,307	124,320	101,607	-18.3%
87	296 NATURAL RESOURCES - EXP	27,100	27,100	27,500	1.5%
88	296 Total	143,407	151,420	129,107	-14.7%
89	297 PLEASANT BAY ALLIANCE	25,232	25,232	31,077	23.2%
90	297 Total	25,232	25,232	31,077	23.2%
91	411 TOWN ENGINEER - S&W	101,589	176,277	183,471	4.1%

**FY 2025 OPERATING BUDGET
SELECT BOARD RECOMMENDATIONS**

92	411 TOWN ENGINEER - EXP	39,350	40,850	40,850	0.0%
93	411 Total	140,939	217,127	224,321	3.3%
94	421 HIGHWAY - S&W	2,778,807	3,067,180	3,136,327	2.3%
95	421 HIGHWAY - EXP	3,355,968	3,881,470	3,930,193	1.3%
96	421 Total	6,134,775	6,948,650	7,066,520	1.7%
97	423 SNOW/ICE - S&W	40,000	40,000	40,000	0.0%
98	423 SNOW/ICE - EXP	95,000	95,000	95,000	0.0%
99	423 Total	135,000	135,000	135,000	0.0%
100	424 STREET LIGHTS	30,000	30,000	30,000	0.0%
101	424 Total	30,000	30,000	30,000	0.0%
102	491 CEMETERY ADMINISTRATION - S&W	71,434	80,162	83,483	4.1%
103	491 CEMETERY ADMINISTRATION - EXP	5,108	5,108	5,771	13.0%
104	491 Total	76,542	85,270	89,254	4.7%
105	510 BOARD OF HEALTH - S&W	269,893	284,597	296,199	4.1%
106	510 BOARD OF HEALTH - EXP	18,425	18,425	19,025	3.3%
107	510 BOARD OF HEALTH-OPIOID ABATEMENT	0	102,328	0	-100.0%
108	510 Total	288,318	405,350	315,224	-22.2%
109	540 COMMUNITY CENTER - S&W	203,327	261,935	278,337	6.3%
110	540 COMMUNITY CENTER - EXP	120,682	158,152	155,648	-1.6%
111	540 Total	324,009	420,087	433,985	3.3%
112	541 COUNCIL ON AGING - S&W	448,127	465,118	480,298	3.3%
113	541 COUNCIL ON AGING - EXP	112,773	118,045	124,281	5.3%
114	541 Total	560,900	583,163	604,579	3.7%
115	542 YOUTH COUNSELOR S&W	98,154	105,148	84,796	-19.4%
116	542 YOUTH COUNSELOR EXPENS	4,250	4,430	4,630	4.5%
117	542 Total	102,404	109,578	89,426	-18.4%
118	543 VETERANS EXPENSE/BENEFITS	145,018	145,805	152,327	4.5%
119	543 Total	145,018	145,805	152,327	4.5%
120	550 DISABILTY RIGHTS - EXP	500	500	500	0.0%
121	550 Total	500	500	500	0.0%
122	560 HUMAN SERVICES	83,250	83,250	83,250	0.0%
123	560 Total	83,250	83,250	83,250	0.0%
124	610 LIBRARY - S&W	755,032	819,809	853,139	4.1%
125	610 LIBRARY - EXP	280,183	300,400	319,258	6.3%
126	610 Total	1,035,215	1,120,209	1,172,397	4.7%
127	629 RECREATION SEASONAL S&W	219,179	298,919	298,919	0.0%
128	629 RECREATION & YOUTH S&W	264,600	279,271	296,816	6.3%
129	629 RECREATION & YOUTH EXP	48,075	59,225	71,349	20.5%
130	629 Total	531,854	637,415	667,084	4.7%
131	633 HARBORMASTER - S&W	360,621	386,952	401,850	3.9%
132	633 HARBORMASTER - EXP	250,879	324,470	567,534	74.9%
133	633 Total	611,500	711,422	969,384	36.3%
134	670 HISTORICAL COMMISSION - S&W	2,040	2,040	2,040	0.0%
135	670 HISTORICAL COMMISSION - EXP	350	350	350	0.0%
136	670 BROOKS ACADEMY MUSEUM COMM. - EX	14,000	14,000	14,000	0.0%
137	670 Total	16,390	16,390	16,390	0.0%
138	692 CELEBRATIONS - EXP	1,600	1,600	1,600	0.0%

**FY 2025 OPERATING BUDGET
SELECT BOARD RECOMMENDATIONS**

139	692 Total	1,600	1,600	1,600	0.0%
140	695 GOLF S&W	1,002,424	1,070,470	1,077,018	0.6%
141	695 GOLF - EXP	656,114	702,122	714,103	1.7%
142	695 GOLF -CAPITAL OUTLAY	68,000	73,000	73,000	0.0%
143	695 Total	1,726,538	1,845,592	1,864,121	1.0%
144	698 CULTURAL AFFAIRS - S&W	0	80,385	86,503	7.6%
145	698 CULTURAL AFFAIRS - EXP	0	2,500	2,500	0.0%
146	698 Total	0	82,885	89,003	7.4%
147	699 GOLF IMA MRSD	83,538	84,418	84,418	0.0%
148	699 ELECTRICITY - CVEC	77,644	77,644	85,408	10.0%
149	699 Total	161,182	162,062	169,826	4.8%
150	Total Departmental Budgets	27,283,173	29,672,809	30,861,765	4.0%
151	778 TOTAL DEBT SERVICE (Prin & Int)	3,082,196	2,541,802	3,224,589	26.9%
152	778 Total	3,082,196	2,541,802	3,224,589	26.9%
153	SEMI FIXED & FIXED COSTS				
154	Barnstable County Retirement Assessment		3,474,024.00	3,812,752.00	9.8%
155	Group Health Insurance		5,362,192.00	5,791,167.36	8.0%
156	OPEB Trust Fund Transfer		250,000.00	250,000.00	0.0%
157	Property & Liability Insurance		976,060.00	1,019,982.70	4.5%
158	Unemployment Insurance		20,000.00	20,000.00	0.0%
159	Total Semi-Fixed & Fixed Costs		10,082,276.00	10,893,902.06	8.1%
160	TOTAL TOWN BUDGET (full cost of Article 4)		42,296,886.82	44,980,256.22	6.3%

BUDGET AS OF 02/08/2024

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

ARTICLE ##: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2025, and to act fully thereon. By request of the Monomoy Regional School Committee. Estimated cost: \$29,876,982

Operating	27,213,481
Capital	323,626
Transportation	787,996
Debt	1,551,879
Total Assessment - Harwich	\$29,876,982

Explanation:

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [

].

VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

Budget figures as of 01/25/2024

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT BUDGET

ARTICLE #: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2025, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$2,204,820

Operating	1,546,671
Debt	658,149
Assessment for Town of Harwich	2,204,820

Explanation:

Finance Committee Recommendation:

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [].
VOTE: YES-0, NO-0

ROLL CALL VOTES:

Select Board:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Finance Committee:

To accept and adopt:

Yeas: 0 (Zero):

Nays: 0 (Zero):

Peter Hughes, Robert McCready, Mark Kelleher, Dana DeCosta, Daniel Tworek, Mark Ameres, Michele Gallucci

Capital Outlay Plan & Budget

**Capital Outlay Budget
FY 2025**

The Harwich Channel	47,863	Cable Fund
Facilities Maintenance	1,515,000	Sale of Land - Receipts Reserved
Harbormaster	40,000	Waterways Improvement Fund
Information Technology	150,000	Community Compact IT Grant
Water Department	652,000	Retained Earnings
Wastewater Department	75,000	Retained Earnings
Subtotal	2,479,863	

		Available
Facilities Maintenance	842,000	Free Cash
Fire Department	610,000	Free Cash
Harwich Elementary	120,000	Free Cash
Information Technology	300,000	Free Cash
Police Department	270,000	Free Cash
Public Works Department	765,000	Free Cash
Subtotal	2,907,000	Remain

Borrowings (requiring borrowing articles)

Golf Irrigation	2,500,000	Golf Improvement Fund
Public Works Department	1,500,000	Ch. 90
Water Department	1,750,000	Retained Earnings

Original Capital Plan Budget	11,136,863
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Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	The Harwich Channel		
Requested By:	Jamie Goodwin		
Request Date:	11/1/2023		
Project Request:	Capital Improvement schedule FY 25-29		
Asset Category:	Information Technology		
Priority:	2. Essential		
Project description: Enter a description of your request. Attach quotes, pictures, or additional details			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit Upgrades for continued Harwich Channel Operations			
Estimated Project Cost:	\$180,931 for all years included		
Funding Request by Year:	FY1 \$47,863	FY4 \$16,500	
	FY2 \$24,896	FY5 \$46,672	
	FY3 \$45,000		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Comcast Subscriber Fees in the Cable Fund			
Consequence on your department of delaying purchase/project Unable to broadcast Public meetings			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	DPW Facilities		
Requested By:	Lincoln Hooper		
Request Date:	10/26/2023		
Project Request:	Community Center Upgrades 100 Oak St		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description: Replace the Rec and COA A/C units fy25, replace roof and generator FY27			
Purpose:	Other		
Date needed by:	7/1/2024		
Benefit The building provides services to both the young and elderly. During the periods of High heat and humidity vistors use these areas to seek shelter while utilizing services.			
Estimated Project Cost:	\$948,000		
Funding Request by Year:	FY1 \$295000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$653,000		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project During the periods of high heat and humidity the temps can be unbearable for people to use the facility. The units are over 23 years old and beyond useful life. Roof snd generator will be 27 years old and due to be replaced.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	DPW Facilities		
Requested By:	Lincoln Hooper		
Request Date:	10/26/2023		
Project Request:	Public Safety Repairs 183 / 175 Sisson Rd		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description: Remove decorative brick walkway and cobblestone. Reinforce sub base and reinstall brick FY25, Replace the exterior windows throughout Fire Station One FY28			
Purpose:	Other		
Date needed by:	7/1/2024		
Benefit Remove trip hazard to the public and employees			
Estimated Project Cost:	\$187,000		
Funding Request by Year:	FY1 \$52,000	FY4 \$135,000	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project Some areas of the walkway have sunk up to ¾ of an inch causing a trip hazard and non-compliance with 521 CMR regulations. Windows at Station one deliorting to the point of replacement. Replacing will provide energy enhancements.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	DPW Facilities		
Requested By:	Lincoln Hooper		
Request Date:	10/26/2023		
Project Request:	204 Sisson Repairs		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description:			
Remove the slate roof and replace roof with asphalt shingles, replace gutters fy 25. Repairs to split faced block, tile floor and install storefront door at rear of building in FY26			
Purpose:	Other		
Date needed by:	7/1/2024		
Benefit			
Repair roof prior to interior damage and prevent injury from falling slate. Prevent further damage to exterior walls and flooring			
Estimated Project Cost:	\$915,000		
Funding Request by Year:	FY1 \$650,000	FY4 \$0	
	FY2 \$265,000	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project Current roof is missing multiple shingles with many more broken. Slate falling from the roof could cause serious harm. Potential for water damage to the building interior. Exterior block and tile flooring is failing and exposing building envelope.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	DPW Facilities		
Requested By:	Lincoln Hooper		
Request Date:	10/26/2023		
Project Request:	Brooks Academy Restoration / Repairs; 80 Parrallel St		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description: Supplement CPC funds for exterior restoration. Repair and restore the cupola, roof, gutters, columns and basement bulkhead.			
Purpose:	Other		
Date needed by:	7/1/2024		
Benefit Compiling projects that was previously stretched out across FY24 – FY27 will save costs associated with Achitect, OPM and inflation in addition to finalizing the restoration.			
Estimated Project Cost:	\$1,160,000.00		
Funding Request by Year:	FY1 \$1,160,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project The building envelope will continue to deteriorate and we will not meet accessibility requirements without a LULA lift.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	DPW Facilities		
Requested By:	Lincoln Hooper		
Request Date:	10/26/2023		
Project Request:	Harbormaster Generator 71.5 MA-28		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description: Install a whole building generator for the new building			
Purpose:	New Equipment		
Date needed by:	7/1/2024		
Benefit Generator would enable normal operations and prevent property damage during power outages.			
Estimated Project Cost:	\$200,000		
Funding Request by Year:	FY1 \$200,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project The building is a raised building on the waterfront with higher than normal chance of frozen water lines even during short power outages.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Fire Department		
Requested By:	Craig Thornton, Deputy Fire Chief		
Request Date:	10/23/2024		
Project Request:	Ambulance Replacement Process		
Asset Category:	Rolling Stock/Vehicle		
Priority:	2. Essential		
Project description: The Ambulance replacement process occurs (on average) every other year and is intended to replace an ambulance that has been in service for eight (8) years			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit Reduction in maintenance costs			
Estimated Project Cost:	\$1,695,000		
Funding Request by Year:	FY1 \$520,000	FY4 \$0	
	FY2 \$0	FY5 \$\$625,000	
	FY3 \$550,000		
Describe any discounts or cost reductions (trade-ins, etc.) Trade in older ambulance			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project Increase in maintenance costs			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Fire Department		
Requested By:	Craig Thornton, Deputy Fire Chief		
Request Date:	10/24/2023		
Project Request:	Vehicle Replacements		
Asset Category:	Rolling Stock/Vehicle		
Priority:	2. Essential		
Project description: Replacement of the 2006 Ford Explorer used by the Fire Inspector (\$90,000 – FY 25) and Car 70, a utility vehicle (2006 Ford F350) which has substantial body rot (\$75,000 – FY 27)			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit Reduction in maintenance costs			
Estimated Project Cost:	\$165,000		
Funding Request by Year:	FY1 \$90,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$75,000		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Identify available revenue sources (excluding tax levy, free cash, and stabilization funds)			
Consequence on your department of delaying purchase/project Increase in maintenance costs; F350 may require substantial work.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Golf Department		
Requested By:	Roman Greer, Director of Golf		
Request Date:	10/30/2023		
Project Request:	Irrigation System Upgrade, 183 Oak Street		
Asset Category:	Construction		
Priority:	2. Essential		
Project description: Replacement of heads and wiring (not pipe) for golf course irrigation system. Current heads and wiring has reached the end of it's lifespan (last done in 2005) and we are seeing loss in coverage and efficiency. Recommended by USGA consultant.			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit The upgrade of irrigation heads and wiring will ensure efficient use and coverage of the golf course irrigation system, saving water resources and keeping the grass healthy and playability at a high level for the next 20 years.			
Estimated Project Cost:	\$2,500,000		
Funding Request by Year:	FY1 \$2,500,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) The equipment will be purchased on state contract. We plan to go out to bid for labor only.			
Are there available revenue sources or grants other than Municipal funds? Project costs will be funded by Golf Improvement Fund			
Consequence on your department of delaying purchase/project The irrigation system will continue to lose efficiency and coverage, resulting in poor turf conditions negatively impacting golf course playability.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
	<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$NA	Enter fiscal year	\$NA	Enter fiscal year
\$NA	Enter fiscal year	\$NA	Enter fiscal year
\$NA	Enter fiscal year	\$NA	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Harbormaster		
Requested By:	John Rendon		
Request Date:	10/2/2023		
Project Request:	Herring River Route 28 Ramp Replacement		
Asset Category:	Construction		
Priority:	2. Essential		
Project description: Replace existing boat ramp that is in poor condition.			
Purpose:	Service Enhancement		
Date needed by:	7/1/2024		
Benefit The existing ramp is in very poor condition. The leading edge of the ramp is exposed due to erosion of the parking lot fill. The base of the ramp (more of a concrete pad) is not sloped properly resulting in trailers getting hung-up on the waterside edge. FY27 Project is for the construction of the replacement ramp; design and permitting of the project to be completed in FY25.			
Estimated Project Cost:	\$340,000		
Funding Request by Year:	FY1 \$40,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$300,000		
Describe any discounts or cost reductions (trade-ins, etc.) None			
Are there available revenue sources or grants other than Municipal funds? None			
Consequence on your department of delaying purchase/project Damaged boat trailers and difficulty in operations (launch and recovery of boats)			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$0	25	\$0	25
\$0	26	\$0	26
\$0	27	\$0	27

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Monomoy Regional School District (Harwich Elementary School)		
Requested By:	Scott Carpenter, Superintendent		
Request Date:	11/2/2023		
Project Request:	Harwich Elementary School, 263 South Street		
Asset Category:	Building Improvements		
Priority:	2. Essential		
Project description: Various capital projects related solely to Harwich Elementary School. Additional details will be provided by the Monomoy School District Administration team. Year 1 (2025) is to replace roof top mechanical units.			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit Ensuring necessary and regular maintenance occurs at the town's only elementary school.			
Estimated Project Cost:	\$1,354,000		
Funding Request by Year:	FY1 \$120,000	FY4 \$54,000	
	FY2 \$0	FY5 \$1,115,000	
	FY3 \$65,000		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? None; costs to be borne in the Town of Harwich's Monomoy School Assessment			
Consequence on your department of delaying purchase/project Mechanical system failures			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
	<u>Personnel Budget</u>		<u>Expense Budget</u>
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Information Technology and Town Clerk		
Requested By:	Sarah Eaton		
Request Date:	10/25/2023		
Project Request:	Electronic Records / Content Management		
Asset Category:	Information Technology		
Priority:	2. Essential		
Project description: To procure electronic records and content management software for the digital archiving and record retention of vital Town documents. The project would also include the back scanning of records and the imaging uploading of them into the software system.			
Purpose:	Service Enhancement		
Date needed by:	7/1/2024		
Benefit The benefits of this project will allow the Town to have a digital archive of vital records and documents. Allowing for efficient document searching and preservation of records.			
Estimated Project Cost:	\$600,000		
Funding Request by Year:	FY1 \$200,000	FY4 \$100,000	
	FY2 \$100,000	FY5 \$100,000	
	FY3 \$100,000		
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? The IT department has applied for the State IT Grant for the amount of \$200,000 to off set the first year costs.			
Consequence on your department of delaying purchase/project Delaying of the project would add another year to the Town being behide in the digital age.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Information Technology		
Requested By:	Sarah Eaton		
Request Date:	10/25/2023		
Project Request:	Technology Reinvestment		
Asset Category:	Information Technology		
Priority:	3. Enhancement		
Project description: Upgrading of the Town's technological infrastructures, services and equipment.			
Purpose:	Service Enhancement		
Date needed by:	7/1/2024		
Benefit Upgrade in technology will provide a more secure environment of data. It will also allow better access to information and services to the public.			
Estimated Project Cost:	\$1,000,000		
Funding Request by Year:	FY1 \$250,000	FY2 \$250,000	FY3 \$250,000
		FY4 \$250,000	FY5 \$0
Describe any discounts or cost reductions (trade-ins, etc.) Provide any reductions to the total requested cost			
Are there available revenue sources or grants other than Municipal funds? Will apply again in April of 2024 for the Municipal Fiber Grant from the State.			
Consequence on your department of delaying purchase/project Delaying the project would put the Town at a greater data breach risk as many of the hardware is out of date and leave the town open to cyber threats or attacks.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Police Department		
Requested By:	Guillemette / Considine		
Request Date:	10/23/2023		
Project Request:	Cruiser Replacement		
Asset Category:	Rolling Stock/Vehicle		
Priority:	2. Essential		
Project description: Purchase three marked police cruisers			
Purpose:	Ensure Public Safety		
Date needed by:	7/1/2024		
Benefit To keep current with our cruiser replacement plan as well as to continue to hand down older police cruisers for use by many down departments.			
Estimated Project Cost:	\$1,084,000		
Funding Request by Year:	FY1 \$219,000	FY4 \$220,000	
	FY2 \$210,000	FY5 \$225,000	
	FY3 \$210,000		
Describe any discounts or cost reductions (trade-ins, etc.) N/A			
Are there available revenue sources or grants other than Municipal funds? TBD upon further analysis			
Consequence on your department of delaying purchase/project Safety consequences.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Police Department			
Requested By:	Guillemette / Considine			
Request Date:	10/23/2023			
Project Request:	Equipment Replacement			
Asset Category:	Departmental Equipment/Machinery			
Priority:	2. Essential			
Project description:				
Updated cost for FY 25 and FY 26 for Taser 7				
Purpose:	Ensure Public Safety			
Date needed by:	7/1/2024			
Benefit				
Replacing tasers every 5 years ensures we keep in compliance with the latest technology and training which is vital for officer safety and suspect safety.				
Estimated Project Cost:	\$175,000.00			
Funding Request by Year:	FY1 \$51,000.00	FY4 \$0		
	FY2 \$51,000.00	FY5 \$73,000.00		
	FY3 \$0			
Describe any discounts or cost reductions (trade-ins, etc.)				
N/A				
Are there available revenue sources or grants other than Municipal funds?				
TBD upon further analysis				
Consequence on your department of delaying purchase/project				
Potential safety consequences. Risk of failure or long term break down of these tools.				
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings				
	<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year	
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year	
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year	
\$N/A	Enter fiscal year	\$N/A	Enter fiscal year	

Town of Harwich — FY 25 to 29
Capital Project Request

Department/Committee:	DPW		
Requested By:	Lincoln Hooper		
Request Date:	10/30/2023		
Project Request:	Road Maintenance		
Asset Category:	Infrastructure		
Priority:	2. Essential		
Project description: The purpose of the 5-year road maintenance plan is to avoid costly reconstruction by maintaining the 482 (142 miles) of public roads. The main focus of the plan is installing new drainage systems in coordination with the sewer project.			
Purpose:	Ensure Public Safety		
Date needed by:	7/1/2024		
Benefit To preserve and improve important infrastructure			
Estimated Project Cost:	\$7,850,000		
Funding Request by Year:	FY1 \$1,500,000	FY4 \$1,500,000	
	FY2 \$1,750,000	FY5 \$1,600,000	
	FY3 \$1,500,000		
Describe any discounts or cost reductions (trade-ins, etc.) N/A			
Are there available revenue sources or grants other than Municipal funds? The 5-year road maintenance plan is approximately \$1.5M per year, which is augmented by approximately \$650,000 per year in Chapter 90 funds.			
Consequence on your department of delaying purchase/project If not funded, we may not be able to provide new drainage infrastructure in coordination with			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years -4 Increase = Additional Cost, Decrease = Savings			
Personnel Budget		Expense Budget	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year

Town of Harwich – FY 25 to 29
Capital Project Request

Department/Committee:	Department of Public Works			
Requested By:	Link Hooper			
Request Date:	10/12/2023			
Project Request:	Vehicle Replacement Plan			
Asset Category:	Rolling Stock/Vehicle			
Priority:	2. Essential			
Project description:				
Replacement of vehicles and equipment that no longer can be utilized due to poor condition.				
Purpose:	Replace Equipment			
Date needed by:	7/1/2024			
Benefit				
Continue to provide services to the community.				
Estimated Project Cost:	\$3,625,000.00			
Funding Request by Year:	FY1 \$765,000.00	FY4 \$765,000.00		
	FY2 \$680,000.00	FY5 \$700,000.00		
	FY3 \$715,000.00			
Describe any discounts or cost reductions (trade-ins, etc.)				
Trade in values (reductions) are incorporated in the cost of the equipment and vehicles.				
Are there available revenue sources or grants other than Municipal funds?				
No				
Consequence on your department of delaying purchase/project				
Delaying the replacement of vehicles and equipment will increase down time and increase repair costs. Vehicles will be taken out of service if in an unsafe condition.				
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings				
	<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year	
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year	
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year	
\$Enter amount	Enter fiscal year	\$Enter amount	Enter fiscal year	

Town of Harwich
Capital Project Request

Department/Committee:	Water Department		
Requested By:	Superintendent		
Request Date:	10/30/2023		
Project Request:	(FY25) Vehicle Replacements		
Asset Category:	Rolling Stock/Vehicle		
Priority:	2. Essential		
Project description:			
Purchase new F-150 Ext. Cab to replace 2011 Ford F-250			
Purchase new F-150 Crew Cab to replace 2013 Ford Explorer			
Purchase new F-350 Ext. Cab to replace F-150 (*See below)			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit			
Replacement of aging equipment, *Proposed F-350 will be outfitted with onboard compressor & inverter to serve as an auxillary excavation support truck. Currently only 1 vehicle(2014 F-550) is outfitted for this purpose, the 2014 F-550 is the primary vehicle for all distribution system/excavation projects, vehicle is out-of-service for repairs more frequently due to age impacting excavation related work/services.			
Estimated Project Cost:	\$270,000		
Funding Request by Year:	FY1 \$270,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.)			
Existing vehicle trade-ins determined at time of purchase.			
Are there available revenue sources or grants other than Municipal funds?			
Water Enterprise Fund			
Consequence on your department of delaying purchase/project			
The existing vehicles are beyond their useful life, further delay would result in ongoing expenses to maintain safe operation and fleet size.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$0	FY25	\$0	FY25
\$0	FY26	\$0	FY26
\$0	FY27	\$0	FY27

**Town of Harwich
Capital Project Request**

Department/Committee:	Water Department		
Requested By:	Superintendent		
Request Date:	10/30/2023		
Project Request:	(FY25) Equipment Replacement		
Asset Category:	Rolling Stock/Vehicle		
Priority:	2. Essential		
Project description: Replace existing 1998 John Deere 310 Backhoe with John Deere 444 Loader or equivalent			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit Replacement of aging equipment, improved reliability			
Estimated Project Cost:	\$232,000		
Funding Request by Year:	FY1 \$232,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) Anticipated trade in value of \$16,000 for existing machine reducing total out-of-pocket cost to \$215,375. Machine pricing reflects municipal pricing discount.			
Are there available revenue sources or grants other than Municipal funds? Water Enterprise Fund			
Consequence on your department of delaying purchase/project Delaying the backhoe replacement would result in increased expenses to maintain operation. Loss/break of vehicle would leave the department without a loader for earth moving operations			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$Enter amount	FY25	\$Enter amount	Enter fiscal year
\$Enter amount	FY26	\$Enter amount	Enter fiscal year
\$Enter amount	FY27	\$Enter amount	Enter fiscal year

Town of Harwich
Capital Project Request

Department/Committee:	Water Department		
Requested By:	Superintendent		
Request Date:	10/30/2023		
Project Request:	(FY25) Well Rehabilitation		
Asset Category:	Construction		
Priority:	2. Essential		
Project description: This capital request is intended to fund the repair & rehabilitation costs associated with the departments 14 drinking water supply wells.			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit These costs have been previously funded within the departments operating budget, due to the unforeseen nature of these repairs & costs this budget line item has been over-expended in recent years impacting other projects. Funding these repairs through a capital appropriation instead of the operating budget will ensure a sufficient sum of money is available to complete the repairs without impacting other department projects.			
Estimated Project Cost:	\$150,000		
Funding Request by Year:	FY1 \$150,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) N/A			
Are there available revenue sources or grants other than Municipal funds? Water Enterprise Fund Retained Earnings			
Consequence on your department of delaying purchase/project Well Rehabilitation will remain funded within the operating budget having greater potential to impact other department projects and may result delayed repair activities			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$0	FY25	\$0	FY25
\$0	FY26	\$0	FY26
\$0	FY27	\$0	FY27

**Town of Harwich
Capital Project Request**

Department/Committee:	Water Department		
Requested By:	Superintendent		
Request Date:	10/30/2023		
Project Request:	(FY25) Paint Pleasant Lake Tank		
Asset Category:	Construction		
Priority:	2. Essential		
Project description:			
Repaint/overcoat the Pleasant Lake Water Storage Tank			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
Benefit			
Restore deteriorated coating, prevent deterioration of structural components. Existing coating adhesion evaluated last year and sufficient to support overcoat vs. full replacement			
Estimated Project Cost:	\$1,750,000		
Funding Request by Year:	FY1 \$1,750,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.)			
Existing vehicle trade-ins determined at time of purchase.			
Are there available revenue sources or grants other than Municipal funds?			
Water Enterprise Fund			
Consequence on your department of delaying purchase/project			
Delay of this project will result in further degradation of the coating & structural components. If adhesion of the existing coating is compromised a full sandblast & repainting will be required and an increased cost.			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$0	FY25	\$0	FY25
\$0	FY26	\$208,000	FY26
\$0	FY27	\$197,206	FY27

Town of Harwich
Capital Project Request

Department/Committee:	WasteWater Department		
Requested By:	Superintendent		
Request Date:	10/30/2023		
Project Request:	(FY25) Collections System Improvements		
Asset Category:	Construction		
Priority:	2. Essential		
Project description: This capital request is intended to fund unforeseen improvements & upgrades to the wastewater collections system.			
Purpose:	New Equipment		
Date needed by:	7/1/2024		
Benefit Where the wastewater collections system is still in its infancy there have been, and will be, situations that arise requiring immediate response beyond what can be absorbed with the departments operating budget. Funding from this request would be reserved for addressing unforeseen improvements that arise in a timely maner.			
Estimated Project Cost:	\$75,000		
Funding Request by Year:	FY1 \$75,000	FY4 \$0	
	FY2 \$0	FY5 \$0	
	FY3 \$0		
Describe any discounts or cost reductions (trade-ins, etc.) N/A			
Are there available revenue sources or grants other than Municipal funds? Wastewater Enterprise Fund Retained Earnings			
Consequence on your department of delaying purchase/project Delay/inability to make necessary repairs, potential impact to public health			
Input the estimated dollar impact of this purchase or project on your operating budget by fiscal year for the next 3 fiscal years → Increase = Additional Cost, Decrease = Savings			
<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase/(Decrease)	Fiscal Year	Increase/(Decrease)	Fiscal Year
\$0	FY25	\$0	FY25
\$0	FY26	\$0	FY26
\$0	FY27	\$0	FY27

Enhancements of Service Requests

DEPT #	DEPT NAME	S&W	Exp	Total	FTE	Notes
149	Administration	\$115,000	\$30,000	\$145,000	1.00	\$95K for HR; \$20K steps; \$30K for onboarding and HR programming
220	Fire Department	\$274,192	\$0	\$274,192	0.00	Overtime
421	Highway/DPW	\$127,319	\$3,198	\$130,517	2.00	Cemetery Craftsman; Working Foreman Facilities; onboarding fringe benefits
491	Cemetery	\$25,385	\$0	\$25,385	0.50	Part-time executive assistant
540	Community Center	\$0	\$52,000	\$52,000	0.00	Building enhancements
542	Youth & Family	\$69,457	\$0	\$69,457	1.00	Clinician
629	Recreation & Youth	\$68,775	\$850	\$69,625	1.00	Program Specialist II; onboarding (fringe); copier
		\$680,128	\$86,048	\$766,176	5.50	

OPERATING BUDGET/PROGRAMMING

145	Treasurer	\$0	\$48,000	\$48,000	0.00	Consulting
155	Information Technology	\$0	\$13,125	\$13,125	0.00	Email identities for committee members

Erroneous Input

141	Assessors		\$0	\$0	0.00	Incorrect carryover
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OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Town Administrator*


Meggan M. Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



Memo

To: Select Board

From: Joseph F. Powers,  Town Administrator

RE: Enhancement of Service Request

Date: March 6, 2024

Administration has requested two enhancements of services to our Salaries and Wages line.

The first request is in the amount of **\$20,000** to cover funding for enterprise-wide step advancement and expenses related to new hires. All departments are instructed to budget for one-step increases for all employees' year-over-year. In the instance of exceptional performance, we would like to have a mechanism to fund the shortfall that is not budgeted for in the individual departmental budgets.

This line will also support the ability to bring new hires on at a variety of steps. In the event of a vacancy, the budget is limited due to the prior employee's salary being locked into that fiscal year. Having a separate appropriation to cover bringing new hires on at a rate higher than originally budgeted will allow flexibility in recruiting quality candidates.

The second enhancement to the Salaries and Wages line is the addition of **\$95,000** for a Human Resources Generalist position. This position is expected to be hired in the M-4 grade range of \$82,382-102,553. Budgeting for this enhancement of service will allow for hiring at a grade commensurate with experience.

Administration has also requested an enhancement in services to our expenses line in the amount of **\$30,000**. This increase is requested to cover expenses for the new Human Resources fringe benefits, retirement, and health insurance in addition to programmatic expenses that will benefit all employees.

As a Town that does not currently have a built-out HR department, it is anticipated that that funding will be required to get this department off the ground. Funding will go toward enterprise-wide trainings, workshops, compliance requirements and other employee support programs.

The total request for enhancement of service for the Administration Department is \$145,000.00. Thank you for your consideration of this request.



Harwich Fire Department

Fire Suppression - Fire Prevention - Emergency Medical Services



David J. LeBlanc, Chief of Department

Craig W. Thornton, Deputy Fire Chief

Fiscal Year 2025 Budget Memorandum

March 3, 2024

Summary:

The Fire Department budget for Fiscal year 2025 maintains the same level of service the Department provided in FY24, with an increase in Salary and wages from a combination of contractual obligations and calculations for overtime hours. The FY25 budget also has a decrease on the expense side.

The Department's budget request includes an Enhancement of Service to provide additional overtime to increase the shift minimum from seven to eight.

Fiscal Year 25 Operating Budget – Fire Department

The fire department currently has forty full-time positions. There are four shifts, each with nine personnel, a fire prevention officer, an emergency medical services officer, a Deputy Fire Chief and Chief.

There is also a part time executive assistant that manages the fire department administrative office and the fire prevention office.

While each shift has nine personnel, the shift minimum is seven. These seven firefighters will staff both the headquarters Station on Sisson Road and the Firehouse in East Harwich on Route 39. Transport to Cape Cod Hospital typically requires three personnel. Once an ambulance is committed to the hospital, off duty personnel are recalled to provide coverage until the ambulance returns. Our current policy allows for call back response from a six-mile radius from either station, the timeliness of response from that distance, especially in the summer months, leaves the town uncovered for longer periods than desired.

If the station wasn't covered, there would be a significant delay in response for the next incident in that response area. Even with the station coverage, the department is still not providing the same level of service for the next call. To explain this further, the current budget only allows for two personnel to be recalled to cover the station, so that the next incident is not receiving the same response as the prior incident did. The department has worked toward improving the coverage level; however, we have had to balance that need with other budgetary priorities.

The Department tracks station coverage, and based on the number for 2023, both stations were fully covered 89% of the time. The Stations were partially covered, less than the number of firefighters requested responded, 6% of the time. The stations went uncovered, meaning one firefighter was left covering the town 5% of the time.



Harwich Fire Department

Fire Suppression - Fire Prevention - Emergency Medical Services



David J. LeBlanc, Chief of Department

Craig W. Thornton, Deputy Fire Chief

Several years ago, the department began increasing the shift strength on the weekend throughout the summer to ensure that there were always at least two personnel able to respond if no coverage was available. This budget maintains that program, however based on a calculation error in previous years, the number of hours covered has increased.

Enhancement of Services - \$274,191 increase in overtime to increase minimum shift strength to eight.

In FY24 the Department added four new positions. These positions allowed for a reduction in overtime, as they allowed two firefighters to be on leave before personnel had to be hired back to meet the shift minimum. The department viewed this as a step toward increasing the shift minimum from seven to eight.

With the current call volume and housing market, the department will gradually see a change in the availability of personnel for call back. When firefighters can't afford to live in the community they serve, their ability to provide off duty response also diminishes.

The funding in this Enhancement of Services would allow the department to maintain a minimum shift strength of eight personnel. This would ensure that there were always at least two personnel available to respond to the next incident. In the current system, often the shift officer is left by themselves until coverage arrives. They are often forced to respond to subsequent calls by themselves. Not only is this unsafe for the public, but it is unsafe for our personnel.

The industry standard for staffing on fire apparatus is four firefighters. Many communities operate with three. In Harwich we often maintain two firefighters for coverage when the ambulance is out.

Landmark Residential Fire Study Shows How Crew Sizes and Arrival Times Influence Saving Lives and Property

National Institute of Standards and Technology – Fire Research Division

“The four-person crews were able to deliver water to a similar-sized fire 15 percent faster than the two-person crews and 6 percent faster than three-person crews, steps that help to reduce property damage and lower danger to the firefighters.”

“The four-person crews were able to complete search and rescue 30 percent faster than two-person crews and 5 percent faster than three-person crews”

“National Conference on Cardiopulmonary Resuscitation and Emergency Cardiac Care, listed among its recommendations that all fire-fighting units be equipped with and trained to operate automatic external defibrillators and the following recommendation regarding minimum staffing per EMS response: Early ACLS (Advanced Cardiac Life Support) provided by paramedics at the scene is another critical link in the management of cardiac arrest. EMS



Harwich Fire Department

Fire Suppression - Fire Prevention - Emergency Medical Services



David J. LeBlanc, Chief of Department

Craig W. Thornton, Deputy Fire Chief

systems should have sufficient staffing to provide a minimum of two rescuers trained in ACLS to respond to the emergency. However, because of the difficulties in treating cardiac arrest in the field, additional responders should be present."

"On all EMS calls, the NFPA 1710 standard establishes a turnout time of one minute, and four minutes or less for the arrival of a unit with first responder or higher-level capability at an emergency medical incident. This objective should be met 90% of the time."

"Another requirement in the standard is that all personnel dispatched to an ALS emergency should include a minimum of two people trained at the EMT-P level and two people trained at the EMT level-all arriving within the established times."

This Enhancement of Services would be another step toward our goal of a shift strength of nine firefighters on duty. Nine provides the Town with three "companies" without any off-duty personnel being recalled. There would still be a need for an off-duty response, however the need would be less for at least the first several incidents.

Conclusion

The Harwich Fire Department has a reputation within the Fire Service Community for being well trained, capable and effective when it comes to providing service to the Town of Harwich and Barnstable County. The department has a long-standing culture of personnel that are committed to responding to incidents both on and off duty, to meet the needs of the community.

We have seen other departments slowly experience a decline in off duty response over the years, and it is inevitable that we will also see this change in the future. This factor, combined with the lack of affordable housing in our call back area will eventually lead to more and more times where the stations go uncovered and on duty personnel are forced to respond along to incidents.

We strongly believe that every emergency call should receive that same response, based on the type of incident, not the level of staffing. While it would be cost prohibitive to staff for every call, it is in the best interest of the community and the department to increase staffing to reduce the reliance on off-duty personnel.



TOWN OF HARWICH

DEPARTMENT OF PUBLIC WORKS


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

Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM

TO: Joe Powers, Town Administrator

FROM: Lincoln S. Hooper, Director 

DATE: March 5, 2024

RE: DPW EOS Requests

The DPW requested a Cemetery Craftsman in the FY 25 budget request, which we have done in previous years. During the budget hearing on 3-2-2024 I was asked about that request and explained that it originally came from the Cemetery Commissioners a few years ago, but that a more urgent need existed in our Facilities Division. Each request is explained below:

Cemetery Craftsman – 30 years ago there were two employees in the Cemetery Division that maintained approximately 50 acres. Today, there are two employees in that Division while the acres have increased to over 100. Maintaining 100+ acres is far more than 2 employees can handle, which is why we send other DPW staff to the Cemeteries as needed. Compounding this labor issue is the fact that we have not been able to attract seasonal help for this Division in years. These employees also assist the Cemetery Administrator with witnessing burials and other activities as they arise.

Cost: S&W - \$59,212 Expenses - \$1,599 Total - \$60,811

Facilities Foreman – The Facilities Manager supervises the Town's custodial unit of 6.5 employees, in addition to managing 3 facilities staff members and being responsible for 35 Town owned buildings. On the surface managing this unit does not appear to be that time consuming. However, the Facilities Manager states that the custodians consume 30% of his time, which could be spent doing administrative duties such as project management, procurements for approved projects, Green Communities grant management and planning activities. Hiring a Foreman to manage the custodial unit would not only allow the Manager to allocate more time to the activities listed above, but it would also augment the unit by having the Foreman fill in when custodians are out sick or on vacation.

Cost: S&W - \$68,150 Expenses - \$1,599 Total - \$69,749

Thank you for your consideration in this matter.

Cc: Kathleen Barrette, Finance Director
Meggan Eldredge, Assistant Town Administrator

Selectboard & Finance Committee

I am coming before you today to address a critical need within our Cemetery Administration- we have a critical need for an administrative assistant. I have been the Cemetery Administrator since 2004 and this is the third year in a row that I have requested a part-time administrative assistant. Our cemeteries are facing a significant increase in deaths, leading to a surge in demand for cremation burials. To address this demand effectively, we urgently need to survey old family lots for potential use and update our searchable database accordingly. However, our current capacity and resources are insufficient to meet this challenge.

Please see critical issues that we are facing below:

Increased Demand for Cremation Burials: The rise in deaths within our community has led to a much greater need for cremation burials. Many families are opting for this option due to its practicality and affordability. However, to accommodate this demand, we must identify and prepare suitable lots within our cemeteries for cremation burials. I have had several requests from residents in Harwich port who would like to be buried at Mount Pleasant Cemetery. This requires research to see if lots that appear to be vacant are unoccupied or just do not have any memorialization.

Database Indexing and Verification: To effectively manage the allocation of burial plots and maintain accurate records, we must update and verify our searchable database. This task requires meticulous attention to detail and thoroughness to ensure that all information is accurate and up to date. Without a comprehensive and reliable database, we risk confusion, errors, and inefficiencies in our burial management processes.

Administrative Burden on Cemetery Administrator: Our Cemetery Administrator is currently shouldering an unsustainable workload, especially during periods of vacation, personal leave, and illness. With no backup or support staff available to coordinate burials during these times, the Cemetery Administrator is forced to work around the clock, leading to burnout and compromising the quality-of-service delivery.

Coverage Gaps and Service Disruptions: The reliance on a single individual to manage all aspects of cemetery operations creates significant coverage gaps and service disruptions. It is simply impossible for one person to be available 24/7/365 to respond to inquiries, coordinate burials, and maintain the integrity of our cemetery grounds. This situation not only jeopardizes the quality of service we provide but also undermines the trust and confidence of the families we serve.

Considering these challenges, I propose the following course of action:

Hiring of Support Staff: We must prioritize the hiring of additional administrative support staff to assist the Cemetery Administrator in managing day-to-day operations, including database maintenance, burial coordination, and customer service. This will help alleviate the burden on the Cemetery Administrator and ensure continuous coverage and support for families in need.

Investment in Technology: We have over the past few years implemented the searchable online website for Islandpondcemetery.org and evergreenharwich.org. These databases are incomplete and need research to data enter in old family sites, to move this project forward. This not only assists administration with locating older family burial sites, cemetery staff with mark outs for burials and with visitors in trying to locate their loved ones. The implementation of this cemetery management software or database systems has streamlined the administrative processes. This will improve efficiency, accuracy, and accessibility of information, allowing us to better serve our community and respond to increased demand for burial services.

Training and Cross-Training: To ensure continuity of service and resilience in our operations, we should provide training and cross-training opportunities for existing staff members. This will enable them to step in and support each other during times of absence or increased workload, minimizing disruptions and maintaining service quality.

Emergency Response Plan: Develop and implement an emergency response plan to address unexpected absences or emergencies affecting key personnel. This plan should outline contingency measures, backup resources, and communication protocols to ensure continuity of service and minimize disruptions during critical times.

In conclusion, the current situation facing our cemetery not only requires but demands immediate action to address the increased demand for cremation burials and alleviate the administrative burden on our staff. By investing in additional support staff, technology, and emergency preparedness measures, we can ensure that our cemetery continues to provide high-quality service to families in their time of need.

Thank you for your attention, and I urge you to prioritize this issue and take decisive action to support our cemetery staff and the families we serve.

Sincerely,

Robbin Kelley

Cemetery Administrator

Harwich Community Center FY 2025 Budget Narrative

- The proposed FY 25 Community Center budget is presented with the same level services appropriation from FY24. The proposed budget is accounting for all cuts that could feasibly be absorbed within current operations and in recognition of the current financial climate facing the Town and its residents.
- One of the largest budget increases from FY24 to FY25—as was true of the previous years—is tied to contractually mandated salary and wage costs. This is much more prevalent this year as we hired a new Program Specialist II to the staff. The position was voted for at last year's Town Meeting. In addition, contractually we had a 2% COLA increase to HEA + SEIU as well as by-law employees, and the addition of step increases and longevity payments netting an anticipated significant increase in this category.
- Of the expenditure budget line items, approximately 73% of the department's budget is accounted for solely in utility costs (electric, gas + water). Other non-negotiable costs needed to operate the building, including grounds-keeping, trash removal, building equipment/repairs, and inspections compromise an additional 27% of the budget. The Community Center budget absorbs the full cost of these expenses, though it's important to note that they are utilized by five other Town Departments (Council on Aging, Channel 8, Recreation, Cemetery, and Veterans Affairs).
- This budget shows an increase. However, it is important to note that a 6% increase was assigned to any utilities in FY25 budget for the Community Center. Adding a larger increase to reflect current Market Rates would far exceed the allowable percentage range increase from the Town's Budget Message.
- Attached to this level service budget as directed, is my extension of services for improvements in operations. The proposed items include a request for scanning stations outside the gym + activity rooms to accompany new software for statistical purposes as well as help the public. One of the more important EOS is the addition of security cameras in and around the building. The last few are important for maintenance of the building. New blinds in Activity Rooms 3, 4 & 5 as well as the Multipurpose Room. New furniture in the lobby areas. Lastly, I have requested to have a company come in to do a deep cleaning of the entire building. Maintenance is key to extending the useful life of our building.

Community Center Draft Estimated Project List

***Blinds** – Activity Rooms #5, 3, 4 & Center Room = Estimated \$8,000
+ 1 Multi-Purpose Room = Estimated \$2,258
Total Cost = \$10,500.00

***Cleaning** – Close the building and do an industrial cleaning
(try to coordinate when new carpets go in)
Total Cost = Waiting on Estimates

***Furniture** – Lobby Area Furniture
Total Cost = Waiting on Estimates

Cameras – Additional security throughout the building
Total Cost = \$20,000 - \$25,000

Seaside Alarm – \$20K to \$25K

- 32 Camera (additional 16 cameras)
Price includes all new equipment (32 new cameras & monitoring)
- Labor, install, equipment.

Monitors – Set up monitors with the My Senior Software system outside 3 rooms
All-in-one touch screen computer: \$900 each = \$2,700
Desk Scanners: \$320 = \$960
Software Licensing + Shipping: \$9,840
Total Cost = \$13,500.00

**To maintain health and safety for the benefit of patrons and to add to the longevity of the building.*

Youth and Family Services Budget Narrative FY25

In order to enhance services provided, the addition of another clinician reporting to the Director of Youth and Family Services will support meeting the increased need for mental healthcare by youth in the Town of Harwich. This proposed enhancement will be seen primarily in the number of available timeslots for individual counseling and will also support the broadening in the age range of youth being served by this department. Based on current market rates of reimbursement for clinical services, a full-time clinician at M-2 Non-Union with an approximate salary of \$69,095.53 plus benefits is proposed. An additional clinician will also benefit from an increase in line item 573000 Dues/Subscriptions/Travel from \$480 to \$960 to cover the additional costs of licensure and certification management/maintenance. By opting for a full-time position, a greater quality of candidate pool is likely to be available to choose from which maximizes the enhancement of additional clinical support being offered to the community.

Harwich Recreation & Youth Department – Joint Budget Meeting 3-2-24

Enhancement of Services Narrative – New Position (Program Specialist II) Narrative

The Harwich Recreation & Youth Department, in their FY25 Budget Request is seeking an Enhancement of Services (EOS) for a new position within the Department. This position would be a Program Specialist II and the request for funding is in the amount of \$68,775.

The Harwich Recreation Department Year-round staff currently consists of (1) Full Time Director, (1) Full Time Executive Assistant, (1) Full Time Program Specialist III, and (1) 19-hour Part Time Program Specialist for a total of 139 payroll hours per week. With increased demands and needs for Recreational Programming for all ages, as well as the management of beaches, parks, fields, memorial squares, and the management of 60-70 seasonal summer staff, we feel that it is necessary to increase our staff to serve as many Recreational needs as possible for the Town of Harwich. Day-to-day operations include but are not limited to programming development and implementation for all ages in a variety of athletic and non-athletic activities. We provide recreational opportunities both passive and active for the Town of Harwich. The Recreation Department also manages the use and renting of all Recreation jurisdiction properties throughout the year. In the Summer Recreational Season, we staff the popular town beaches with 40-50 lifeguards, gate attendants, parking officers, beach supervisors and waterfront directors. We also run a variety of programming while employing camp counselors, tennis instructors, and swim lesson instructors.

The Recreation & Youth Department is a unique department in that we do not just staff the normal business hours within a week; we typically have programming running from 8-9am through 7-8pm at night, sometimes in several different locations simultaneously. In the busy summer season, we are staffing and supervising beaches 7 days a week. This coverage of activities and opportunities to the citizens of Harwich requires appropriate staffing on a daily basis. We feel that a new full time program specialist position will aid in this endeavor and enable us to further expand our services offered to the public on a year-round basis.

I have been employed with the Harwich Recreation Department for just over 18 years and several years prior to my employment with the Town, the Recreation Department staff consisted of (1) full time Director, (2) full time Program Specialists, (1) 21- hour per week Program Specialist, (1) 14-hour per week Program Specialist, and (1) Full Time Executive Assistant for a total of 190 payroll hours per week. Despite the 50+ hour decrease in weekly staffing, we have substantially increased our recreation offerings to the town in the form of programming, recreational sites, and seasonal opportunities.

When comparing Harwich Recreation staffing with the bordering town of Chatham, we significantly lack the staffing resources they currently have. Chatham Recreation currently employs (1) full time Director, (3) full time Program Specialists, and (1) full time Executive Assistant for a total of 180-200 staffing hours per week. In comparison, Harwich Recreation manages significantly more Recreation fields, parks, and beaches and employs and manages nearly triple their seasonal staff. We also have comparable programming for all ages through each Recreation Season and offer a full day summer camp for 10 weeks over the summer (in comparison to their half day camp for 6-8 weeks).

In my tenure with the Town of Harwich Recreation Department, we have never asked for an increase in year-round staffing and we feel that it is now the appropriate time for this addition to the Department in light of the ever-expanding need for quality Recreational opportunities and our long-term goal of expanding our offerings to suit all demographics of the Town of Harwich.

Thank you for your consideration,

Eric Beebe-Director- Harwich Recreation & Youth Department

TOWN OF HARWICH - LIVE DATA



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 FY 2025 OPERATING BUDGETS

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2025 REQUEST
TOTAL TOWN ACCOUNTANT - EXP				.00
011452	TREASURER - EXP			
011452	573500 - ENHANCEMENT OF SERVICES CONSULTANT FEES	1.00	48,000.00	48,000.00 * 48,000.00
TOTAL TREASURER - EXP				48,000.00
011492	ADMINISTRATION - EXP			
011492	573500 - ENHANCEMENT OF SERVICES HR related expenses for new position. Equipment, software, training, certification. Insurance, fringe benefits for new position.	1.00	30,000.00	30,000.00 * 30,000.00 A
TOTAL ADMINISTRATION - EXP				30,000.00
011552	INFORMATION TECHNOLOGY			
011552	573500 - ENHANCEMENT OF SERVICES Town email addresses for Committee/Board members To enhance communications to committee/b members, provide assurance with complian open meeting laws and have record retent Records requests.	1.00	13,125.00	13,125.00 * 13,125.00
TOTAL INFORMATION TECHNOLOGY				13,125.00
014212	HIGHWAY EXPENSE			
014212	573500 - ENHANCEMENT OF SERVICES EOS New Cemetery Craftsman EOS New Facilities Foreman 014212 517900 - Fringe Benefits \$1289. 00 Uniforms - \$364.00 Clothing Allowance - \$550.00 CDL Renewal - \$ 75.00 Hoisting License - \$ 60.00 T-Shirts - \$ 40. 00 Job Related Training - \$200.00 014212 530600 - Medical/Related \$ 310. 00 Physical - \$125.00 Drug Screen - \$ 60.00 DOT Exam - \$125.00	2.00	1,599.00	3,198.00 * 3,198.00

TOWN OF HARWICH - LIVE DATA



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 FY 2025 OPERATING BUDGETS

ACCOUNTS FOR:
GENERAL FUND

TOTAL TOWN ACCOUNTANT - SAL .00

VENDOR	QUANTITY	UNIT COST	2025 REQUEST
011491	ADMINISTRATION - S&w		
011491	516000 - ENHANCEMENT OF SERVICES		
	FUNDING FOR ENTERPRISE WIDE STEP	1.00	20,000.00
	ADVANCEMENT, EXPENSES RELATED TO NEW		115,000.00 *
	HIRES - BOS ADJUSTMENT		20,000.00 A
	BOS - NEW HR POSITION	1.00	95,000.00
			95,000.00 A

TOTAL ADMINISTRATION - S&w 115,000.00

012201	FIRE - S&w		
012201	516000 - ENHANCEMENT OF SERVICES		
	Additional Overtime to increase shift	1.00	274,192.00
	strength.		274,192.00 *
	8 Personnel Minimum per Shift		274,192.00

TOTAL FIRE - S&w 274,192.00

014211	HIGHWAY SALARIES & WAGES		
014211	516000 - ENHANCEMENT OF SERVICES		
	NEW CEMETERY CRAFTSMAN H5/4	1.00	127,318.96
	S&w 26.91*40*52.2 = \$56,188.08		127,318.96 *
	OT 40.37*65 = \$ 2,624.05		127,318.96 A
	SICK BONUS = \$		
	400.00		
	NEW FACILITIES FOREMAN H3/3		
	S&w 30.98*40*52.2 = \$64,686.28		
	OT 46.47*65 = \$ 3,020.55		
	SICK BONUS = \$		
	400.00		

TOTAL HIGHWAY SALARIES & WAGES 127,318.96

014911	CEMETERY ADMINISTRATION		
014911	516000 - ENHANCEMENT OF SERVICES		
	HEA Part-time 19 hours per week	1.00	25,385.28
	25.59 per hour x 992 hours = 25,385.28		25,385.28 *
	Due to an increase in deaths, there is a		
	greater need to survey old family lots t		
	cremation burials. This requires indexin		
	verifying the searchable database to fil		
	increase in demand. Cemetery Administrat		
	currently work on vacation, personal and		
	days as there is no one else to coordina		
	burials during this time. It is impossib		

TOWN OF HARWICH - LIVE DATA



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 FY 2025 OPERATING BUDGETS				
ACCOUNTS FOR: GENERAL FUND				
	VENDOR	QUANTITY	UNIT COST	2025 REQUEST
one person to be on call 24/7/365 and th creates coverage gaps for a service that be addressed immediately.				
TOTAL CEMETERY ADMINISTRATION				25,385.28
015421	YOUTH & FAMILY SERVICES S&W			
015421	516000 - ENHANCEMENT OF SERVICES			69,457.44 *
		1.00	69,457.44	69,457.44
TOTAL YOUTH & FAMILY SERVICES S&W				69,457.44
016301	RECREATION & YOUTH S&W			
016301	516000 - ENHANCEMENT OF SERVICES			68,775.09 *
		1.00	251.89	251.89
		1.00	64,560.96	64,560.96
		1.00	350.00	350.00
		1.00	3,612.24	3,612.24
TOTAL RECREATION & YOUTH S&W				68,775.09
TOTAL GENERAL FUND				680,128.77
TOTAL REVENUE				.00
TOTAL EXPENSE				680,128.77
GRAND TOTAL				680,128.77

** END OF REPORT - Generated by Megan Green **

TOWN OF HARWICH - LIVE DATA



NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20251 FY 2025 OPERATING BUDGETS

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2025 REQUEST
TOTAL HIGHWAY EXPENSE				3,198.00
015402	COMMUNITY CENTER EXPENSE			
015402	573500 - ENHANCEMENT OF SERVICES			
	Upgrade public and private wifi system in community center	1.00	10,000.00	52,000.00 *
	Family Fun Events	1.00	6,000.00	10,000.00 A
	12 events @\$500/ea (Monthly)			6,000.00 A
	Blinds for rooms 3, 4, and 5 and multi purpose room	1.00	10,500.00	10,500.00
	For safety reasons updating the blinds is important.			
	price for room 3,4, and 5 estimated at 8			
	Multi-purpose room estimated 2,258			
	Cameras for Safety/security of the building and the citizens. The cameras are used frequently by staff and HarwichPD to investigate issues with the public and the property of the Town.	1.00	12,000.00	12,000.00 A
	set up monitors with my senior center			
	All in one touch screen computer \$900 ea	1.00	13,500.00	13,500.00
	700 Desk scanners 320 each =\$960 softwa license and shipping \$9,840.00			
TOTAL COMMUNITY CENTER EXPENSE				52,000.00
016302	RECREATION & YOUTH EXPENSE			
016302	573500 - ENHANCEMENT OF SERVICES			
	NEW EMPLOYEE FRINGE BENEFIT - SAFTEY	1.00	250.00	850.00 *
	FOOTWEAR			250.00
	NEW OFFICE COPIER	1.00	600.00	600.00
	SAME BRAND, TYPE (ECOPRINT) AND TONER			
	OLD COPIER IS BEYOND ITS LIFE CYCLE AND NOW AND AGAIN			
TOTAL RECREATION & YOUTH EXPENSE				850.00
TOTAL GENERAL FUND				147,173.00
TOTAL REVENUE				.00
TOTAL EXPENSE				147,173.00
GRAND TOTAL				147,173.00

** END OF REPORT - Generated by Megan Green **

FY 2025 Enhancement of Services Request for Information Technology Department

The Enhancement of Services request is for \$13,500 for Board and Committee email licenses. This would be a yearly licensing fee with Microsoft.

Having town email addresses for boards and committee members is crucial for several reasons:

Record Keeping and Transparency:

Using official town email addresses ensures that all correspondence related to board and committee business is properly documented and archived. When board members communicate via town email addresses, the organization can maintain a centralized record of discussions. Transparency is enhanced because these records are accessible to relevant parties.

Data Security and Privacy:

Personal email accounts (such as Gmail or Yahoo) are more vulnerable to hacking, data privacy issues, and cyber vulnerabilities. Town email addresses, hosted on a custom domain, enhance data security, and provide better control over sensitive information. Storing official records on town servers ensures proper backup, retention, and protection against unauthorized access.

Avoiding Legal Complications:

Using personal email accounts for board business can lead to legal problems during litigation. Depending on communication policies, official board communications sent through non-board channels may not be admissible as evidence. Boards should avoid jeopardizing their legal position by using personal email addresses for official matters.

Consistent Communication Channels:

Town email addresses create consistency in communication channels. Board members can easily identify official emails related to their roles, reducing confusion. It also facilitates communication with other town departments, staff, and external stakeholders.

Compliance with Retention Policies:

Town email systems can enforce retention policies, ensuring that records are retained for the required duration. When board members leave their positions, the organization can manage the disposition of records more effectively.

In summary, town email addresses provide a secure, organized, and transparent way for boards and committee members to communicate, collaborate, and maintain accurate records. They play a vital role in upholding good governance practices and meeting legal requirements.

NEW BUSINESS

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
SPECIAL TOWN ELECTION WARRANT
APRIL 9, 2024**

BARNSTABLE, ss:

To either of the Constables of the Town of Harwich in said County,

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street, in said Town on Tuesday, April 9, 2024.

POLLS WILL BE OPEN AT 12:00 P.M. and CLOSE AT 6:00 P.M.

To choose on one (1) ballot the following Town Officer: One (1) member of the Select Board to fill a vacancy.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2024.
To
(month)

Julie E. Kavanagh, Chair

Michael D. MacAskill, Vice Chair

Jeffrey F. Handler, Clerk

Donald F. Howell

Select Board
Town of Harwich

Attest:

Emily Mitchell, Town Clerk

Posted by:

Constable

_____, 2024.
(month and day)



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

APPLICATION FOR A NEW COMMON VICTUALLERS LICENSE

Fee: \$50 Annual # of seats 36
Seasonal Opening date 03/19/2024

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

Business Name CAPE CHILL PARTNERS LLC Phone [REDACTED]

Doing Business As (d/b/a) DAIRY QUEEN GRILL & CHILL

Business Address 443 ROUTE 28 - HARWICH PORT, MA 02646

Mailing Address 443 ROUTE 28 - HARWICH PORT, MA 02646

Email Address [REDACTED]

Name of Owner ARTHUR RAMOS

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

[Signature] _____
Signature of applicant & title Federal I.D. # [REDACTED]

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.

DocuSigned by:
Jack Mee
Building Commissioner

DocuSigned by:
Lami Schaner
Board of Health

DocuSigned by:
Eric Young
Fire Department

*Application must include payment, Certificate of Insurance showing workers comp coverage and Workers Comp Affidavit. Any application missing information or documentation will be deemed incomplete and sent back to the applicant.

OFFICE OF THE SELECT BOARD

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



March 11, 2024

Ed Augustus- Secretary
Executive Office of Housing and Livable Communities
Commonwealth of Massachusetts
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: CDBG Housing Rehabilitation Application for FY24

Dear Secretary Augustus,

The Truro Select Board in support of the **FY24** Community Development Block Grant (CDBG) application to the MA Executive Office of Housing and Livable Communities (EOHLC). This grant will allow the regional lead town of Truro to continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents in Truro, Provincetown, Eastham, and Harwich. **The FY24 Truro Regional Grant** will provide approximately \$1.375 million to rehab about 20 homes and provide childcare vouchers for up to 17 families in these towns.

The affordable housing and economic development challenges across the Commonwealth are historically well documented. Now, more than ever, CDBG funding is a vital resource for stabilizing and preserving existing homes in our region and ensuring that working families have affordable childcare.

The Housing Rehab Program provides homeowners earning less than 80% of the area median income with an opportunity to address critical safety and energy upgrades to their homes. The childcare component of these grants provides financial assistance for LMI families who rely on local, licensed childcare providers to care for their children while they are at work. Given the extraordinary current economic situation and housing shortage in our region, these programs typically reach full capacity by the third quarter of the fiscal year. Together, the Housing Rehab Program and Childcare Voucher Program play a vital role in stabilizing the year-round families living in these towns.

Through The Resource, Inc, the current FY22/23 CDBG grant is expected to work on 27 housing rehabilitation projects and serve 18 families with childcare support. Not only does the grant funding assist LMI households, but it also boosts the local economy by providing work to local contractors.

I urge you to provide the funds requested so that our local communities can continue their work with LMI homeowners in need of critical home repairs and with working families in need of safe and affordable childcare for their young children. Thank you for your consideration of these proposals.

Sincerely,

Julie E. Kavanagh, Chair

Michael D. MacAskill, Vice-Chair

Donald F. Howell, Member

Jeffrey F. Handler, Clerk

HARWICH SELECT BOARD

CONTRACTS

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Town Administrator*
Meggan M. Eldredge, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA 02645



Memo

To: Select Board
Joseph F. Powers, Town Administrator

From: Meggan Eldredge, Assistant Town Administrator *ME*

RE: Robert H Lord Co contract

Date: March 5, 2024

This memo corresponds to the request for approval of a contract with Robert H. Lord Co. in the amount of \$84,588.00 for the replacement of the bleachers at the community center.

Following MGL c.30b, this contract was procured using a cooperative purchase agreement through the Massachusetts Higher Education Consortium (MHEC). The MHEC was established under MGL c 15A section 24A to provide cost savings for members by using a competitive bidding process. A quote was obtained from Robert H. Lord Co. for this work using contract MC12-CO7.

Funding for this project was approved at the 2023 Annual Town Meeting under article 16. That article included both bleachers and fans for the Community Center, totaling \$145,500.

The contract attached is in the amount of \$84,588.00 and the work is anticipated to be completed by the beginning of the new fiscal year.

I recommend approval of this contract.

PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Carey, Carolyn

DEPARTMENT: Community Center

FUNDING SOURCE: ATM 23 article 16, item 12

Appropriated amount: \$145,500.00

Estimated cost: _____ **Actual cost:** _____

PROCUREMENT METHOD:

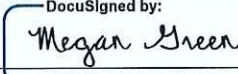
cooperative purchase agreement through MHEC Contract CO7

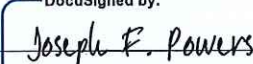
PURCHASE DESCRIPTION:

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.

remove existing bleachers in the Community Center and replace with new. Quote recieved for under \$85,000

PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW

Funds Available: Finance Director:  Account # 014218-623112
36E65676E18A4AC... approx.
\$85,000.00

Approved to proceed: Town Administrator or Designee: 
0623C0C5799644E...

AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Select Board, hereinafter referred to as "Town," and Robert H. Lord Co. with an address of 220 Chapel Road, Manchester, CT 06042 hereinafter referred to as "Contractor", effective as of the 11th day of March, 2024. 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 services necessary to provide the Town of Harwich with bleacher type seating at the Community Center, 100 Oak Street, Harwich, MA02645 as described in the scope of work, attached.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing upon contract execution through September 13, 2024..

ARTICLE 3: COMPENSATION:

Pricing for this contract is through MHEC contract MC12-CO7, a cooperative purchasing source. The Town shall pay the Contractor for the performance of the work outlined in Article 1 above eighty-four thousand five hundred eighty-eight dollars (\$84,588.00). The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the Contractor to provide the Town with certified payrolls and to comply with all requirements of the above-cited statutes.

The schedules of prevailing wage rates are included in the Contract Documents.

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. Prevailing Wage rates

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 services 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: PERFORMANCE OF THE WORK:

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

A. Direction of the Work:

The Contractor shall supervise and direct the Work, using his best skills and attention which shall not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor shall maintain adequate supervisory personnel at the project site during the performance of the Work. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Agreement.

B. Responsibility for the Work:

(1) The Contractor shall be responsible to the Owner for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of

the Work under a contract with the Contractor. This obligation shall also extend to the presence on the Site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.

(2) The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Owner in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.

C. Permits and Fees:

Unless otherwise expressly provided, the Contractor shall secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the

Agreement and which are legally required at the time the bids are received, and the same shall at all times be the property of the Owner and shall be delivered to the Owner upon completion of the Project.

D. Notices, Compliance With Laws:

(1) The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. The Contractor shall provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Contractor all orders and requirements known to the Owner of any public authority particular to this Agreement.

(2) If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be accomplished by appropriate modification.

(3) If the Contractor performs any Work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility therefor and shall bear all costs attributable thereto.

(4) In the performance of the Work, the Contractor shall comply with all applicable federal, state and local laws and regulations including those relating to workplace and employee safety. The Contractor shall notify the Owner immediately of any conditions at the place of the work which violate said laws and regulations and shall take prompt action to correct and eliminate any such violations.

E. Project Superintendent: The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site at all times during the progress of the Work. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

F. Progress Schedule: The Contractor, immediately after being awarded the Contract, shall prepare and submit for the Owner's information an estimated progress schedule for the Work. The progress schedule shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

G. Drawings, Specifications and Submittals:

(1) The Contractor shall maintain at the site for the Owner one record copy of all Drawings, Specifications, Addenda, Change Orders and other Modifications, and "As-Built" Drawings and Specifications in good order and marked currently to record all changes made during construction, and approved Shop Drawings, Product Data and Samples. These shall be delivered to the Owner upon completion of the Work.

(2) By approving and submitting Shop Drawings, Product Data and Samples, the Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

(3) The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Owner's approval of Shop Drawings, Product Data or Samples unless the Contractor has specifically informed the Owner in writing of such deviation at the time of submission and the Owner has given written approval to the specific deviation. The Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Owner's approval thereof.

(4) The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Owner on previous submittals.

(5) No portion of the Work requiring submission of a Shop Drawing, Product Data or Sample shall be commenced until the submittal has been approved by the Owner. All such portions of the Work shall be in accordance with approved submittals.

H. Protection of the Work and Owner's Property:

The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this Agreement. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury. The Contractor shall clean the work area and restore it to its original condition upon completion of the work.

I. Quality of the Work:

The Contractor shall perform the work in a good, workmanlike manner. The Contractor hereby guarantees that the entire work constructed by him under the Agreement will meet fully all requirements thereof as to quality of workmanship and materials. The Contractor hereby agrees to make at his own expense any repairs or replacements made necessary by defects in materials or workmanship supplied to him that become evident within one (1) year after the date of the final payment, and to restore to full compliance with the requirements set forth herein any part of the work constructed hereunder, which during said one (1) year period is found to be deficient with respect to any provisions of the Contract Documents. The Contractor also agrees

to hold the Owner harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the work and the Contractor shall be liable to the Owner for the cost thereof.

J. Warranty:

The Contractor guarantees to Owner that all materials incorporated into the work will be new unless otherwise specified or agreed. Prior to final payment, the Contractor shall deliver to the Owner all manufacturers' warranties, together with such endorsements or assignments as are necessary to ensure to the Owner the full rights and benefits of such warranties.

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 services 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 services 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, Roy McNally, 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.

060858289
Social Security Number or
Federal Identification Number

DocuSigned by:
Roy McNally
Signature of Individual or
Corporate Name

By:
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
By

TOWN OF HARWICH
by its Select Board Over \$75,000

DocuSigned by:
Roy McNally
Roy McNally Vice President of Operations
Printed Name and Title

Approved as to Availability of Funds:
Megan Green (\$ 84,588.00)
Finance Director Contract Sum

by its Town Administrator Up to \$75,000

Town Administrator

014218-623112
ATM 23 #16-12



ROBERT H LORD CO.

MHEC TELESCOPING STANDS QUOTATION (Contract #MC12-C07)

To:	Carolyn Carey - Director	Date:	<u>3/1/2024</u>
From:	Robert H. Lord Co.	Project:	Harwich Community Center
Address:	220 Chapel Road Manchester, CT 06042	Address:	100 Oak Street Harwich MA 02645
Phone:	860-645-8700	Architect:	N/A
Fax:	860-645-9100	Addenda(s):	N/A
Bid Price:	<u>\$84,588.00</u>	Section(s):	N/A

The Robert H. Lord Company, Inc. proposes to furnish, subject to the conditions below, excluding sales tax, Hussey Seating Co. standard MAXAM style Telescopic Seating. Standards include, but are not limited to, construction, materials and/or finishes, unless otherwise noted.

Price Based on: Furnishing & Installing – Material below, using these wages: **Prevailing Wage**

QTY.'S QUOTATION DETAILS:

2	Bank(s)	<i>Based on the following: MAXAM</i>	4	Tier x	33'-7 1/2"	Wall Attached
1	Bank(s)	<i>Based on the following: MAXAM</i>	4	Tier x	29'-0"	Wall Attached
1	Bank(s)	<i>Based on the following: MAXAM</i>	4	Tier x	24'-6"	Wall Attached

Consisting of the following items with 264 Total Net Seats

FLA	Foot Level Aisles with Intermediate Steps, Non-Slip Treads & Aisle Rails
SER	Self-Storing End Rails
FLEX	Recoverable "Flex-Row" Cutouts to comply with ADA
MAN	Manual Operation with Operating Handles
9	9 5/8" Row Rise
24	24" Row Spacing
10	10" Courtside Modules
CLEAR	Clear Deck Finish Walking Surface

VOLUNTARY ALTERNATE:

For Power in lieu of Manual Operation

ADD: \$25,329.00

BID CLARIFICATIONS:

- 1 All pricing listed above is based on delivery, installation, and removal using MHEC contract MC12-C07 with an approximate delivery date of May/June 2024.
- 2 Above price includes dumpster rentals.
- 3 If add alternate is selected, electrical power source to each bank is by others. Wiring Harness of the Bleacher is included as part of the Bleacher Assembly.

Exclusions:

1. Performance, Materials and Payment Bonds, O.C.I.P. or C.C.I.P.
2. Cost and responsibility of storing materials, if installation cannot be started at the time of delivery.
3. Final Electrical Connection.
4. Pollution Insurance

Terms and Conditions:

Notes. Exclusions plus Terms Conditions outlined on page two are considered part of the quotation documents.

1. Shipment will be 60 to 90 days after receipt of all milestone information, i.e. – Submittal approval, colors and field dimensions.
2. Quotation net prices will remain firm for 30 days for shipment on or before, 5/14/2024, after which we reserve the right to re-quote this project.
3. The above pricing does not include any Federal, State, Local, Manufacturers, Excise or other taxes unless specifically mentioned in the above quotation
4. Shop Drawings will be submitted within 4 to 6 weeks after acknowledgement of purchase order and/or contract.
5. This quotation is based on our submitting progress invoices, covering material as shipped and installation as completed. Terms for each invoice are NET 30 days from date of invoice and a finance charge of 1.5% (18% APR) per month will be assessed on all accounts that have a balance thirty or more days past due.
6. In the event of a default by non-payment and the institution of collection procedures, the customer and/or guarantor agree to be responsible for all costs of collection, including attorney's fees.
7. All parties hereto agree to submit to the jurisdiction of the State of Connecticut as the proper venue for any lawsuit filed to enforce collection of monies due or regarding any service and/or product dispute.
8. Delivery and installation based upon the nearest quarter or completion date on/or about: 6/28/2024
9. For any work beyond this period our quotation is **NOT** valid, and must be refigured. In the case of an later completion date, from what was specified in the bid documents, we reserve the right to review, with our manufacturer, what impact, if any, the revised date has on our quotation. Any cost increases will be passed on to you, to be processed as a contract addition by change order.
10. The General Contractor/Owner to supply elevator or hoist, if needed, at no charge to the **Robert H. Lord Company, Inc.**
11. The General Contractor/Owner to supply use of dumpsters at no charge to the **Robert H. Lord Company, Inc.**
12. The prices quoted in this proposal are an offer to do business with your firm subject to credit approval by the **Robert H. Lord Company, Inc.**, and in addition, approval of the contract forms.
13. The General Contractor/Owner is responsible for providing adequate lighting for installation.
14. The **Robert H. Lord Company, Inc.** will not accept any back charges unless prior written approval is obtained from the RHL project manager.
15. **THE ROBERT H. LORD QUOTATION FOR THIS PROJECT MUST BE MADE A PART OF THE CONTRACT.**

Please contact Roy McNally at (860) 512-2128 for price confirmation at the time of contract award.

Respectfully,

Ed Marshall

Ed Marshall
Account Executive 617.991.7539 Cell

Date: _____

Accepted: _____



MAURA HEALEY
Governor

KIM DRISCOLL
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

LAUREN JONES
Secretary

MICHAEL FLANAGAN
Director

Awarding Authority: Town of Harwich
Contract Number: City/Town: HARWICH
Description of Work: remove and replace bleacher seating in gymnasium
Job Location: 100 Oak Street

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, the awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. The annual update requirement is not applicable to 27F "rental of equipment" contracts. **The updated wage schedule must be provided to all contractors, including general and sub-contractors, working on the construction project.**
- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or a sub-contractor.
- Apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Standards (DAS). Apprentices must keep their apprentice identification card on their persons during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DAS regardless of whether they are registered with another federal, state, local, or private agency must be paid the journeyworker's rate.**
- Every contractor or subcontractor working on the construction project must submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. For a sample payroll reporting form go to <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Contractors must obtain the wage schedules from awarding authorities. Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may file a complaint with the Fair Labor Division of the office of the Attorney General at (617) 727-3465.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Construction						
(2 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$38.95	\$15.07	\$18.67	\$0.00	\$72.69
	06/01/2024	\$39.95	\$15.07	\$18.67	\$0.00	\$73.69
	12/01/2024	\$39.95	\$15.07	\$20.17	\$0.00	\$75.19
	01/01/2025	\$39.95	\$15.57	\$20.17	\$0.00	\$75.69
	06/01/2025	\$40.95	\$15.57	\$20.17	\$0.00	\$76.69
	12/01/2025	\$40.95	\$15.57	\$21.78	\$0.00	\$78.30
	01/01/2026	\$40.95	\$16.17	\$21.78	\$0.00	\$78.90
	06/01/2026	\$41.95	\$16.17	\$21.78	\$0.00	\$79.90
	12/01/2026	\$41.95	\$16.17	\$23.52	\$0.00	\$81.64
	01/01/2027	\$41.95	\$16.77	\$23.52	\$0.00	\$82.24
(3 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$39.02	\$15.07	\$18.67	\$0.00	\$72.76
	06/01/2024	\$40.02	\$15.07	\$18.67	\$0.00	\$73.76
	12/01/2024	\$40.02	\$15.07	\$20.17	\$0.00	\$75.26
	01/01/2025	\$40.02	\$15.57	\$20.17	\$0.00	\$75.76
	06/01/2025	\$41.02	\$15.57	\$20.17	\$0.00	\$76.76
	12/01/2025	\$41.02	\$15.57	\$21.78	\$0.00	\$78.37
	01/01/2026	\$41.02	\$16.17	\$21.78	\$0.00	\$78.97
	06/01/2026	\$42.02	\$16.17	\$21.78	\$0.00	\$79.97
	12/01/2026	\$42.02	\$16.17	\$23.52	\$0.00	\$81.71
	01/01/2027	\$42.02	\$16.77	\$23.52	\$0.00	\$82.31
(4 & 5 AXLE) DRIVER - EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$39.14	\$15.07	\$18.67	\$0.00	\$72.88
	06/01/2024	\$40.14	\$15.07	\$18.67	\$0.00	\$73.88
	12/01/2024	\$40.14	\$15.07	\$20.17	\$0.00	\$75.38
	01/01/2025	\$40.14	\$15.57	\$20.17	\$0.00	\$75.88
	06/01/2025	\$41.14	\$15.57	\$20.17	\$0.00	\$76.88
	12/01/2025	\$41.14	\$15.57	\$21.78	\$0.00	\$78.49
	01/01/2026	\$41.14	\$16.17	\$21.78	\$0.00	\$79.09
	06/01/2026	\$42.14	\$16.17	\$21.78	\$0.00	\$80.09
	12/01/2026	\$42.14	\$16.17	\$23.52	\$0.00	\$81.83
	01/01/2027	\$42.14	\$16.77	\$23.52	\$0.00	\$82.43
ADS/SUBMERSIBLE PILOT <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$103.05	\$9.40	\$23.12	\$0.00	\$135.57
For apprentice rates see "Apprentice- PILE DRIVER"						
AIR TRACK OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
For apprentice rates see "Apprentice- LABORER"						
AIR TRACK OPERATOR (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
	06/01/2024	\$39.94	\$9.65	\$17.14	\$0.00	\$66.73
	12/01/2024	\$41.27	\$9.65	\$17.14	\$0.00	\$68.06
	06/01/2025	\$42.66	\$9.65	\$17.14	\$0.00	\$69.45
	12/01/2025	\$44.04	\$9.65	\$17.14	\$0.00	\$70.83
	06/01/2026	\$45.48	\$9.65	\$17.14	\$0.00	\$72.27
	12/01/2026	\$46.92	\$9.65	\$17.14	\$0.00	\$73.71
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
ASBESTOS REMOVER - PIPE / MECH. EQUIPT. <i>HEAT & FROST INSULATORS LOCAL 6 (BOSTON)</i>	12/01/2023	\$40.80	\$14.50	\$11.05	\$0.00	\$66.35
	06/01/2024	\$41.80	\$14.50	\$11.05	\$0.00	\$67.35
	12/01/2024	\$42.80	\$14.50	\$11.05	\$0.00	\$68.35
	06/01/2025	\$43.80	\$14.50	\$11.05	\$0.00	\$69.35
	12/01/2025	\$44.80	\$14.50	\$11.05	\$0.00	\$70.35
ASPHALT RAKER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
ASPHALT RAKER (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
ASPHALT/CONCRETE/CRUSHER PLANT-ON SITE <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$55.03	\$15.00	\$16.40	\$0.00	\$86.43
	06/01/2024	\$56.33	\$15.00	\$16.40	\$0.00	\$87.73
	12/01/2024	\$57.78	\$15.00	\$16.40	\$0.00	\$89.18
	06/01/2025	\$59.08	\$15.00	\$16.40	\$0.00	\$90.48
	12/01/2025	\$60.53	\$15.00	\$16.40	\$0.00	\$91.93
	06/01/2026	\$61.83	\$15.00	\$16.40	\$0.00	\$93.23
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BACKHOE/FRONT-END LOADER <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$55.03	\$15.00	\$16.40	\$0.00	\$86.43
	06/01/2024	\$56.33	\$15.00	\$16.40	\$0.00	\$87.73
	12/01/2024	\$57.78	\$15.00	\$16.40	\$0.00	\$89.18
	06/01/2025	\$59.08	\$15.00	\$16.40	\$0.00	\$90.48
	12/01/2025	\$60.53	\$15.00	\$16.40	\$0.00	\$91.93
	06/01/2026	\$61.83	\$15.00	\$16.40	\$0.00	\$93.23
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
BARCO-TYPE JUMPING TAMPER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
BLOCK PAVER, RAMMER / CURB SETTER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
For apprentice rates see "Apprentice- LABORER"						
BLOCK PAVER, RAMMER / CURB SETTER (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
	06/01/2024	\$39.94	\$9.65	\$17.14	\$0.00	\$66.73
	12/01/2024	\$41.27	\$9.65	\$17.14	\$0.00	\$68.06
	06/01/2025	\$42.66	\$9.65	\$17.14	\$0.00	\$69.45
	12/01/2025	\$44.04	\$9.65	\$17.14	\$0.00	\$70.83
	06/01/2026	\$45.48	\$9.65	\$17.14	\$0.00	\$72.27
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
BOILER MAKER <i>BOILERMAKERS LOCAL 29</i>	01/01/2024	\$48.12	\$7.07	\$20.60	\$0.00	\$75.79

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - BRICK/PLASTER/CEMENT MASON - Local 3 New Bedford

Effective Date - 02/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$31.20	\$11.49	\$23.59	\$0.00	\$66.28
2	60	\$37.44	\$11.49	\$23.59	\$0.00	\$72.52
3	70	\$43.68	\$11.49	\$23.59	\$0.00	\$78.76
4	80	\$49.92	\$11.49	\$23.59	\$0.00	\$85.00
5	90	\$56.16	\$11.49	\$23.59	\$0.00	\$91.24

Effective Date - 08/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$32.25	\$11.49	\$23.59	\$0.00	\$67.33
2	60	\$38.70	\$11.49	\$23.59	\$0.00	\$73.78
3	70	\$45.15	\$11.49	\$23.59	\$0.00	\$80.23
4	80	\$51.60	\$11.49	\$23.59	\$0.00	\$86.68
5	90	\$58.05	\$11.49	\$23.59	\$0.00	\$93.13

Notes:

Apprentice to Journeyworker Ratio:1:5

BULLDOZER/GRADER/SCRAPER OPERATING ENGINEERS LOCAL 4	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99

For apprentice rates see "Apprentice- OPERATING ENGINEERS"

CAISSON & UNDERPINNING BOTTOM MAN LABORERS - FOUNDATION AND MARINE	12/01/2023	\$45.48	\$9.65	\$18.22	\$0.00	\$73.35
	06/01/2024	\$46.96	\$9.65	\$18.22	\$0.00	\$74.83
	12/01/2024	\$48.43	\$9.65	\$18.22	\$0.00	\$76.30
	06/01/2025	\$49.93	\$9.65	\$18.22	\$0.00	\$77.80
	12/01/2025	\$51.43	\$9.65	\$18.22	\$0.00	\$79.30
	06/01/2026	\$52.98	\$9.65	\$18.22	\$0.00	\$80.85
	12/01/2026	\$54.48	\$9.65	\$18.22	\$0.00	\$82.35

For apprentice rates see "Apprentice- LABORER"

CAISSON & UNDERPINNING LABORER LABORERS - FOUNDATION AND MARINE	12/01/2023	\$44.33	\$9.65	\$18.22	\$0.00	\$72.20
	06/01/2024	\$45.81	\$9.65	\$18.22	\$0.00	\$73.68
	12/01/2024	\$47.28	\$9.65	\$18.22	\$0.00	\$75.15
	06/01/2025	\$48.78	\$9.65	\$18.22	\$0.00	\$76.65
	12/01/2025	\$50.28	\$9.65	\$18.22	\$0.00	\$78.15
	06/01/2026	\$51.83	\$9.65	\$18.22	\$0.00	\$79.70
	12/01/2026	\$53.33	\$9.65	\$18.22	\$0.00	\$81.20

For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
CAISSON & UNDERPINNING TOP MAN <i>LABORERS - FOUNDATION AND MARINE</i>	12/01/2023	\$44.33	\$9.65	\$18.22	\$0.00	\$72.20
	06/01/2024	\$45.81	\$9.65	\$18.22	\$0.00	\$73.68
	12/01/2024	\$47.28	\$9.65	\$18.22	\$0.00	\$75.15
	06/01/2025	\$48.78	\$9.65	\$18.22	\$0.00	\$76.65
	12/01/2025	\$50.28	\$9.65	\$18.22	\$0.00	\$78.15
	06/01/2026	\$51.83	\$9.65	\$18.22	\$0.00	\$79.70
	12/01/2026	\$53.33	\$9.65	\$18.22	\$0.00	\$81.20
For apprentice rates see "Apprentice- LABORER"						
CARBIDE CORE DRILL OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
CARPENTER <i>CARPENTERS -ZONE 2 (Eastern Massachusetts)</i>	09/01/2023	\$45.87	\$9.83	\$19.97	\$0.00	\$75.67
	03/01/2024	\$47.12	\$9.83	\$19.97	\$0.00	\$76.92
	09/01/2024	\$48.37	\$9.83	\$19.97	\$0.00	\$78.17
	03/01/2025	\$49.62	\$9.83	\$19.97	\$0.00	\$79.42
	09/01/2025	\$50.87	\$9.83	\$19.97	\$0.00	\$80.67
	03/01/2026	\$52.12	\$9.83	\$19.97	\$0.00	\$81.92
	09/01/2026	\$53.37	\$9.83	\$19.97	\$0.00	\$83.17
	03/01/2027	\$54.62	\$9.83	\$19.97	\$0.00	\$84.42

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - CARPENTER - Zone 2 Eastern MA

Effective Date - 09/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$22.94	\$9.83	\$1.73	\$0.00	\$34.50
2	60	\$27.52	\$9.83	\$1.73	\$0.00	\$39.08
3	70	\$32.11	\$9.83	\$14.78	\$0.00	\$56.72
4	75	\$34.40	\$9.83	\$14.78	\$0.00	\$59.01
5	80	\$36.70	\$9.83	\$16.51	\$0.00	\$63.04
6	80	\$36.70	\$9.83	\$16.51	\$0.00	\$63.04
7	90	\$41.28	\$9.83	\$18.24	\$0.00	\$69.35
8	90	\$41.28	\$9.83	\$18.24	\$0.00	\$69.35

Effective Date - 03/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$23.56	\$9.83	\$1.73	\$0.00	\$35.12
2	60	\$28.27	\$9.83	\$1.73	\$0.00	\$39.83
3	70	\$32.98	\$9.83	\$14.78	\$0.00	\$57.59
4	75	\$35.34	\$9.83	\$14.78	\$0.00	\$59.95
5	80	\$37.70	\$9.83	\$16.51	\$0.00	\$64.04
6	80	\$37.70	\$9.83	\$16.51	\$0.00	\$64.04
7	90	\$42.41	\$9.83	\$18.24	\$0.00	\$70.48
8	90	\$42.41	\$9.83	\$18.24	\$0.00	\$70.48

Notes:
 % Indentured After 10/1/17; 45/45/55/55/70/70/80/80
 Step 1&2 \$32.20/ 3&4 \$38.76/ 5&6 \$58.45/ 7&8 \$64.77

Apprentice to Journeyworker Ratio:1:5

CARPENTER WOOD FRAME	10/01/2023	\$25.55	\$7.02	\$4.80	\$0.00	\$37.37
CARPENTERS-ZONE 3 (Wood Frame)	10/01/2024	\$26.65	\$7.02	\$4.80	\$0.00	\$38.47
	10/01/2025	\$27.75	\$7.02	\$4.80	\$0.00	\$39.57
	10/01/2026	\$28.85	\$7.02	\$4.80	\$0.00	\$40.67

All Aspects of New Wood Frame Work

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - CARPENTER (Wood Frame) - Zone 3

Effective Date - 10/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$15.33	\$7.02	\$0.00	\$0.00	\$22.35
2	60	\$15.33	\$7.02	\$0.00	\$0.00	\$22.35
3	65	\$16.61	\$7.02	\$1.00	\$0.00	\$24.63
4	70	\$17.89	\$7.02	\$1.00	\$0.00	\$25.91
5	75	\$19.16	\$7.02	\$4.80	\$0.00	\$30.98
6	80	\$20.44	\$7.02	\$4.80	\$0.00	\$32.26
7	85	\$21.72	\$7.02	\$4.80	\$0.00	\$33.54
8	90	\$23.00	\$7.02	\$4.80	\$0.00	\$34.82

Effective Date - 10/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$15.99	\$7.02	\$0.00	\$0.00	\$23.01
2	60	\$15.99	\$7.02	\$0.00	\$0.00	\$23.01
3	65	\$17.32	\$7.02	\$1.00	\$0.00	\$25.34
4	70	\$18.66	\$7.02	\$1.00	\$0.00	\$26.68
5	75	\$19.99	\$7.02	\$4.80	\$0.00	\$31.81
6	80	\$21.32	\$7.02	\$4.80	\$0.00	\$33.14
7	85	\$22.65	\$7.02	\$4.80	\$0.00	\$34.47
8	90	\$23.99	\$7.02	\$4.80	\$0.00	\$35.81

Notes:
 % Indentured After 10/1/17; 45/45/55/55/70/70/80/80
 Step 1&2 \$18.52/ 3&4 \$21.07/ 5&6 \$28.70/ 7&8 \$31.26

Apprentice to Journeyworker Ratio:1:5

CEMENT MASONRY/PLASTERING BRICKLAYERS LOCAL 3 (NEW BEDFORD)	01/01/2024	\$49.33	\$13.00	\$23.57	\$1.30	\$87.20
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Apprentice - CEMENT MASONRY/PLASTERING - Eastern Mass (New Bedford)

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$24.67	\$13.00	\$15.93	\$0.00	\$53.60
2	60	\$29.60	\$13.00	\$18.57	\$1.30	\$62.47
3	65	\$32.06	\$13.00	\$19.57	\$1.30	\$65.93
4	70	\$34.53	\$13.00	\$20.57	\$1.30	\$69.40
5	75	\$37.00	\$13.00	\$21.57	\$1.30	\$72.87
6	80	\$39.46	\$13.00	\$22.57	\$1.30	\$76.33
7	90	\$44.40	\$13.00	\$23.57	\$1.30	\$82.27

Notes:
 Steps 3,4 are 500 hrs. All other steps are 1,000 hrs.

Apprentice to Journeyworker Ratio:1:3

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
CHAIN SAW OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
CLAM SHELLS/SLURRY BUCKETS/HEADING MACHINES <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$56.13	\$15.00	\$16.40	\$0.00	\$87.53
	06/01/2024	\$57.45	\$15.00	\$16.40	\$0.00	\$88.85
	12/01/2024	\$58.93	\$15.00	\$16.40	\$0.00	\$90.33
	06/01/2025	\$60.26	\$15.00	\$16.40	\$0.00	\$91.66
	12/01/2025	\$61.73	\$15.00	\$16.40	\$0.00	\$93.13
	06/01/2026	\$63.06	\$15.00	\$16.40	\$0.00	\$94.46
	12/01/2026	\$64.54	\$15.00	\$16.40	\$0.00	\$95.94
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
COMPRESSOR OPERATOR <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$35.62	\$15.00	\$16.40	\$0.00	\$67.02
	06/01/2024	\$36.47	\$15.00	\$16.40	\$0.00	\$67.87
	12/01/2024	\$37.42	\$15.00	\$16.40	\$0.00	\$68.82
	06/01/2025	\$38.27	\$15.00	\$16.40	\$0.00	\$69.67
	12/01/2025	\$39.22	\$15.00	\$16.40	\$0.00	\$70.62
	06/01/2026	\$40.08	\$15.00	\$16.40	\$0.00	\$71.48
	12/01/2026	\$41.03	\$15.00	\$16.40	\$0.00	\$72.43
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
DELEADER (BRIDGE) <i>PAINTERS LOCAL 35 - ZONE 2</i>	01/01/2024	\$56.06	\$9.95	\$23.95	\$0.00	\$89.96
	07/01/2024	\$57.26	\$9.95	\$23.95	\$0.00	\$91.16
	01/01/2025	\$58.46	\$9.95	\$23.95	\$0.00	\$92.36

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - PAINTER Local 35 - BRIDGES/TANKS

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$28.03	\$9.95	\$0.00	\$0.00	\$37.98
2	55	\$30.83	\$9.95	\$6.66	\$0.00	\$47.44
3	60	\$33.64	\$9.95	\$7.26	\$0.00	\$50.85
4	65	\$36.44	\$9.95	\$7.87	\$0.00	\$54.26
5	70	\$39.24	\$9.95	\$20.32	\$0.00	\$69.51
6	75	\$42.05	\$9.95	\$20.93	\$0.00	\$72.93
7	80	\$44.85	\$9.95	\$21.53	\$0.00	\$76.33
8	90	\$50.45	\$9.95	\$22.74	\$0.00	\$83.14

Effective Date - 07/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$28.63	\$9.95	\$0.00	\$0.00	\$38.58
2	55	\$31.49	\$9.95	\$6.66	\$0.00	\$48.10
3	60	\$34.36	\$9.95	\$7.26	\$0.00	\$51.57
4	65	\$37.22	\$9.95	\$7.87	\$0.00	\$55.04
5	70	\$40.08	\$9.95	\$20.32	\$0.00	\$70.35
6	75	\$42.95	\$9.95	\$20.93	\$0.00	\$73.83
7	80	\$45.81	\$9.95	\$21.53	\$0.00	\$77.29
8	90	\$51.53	\$9.95	\$22.74	\$0.00	\$84.22

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

DEMO: ADZEMAN LABORERS - ZONE 2	12/01/2023	\$44.48	\$9.65	\$18.07	\$0.00	\$72.20
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For apprentice rates see "Apprentice- LABORER"

DEMO: BACKHOE/LOADER/HAMMER OPERATOR LABORERS - ZONE 2	12/01/2023	\$45.48	\$9.65	\$18.07	\$0.00	\$73.20
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For apprentice rates see "Apprentice- LABORER"

DEMO: BURNERS LABORERS - ZONE 2	12/01/2023	\$45.23	\$9.65	\$18.07	\$0.00	\$72.95
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For apprentice rates see "Apprentice- LABORER"

DEMO: CONCRETE CUTTER/SAWYER LABORERS - ZONE 2	12/01/2023	\$45.48	\$9.65	\$18.07	\$0.00	\$73.20
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For apprentice rates see "Apprentice- LABORER"

DEMO: JACKHAMMER OPERATOR LABORERS - ZONE 2	12/01/2023	\$45.23	\$9.65	\$18.07	\$0.00	\$72.95
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For apprentice rates see "Apprentice- LABORER"

DEMO: WRECKING LABORER LABORERS - ZONE 2	12/01/2023	\$44.48	\$9.65	\$18.07	\$0.00	\$72.20
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For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
DIRECTIONAL DRILL MACHINE OPERATOR <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
DIVER <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$68.70	\$9.40	\$23.12	\$0.00	\$101.22
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER TENDER <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$49.07	\$9.40	\$23.12	\$0.00	\$81.59
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER TENDER (EFFLUENT) <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$73.60	\$9.40	\$23.12	\$0.00	\$106.12
For apprentice rates see "Apprentice- PILE DRIVER"						
DIVER/SLURRY (EFFLUENT) <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$103.05	\$9.40	\$23.12	\$0.00	\$135.57
For apprentice rates see "Apprentice- PILE DRIVER"						
DRAWBRIDGE OPERATOR (Construction) <i>DRAWBRIDGE - SEIU LOCAL 888</i>	07/01/2020	\$26.77	\$6.67	\$3.93	\$0.16	\$37.53
ELECTRICIAN <i>ELECTRICIANS LOCAL 223</i>	09/01/2023	\$47.87	\$11.75	\$16.86	\$0.00	\$76.48

Apprentice - ELECTRICIAN - Local 223

Effective Date - 09/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	\$19.15	\$11.75	\$0.57	\$0.00	\$31.47
2	45	\$21.54	\$11.75	\$0.65	\$0.00	\$33.94
3	50	\$23.94	\$11.75	\$0.72	\$0.00	\$36.41
4	55	\$26.33	\$11.75	\$0.79	\$0.00	\$45.87
5	60	\$28.72	\$11.75	\$0.83	\$0.00	\$48.78
6	65	\$31.12	\$11.75	\$0.86	\$0.00	\$51.52
7	70	\$33.51	\$11.75	\$0.93	\$0.00	\$54.64
8	75	\$35.90	\$11.75	\$0.90	\$0.00	\$57.55

Notes:

Apprentice to Journeyworker Ratio:2:3***

ELEVATOR CONSTRUCTOR <i>ELEVATOR CONSTRUCTORS LOCAL 4</i>	01/01/2022	\$65.62	\$16.03	\$20.21	\$0.00	\$101.86
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Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
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Apprentice - ELEVATOR CONSTRUCTOR - Local 4

Effective Date - 01/01/2022

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$32.81	\$16.03	\$0.00	\$0.00	\$48.84
2	55	\$36.09	\$16.03	\$20.21	\$0.00	\$72.33
3	65	\$42.65	\$16.03	\$20.21	\$0.00	\$78.89
4	70	\$45.93	\$16.03	\$20.21	\$0.00	\$82.17
5	80	\$52.50	\$16.03	\$20.21	\$0.00	\$88.74

Notes:

Steps 1-2 are 6 mos.; Steps 3-5 are 1 year

Apprentice to Journeyworker Ratio:1:1

ELEVATOR CONSTRUCTOR HELPER ELEVATOR CONSTRUCTORS LOCAL 4	01/01/2022	\$45.93	\$16.03	\$20.21	\$0.00	\$82.17
For apprentice rates see "Apprentice - ELEVATOR CONSTRUCTOR"						
FENCE & GUARD RAIL ERECTOR (HEAVY & HIGHWAY) LABORERS - ZONE 2 (HEAVY & HIGHWAY)	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
FIELD ENG.INST.PERSON-BLDG,SITE,HVY/HWY OPERATING ENGINEERS LOCAL 4	11/01/2023	\$50.30	\$14.50	\$16.15	\$0.00	\$80.95
	05/01/2024	\$51.54	\$14.50	\$16.15	\$0.00	\$82.19
	11/01/2024	\$52.83	\$14.50	\$16.15	\$0.00	\$83.48
	05/01/2025	\$54.27	\$14.50	\$16.15	\$0.00	\$84.92
	11/01/2025	\$55.56	\$14.50	\$16.15	\$0.00	\$86.21
	05/01/2026	\$57.00	\$14.50	\$16.15	\$0.00	\$87.65
	11/01/2026	\$58.29	\$14.50	\$16.15	\$0.00	\$88.94
	05/01/2027	\$59.72	\$14.50	\$16.15	\$0.00	\$90.37
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FIELD ENG.PARTY CHIEF-BLDG,SITE,HVY/HWY OPERATING ENGINEERS LOCAL 4	11/01/2023	\$51.87	\$14.50	\$16.15	\$0.00	\$82.52
	05/01/2024	\$53.12	\$14.50	\$16.15	\$0.00	\$83.77
	11/01/2024	\$54.42	\$14.50	\$16.15	\$0.00	\$85.07
	05/01/2025	\$55.87	\$14.50	\$16.15	\$0.00	\$86.52
	11/01/2025	\$57.17	\$14.50	\$16.15	\$0.00	\$87.82
	05/01/2026	\$58.62	\$14.50	\$16.15	\$0.00	\$89.27
	11/01/2026	\$59.92	\$14.50	\$16.15	\$0.00	\$90.57
	05/01/2027	\$61.37	\$14.50	\$16.15	\$0.00	\$92.02
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
FIELD ENG.ROD PERSON-BLDG,SITE,HVY/HWY <i>OPERATING ENGINEERS LOCAL 4</i>	11/01/2023	\$24.93	\$14.50	\$16.15	\$0.00	\$55.58
	05/01/2024	\$25.66	\$14.50	\$16.15	\$0.00	\$56.31
	11/01/2024	\$26.42	\$14.50	\$16.15	\$0.00	\$57.07
	05/01/2025	\$27.27	\$14.50	\$16.15	\$0.00	\$57.92
	11/01/2025	\$28.03	\$14.50	\$16.15	\$0.00	\$58.68
	05/01/2026	\$28.88	\$14.50	\$16.15	\$0.00	\$59.53
	11/01/2026	\$29.64	\$14.50	\$16.15	\$0.00	\$60.29
	05/01/2027	\$30.49	\$14.50	\$16.15	\$0.00	\$61.14
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FIRE ALARM INSTALLER <i>ELECTRICIANS LOCAL 223</i>	09/01/2020	\$43.66	\$10.90	\$14.66	\$0.00	\$69.22
For apprentice rates see "Apprentice- ELECTRICIAN"						
FIRE ALARM REPAIR / MAINTENANCE / COMMISSIONING <i>ELECTRICIANS</i> <i>LOCAL 223</i>	09/01/2020	\$36.86	\$10.90	\$12.45	\$0.00	\$60.21
For apprentice rates see "Apprentice- TELECOMMUNICATIONS TECHNICIAN"						
FIREMAN (ASST. ENGINEER) <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$44.47	\$15.00	\$16.40	\$0.00	\$75.87
	06/01/2024	\$45.53	\$15.00	\$16.40	\$0.00	\$76.93
	12/01/2024	\$46.71	\$15.00	\$16.40	\$0.00	\$78.11
	06/01/2025	\$47.77	\$15.00	\$16.40	\$0.00	\$79.17
	12/01/2025	\$48.94	\$15.00	\$16.40	\$0.00	\$80.34
	06/01/2026	\$50.00	\$15.00	\$16.40	\$0.00	\$81.40
	12/01/2026	\$51.18	\$15.00	\$16.40	\$0.00	\$82.58
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
FLAGGER & SIGNALER (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$25.48	\$9.65	\$17.14	\$0.00	\$52.27
	06/01/2024	\$26.51	\$9.65	\$17.14	\$0.00	\$53.30
	12/01/2024	\$26.51	\$9.65	\$17.14	\$0.00	\$53.30
	06/01/2025	\$27.59	\$9.65	\$17.14	\$0.00	\$54.38
	12/01/2025	\$27.59	\$9.65	\$17.14	\$0.00	\$54.38
	06/01/2026	\$28.71	\$9.65	\$17.14	\$0.00	\$55.50
	12/01/2026	\$28.71	\$9.65	\$17.14	\$0.00	\$55.50
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
FLOORCOVERER <i>FLOORCOVERERS LOCAL 2168 ZONE II</i>	09/01/2023	\$48.97	\$8.83	\$20.27	\$0.00	\$78.07
	03/01/2024	\$49.47	\$8.83	\$20.27	\$0.00	\$78.57

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
HVAC (TESTING AND BALANCING -WATER) <i>PLUMBERS & PIPEFITTERS LOCAL 51</i>	08/28/2023	\$51.99	\$10.15	\$19.95	\$0.00	\$82.09
	08/26/2024	\$54.74	\$10.15	\$19.95	\$0.00	\$84.84
	08/25/2025	\$57.49	\$10.15	\$19.95	\$0.00	\$87.59
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
HVAC MECHANIC <i>PLUMBERS & PIPEFITTERS LOCAL 51</i>	08/28/2023	\$51.99	\$10.15	\$19.95	\$0.00	\$82.09
	08/26/2024	\$54.74	\$10.15	\$19.95	\$0.00	\$84.84
	08/25/2025	\$57.49	\$10.15	\$19.95	\$0.00	\$87.59
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
HYDRAULIC DRILLS <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
For apprentice rates see "Apprentice- LABORER"						
HYDRAULIC DRILLS (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.61	\$9.65	\$17.14	\$0.00	\$65.40
	06/01/2024	\$39.94	\$9.65	\$17.14	\$0.00	\$66.73
	12/01/2024	\$41.27	\$9.65	\$17.14	\$0.00	\$68.06
	06/01/2025	\$42.66	\$9.65	\$17.14	\$0.00	\$69.45
	12/01/2025	\$44.04	\$9.65	\$17.14	\$0.00	\$70.83
	06/01/2026	\$45.48	\$9.65	\$17.14	\$0.00	\$72.27
	12/01/2026	\$46.92	\$9.65	\$17.14	\$0.00	\$73.71
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
INSULATOR (PIPES & TANKS) <i>HEAT & FROST INSULATORS LOCAL 6 (BOSTON)</i>	09/01/2023	\$53.50	\$14.75	\$19.61	\$0.00	\$87.86
	09/01/2024	\$56.92	\$14.75	\$19.61	\$0.00	\$91.28
	09/01/2025	\$60.34	\$14.75	\$19.61	\$0.00	\$94.70
	09/01/2026	\$63.76	\$14.75	\$19.61	\$0.00	\$98.12

Apprentice - ASBESTOS INSULATOR (Pipes & Tanks) - Local 6 Boston

Effective Date - 09/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$26.75	\$14.75	\$14.32	\$0.00	\$55.82
2	60	\$32.10	\$14.75	\$15.37	\$0.00	\$62.22
3	70	\$37.45	\$14.75	\$16.43	\$0.00	\$68.63
4	80	\$42.80	\$14.75	\$17.49	\$0.00	\$75.04

Effective Date - 09/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$28.46	\$14.75	\$14.32	\$0.00	\$57.53
2	60	\$34.15	\$14.75	\$15.37	\$0.00	\$64.27
3	70	\$39.84	\$14.75	\$16.43	\$0.00	\$71.02
4	80	\$45.54	\$14.75	\$17.49	\$0.00	\$77.78

Notes:

Steps are 1 year

Apprentice to Journeyworker Ratio:1:4

IRONWORKER/WELDER <i>IRONWORKERS LOCAL 37</i>	03/16/2021	\$42.46	\$7.70	\$17.10	\$0.00	\$67.26
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Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
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Apprentice - LABORER (Heavy & Highway) - Zone 2

Effective Date - 12/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$22.72	\$9.65	\$17.14	\$0.00	\$49.51
2	70	\$26.50	\$9.65	\$17.14	\$0.00	\$53.29
3	80	\$30.29	\$9.65	\$17.14	\$0.00	\$57.08
4	90	\$34.07	\$9.65	\$17.14	\$0.00	\$60.86

Effective Date - 06/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	60	\$23.51	\$9.00	\$16.89	\$0.00	\$49.40
2	70	\$27.43	\$9.00	\$16.89	\$0.00	\$53.32
3	80	\$31.35	\$9.00	\$16.89	\$0.00	\$57.24
4	90	\$35.27	\$9.00	\$16.89	\$0.00	\$61.16

Notes:

Apprentice to Journeyworker Ratio:1:5

LABORER: CARPENTER TENDER <i>LABORERS - ZONE 2</i>	12/01/2023	\$37.86	\$9.65	\$17.14	\$0.00	\$64.65
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For apprentice rates see "Apprentice- LABORER"

LABORER: CEMENT FINISHER TENDER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.36	\$9.40	\$16.89	\$0.00	\$64.65
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For apprentice rates see "Apprentice- LABORER"

LABORER: HAZARDOUS WASTE/ASBESTOS REMOVER <i>LABORERS - ZONE 2</i>	12/01/2023	\$37.95	\$9.65	\$17.20	\$0.00	\$64.80
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For apprentice rates see "Apprentice- LABORER"

LABORER: MASON TENDER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
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For apprentice rates see "Apprentice- LABORER"

LABORER: MASON TENDER (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21

For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"

LABORER: MULTI-TRADE TENDER <i>LABORERS - ZONE 2</i>	12/01/2023	\$37.86	\$9.65	\$17.14	\$0.00	\$64.65
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For apprentice rates see "Apprentice- LABORER"

LABORER: TREE REMOVER <i>LABORERS - ZONE 2</i>	12/01/2023	\$37.86	\$9.65	\$17.14	\$0.00	\$64.65
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This classification applies to the removal of standing trees, and the trimming and removal of branches and limbs when related to public works construction or site clearance incidental to construction . For apprentice rates see "Apprentice- LABORER"

LASER BEAM OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
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Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
For apprentice rates see "Apprentice- LABORER"						
LASER BEAM OPERATOR (HEAVY & HIGHWAY) LABORERS - ZONE 2 (HEAVY & HIGHWAY)	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
MARBLE & TILE FINISHERS BRICKLAYERS LOCAL 3 - MARBLE & TILE	02/01/2024	\$47.89	\$11.49	\$21.37	\$0.00	\$80.75
	08/01/2024	\$49.57	\$11.49	\$21.37	\$0.00	\$82.43
	02/01/2025	\$50.61	\$11.49	\$21.37	\$0.00	\$83.47
	08/01/2025	\$52.33	\$11.49	\$21.37	\$0.00	\$85.19
	02/01/2026	\$53.41	\$11.49	\$21.37	\$0.00	\$86.27
	08/01/2026	\$55.17	\$11.49	\$21.37	\$0.00	\$88.03
	02/01/2027	\$56.29	\$11.49	\$21.37	\$0.00	\$89.15

Apprentice - MARBLE & TILE FINISHER - Local 3 Marble & Tile

Effective Date - 02/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$23.95	\$11.49	\$21.37	\$0.00	\$56.81
2	60	\$28.73	\$11.49	\$21.37	\$0.00	\$61.59
3	70	\$33.52	\$11.49	\$21.37	\$0.00	\$66.38
4	80	\$38.31	\$11.49	\$21.37	\$0.00	\$71.17
5	90	\$43.10	\$11.49	\$21.37	\$0.00	\$75.96

Effective Date - 08/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$24.79	\$11.49	\$21.37	\$0.00	\$57.65
2	60	\$29.74	\$11.49	\$21.37	\$0.00	\$62.60
3	70	\$34.70	\$11.49	\$21.37	\$0.00	\$67.56
4	80	\$39.66	\$11.49	\$21.37	\$0.00	\$72.52
5	90	\$44.61	\$11.49	\$21.37	\$0.00	\$77.47

Notes:

Apprentice to Journeyworker Ratio:1:3

MARBLE MASONS, TILELAYERS & TERRAZZO MECH BRICKLAYERS LOCAL 3 - MARBLE & TILE	02/01/2024	\$62.42	\$11.49	\$23.56	\$0.00	\$97.47
	08/01/2024	\$64.52	\$11.49	\$23.56	\$0.00	\$99.57
	02/01/2025	\$65.82	\$11.49	\$23.56	\$0.00	\$100.87
	08/01/2025	\$67.97	\$11.49	\$23.56	\$0.00	\$103.02
	02/01/2026	\$69.32	\$11.49	\$23.56	\$0.00	\$104.37
	08/01/2026	\$71.52	\$11.49	\$23.56	\$0.00	\$106.57
	02/01/2027	\$72.92	\$11.49	\$23.56	\$0.00	\$107.97

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
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Apprentice - MARBLE-TILE-TERRAZZO MECHANIC - Local 3 Marble & Tile

Effective Date - 02/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$31.21	\$11.49	\$23.56	\$0.00	\$66.26
2	60	\$37.45	\$11.49	\$23.56	\$0.00	\$72.50
3	70	\$43.69	\$11.49	\$23.56	\$0.00	\$78.74
4	80	\$49.94	\$11.49	\$23.56	\$0.00	\$84.99
5	90	\$56.18	\$11.49	\$23.56	\$0.00	\$91.23

Effective Date - 08/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$32.26	\$11.49	\$23.56	\$0.00	\$67.31
2	60	\$38.71	\$11.49	\$23.56	\$0.00	\$73.76
3	70	\$45.16	\$11.49	\$23.56	\$0.00	\$80.21
4	80	\$51.62	\$11.49	\$23.56	\$0.00	\$86.67
5	90	\$58.07	\$11.49	\$23.56	\$0.00	\$93.12

Notes:

Apprentice to Journeyworker Ratio:1:5

MECH. SWEEPER OPERATOR (ON CONST. SITES)	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
<i>OPERATING ENGINEERS LOCAL 4</i>	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99

For apprentice rates see "Apprentice- OPERATING ENGINEERS"

MECHANICS MAINTENANCE	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
<i>OPERATING ENGINEERS LOCAL 4</i>	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99

For apprentice rates see "Apprentice- OPERATING ENGINEERS"

MILLWRIGHT (Zone 2)	01/01/2024	\$42.76	\$10.08	\$21.47	\$0.00	\$74.31
<i>MILLWRIGHTS LOCAL 1121 - Zone 2</i>	01/06/2025	\$45.09	\$10.08	\$21.47	\$0.00	\$76.64
	01/05/2026	\$47.42	\$10.08	\$21.47	\$0.00	\$78.97

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - MILLWRIGHT - Local 1121 Zone 2

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	\$23.52	\$10.08	\$5.50	\$0.00	\$39.10
2	65	\$27.79	\$10.08	\$6.50	\$0.00	\$44.37
3	75	\$32.07	\$10.08	\$18.97	\$0.00	\$61.12
4	85	\$36.35	\$10.08	\$19.97	\$0.00	\$66.40

Effective Date - 01/06/2025

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	55	\$24.80	\$10.08	\$5.50	\$0.00	\$40.38
2	65	\$29.31	\$10.08	\$6.50	\$0.00	\$45.89
3	75	\$33.82	\$10.08	\$18.97	\$0.00	\$62.87
4	85	\$38.33	\$10.08	\$19.97	\$0.00	\$68.38

Notes: Step 1&2 Appr. indentured after 1/6/2020 receive no pension, but do receive annuity. (Step 1 \$5.72, Step 2 \$6.66)
Steps are 2,000 hours

Apprentice to Journeyworker Ratio:1:4

MORTAR MIXER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
OILER (OTHER THAN TRUCK CRANES,GRADALLS) <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$24.41	\$15.00	\$16.40	\$0.00	\$55.81
	06/01/2024	\$25.01	\$15.00	\$16.40	\$0.00	\$56.41
	12/01/2024	\$25.67	\$15.00	\$16.40	\$0.00	\$57.07
	06/01/2025	\$26.27	\$15.00	\$16.40	\$0.00	\$57.67
	12/01/2025	\$26.93	\$15.00	\$16.40	\$0.00	\$58.33
	06/01/2026	\$27.52	\$15.00	\$16.40	\$0.00	\$58.92
	12/01/2026	\$28.19	\$15.00	\$16.40	\$0.00	\$59.59
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OILER (TRUCK CRANES, GRADALLS) <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$29.86	\$15.00	\$16.40	\$0.00	\$61.26
	06/01/2024	\$30.58	\$15.00	\$16.40	\$0.00	\$61.98
	12/01/2024	\$31.38	\$15.00	\$16.40	\$0.00	\$62.78
	06/01/2025	\$32.10	\$15.00	\$16.40	\$0.00	\$63.50
	12/01/2025	\$32.90	\$15.00	\$16.40	\$0.00	\$64.30
	06/01/2026	\$33.62	\$15.00	\$16.40	\$0.00	\$65.02
	12/01/2026	\$34.42	\$15.00	\$16.40	\$0.00	\$65.82
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
OTHER POWER DRIVEN EQUIPMENT - CLASS II <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
PAINTER (BRIDGES/TANKS) <i>PAINTERS LOCAL 35 - ZONE 2</i>	01/01/2024	\$56.06	\$9.95	\$23.95	\$0.00	\$89.96
	07/01/2024	\$57.26	\$9.95	\$23.95	\$0.00	\$91.16
	01/01/2025	\$58.46	\$9.95	\$23.95	\$0.00	\$92.36

Apprentice - PAINTER Local 35 - BRIDGES/TANKS

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$28.03	\$9.95	\$0.00	\$0.00	\$37.98
2	55	\$30.83	\$9.95	\$6.66	\$0.00	\$47.44
3	60	\$33.64	\$9.95	\$7.26	\$0.00	\$50.85
4	65	\$36.44	\$9.95	\$7.87	\$0.00	\$54.26
5	70	\$39.24	\$9.95	\$20.32	\$0.00	\$69.51
6	75	\$42.05	\$9.95	\$20.93	\$0.00	\$72.93
7	80	\$44.85	\$9.95	\$21.53	\$0.00	\$76.33
8	90	\$50.45	\$9.95	\$22.74	\$0.00	\$83.14

Effective Date - 07/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$28.63	\$9.95	\$0.00	\$0.00	\$38.58
2	55	\$31.49	\$9.95	\$6.66	\$0.00	\$48.10
3	60	\$34.36	\$9.95	\$7.26	\$0.00	\$51.57
4	65	\$37.22	\$9.95	\$7.87	\$0.00	\$55.04
5	70	\$40.08	\$9.95	\$20.32	\$0.00	\$70.35
6	75	\$42.95	\$9.95	\$20.93	\$0.00	\$73.83
7	80	\$45.81	\$9.95	\$21.53	\$0.00	\$77.29
8	90	\$51.53	\$9.95	\$22.74	\$0.00	\$84.22

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER (SPRAY OR SANDBLAST, NEW) *	01/01/2024	\$46.96	\$9.95	\$23.95	\$0.00	\$80.86
* If 30% or more of surfaces to be painted are new construction, NEW paint rate shall be used. <i>PAINTERS LOCAL 35 - ZONE 2</i>	07/01/2024	\$48.16	\$9.95	\$23.95	\$0.00	\$82.06
	01/01/2025	\$49.36	\$9.95	\$23.95	\$0.00	\$83.26

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - PAINTER Local 35 Zone 2 - Spray/Sandblast - New

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$23.48	\$9.95	\$0.00	\$0.00	\$33.43
2	55	\$25.83	\$9.95	\$6.66	\$0.00	\$42.44
3	60	\$28.18	\$9.95	\$7.26	\$0.00	\$45.39
4	65	\$30.52	\$9.95	\$7.87	\$0.00	\$48.34
5	70	\$32.87	\$9.95	\$20.32	\$0.00	\$63.14
6	75	\$35.22	\$9.95	\$20.93	\$0.00	\$66.10
7	80	\$37.57	\$9.95	\$21.53	\$0.00	\$69.05
8	90	\$42.26	\$9.95	\$22.74	\$0.00	\$74.95

Effective Date - 07/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$24.08	\$9.95	\$0.00	\$0.00	\$34.03
2	55	\$26.49	\$9.95	\$6.66	\$0.00	\$43.10
3	60	\$28.90	\$9.95	\$7.26	\$0.00	\$46.11
4	65	\$31.30	\$9.95	\$7.87	\$0.00	\$49.12
5	70	\$33.71	\$9.95	\$20.32	\$0.00	\$63.98
6	75	\$36.12	\$9.95	\$20.93	\$0.00	\$67.00
7	80	\$38.53	\$9.95	\$21.53	\$0.00	\$70.01
8	90	\$43.34	\$9.95	\$22.74	\$0.00	\$76.03

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER (SPRAY OR SANDBLAST, REPAINT)	01/01/2024	\$45.02	\$9.95	\$23.95	\$0.00	\$78.92
PAINTERS LOCAL 35 - ZONE 2	07/01/2024	\$46.22	\$9.95	\$23.95	\$0.00	\$80.12
	01/01/2025	\$47.42	\$9.95	\$23.95	\$0.00	\$81.32

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - PAINTER Local 35 Zone 2 - Spray/Sandblast - Repaint

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$22.51	\$9.95	\$0.00	\$0.00	\$32.46
2	55	\$24.76	\$9.95	\$6.66	\$0.00	\$41.37
3	60	\$27.01	\$9.95	\$7.26	\$0.00	\$44.22
4	65	\$29.26	\$9.95	\$7.87	\$0.00	\$47.08
5	70	\$31.51	\$9.95	\$20.32	\$0.00	\$61.78
6	75	\$33.77	\$9.95	\$20.93	\$0.00	\$64.65
7	80	\$36.02	\$9.95	\$21.53	\$0.00	\$67.50
8	90	\$40.52	\$9.95	\$22.74	\$0.00	\$73.21

Effective Date - 07/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$23.11	\$9.95	\$0.00	\$0.00	\$33.06
2	55	\$25.42	\$9.95	\$6.66	\$0.00	\$42.03
3	60	\$27.73	\$9.95	\$7.26	\$0.00	\$44.94
4	65	\$30.04	\$9.95	\$7.87	\$0.00	\$47.86
5	70	\$32.35	\$9.95	\$20.32	\$0.00	\$62.62
6	75	\$34.67	\$9.95	\$20.93	\$0.00	\$65.55
7	80	\$36.98	\$9.95	\$21.53	\$0.00	\$68.46
8	90	\$41.60	\$9.95	\$22.74	\$0.00	\$74.29

Notes:
Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER / TAPER (BRUSH, NEW) *	01/01/2024	\$45.56	\$9.95	\$23.95	\$0.00	\$79.46
* If 30% or more of surfaces to be painted are new construction, NEW paint rate shall be used. PAINTERS LOCAL 35 - ZONE 2	07/01/2024	\$46.76	\$9.95	\$23.95	\$0.00	\$80.66
	01/01/2025	\$47.96	\$9.95	\$23.95	\$0.00	\$81.86

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - PAINTER - Local 35 Zone 2 - BRUSH NEW

Effective Date - 01/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$22.78	\$9.95	\$0.00	\$0.00	\$32.73
2	55	\$25.06	\$9.95	\$6.66	\$0.00	\$41.67
3	60	\$27.34	\$9.95	\$7.26	\$0.00	\$44.55
4	65	\$29.61	\$9.95	\$7.87	\$0.00	\$47.43
5	70	\$31.89	\$9.95	\$20.32	\$0.00	\$62.16
6	75	\$34.17	\$9.95	\$20.93	\$0.00	\$65.05
7	80	\$36.45	\$9.95	\$21.53	\$0.00	\$67.93
8	90	\$41.00	\$9.95	\$22.74	\$0.00	\$73.69

Effective Date - 07/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$23.38	\$9.95	\$0.00	\$0.00	\$33.33
2	55	\$25.72	\$9.95	\$6.66	\$0.00	\$42.33
3	60	\$28.06	\$9.95	\$7.26	\$0.00	\$45.27
4	65	\$30.39	\$9.95	\$7.87	\$0.00	\$48.21
5	70	\$32.73	\$9.95	\$20.32	\$0.00	\$63.00
6	75	\$35.07	\$9.95	\$20.93	\$0.00	\$65.95
7	80	\$37.41	\$9.95	\$21.53	\$0.00	\$68.89
8	90	\$42.08	\$9.95	\$22.74	\$0.00	\$74.77

Notes:

Steps are 750 hrs.

Apprentice to Journeyworker Ratio:1:1

PAINTER / TAPER (BRUSH, REPAINT)	01/01/2024	\$43.62	\$9.95	\$23.95	\$0.00	\$77.52
<i>PAINTERS LOCAL 35 - ZONE 2</i>	07/01/2024	\$44.82	\$9.95	\$23.95	\$0.00	\$78.72
	01/01/2025	\$46.02	\$9.95	\$23.95	\$0.00	\$79.92

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
PIER AND DOCK CONSTRUCTOR (UNDERPINNING AND DECK) <i>PILE DRIVER LOCAL 56 (ZONE 2)</i> For apprentice rates see "Apprentice- PILE DRIVER"	08/01/2020	\$46.11	\$9.40	\$23.12	\$0.00	\$78.63
PILE DRIVER <i>PILE DRIVER LOCAL 56 (ZONE 2)</i>	08/01/2020	\$46.11	\$9.40	\$23.12	\$0.00	\$78.63

Apprentice - PILE DRIVER - Local 56 Zone 2

Effective Date - 08/01/2020

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: Apprentice wages shall be no less than the following Steps;
(Same as set in Zone 1)
1\$57.06/2\$61.96/3\$66.87/4\$69.32/5\$71.78/6\$71.78/7\$76.68/8\$76.68

Apprentice to Journeyworker Ratio:1:5

PIPELAYER <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
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For apprentice rates see "Apprentice- LABORER"

PIPELAYER (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21

For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"

PLUMBER & PIPEFITTER <i>PLUMBERS & PIPEFITTERS LOCAL 51</i>	08/28/2023	\$51.99	\$10.15	\$19.95	\$0.00	\$82.09
	08/26/2024	\$54.74	\$10.15	\$19.95	\$0.00	\$84.84
	08/25/2025	\$57.49	\$10.15	\$19.95	\$0.00	\$87.59

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Apprentice - PLUMBER/PIPEFITTER - Local 51						
Effective Date - 08/28/2023						
Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	\$20.80	\$10.15	\$2.50	\$0.00	\$33.45
2	50	\$26.00	\$10.15	\$2.50	\$0.00	\$38.65
3	60	\$31.19	\$10.15	\$8.80	\$0.00	\$50.14
4	70	\$36.39	\$10.15	\$14.08	\$0.00	\$60.62
5	80	\$41.59	\$10.15	\$17.60	\$0.00	\$69.34
Effective Date - 08/26/2024						
Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	\$21.90	\$10.15	\$2.50	\$0.00	\$34.55
2	50	\$27.37	\$10.15	\$2.50	\$0.00	\$40.02
3	60	\$32.84	\$10.15	\$8.80	\$0.00	\$51.79
4	70	\$38.32	\$10.15	\$14.08	\$0.00	\$62.55
5	80	\$43.79	\$10.15	\$17.60	\$0.00	\$71.54
Notes:						
Steps 2000hrs. Prior 9/1/05; 40/40/45/50/55/60/65/75/80/85						
Apprentice to Journeyworker Ratio:1:3						
PNEUMATIC CONTROLS (TEMP.) PLUMBERS & PIPEFITTERS LOCAL 51	08/28/2023	\$51.99	\$10.15	\$19.95	\$0.00	\$82.09
	08/26/2024	\$54.74	\$10.15	\$19.95	\$0.00	\$84.84
	08/25/2025	\$57.49	\$10.15	\$19.95	\$0.00	\$87.59
For apprentice rates see "Apprentice- PIPEFITTER" or "PLUMBER/PIPEFITTER"						
PNEUMATIC DRILL/TOOL OPERATOR LABORERS - ZONE 2	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
PNEUMATIC DRILL/TOOL OPERATOR (HEAVY & HIGHWAY) LABORERS - ZONE 2 (HEAVY & HIGHWAY)	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
POWDERMAN & BLASTER LABORERS - ZONE 2	12/01/2023	\$38.86	\$9.65	\$17.14	\$0.00	\$65.65
For apprentice rates see "Apprentice- LABORER"						
POWDERMAN & BLASTER (HEAVY & HIGHWAY) LABORERS - ZONE 2 (HEAVY & HIGHWAY)	12/01/2023	\$39.36	\$9.40	\$16.89	\$0.00	\$65.65
	06/01/2024	\$40.69	\$9.40	\$16.89	\$0.00	\$66.98
	12/01/2024	\$42.02	\$9.40	\$16.89	\$0.00	\$68.31
	06/01/2025	\$43.41	\$9.40	\$16.89	\$0.00	\$69.70
	12/01/2025	\$44.79	\$9.40	\$16.89	\$0.00	\$71.08
	06/01/2026	\$46.23	\$9.40	\$16.89	\$0.00	\$72.52
	12/01/2026	\$47.67	\$9.40	\$16.89	\$0.00	\$73.96

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)						
POWER SHOVEL/DERRICK/TRENCHING MACHINE <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$55.03	\$15.00	\$16.40	\$0.00	\$86.43
	06/01/2024	\$56.33	\$15.00	\$16.40	\$0.00	\$87.73
	12/01/2024	\$57.78	\$15.00	\$16.40	\$0.00	\$89.18
	06/01/2025	\$59.08	\$15.00	\$16.40	\$0.00	\$90.48
	12/01/2025	\$60.53	\$15.00	\$16.40	\$0.00	\$91.93
	06/01/2026	\$61.83	\$15.00	\$16.40	\$0.00	\$93.23
	12/01/2026	\$63.28	\$15.00	\$16.40	\$0.00	\$94.68
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PUMP OPERATOR (CONCRETE) <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
PUMP OPERATOR (DEWATERING, OTHER) <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$35.62	\$15.00	\$16.40	\$0.00	\$67.02
	06/01/2024	\$36.47	\$15.00	\$16.40	\$0.00	\$67.87
	12/01/2024	\$37.42	\$15.00	\$16.40	\$0.00	\$68.82
	06/01/2025	\$38.27	\$15.00	\$16.40	\$0.00	\$69.67
	12/01/2025	\$39.22	\$15.00	\$16.40	\$0.00	\$70.62
	06/01/2026	\$40.08	\$15.00	\$16.40	\$0.00	\$71.48
	12/01/2026	\$41.03	\$15.00	\$16.40	\$0.00	\$72.43
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
READY-MIX CONCRETE DRIVER <i>TEAMSTERS 653 - Southeastern Concrete (Weymouth)</i>	08/01/2023	\$25.00	\$13.91	\$6.90	\$0.00	\$45.81
RECLAIMERS <i>OPERATING ENGINEERS LOCAL 4</i>						
	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
RIDE-ON MOTORIZED BUGGY OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
ROLLER/SPREADER/MULCHING MACHINE <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
ROOFER (Inc. Roofer Waterproofing & Roofer Damproofg) ROOFERS LOCAL 33	02/01/2024	\$50.03	\$12.78	\$21.45	\$0.00	\$84.26
	08/01/2024	\$51.53	\$12.78	\$21.45	\$0.00	\$85.76
	02/01/2025	\$52.78	\$12.78	\$21.45	\$0.00	\$87.01
	08/01/2025	\$54.28	\$12.78	\$21.45	\$0.00	\$88.51
	02/01/2026	\$55.53	\$12.78	\$21.45	\$0.00	\$89.76

Apprentice - ROOFER - Local 33

Effective Date - 02/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$25.02	\$12.78	\$6.21	\$0.00	\$44.01
2	60	\$30.02	\$12.78	\$21.45	\$0.00	\$64.25
3	65	\$32.52	\$12.78	\$21.45	\$0.00	\$66.75
4	75	\$37.52	\$12.78	\$21.45	\$0.00	\$71.75
5	85	\$42.53	\$12.78	\$21.45	\$0.00	\$76.76

Effective Date - 08/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$25.77	\$12.78	\$6.21	\$0.00	\$44.76
2	60	\$30.92	\$12.78	\$21.45	\$0.00	\$65.15
3	65	\$33.49	\$12.78	\$21.45	\$0.00	\$67.72
4	75	\$38.65	\$12.78	\$21.45	\$0.00	\$72.88
5	85	\$43.80	\$12.78	\$21.45	\$0.00	\$78.03

Notes: ** 1:5, 2:6-10, the 1:10; Reroofing: 1:4, then 1:1
 Step 1 is 2000 hrs.; Steps 2-5 are 1000 hrs.
 (Hot Pitch Mechanics' receive \$1.00 hr. above ROOFER)

Apprentice to Journeyworker Ratio:**

ROOFER SLATE / TILE / PRECAST CONCRETE ROOFERS LOCAL 33	02/01/2024	\$50.28	\$12.78	\$21.45	\$0.00	\$84.51
	08/01/2024	\$51.78	\$12.78	\$21.45	\$0.00	\$86.01
	02/01/2025	\$53.03	\$12.78	\$21.45	\$0.00	\$87.26
	08/01/2025	\$54.53	\$12.78	\$21.45	\$0.00	\$88.76
	02/01/2026	\$55.78	\$12.78	\$21.45	\$0.00	\$90.01

For apprentice rates see "Apprentice- ROOFER"

SHEETMETAL WORKER SHEETMETAL WORKERS LOCAL 17 - B	10/01/2023	\$39.74	\$14.43	\$19.04	\$2.20	\$75.41
	04/01/2024	\$41.24	\$14.43	\$19.04	\$2.20	\$76.91
	10/01/2024	\$42.49	\$14.43	\$19.04	\$2.20	\$78.16
	04/01/2025	\$43.99	\$14.43	\$19.04	\$2.20	\$79.66
	10/01/2025	\$45.24	\$14.43	\$19.04	\$2.20	\$80.91
	04/01/2026	\$46.74	\$14.43	\$19.04	\$2.20	\$82.41

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - SHEET METAL WORKER - Local 17-B

Effective Date - 10/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	\$15.90	\$14.27	\$4.18	\$1.06	\$35.41
2	45	\$17.88	\$14.27	\$4.71	\$1.13	\$37.99
3	50	\$19.87	\$14.27	\$11.44	\$1.40	\$46.98
4	55	\$21.86	\$14.27	\$11.44	\$1.46	\$49.03
5	60	\$23.84	\$14.27	\$14.99	\$1.59	\$54.69
6	65	\$25.83	\$14.27	\$15.28	\$1.65	\$57.03
7	70	\$27.82	\$14.27	\$15.58	\$1.72	\$59.39
8	75	\$29.81	\$14.27	\$15.87	\$1.79	\$61.74
9	80	\$31.79	\$14.27	\$16.17	\$1.86	\$64.09
10	85	\$33.78	\$14.27	\$16.46	\$1.92	\$66.43

Effective Date - 04/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	40	\$16.50	\$14.27	\$4.18	\$1.06	\$36.01
2	45	\$18.56	\$14.27	\$4.71	\$1.13	\$38.67
3	50	\$20.62	\$14.27	\$11.44	\$1.40	\$47.73
4	55	\$22.68	\$14.27	\$11.44	\$1.46	\$49.85
5	60	\$24.74	\$14.27	\$14.99	\$1.59	\$55.59
6	65	\$26.81	\$14.27	\$15.28	\$1.65	\$58.01
7	70	\$28.87	\$14.27	\$15.58	\$1.72	\$60.44
8	75	\$30.93	\$14.27	\$15.87	\$1.79	\$62.86
9	80	\$32.99	\$14.27	\$16.17	\$1.86	\$65.29
10	85	\$35.05	\$14.27	\$16.46	\$1.92	\$67.70

Notes:

Apprentice to Journeyworker Ratio:1:3

SPECIALIZED EARTH MOVING EQUIP < 35 TONS TEAMSTERS JOINT COUNCIL NO. 10 ZONE B	01/01/2024	\$39.24	\$15.07	\$18.67	\$0.00	\$72.98
	06/01/2024	\$40.24	\$15.07	\$18.67	\$0.00	\$73.98
	12/01/2024	\$40.24	\$15.07	\$20.17	\$0.00	\$75.48
	01/01/2025	\$40.24	\$15.57	\$20.17	\$0.00	\$75.98
	06/01/2025	\$41.24	\$15.57	\$20.17	\$0.00	\$76.98
	12/01/2025	\$41.24	\$15.57	\$21.78	\$0.00	\$78.59
	01/01/2026	\$41.24	\$16.17	\$21.78	\$0.00	\$79.19
	06/01/2026	\$42.24	\$16.17	\$21.78	\$0.00	\$80.19
	12/01/2026	\$42.24	\$16.17	\$23.52	\$0.00	\$81.93
	01/01/2027	\$42.24	\$16.77	\$23.52	\$0.00	\$82.53

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
SPECIALIZED EARTH MOVING EQUIP > 35 TONS <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$39.53	\$15.07	\$18.67	\$0.00	\$73.27
	06/01/2024	\$40.53	\$15.07	\$18.67	\$0.00	\$74.27
	12/01/2024	\$40.53	\$15.07	\$20.17	\$0.00	\$75.77
	01/01/2025	\$40.53	\$15.57	\$20.17	\$0.00	\$76.27
	06/01/2025	\$41.53	\$15.57	\$20.17	\$0.00	\$77.27
	12/01/2025	\$41.53	\$15.57	\$21.78	\$0.00	\$78.88
	01/01/2026	\$41.53	\$16.17	\$21.78	\$0.00	\$79.48
	06/01/2026	\$42.53	\$16.17	\$21.78	\$0.00	\$80.48
	12/01/2026	\$42.53	\$16.17	\$23.52	\$0.00	\$82.22
	01/01/2027	\$42.53	\$16.77	\$23.52	\$0.00	\$82.82
SPRINKLER FITTER <i>SPRINKLER FITTERS LOCAL 550 - (Section B) Zone 2</i>	10/01/2023	\$61.16	\$10.90	\$23.20	\$0.00	\$95.26
	03/01/2024	\$62.78	\$10.90	\$23.20	\$0.00	\$96.88
	10/01/2024	\$64.40	\$10.90	\$23.20	\$0.00	\$98.50
	03/01/2025	\$66.02	\$10.90	\$23.20	\$0.00	\$100.12

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - SPRINKLER FITTER - Local 550 (Section B) Zone 2

Effective Date - 10/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	\$21.41	\$10.90	\$12.80	\$0.00	\$45.11
2	40	\$24.46	\$10.90	\$13.60	\$0.00	\$48.96
3	45	\$27.52	\$10.90	\$14.40	\$0.00	\$52.82
4	50	\$30.58	\$10.90	\$15.20	\$0.00	\$56.68
5	55	\$33.64	\$10.90	\$16.00	\$0.00	\$60.54
6	60	\$36.70	\$10.90	\$16.80	\$0.00	\$64.40
7	65	\$39.75	\$10.90	\$17.60	\$0.00	\$68.25
8	70	\$42.81	\$10.90	\$18.40	\$0.00	\$72.11
9	75	\$45.87	\$10.90	\$19.20	\$0.00	\$75.97
10	80	\$48.93	\$10.90	\$20.00	\$0.00	\$79.83

Effective Date - 03/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	35	\$21.97	\$10.90	\$12.80	\$0.00	\$45.67
2	40	\$25.11	\$10.90	\$13.60	\$0.00	\$49.61
3	45	\$28.25	\$10.90	\$14.40	\$0.00	\$53.55
4	50	\$31.39	\$10.90	\$15.20	\$0.00	\$57.49
5	55	\$34.53	\$10.90	\$16.00	\$0.00	\$61.43
6	60	\$37.67	\$10.90	\$16.80	\$0.00	\$65.37
7	65	\$40.81	\$10.90	\$17.60	\$0.00	\$69.31
8	70	\$43.95	\$10.90	\$18.40	\$0.00	\$73.25
9	75	\$47.09	\$10.90	\$19.20	\$0.00	\$77.19
10	80	\$50.22	\$10.90	\$20.00	\$0.00	\$81.12

Notes: Apprentice entered prior 9/30/10:
40/45/50/55/60/65/70/75/80/85
Steps are 850 hours

Apprentice to Journeyworker Ratio:1:3

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
STEAM BOILER OPERATOR	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
OPERATING ENGINEERS LOCAL 4	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99

For apprentice rates see "Apprentice- OPERATING ENGINEERS"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TAMPERS, SELF-PROPELLED OR TRACTOR DRAWN <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TELECOMMUNICATION TECHNICIAN <i>ELECTRICIANS LOCAL 223</i>	09/01/2023	\$39.40	\$11.50	\$13.91	\$0.00	\$64.81
	09/01/2024	\$40.69	\$11.75	\$14.53	\$0.00	\$66.97

Apprentice - TELECOMMUNICATION TECHNICIAN - Local 223

Effective Date - 09/01/2023

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes: See Electrician Apprentice Wages

Telecom Apprentice Wages shall be the same as the Electrician Apprentice Wages

Apprentice to Journeyworker Ratio:2:3***

TERRAZZO FINISHERS <i>BRICKLAYERS LOCAL 3 - MARBLE & TILE</i>	02/01/2024	\$61.34	\$11.49	\$23.59	\$0.00	\$96.42
	08/01/2024	\$63.44	\$11.49	\$23.59	\$0.00	\$98.52
	02/01/2025	\$64.74	\$11.49	\$23.59	\$0.00	\$99.82
	08/01/2025	\$66.89	\$11.49	\$23.59	\$0.00	\$101.97
	02/01/2026	\$68.24	\$11.49	\$23.59	\$0.00	\$103.32
	08/01/2026	\$70.44	\$11.49	\$23.59	\$0.00	\$105.52
	02/01/2027	\$71.84	\$11.49	\$23.59	\$0.00	\$106.92

Classification

Effective Date Base Wage Health Pension Supplemental Unemployment Total Rate

Apprentice - TERRAZZO FINISHER - Local 3 Marble & Tile

Effective Date - 02/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$30.67	\$11.49	\$23.59	\$0.00	\$65.75
2	60	\$36.80	\$11.49	\$23.59	\$0.00	\$71.88
3	70	\$42.94	\$11.49	\$23.59	\$0.00	\$78.02
4	80	\$49.07	\$11.49	\$23.59	\$0.00	\$84.15
5	90	\$55.21	\$11.49	\$23.59	\$0.00	\$90.29

Effective Date - 08/01/2024

Step	percent	Apprentice Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
1	50	\$31.72	\$11.49	\$23.59	\$0.00	\$66.80
2	60	\$38.06	\$11.49	\$23.59	\$0.00	\$73.14
3	70	\$44.41	\$11.49	\$23.59	\$0.00	\$79.49
4	80	\$50.75	\$11.49	\$23.59	\$0.00	\$85.83
5	90	\$57.10	\$11.49	\$23.59	\$0.00	\$92.18

Notes:

Apprentice to Journeyworker Ratio:1:3

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TEST BORING DRILLER <i>LABORERS - FOUNDATION AND MARINE</i>	12/01/2023	\$48.33	\$9.65	\$18.22	\$0.00	\$76.20
	06/01/2024	\$49.81	\$9.65	\$18.22	\$0.00	\$77.68
	12/01/2024	\$51.28	\$9.65	\$18.22	\$0.00	\$79.15
	06/01/2025	\$52.78	\$9.65	\$18.22	\$0.00	\$80.65
	12/01/2025	\$54.28	\$9.65	\$18.22	\$0.00	\$82.15
	06/01/2026	\$55.83	\$9.65	\$18.22	\$0.00	\$83.70
	12/01/2026	\$57.33	\$9.65	\$18.22	\$0.00	\$85.20

For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TEST BORING DRILLER HELPER <i>LABORERS - FOUNDATION AND MARINE</i>	12/01/2023	\$44.45	\$9.65	\$18.22	\$0.00	\$72.32
	06/01/2024	\$45.93	\$9.65	\$18.22	\$0.00	\$73.80
	12/01/2024	\$47.40	\$9.65	\$18.22	\$0.00	\$75.27
	06/01/2025	\$48.90	\$9.65	\$18.22	\$0.00	\$76.77
	12/01/2025	\$50.40	\$9.65	\$18.22	\$0.00	\$78.27
	06/01/2026	\$51.95	\$9.65	\$18.22	\$0.00	\$79.82
	12/01/2026	\$53.45	\$9.65	\$18.22	\$0.00	\$81.32

For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TEST BORING LABORER <i>LABORERS - FOUNDATION AND MARINE</i>	12/01/2023	\$44.33	\$9.65	\$18.22	\$0.00	\$72.20
	06/01/2024	\$45.81	\$9.65	\$18.22	\$0.00	\$73.68
	12/01/2024	\$47.28	\$9.65	\$18.22	\$0.00	\$75.15
	06/01/2025	\$48.78	\$9.65	\$18.22	\$0.00	\$76.65
	12/01/2025	\$50.28	\$9.65	\$18.22	\$0.00	\$78.15
	06/01/2026	\$51.83	\$9.65	\$18.22	\$0.00	\$79.70
	12/01/2026	\$53.33	\$9.65	\$18.22	\$0.00	\$81.20

For apprentice rates see "Apprentice- LABORER"

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TRACTORS/PORTABLE STEAM GENERATORS <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$54.43	\$15.00	\$16.40	\$0.00	\$85.83
	06/01/2024	\$55.71	\$15.00	\$16.40	\$0.00	\$87.11
	12/01/2024	\$57.15	\$15.00	\$16.40	\$0.00	\$88.55
	06/01/2025	\$58.43	\$15.00	\$16.40	\$0.00	\$89.83
	12/01/2025	\$59.87	\$15.00	\$16.40	\$0.00	\$91.27
	06/01/2026	\$61.15	\$15.00	\$16.40	\$0.00	\$92.55
	12/01/2026	\$62.59	\$15.00	\$16.40	\$0.00	\$93.99
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
TRAILERS FOR EARTH MOVING EQUIPMENT <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$39.82	\$15.07	\$18.67	\$0.00	\$73.56
	06/01/2024	\$40.82	\$15.07	\$18.67	\$0.00	\$74.56
	12/01/2024	\$40.82	\$15.07	\$20.17	\$0.00	\$76.06
	01/01/2025	\$40.82	\$15.57	\$20.17	\$0.00	\$76.56
	06/01/2025	\$41.82	\$15.57	\$20.17	\$0.00	\$77.56
	12/01/2025	\$41.82	\$15.57	\$21.78	\$0.00	\$79.17
	01/01/2026	\$41.82	\$16.17	\$21.78	\$0.00	\$79.77
	06/01/2026	\$42.82	\$16.17	\$21.78	\$0.00	\$80.77
	12/01/2026	\$42.82	\$16.17	\$23.52	\$0.00	\$82.51
01/01/2027	\$42.82	\$16.77	\$23.52	\$0.00	\$83.11	
TUNNEL WORK - COMPRESSED AIR <i>LABORERS (COMPRESSED AIR)</i>	12/01/2023	\$56.56	\$9.65	\$18.67	\$0.00	\$84.88
	06/01/2024	\$58.04	\$9.65	\$18.67	\$0.00	\$86.36
	12/01/2024	\$59.51	\$9.65	\$18.67	\$0.00	\$87.83
	06/01/2025	\$61.01	\$9.65	\$18.67	\$0.00	\$89.33
	12/01/2025	\$62.51	\$9.65	\$18.67	\$0.00	\$90.83
	06/01/2026	\$64.06	\$9.65	\$18.67	\$0.00	\$92.38
	12/01/2026	\$65.56	\$9.65	\$18.67	\$0.00	\$93.88
For apprentice rates see "Apprentice- LABORER"						
TUNNEL WORK - COMPRESSED AIR (HAZ. WASTE) <i>LABORERS (COMPRESSED AIR)</i>	12/01/2023	\$58.56	\$9.65	\$18.67	\$0.00	\$86.88
	06/01/2024	\$60.04	\$9.65	\$18.67	\$0.00	\$88.36
	12/01/2024	\$61.51	\$9.65	\$18.67	\$0.00	\$89.83
	06/01/2025	\$63.01	\$9.65	\$18.67	\$0.00	\$91.33
	12/01/2025	\$64.51	\$9.65	\$18.67	\$0.00	\$92.83
	06/01/2026	\$66.06	\$9.65	\$18.67	\$0.00	\$94.38
	12/01/2026	\$67.56	\$9.65	\$18.67	\$0.00	\$95.88
For apprentice rates see "Apprentice- LABORER"						
TUNNEL WORK - FREE AIR <i>LABORERS (FREE AIR TUNNEL)</i>	12/01/2023	\$48.63	\$9.65	\$18.67	\$0.00	\$76.95
	06/01/2024	\$50.11	\$9.65	\$18.67	\$0.00	\$78.43
	12/01/2024	\$51.58	\$9.65	\$18.67	\$0.00	\$79.90
	06/01/2025	\$53.08	\$9.65	\$18.67	\$0.00	\$81.40
	12/01/2025	\$54.58	\$9.65	\$18.67	\$0.00	\$82.90
	06/01/2026	\$56.13	\$9.65	\$18.67	\$0.00	\$84.45
	12/01/2026	\$57.63	\$9.65	\$18.67	\$0.00	\$85.95
For apprentice rates see "Apprentice- LABORER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
TUNNEL WORK - FREE AIR (HAZ. WASTE) <i>LABORERS (FREE AIR TUNNEL)</i>	12/01/2023	\$50.63	\$9.65	\$18.67	\$0.00	\$78.95
	06/01/2024	\$52.11	\$9.65	\$18.67	\$0.00	\$80.43
	12/01/2024	\$53.58	\$9.65	\$18.67	\$0.00	\$81.90
	06/01/2025	\$55.08	\$9.65	\$18.67	\$0.00	\$83.40
	12/01/2025	\$56.58	\$9.65	\$18.67	\$0.00	\$84.90
	06/01/2026	\$58.13	\$9.65	\$18.67	\$0.00	\$86.45
	12/01/2026	\$59.63	\$9.65	\$18.67	\$0.00	\$87.95
For apprentice rates see "Apprentice- LABORER"						
VAC-HAUL <i>TEAMSTERS JOINT COUNCIL NO. 10 ZONE B</i>	01/01/2024	\$39.24	\$15.07	\$18.67	\$0.00	\$72.98
	06/01/2024	\$40.24	\$15.07	\$18.67	\$0.00	\$73.98
	12/01/2024	\$40.24	\$15.07	\$20.17	\$0.00	\$75.48
	01/01/2025	\$40.24	\$15.57	\$20.17	\$0.00	\$75.98
	06/01/2025	\$41.24	\$15.57	\$20.17	\$0.00	\$76.98
	12/01/2025	\$41.24	\$15.57	\$21.78	\$0.00	\$78.59
	01/01/2026	\$41.24	\$16.17	\$21.78	\$0.00	\$79.19
	06/01/2026	\$42.24	\$16.17	\$21.78	\$0.00	\$80.19
	12/01/2026	\$42.24	\$16.17	\$23.52	\$0.00	\$81.93
01/01/2027	\$42.24	\$16.77	\$23.52	\$0.00	\$82.53	
WAGON DRILL OPERATOR <i>LABORERS - ZONE 2</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
For apprentice rates see "Apprentice- LABORER"						
WAGON DRILL OPERATOR (HEAVY & HIGHWAY) <i>LABORERS - ZONE 2 (HEAVY & HIGHWAY)</i>	12/01/2023	\$38.11	\$9.65	\$17.14	\$0.00	\$64.90
	06/01/2024	\$39.44	\$9.65	\$17.14	\$0.00	\$66.23
	12/01/2024	\$40.77	\$9.65	\$17.14	\$0.00	\$67.56
	06/01/2025	\$42.16	\$9.65	\$17.14	\$0.00	\$68.95
	12/01/2025	\$43.54	\$9.65	\$17.14	\$0.00	\$70.33
	06/01/2026	\$44.98	\$9.65	\$17.14	\$0.00	\$71.77
	12/01/2026	\$46.42	\$9.65	\$17.14	\$0.00	\$73.21
For apprentice rates see "Apprentice- LABORER (Heavy and Highway)"						
WASTE WATER PUMP OPERATOR <i>OPERATING ENGINEERS LOCAL 4</i>	12/01/2023	\$55.03	\$15.00	\$16.40	\$0.00	\$86.43
	06/01/2024	\$56.33	\$15.00	\$16.40	\$0.00	\$87.73
	12/01/2024	\$57.78	\$15.00	\$16.40	\$0.00	\$89.18
	06/01/2025	\$59.08	\$15.00	\$16.40	\$0.00	\$90.48
	12/01/2025	\$60.53	\$15.00	\$16.40	\$0.00	\$91.93
	06/01/2026	\$61.83	\$15.00	\$16.40	\$0.00	\$93.23
	12/01/2026	\$63.28	\$15.00	\$16.40	\$0.00	\$94.68
For apprentice rates see "Apprentice- OPERATING ENGINEERS"						
WATER METER INSTALLER <i>PLUMBERS & PIPEFITTERS LOCAL 51</i>	08/28/2023	\$51.99	\$10.15	\$19.95	\$0.00	\$82.09
	08/26/2024	\$54.74	\$10.15	\$19.95	\$0.00	\$84.84
	08/25/2025	\$57.49	\$10.15	\$19.95	\$0.00	\$87.59
For apprentice rates see "Apprentice- PLUMBER/PIPEFITTER" or "PLUMBER/GASFITTER"						

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
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Additional Apprentices Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentices ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.

Project Name: Bleacher replacement at Community Center TM Year and Article #: ATM2023 # 16

Appropriation: \$145,500

Bid Price: \$ 84500

12/13/18 Revised Procurement Checklist

Please complete checklist below for contracts requiring Select Board* signature **before Wednesday morning**** in order to get sign-off approval from the Town Administrator or the Assistant Town Administrator.

*Note: contracts (not grants) **below \$75,000** can be signed by Town Administrator.

- 1. Please provide a **separate page titled "Summary of Project"** which includes: *Memo*
 - a. Provide how many bidders there were, the range of bids, and apparent low bidder.
 - b. Identify the funding source, such as article number and amount approved.
 - c. Include what you feel is pertinent, but keep this section to 4 sentences or less.
- 2. Finance Director has signed that funds are available: *ATM23 #16* Account *014218-62312*
- 3. Please provide a single **copy of the bid packet** along with all supporting documents.
- 4. Please use K-P Law provided standardized contracts.

Buildings and Public Works	Goods and Services
<input checked="" type="checkbox"/> C1. Please show Prevailing Wage was used.	<input type="checkbox"/> GS1. If procured using the State Bid List :
<input type="checkbox"/> C2. If construction is near \$10,000 you also need: <ul style="list-style-type: none"><input type="checkbox"/> a. Written spec sheet.<input type="checkbox"/> b. Advertised for two weeks on Central Register and COMMBUYS.<input type="checkbox"/> c. Apparent low bidder posted to Town website.	<input type="checkbox"/> a. Over \$25,000 please show project was on the Capital Plan.
<input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as: <ul style="list-style-type: none"><input type="checkbox"/> a. Show project was in the Capital Plan.<input type="checkbox"/> b. Low bidder provides 50% payment bond after Selectmen's countersignature.	<input type="checkbox"/> GS2. If project is over \$5,000 : <ul style="list-style-type: none"><input type="checkbox"/> a. Please provide written spec sheet used and who it was sent to.<input type="checkbox"/> b. Maximum contract length is three years.
<input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as: <ul style="list-style-type: none"><input type="checkbox"/> a. Bid Bond of 5% of total value.<input type="checkbox"/> b. Sealed Bids.<input type="checkbox"/> c. End of Public Works construction requirements	<input type="checkbox"/> GS3. If project is over \$50,000 : <ul style="list-style-type: none"><input type="checkbox"/> a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.<input type="checkbox"/> b. Show project utilized sealed bids.<input type="checkbox"/> c. Apparent low bidder posted to Town website.
<input type="checkbox"/> C5. If Building estimated construction costs are over \$300,000 and estimated design costs are over \$30,000 you'll need to follow the Designer Selection RFQ process: <ul style="list-style-type: none"><input type="checkbox"/> a. Advertise in Central Register and local newspaper for two weeks.<input type="checkbox"/> b. Set a designer fee or price ceiling.<input type="checkbox"/> c. Use Standard Designer Application Form	<input type="checkbox"/> GS4. If project is over \$100,000 : <ul style="list-style-type: none"><input type="checkbox"/> a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.<input type="checkbox"/> b. Show project utilized sealed bids.
<input type="checkbox"/> C6. If Building construction over \$150,000 you'll need C1, C2, C3, C4, C5, as well as: <ul style="list-style-type: none"><input type="checkbox"/> a. 100% payment bond was in bids.<input type="checkbox"/> b. 100% performance bond was in bids.<input type="checkbox"/> c. DCAMM certified bidders.<ul style="list-style-type: none"><input type="checkbox"/> i. DCAMM certified sub-bids if over \$25,000.	<p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities shall not provide a down payment, deposit, or provide funding before possession of purchased item.</p> <p><i>MHEC Contract MC1207</i></p>
<input type="checkbox"/> C7. If Building construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, C6, as well as: <ul style="list-style-type: none">a. Solicit qualifications prior to sealed bids.	

Original for Accounting Original for Procurement Original for Vendor Contract to Treasurer's

Signature of Town Administrator or Assistant Town Administrator: *Weldy*

TOWN
ADMINISTRATOR'S
REPORT

HARWICH HARBORMASTER DEPARTMENT

February 2024 Monthly Report

Operations

- Nothing this month.

Administration

- Mailed out Waitlist (Slip/Mooring/Offload) reminders.
- Reached out to Charter Boats for updated Insurance and USCG Captain's Licenses.
- Went to waitlist with open Slip/Mooring Permits: (1) Round Cove, (2) Pleasant Bay, (1) 40' Recreational
- Placed order at Cape Cod Paper for seasonal supplies.
- Emailed reminder for final dockage due March 1.

Maintenance

- Had a broken piling removed and replaced, and one piling was relocated at Saquatucket Harbor (SAQ). The work was done by a crane and barge from the Robert B. Our Company.
- Annual engine maintenance completed on 77C by Ship Shops.
- Made some minor electrical repairs on 77C.
- Harwich Port Boatyard made a temporary patch to a hole in the water jacket on one of the 200 hp outboard engines on Marine 77; engine replacement required.
- Repaired the roller on the gangway to the floating dock at Wixon Landing.
- A new bracket for the large VHF antennae at the SAQ office was fabricated and installed.
- Adjusted the latch on the gate at the entrance of west dock at SAQ.
- Routine building and grounds maintenance.

Meetings

- Attended remote meeting with Conservation Agent, and reps from Association to Preserve Cape Cod (APCC) and Horsley Witten Group (project engineer) to discuss permitting needs of project, concluded to reach out to DEP for guidance on potential Chapter 91 license.
- Met with Conservation Agent, rep from BSC Group (engineer), and applicant to discuss preliminary plans for bulkhead repairs/replacement which will support proposed scallop farm initiative... location Herring River.
- Conducted virtual meeting with GEI Consulting and MA DEP to finalize application for renewal of Chapter 91 license to support comprehensive 10-year dredge permit.
- Met with TA and tenant of Dockside Café to discuss potential 2-year extension of lease.
- Waterways Committee meeting – 21 Feb

Memo

To: Joseph F. Powers, Town Administrator
From: John C. Rendon, Harbormaster
Date: February 27, 2024
Subject: AGL Mooring



Ref: (a) Harbor Management Plan

I provide the following facts in response to the concerns submitted by Mr. Jeff Hinckley in letter dated February 23, 2023 on behalf of Mr. Karl Neihoff, owner of AGL Mooring:

1. Included in Section 2.0 of reference (a) Mooring Servicing Agent: An individual, corporation or other business entity with adequate liability insurance to qualify for an annual permit to perform mooring services and inspections in the Town of Harwich. This individual or corporation is required to apply for a Mooring Servicing Agent Permit for a term of three years, renewed annually by the Select Board.
2. Included in Section 2.0 of reference (a) Mooring Servicing Fields: All mooring servicing fields shall be assigned a mooring servicing agent and alternates after a public process.
3. Included in Section 4.4 of reference (a) Mooring Inspections, Installation and Removal: All permit holders shall use a designated Town of Harwich mooring servicing agent for installation, removal and inspection of all moorings in an area where one has been assigned. An alternate designated Town of Harwich mooring servicing agent may be used upon coordination with the primary mooring servicing agent. An individual may place his/her own mooring under the direct supervision of the mooring servicing agent responsible for the area.
4. A public notice seeking applications for three-year licenses to perform mooring services and inspections as a Mooring Servicing Agent for the Town of Harwich was advertised in the Cape Cod Chronicle in the October 12, 2023 and October 19, 2023 editions. Public notice indicated application could be downloaded from town website and also provided a deadline for application submission of November 2, 2023 at 2:00pm. Enclosure (1)
5. In an email dated October 10, 2023, I informed all the current mooring services agents (Allen Harbor Marine Service, Harwich Port Boat Yard, AGL Mooring) that renewal of three-year licenses was required through a public bid process. I specified in the email that the application was available on the town website and the deadline for submission of applications was Nov 2 at

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

- 2:00pm, and that applications must be submitted to Town Administration. The public notice was attached to the email. Enclosure (2)
6. In an email dated November 3, 2023, the day after the November 2 application deadline, the Executive Assistant to the Assistant Town Administrator confirmed that only 3 applications for Mooring Servicing Agent licenses were received. The applications were from Harwich Port Boat Yard, Allen Harbor Marine Service, and Lower Cape Marine Service. Enclosure (3)
 7. In a phone call with Mr. Karl Neihoff shortly after the deadline for submission passed, he indicated that he thought the deadline was later in the month, and that he did want to apply to continue serving as a Mooring Servicing Agent. He confirmed that he had received the email that I had sent on October 10, 2023 notifying him and the other mooring servicing agents of the public notice for license renewal application. On November 9, 2023, this office received a faxed copy of a Mooring Servicing Agent application from AGL Mooring. Enclosure (4). In addition, the original application was mailed to the Town c/o Town Clerk with a postmark date of November 8, 2023. Enclosure (5)
 8. On Wednesday November 15, 2023, I went before the Waterways Committee seeking support for the three Mooring Servicing Agent applications that were received in compliance with the public bid notice. After review and discussion, the Committee voted 6 to 0 in support of the three applications submitted by Allen Harbor Marine Service, Harwich Port Boat Yard, and Lower Cape Marine Services. Enclosure (6). The application from AGL Mooring was not presented before the Committee, because it was received after the November 2, 2023 2:00pm submission deadline.
 9. Regarding the “irregularities” highlighted by Mr. Hinckley in his letter pertaining to the Waterways Committee meeting, there was an error in the posting of the Waterway Committee November 15, 2023 meeting agenda. Enclosure (7). All agenda supporting documents, including in part the three Mooring Servicing Agent applications, were properly posted on the town website, however, the agenda itself was inadvertently not included. In addition, during the meeting the recording cut out for a 2 min and 39 second period due to a technical issue. However, much of the substantive discussion relating to the Mooring Servicing Agent license agreements was recorded. There is no requirement to record the meeting, however the Committee chooses to record for the benefit of the Recording Secretary who attends the meetings remotely.
 10. At the Select Board Meeting on Monday, November 27, 2023, the three Mooring Servicing Agent applications that were received in compliance with the public bid notice were included on the agenda for consideration and approval. In a memo dated November 21, 2023, included in the meeting agenda packet, I recommended the approval of the three-year license agreements for Allen Harbor Marine Service, serving Allen Harbor mooring field, Harwich Port Boat Yard, servicing Wychmere Inner and Outer Harbor mooring fields, and Lower Cape Marine Services, servicing Round Cove, Pleasant Bay and Herring River mooring fields. In the memo, I noted that an application from AGL Mooring was received on November 9, 2023, well after the November 2,

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

2023 deadline that was listed in the public notice, and therefore it was not considered. Enclosure (8). The Select Board voted 3:0 in favor. Enclosure (9)

11. Mooring Services License Agreements for Allen Harbor Marine Service, Harwich Port Boat Yard, and Lower Cape Marine Services were executed on November 27, 2023, approved, and signed by Select Board members. Enclosures (10, 11, 12). The license agreements went into effect on January 1, 2024.
12. Lower Cape Marine Services was recommended to the Select Board as the only responsive bidder for an approved three-year license agreement to serve as the Mooring Servicing Agent for the Round Cove, Pleasant Bay, and Herring River mooring fields. Lower Cape Marine Services was also recommended as a responsible bidder, as their experience and qualifications outlined in their application demonstrate the capability to perform fully the requirements outlined in the Harbor Management Plan.
13. Regarding the disparity in rates highlighted by Mr. Hinckley in his letter, Lower Cape Marine Services fees are indeed higher than those listed in the application of AGL Mooring that was submitted after the request for proposal deadline of November 2, 2023. However, the listed fees from Lower Cape Marine Services are not unreasonable and are in alignment with other mooring service businesses within the area, as indicated in Enclosure (13).

- Encl: (1) Public Notice – Mooring Service Agent Licenses (CC Chronicle Oct 12 & Oct 19 editions)
(2) My email dated Oct 10, 2023 to Mooring Servicing Agents
(3) Email dated Nov 3, 2023 from Carol Campos (Administration)
(4) Faxed copy of AGL Mooring application sent/received 11/9/2023
(5) Copy of envelope from AGL Mooring with postmark date of Nov 8, 2023
(6) November 15, 2023 Waterways Committee Meeting Minutes
(7) November 15, 2023 Waterways Committee Meeting Agenda
(8) My memo dated Nov 21, 2023, subj: Mooring Servicing Agent License Agreement
(9) November 27, 2023 Select Board Meeting Minutes
(10) License Agreement dated Nov 27, 2023 – Allen Harbor Marine Service
(11) License Agreement dated Nov 27, 2023 – Harwich Port Boat Yard
(12) License Agreement dated Nov 27, 2023 – Lower Cape Marine Services
(13) Mooring Servicing Agent – Rate Survey

Copy: (1) Chairman, Waterways Committee

**THE TOWN OF HARWICH
MOORING SERVICE AGENT LICENSES**

The Town of Harwich is seeking applications from individuals, corporations or other business entities, with adequate liability insurance, for three year licenses to be reviewed annually to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent. The Mooring Service Agent application can be downloaded from the Town of Harwich website within the Bids/RFPs link.

Applications for a Mooring Service Agent License are due at the Town Administrator's Office located at 732 Main Street, Harwich, MA 02645 by Thursday Nov 2, 2023 at 2:00 PM. The Select Board as the awarding authority reserves the right to accept or reject any and all applications in the best interest of the Town of Harwich.

Joseph F. Powers
Town Administrator

Cape Cod Chronicle
October 12, 2023
October 19, 2023

ENCL (1)

Community News

Live Owls At Harwich Community Center

HARWICH – Harwich Conservation Trust will hold its 17th annual live owl event “Owls Up Close” on Saturday, Oct. 14 at the community center.

See a great-horned owl, snowy owl, screech owl, saw-whet owl, barred owl, spectacled owl and more. Show times are 11 a.m. and 2 p.m. Admission is \$10 for adults, \$5 for ages 5 to 11. This event is

not recommended for children under age 5.

The event helps raise much needed funds to support HCT’s mission of preserving land that protects woods, water, wildlife (including local owls). Pay online at harwichconservationtrust.org or pay at the door. For more information email info@harwichconservationtrust.org.

Barks And Brews Supports Sampson Fund

HYANNIS – On Saturday, Oct. 14 from 5 to 8 p.m. at Cape Cod Beer, Cape Cod Veterinary Specialists will hold its annual Barks and Brews event to benefit the Sampson Fund for Veterinary Care.

Enjoy a night out sipping craft brews at Cape Cod Beer in support of the Sampson Fund for Veterinary Care, featuring live music by Julia Babb, food by JP’s Twisted BBQ, treats by JB’s Doggie Delights, and a silent auction. All proceeds will be donated to the Sampson Fund.

The Sampson Fund’s mission is to pro-

vide financial assistance for the rehabilitative veterinary treatment of critically ill or injured household pets on the Cape and Islands, whose caregivers cannot afford treatment or who are found without known caregivers, thereby offering an alternative to euthanasia and preserving the unique emotional, social and beneficial bonds that tie animals and humans together.

Cape Cod Beer is located at 1336 Phinney’s Lane, Hyannis. For more details visit sampsfund.org/events/.

AFSC Presents Zoom Program On Seals

Alzheimer’s Family Support Center will sponsor a Zoom presentation of Arts and Ideas: Science Friday with Center for Coastal Studies Marine Biologist Lisa Settee titled Cape Cod Seals on Friday, Oct 13 from 2 to 3 p.m.

To register for this Zoom program, send an email to info@capecodalz.org. Include

your name, the names of those who will be joining you, and a phone number and address from which you will be calling.

If you or anyone you know is in need of the services provided by the Alzheimer’s Family Support Center, call us at 508-896-5170.

CCC Seeks New Members To Serve On Committee

CHATHAM – The Chatham Cultural Council is seeking new members to serve on the committee. Members must be over 18 and full-time residents of Chatham.

Contact Sue Foster at 508-945-2236 or Susanne Battikha at 617-827-2102 for more information.

LEGAL ADVERTISING

Continued from Previous Page

COMMONWEALTH OF MASSACHUSETTS
LAND COURT DEPARTMENT
TRIAL COURT
BARNSTABLE, SS. CASE NO. 23 MISC 000382 (JSDR)

FRANK GADALETA AND CAROLINE GADALETA

v.

CHARLENE M. VICTORY AND THE TRUSTEES AND THE BENEFICIARIES OF THE GUISTI FAMILY TRUST, IF ANY, ET AL.

TO: Charlene M. Victory, now or formerly of San Marco in the State of California; any unknown or unascertained trustees or beneficiaries of the Guisti Family Trust or their heirs, assigns, devisees or legal representatives and any unknown or unascertained persons with a legally cognizable interest in the property in Harwichport, Barnstable County, said Commonwealth being known as and numbered 12 Atlantic Street

You are hereby notified that a complaint has been filed by the above-named plaintiff in which you are named as an interested party. This complaint concerns parcels of land in Harwichport, Barnstable County, said Commonwealth being known as and numbered 12 Atlantic Street and more particularly described in a deed from the Town of Harwich to Maude S. Smith, Helen Ann Smith, John B. Smith and Webb G. Smith Jr., joint tenants, dated July 19, 1954, recorded in the Barnstable Registry of Deeds at Book 886, Page 294, on September 23, 1954. Said property is comprised of two lots: (1) Lot 139 (in a subdivision created in 1887), and (2) a parcel on a plan created by the Town of Harwich in 1954, from a former public right of way, called on said plan “Parcel 3”. These two parcels were acquired by the Smith family, by virtue of two separate deeds (1912 and 1954) and were apparently combined to create the home and driveway that exist today. Plaintiff alleges that title is clouded: when the Smith family sold the home at 12 Atlantic Street in 1971, they failed, through apparent inadvertence and error, to deliver a deed for “Parcel 3”. Plaintiffs claim they have openly, notoriously, continually and exclusively occupied and possessed said “Parcel 3” for a period of more than twenty (20) years of uninterrupted possession and use. Plaintiffs seek a judgment that they hold title to said land free from any claims of the defendants, the plaintiffs having established their title by adverse possession, and such other relief as the Court shall deem appropriate.

This complaint may be examined at the Land Court, Boston, Massachusetts, or online at www.masscourts.org. Information on how to search Land Court dockets is available on the Land Court website: www.mass.gov/how-to/find-a-land-court-case-docket. A copy of said complaint may also be obtained from plaintiff’s attorney.

If you intend to make any defense, you are hereby required to serve upon the plaintiff’s attorney, Kurt F. Stuckel, Esq., whose address is 17 Grant Street, Stoneham, Massachusetts 02180, an answer to the complaint on or before the twentieth day of November, 2023, next, the return day, hereof, and a copy thereof must be filed in this court on or before said day.

If you fail to do so, judgment by default will be taken against you for relief demanded in the complaint. Unless otherwise provided by Rule 13(a), your answer must state as a counterclaim any claim which you may have against the plaintiff which arise out of the transaction or occurrence that is the subject matter of the plaintiffs’ claim, or you will thereafter be barred from making such claim in any other action.

It is ORDERED that notice be given by publishing a copy of this notice once in the *Cape Cod Chronicle*, a newspaper circulated in Harwich, Barnstable County, in said Commonwealth and *The Coast News Group*, a newspaper published in Encinitas, California, at least thirty days before the twentieth of November, 2023.

Witness, Gordon H. Piper, Chief Justice of the Land Court, the fourth day of October 2023.

Attest:
/s/ Deborah J. Patterson
Deborah J. Patterson
Recorder

The Cape Cod Chronicle
Oct. 12, 2023

HARWICH PLANNING BOARD
PUBLIC HEARING NOTICE

The Harwich Planning Board will hold public hearings beginning no earlier than 6:30 PM, Tuesday, October 24, 2023, in the Donn B. Griffin Room, Town Hall, 732 Main Street, Harwich, MA 02645 to consider the following matters. Any member of the public is invited to attend and provide comments to the Board. Written comments may also be submitted to the Board prior to the hearing by mailing them to the Planning Department, Town Hall, 732 Main Street, Harwich, MA 02645 or by emailing them to the Planning Assistant, Shelagh Delaney at sdelaney@harwich-ma.gov

Case # PB2023-31 Eastward MBT, LLC, through its agent, Susan Ladue is seeking a Modification of a Definitive Subdivision Plan approved as PB2007-24 and Modified as PB2023-06 in order to relocate Drainage Easement “2” 70-75’ to the west. The Application is pursuant to the Harwich Subdivision Rule and Regulations Chapter 400-C and MGL c. 41, § 81W. The property is located at 2 Dorset Dr., Map 98, Parcel B1-1 in the Residential Rural (RR) and Drinking Water Recharge Protective District (DWRPD) Zoning Districts.

Case # PB2023-32 The Cape Cod Young Men’s Christian Association Inc. (YMCA Cape Cod) and Cape Cod Technical High School District (CCTHS), Owner, through their agent Marian Rose, Esq. seek a Site Plan Review Special Permit to redevelop a portion of the CCTHS campus known as “The Gilmore House” for limited early childhood educational purposes. The application is pursuant to the Harwich Zoning Bylaw Sections 325-51 and 325-55. The property is located at 351 Pleasant Lake Ave., Map 82, Parcel A1 in the Residential Low (RL) Zoning District.

Documents and plans related to these applications may be viewed on the Planning Board’s home page: www.harwich-ma.gov/planning-board and are on file with the Town Clerk and may be viewed at the Planning Department, Town Hall, 732 Main Street, Harwich, MA 02645 during regular Town Hall hours. For additional information contact the Planning Assistant, Shelagh Delaney at sdelaney@harwich-ma.gov

Duncan Berry,
Chair

The Cape Cod Chronicle
Oct. 5 and 12, 2023

THE TOWN OF HARWICH
MOORING SERVICE AGENT LICENSES

The Town of Harwich is seeking applications from individuals, corporations or other business entities, with adequate liability insurance, for three year licenses to be reviewed annually to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent. The Mooring Service Agent application can be downloaded from the Town of Harwich website within the Bids/ RFPs link.

Applications for a Mooring Service Agent License are due at the Town Administrator’s Office located at 732 Main Street, Harwich, MA 02645 by Thursday Nov 2, 2023 at 2:00 PM. The Select Board as the awarding authority reserves the right to accept or reject any and all applications in the best interest of the Town of Harwich.

Joseph F. Powers
Town Administrator

The Cape Cod Chronicle
Oct. 12 and 19, 2023

HARWICH CONSERVATION COMMISSION
NOTICE OF PUBLIC MEETING

The Harwich Conservation Commission will hold a public meeting in accordance with the provisions of the Wetlands Protection Act, MGL Ch. 131 §40, and its Regulations 310 CMR 10.00 and the Town of Harwich Wetlands Protection By-Law, and its Regulations, Article VII October 18th, 2023 at 6:30PM.

Meeting will take place in-person in the Griffin Room at Town Hall. Remote participation will be available. The public can access the meeting via Channel 18 where it will be broadcasting live, or they can get login information to participate on the meeting agenda which will be posted on the town website prior to the meeting.

The following applicants have filed a Notice of Intent: David & Mary-Anne Schubert, 49 Sequattom Road, Map 101 Parcel T2-2 and T2-1. Proposed dock replacement with boat list, bench, and kayak rack within the waters of Long Pond.

The following applicants have filed a Notice of Intent: Ronald Haberkorn, 47 Vacation Lane, Map 72 Parcel L289. Pruning of vegetation for access to and view of the pond.

The Cape Cod Chronicle
Oct. 12, 2023

Legal Ad Deadline is
Monday at Noon
EXCEPT MONDAY HOLIDAYS
when the deadline is Friday at Noon
Please email your legal ads to:
barbara@capecodchronicle.com

LEGAL ADVERTISING

Continued from Previous Page

THE TOWN OF HARWICH

The Town of Harwich is soliciting written responses in accordance with M.G.L. c.30, §39M for procurement of sidewalk/island/asphalt work at 732 Main Street, Harwich, MA.

Full Scope of Work is found at www.harwich-ma.gov/home/pages/procurement under the heading "Town Hall Sidewalk Project". Responses are due no later than November 3, 2023 at 2:00 pm. Responses must be in writing and submitted via email to meldredge@harwich-ma.gov or hard copy to 732 Main Street, Harwich, MA 02645.

Prevailing Wage applies to this project. A 50% payment bond is required upon contract execution. Vendor must have current OSHA training.

Questions must be submitted to Sean Libby, Facilities Manager prior to the submittal deadline. To contact Sean Libby, email slibby@harwich-ma.gov or call 508-430-7555.

The Cape Cod Chronicle
Oct. 19, 2023

**Legal Ad Deadline is
Monday at Noon
EXCEPT MONDAY HOLIDAYS
when the deadline is Friday at Noon**

**Please email your legal ads to:
barbara@capecodchronicle.com**

TOWN OF ORLEANS ZONING BOARD OF APPEALS PUBLIC HEARING LEGAL AD – NOVEMBER 1, 2023

There will be a meeting of the Zoning Board of Appeals on Wednesday, November 1, 2023, at 7:00 PM in the Skaket Room.

The meeting will be a hybrid meeting that can be attended in person or via remote Zoom participation. Webinar: <https://us02web.zoom.us/j/88536524062> By Phone: (646) 558-8656 Webinar ID: 885 3652 4062

An electronic copy (PDF) of applications have been provided by the Applicants and up-loaded to the Town website. Should the Applicants or other persons wish to display, for public viewing in real time during the hearing, documentary exhibits, correspondence and/or other visual presentations, all such materials should be submitted to: zba@town.orleans.ma.us no later than 4 PM Friday, October 27, 2023. Public comment, questions or correspondence should be sent to: zba@town.orleans.ma.us

Case #2213: Concord Electric Supply has applied for a Special Permit as set forth in the MGLA Chapter 40A, Section 6 under Orleans Zoning Bylaw Section 164-13. The applicant is proposing to change from pre-existing, non-conforming New and Used Motor Vehicle Sales use to Retail Business use for retail electrical supply store. The applicant is proposing interior renovation to the building. The property is located at 6 West Road Map #40, Parcel #14.

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Agenda items are not necessarily heard in the order listed. The Chair has discretion to hear scheduled items in any order.

The Cape Cod Chronicle
Oct. 19 and 26, 2023

SILVER CLOUD TOWING VEHICLE AUCTION 11/04/2023 LEGAL NOTICE

Durango lc4rdheg3cc261514 \$4487.14
Tuscon km8jtaf9fu102166 \$5701.64
Bmw 5uxfe435991274186 \$10605.88
F150 1ftfw1ef9efc58100 \$26510.12
Elantra 5npe34af8h249889 \$9218.00

If the outstanding bills are not paid in full by 11/03/2023 they will be Auctioned on 11/04/2023

The Cape Cod Chronicle
Oct. 19, 26 and Nov. 2, 2023

THE TOWN OF HARWICH MOORING SERVICE AGENT LICENSES

The Town of Harwich is seeking applications from individuals, corporations or other business entities, with adequate liability insurance, for three year licenses to be reviewed annually to perform mooring services and inspections in the Town of Harwich as a Mooring Servicing Agent. The Mooring Service Agent application can be downloaded from the Town of Harwich website within the Bids/RFPs link.

Applications for a Mooring Service Agent License are due at the Town Administrator's Office located at 732 Main Street, Harwich, MA 02645 by Thursday Nov 2, 2023 at 2:00 PM. The Select Board as the awarding authority reserves the right to accept or reject any and all applications in the best interest of the Town of Harwich.

Joseph F. Powers
Town Administrator

The Cape Cod Chronicle
Oct. 12 and 19, 2023

TOWN OF CHATHAM							
As of 10/10/23							
PRIVATE ROADS SNOW REMOVAL POLICY							
The following are the minimum standards to prevent damage to Town equipment during snow and ice removal. If private roads do not meet these requirements for the winter of 2023 / 2024, plowing and sanding services will not be provided.							
* The travel lane for any private road shall be no less than (12) feet wide.							
* Roadside clearance of any obstacles including vegetation shall be no less than two (2) feet either side.							
* Height clearance shall be no less than (12) feet from the road surface.							
* There must be ample room for emergency vehicles to turn around if the road is a dead end.							
* Paved or unpaved private roads shall have no defects (potholes or ruts) exceeding two (2) inches in depth.							
* All private ways shall have a visible street sign, and be open to the public.							
* The Highway Department will perform yearly inspections of all private roadways each September and a reinspection in the first week of December which will be posted in the Cape Cod Chronicle.							
The following roads have failed inspection and must be brought up to these standards in order to receive snowplowing and sanding services this winter.							
NOTED DEFICIENCIES							
Road Name	Asphalt/Paved/Dirt	Plow Route	Sand Route	Grading	Trimming	Patching	Miscellaneous
A. LEONARD WAY	A	16	5		X		#12, #52, #106, #103
ATTUCKS TRAIL	A	8	3		X		#137, #158
BEARBERRY LANE	A	15	1		X		#19
BOBBIES LANE	D	13	1	X			
BUENA VISTA ROAD	A	7	2		X		
CAPTAIN KENDRICK DRIVE	A	15	5		X		#90
CEDAR SWAMP LANE	A/S	7	2	X			
CHASE STREET	A	9	3		X		#29
CHAT HARBOR LANE	A/D	10	1		X		#45
CHATHAM CREST CIRCLE	A	15	1		X		#123
CHATHAM CREST DRIVE	A	15	1		X		#3, #91, #156
CHICKADEE LANE	D	13	1	X			
CHICKS WAY	A	14	6	X	X		NO SIGN
CIRCLE DRIVE	D	13	1		X		#20, #28, #56, #60
CLIFFORD PLACE	A	16	5		X		#34 AND ACROSS FROM #7
COCKLE DRIVE	A	15	1		X		#49
COLLINS LANE	A	2			X		#19, #37
CORY LANE	A	10	1		X		#16, #1
COUNTRY LANE	D	13	1		X		#37, #13
CRANBERRY LANE	gravel	10	1	X			
CRANBERRY WAY (SC)	D	1		X			
DEERING DRIVE	A	15	1		X		#28
DUCK MARSH LANE	A	16	5		X		#20
DUNCAN LANE	A	16	6		X		#20
DUSTY MILLER LANE	A/D	14	6		X	X	
EAST ROAD	A	13	1		X		#18, #62
EBEN'S WAY	A	14	6		X		#42, #80, #87
EDDIE LANE	A	15	1		X	X	#20, #15
EDGEWATER DRIVE	A	8	3		X		
EMERY LANE	A	1	4		X		#124
FAIRVIEW AVENUE (DIRT)	D	13	1	X			BEGINNING
FAIRVIEW DRIVE	A	15	1		X		#15, #34
GEORGE STREET	A	13	1		X		#27
GILLIS ROAD	D	13	1	X			
GLENDON WAY	D	13	1	X			POTHOLES/GRADING
GOOSE POND ROAD	D	16	6	X			
GRAMPS WAY	A	13	1		X		#6, #9
HAMDEN PLACE	A	12	4		X		BEGINNING AND #25
HAMMOND HILL ROAD	A	9	3		X		#20
HARBOR HILL ROAD	A	8	2		X		ENTRANCE, #44
HILLTOP ROAD	A	11	2		X		#16

The Cape Cod Chronicle
Oct. 19, 2023

Road Name	Asphalt/Paved/Dirt	Plow Route	Sand Route	Grading	Trimming	Patching	Miscellaneous
HOLLY DRIVE	A	14	6		X		#146, #135, #124, #127
HOLLY DRIVE SOUTH	A	14	6		X		#15
HONEYSUCKLE LANE	A	7	2	X			
INDEPENDENCE LANE	A	8	2		X		#310 Stage Harbor Rd
INDIAN HILL NORTH ROAD	D	6	6		X		
INDIAN TRAIL	A	11	2		X		#66
JULIAS WAY	A	14	6		X		
JUNIPER LANE WEST	A	13	1		X		#34
LADY SLIPPER LANE	A	14	1		X		#62, #70
LINDA LANE	A	16	5		X		#10
LITTLE LANE	A	16	4		X		#25
MARION LANE	A	12	4		X		#14
MARSH VIEW ROAD	A	11	2		X		#123, #48
MAYFLOWER DRIVE	A	12	6			X	FLOODING
MELODY "PAVED"	A	13	1		X		#30, #48, #123, #66
MONOMOY CIRCLE	A	7	2		X		#28
MYRTLE DRIVE	A	13	6		X		#42, #30, #5, #8 MOVE TRAILER
NORCROSS CIRCLE	A	14	1		X		#95
NORMA LANE	A	15	6		X		#5
NORTH ROAD	A	16	5		X		#67
OAKRIDGE CIRCLE	A	15	1		X		#25, #29
OCEAN PORT LANE	A/D	7	2	X			
OLD VILLAGE ROAD	A	13	6		X		#1, #2, #31, #46
OVERLOOK DRIVE	A	15	1		X		#7, #56, #45
PARTRIDGE PATH	A	16	6		X		#48, #41
PAULDING DRIVE	A	14	6		X		#15, END OF ROAD
PERIWINKLE LANE	A	13	1		X		
PINE DRIVE	S/D	10	1	X			
PINE GROOVE ROAD	A	11	2		X		#65, #19
PINE RIDGE ROAD	A	11	2		X		#24
PINE TREE ROAD	D	13	1		X		#10
PLEASANT PLACE	D	13	1		X		#104
PORT VIEW RD Private End	A	1				X	
POWER LANE	A	16	5		X		#6, #25
QUAIL TRAIL	A	14	6		X		#1
RYDER POND SOUTH ROAD	D	16	6		X		
RYDER POND WEST ROAD	D	16	6		X		
RYDERS POND EAST ROAD	D	16	6		X		#48
SAMOSSET LANE	A	14	6		X		#26, #25, #15
SEA BEACH ROAD	D	7	2		X		
SEA CHANGE LANE	A	13	1		X		#50, #68
SEA SHELLS DRIVE	I-base	13	1	X	X		
SEA STRAND WAY	A	11	1		X		#43
SEAGULL ROAD	A	8	3		X	X	
SEARS POINT ROAD	S/D	7	2	X	X		
SEAVIEW TERRACE	A	9	3			X	
SHADY ACRE DRIVE	D	10	1		X		
SHADY LANE	A	10	1		X		#14
SKIPPERS WAY	D	13	1	X			
SONGBIRD LANE	A	15	1		X		#21, #35
SPRING HILL ROAD	A	12	4		X		#20
SQUANTO DRIVE	A	7	2		X		#18
STAGE COACH DRIVE	A	14	6		X	X	POT HOLE #111
STAGE ISLAND ROAD	A	8	3		X		#195, #282, #300, #336
STILLWATER ROAD	A	16	5		X		#78
STOUGHTON ROAD	D	10	1	X	X		#27
SULPHUR SPRINGS ROAD	A	15	1		X		#4, #67, #78
SWIFT LANE	A	16	5		X		New Sign
SYBIL DRIVE	A	16	5		X		#20
TABITHA TERRACE	S	7	2	X	X		
TAPPAN DRIVE	A/D	7	2	X	X		#18
TERN LANE	A	15	1		X		#41
TOMPSONS TRACE	A	6	6		X		#28, #10
TIRRELLS WAY	A	14	6		X		#46, #110, #120
TISQUANTUM ROAD	A	8	3	X	X		#80, REMOVE SPEED BUMPS
UNCLE LEVIS LANE	D	13	1		X		
VALLEY ROAD	A/D	16	5	X	X		
WAPOOS TRAIL	A	8	3		X		
WARREN STREET WEST	A/D	16	6	X	X		
WATER VIEW CIRCLE	A	13	1		X		#19
WINDWARD PASSAGE	A	12	4		X		#27, #25, #65
WOOD CARVER KNOLL	A	7	2			X	

Continued on Page 61

John Rendon

From: John Rendon
Sent: Tuesday, October 10, 2023 11:36 AM
To: 'karlniehoff@hotmail.com'
Subject: FW: Mooring Servicing Agent Contracts
Attachments: MSA Advertisement.Oct2023.pdf

Chip,
Used the wrong email my first attempt... see below. r/

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

From: John Rendon
Sent: Tuesday, October 10, 2023 11:34 AM
To: Craig LeBlanc <craig@allensharbor.com>; danhpbby@gmail.com; 'Chip Kniehoff' <kniehoff@aglmooring.com>; 'hpbw@verizon.net' <hpbw@verizon.net>
Cc: Michelle Morris <mmorris@harwich-ma.gov>; William Neiser <wneiser@harwich-ma.gov>
Subject: Mooring Servicing Agent Contracts

All –
Just want to give you a heads up that Mooring Service Agent contract renewals are required this year. Your current 3-year contract expires on 12/31/2023 and therefore we are required to go out with a public solicitation for services (see attached legal add) The legal notice will be advertised in the Oct 12 and Oct 19 editions of the Chronicle. The required application is posted on the town website under Bids/RFP. The deadline for submission of the application is Nov 2 at 2:00pm; applications need to be submitted to the Town Administrators office. Thanks, let me know if you have any questions. r/

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

John Rendon

From: Carol Campos
Sent: Friday, November 3, 2023 10:16 AM
To: John Rendon; Danielle Freiner
Cc: Michelle Morris
Subject: RE: Moring Service Agent Applications

Hi John,

No, those were the only ones received.

Sincerely,

Carol Campos
Select Board/ Administrator's Office
Town of Harwich
carol.campos@harwich-ma.gov
508-430-7513

From: John Rendon <jrendon@harwich-ma.gov>
Sent: Friday, November 3, 2023 9:52 AM
To: Danielle Freiner <dfreiner@harwich-ma.gov>; Carol Campos <carol.campos@harwich-ma.gov>
Cc: Michelle Morris <mmorris@harwich-ma.gov>
Subject: Moring Service Agent Applications

Danielle, Carol,
Yesterday at 2pm was the deadline for MSA applications, so far I have received 3 applications (Harwich Port Boatyard, Allen Harbor Marine, Lower Cape Marine Service). Did you receive any others yesterday before the 2 pm deadline. Thanks. r/

John C. Rendon
Harbormaster
Town of Harwich
774 212-6193 (c)

Town of Harwich Mooring Servicing Agent Application Form

Application Date: 10/24/2023

- New
- Renewal

Business Name: AGL Mooring

Business Principal: Karl (chip) Nishoff

Business Address: 25 Cosy Home Terr.
W. Yarmouth MA
02673

Mailing Address: P.O. Box 808
(If different from above) HYANNIS PORT MA 02644

F.I.D. Number: _____
Telephone Number: 508.648.5839

FAX Number: 508.745.4455

Emergency Pager Number: 617.359.7091

Mobile/Cell Number: 617.359.7091

Emergency Number: 617.359.7091
(24 Hour)

Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent.

Check all that apply:

- Round Cove
- Wychmere Outer Harbor
- Wychmere Inner Harbor
- Herring River
- Allen Harbor
- Pleasant Bay

Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.

- 1.) Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.

Currently on file w/ Town
Note: Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)

- 2.) Do you currently carry Worker's Compensation Insurance?

Yes # NO

- 3.) Provide a detailed description of all on-site equipment to accomplish the task of Mooring Servicing Agent. HAUL, REPAIR, STORE, MONITOR, INSPECT

Harwich Harbor Management Plan Requirements

Section 3.12 of the Harwich Harbor Management Plan sets forth the following requirements for Mooring Servicing Agents, all of which must be adequately met by prospective applicants:

All person(s) or corporations or other business entities licensed by the Town of Harwich as Mooring Servicing Agents shall meet the following requirements:

1. Hold current and sufficient marine insurance, specifically:
*YES, Hold \$1,000,000 LIABILITY + NAME SAQUATUCKET MARINA
(insurance requirements are shown in the attached) TOWN OF HARWICH*
2. Possess for use a properly registered workboat/barge with crane or hoist with sufficient lifting capacity *YES*
3. Possess and maintain an on-hand inventory of all tackle components (mooring balls, chain, mushroom anchors, shackles, lines, etc.) *\$20,000⁰⁰ OF ON HAND INVENTORY*
4. Have the ability to provide daily monitoring of mooring field(s) *YES*
5. Have qualified and sufficient staffing to perform any functions related to moorings 24 hours/day, 7 days/week, such as pumping after heavy rain, separating tangled boats, identifying a potential boat in distress, etc.
6. Have the ability and qualifications to provide storm preparation and emergency services *YES, Haul + MOVE BOATS + SECURE*
7. Have the flexibility to provide complete mooring service packages or a la carte such as haul out, set up, painting, and pick up *YES*
8. Have the clerical capability to process applications and conduct inspections, and support the issuance of stickers and tags in cooperation with the Harbormaster. *YES*
9. Access to diving services, when necessary, to perform repairs or retrieve lost tackle. *PADI CERTIFICATION*
10. Provide a written inspection report to the Harbormaster within five (5) days of having performed an inspection of any mooring. *YES*

Non-compliance with the provisions of any of the above regulations will be sufficient cause for suspension, and after hearing the license may be revoked. If, in the opinion of the Board of Selectmen, a Mooring Servicing Agent (permittee) ceases to be engaged in the business he/she is permitted to pursue, or fails to maintain upon his/her premises the implements or facilities required by this section, shall constitute cause for the revocation of his/her permit. If a permittee at any time conducts his/her business in an improper manner, the permitting authorities, after notice to the permittee and reasonable opportunity for a hearing, may upon satisfactory proof thereof suspend or revoke his/her permit. A permittee who is found in violation of any of the provisions herein shall forfeit his/her permit.

- 4.) Describe plans to stock sufficient inventory to service moorings.
CARRY \$20,000 OF INVENTORY
- 5.) Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office. *Drive by Fields, weekly ME WATER DAILY*
- 6.) Provide a list of all staff names, years experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent. *ERIC MARSHALL, DAVE MARIA, JEFF HINKLEY, JAM COOK*
- 7.) Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties. *HAVE/SECURE EVERYTHING*
- 8.) Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary. *NO/SUBCONTRACTING*
- 9.) Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags. *Chip Nishoff/RON CERVIN*
- 10.) Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?
DOZEN TANKS - INSPECTED + READY
Yes # No
- 11.) Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list. *YES, M-232*
- 12. A) Has the applicant served as a Mooring Servicing Agent in any other Town(s)?
Yes # No *TOWN OF YARMOUTH R. H. BOWETT
TOWN OF BARNSTABLE BRIAN TAYLOR*
If yes, please list and provide reference contacts.
- 12. B) Has the applicant served as a Mooring Servicing Agent in Harwich?
YES - FROM 2007
If yes, please list dates.
- 13.) Describe what method of mooring storage you will provide and how it will be controlled.
STORE OUTSIDE + INSIDE IN A GATED YARD
- 14.) Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings. *LIKE BOATS IN SAME AREAS, SERIOUS AWARENESS TO LANDINGS*
- 15.) If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site. *- WORK WHEN NO ONE IS USING THEM, MINDFUL OF THEM*
- 16.) Provide a proposed fee schedule which includes, but is not limited to, fees for the following:
Mooring inspections (per anchor) *\$25*
Mooring installation (per pound) *\$50*
Mooring removal (per pound) *\$50*
Mooring storage *\$25*
Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour) *\$45/hour*

Diving charges (per hour, minimum) ^{\$100}
Handling Helix moorings ^{\$100}
Pumping charges (per hour) ^{Do NOT}

*The fee schedule is seen as an important value added item in general for the mooring permit customers and represents an important factor in rating bid applications.

17.) Please provide a resume listing any other business ventures in which you have been involved and for how long.

Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.

Paul Chy N. [Signature] AGL
Signed

10/29/2023
Date

Reviewed by Harwich Harbormaster

_____ Date

Reviewed by Waterways Committee

_____ Date

Reviewed by Board of Selectman

_____ Date

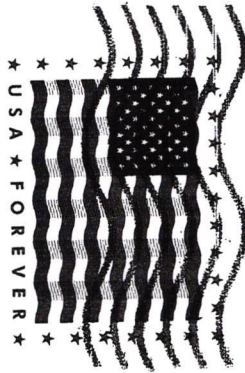
ACE MORNING
P.O. BOX 808
HYMAN'S Pt MA
02692

HARBOR

c/o Town Clerk

Town of Warwick
782 Main St.
Warwick MA
02645

PROVIDENCE RI 028
8 NOV 2023 PM 3 L



02645-271799



ENCL(5)

**MINUTES
TOWN OF HARWICH
WATERWAYS COMMITTEE
HARWICH FIRE STATION CONFERENCE ROOM OR VIRTUAL
WEDNESDAY, NOVEMBER 15, 2023, 6:00 PM**

MEMBERS PARTICIPATING: Dan Hall, Chairman, John Rendon, Dan Casey, James Walpole, Rick Shivery, Joe Johnson, Larry Brutti and Don Yannozi, Director of Natural Resources.

MINUTES: October 18, 2023 Review & Approval

A motion to approve the minutes of the October 18, 2023 meeting was made and seconded.

Vote: 6:0 in favor. Motion carried.

CONSENT AGENDA: None

OPEN FORUM: None

FINANCIAL REPORT:

Mr. Rendon gave the Financial Report for October 2023.

NEW BUSINESS:

1. Mooring Servicing Agent 3-year License Agreements - Harbormaster

John Rendon presented a detailed description of the 3-year License Agreements asking for the Committee to consider supporting the Agreements. Mr. Rendon will be presenting the packet to the Select Board with his recommendation.

A motion to accept the Mooring Servicing Agent 3-year License Agreements was made and seconded.

Vote 6:0 in favor Motion carried.

OLD BUSINESS:

MONTHLY REPORTS:

Select Board - None

Harbormaster

November 15, 2023

ENCL (6)

John Rendon had distributed his monthly report to Committee Members. He noted that in December or early January, dredging will be done in Round Cove Channel. He also noted on the renewal schedule He has submitted the Harbormaster's Capital Budget and presented it to the Capital Outlay Committee.

Natural Resource Officer

Mr. Yannozi distributed copies of the monthly report. He also gave an update on what he is working on for shellfish management He noted that the seasonal staffers had their last day at work. He explained the projects that had been worked on and also noted other projects going forward which he described in detail.

CORRESPONDENCE:

NEXT MEETING: Wednesday, December 20, 2023

ADJOURNMENT:

A motion to adjourn was made and seconded.

Vote 6:0 in favor. Motion carried.

Meeting adjourned. Happy Thanksgiving.

Respectfully submitted,

Judi Moldstad
Recording Secretary

Daniel Hill
Dan Hill 2/21/24

November 15, 2023



TOWN OF HARWICH
WATERWAYS COMMITTEE
Harwich Fire Station Conference Room or Virtual
Wednesday, November 15, 2023, 6:00 PM
AGENDA

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

<https://meet.goto.com/201638693>

You can also dial in using your phone.

Access Code: 201-638-693

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Attendance and Introductions:

MINUTES: October 18, 2023 Review & Approval

CONSENT AGENDA: None

OPEN FORUM:

FINANCIAL REPORT: October 2023 Monthly

NEW BUSINESS:

1. Mooring Servicing Agent 3-year License Agreements - Harbormaster

OLD BUSINESS:

MONTHLY REPORTS:

Board of Selectmen
Harbormaster
Natural Resource Officer

CORRESPONDANCE:

ENCL (7)

NEXT MEETING: Wednesday December 20, 2023


ADJOURNMENT:

Authorized Posting Officer: Posted By:
Dan Hall, Waterways Committee Chairman
Signed Date: November 9, 2023

Posting Date: November 9, 2023

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

Memo

To: Chair, Select Board
Via: Joseph F. Powers, Town Administrator
Chairman, Waterways Committee
From: John C. Rendon, Harbormaster 
Date: November 21, 2023
Subject: Mooring Servicing Agent License Agreement

Ref: (a) Harbor Management Plan

I recommend Select Board approval of the attached three-year License Agreements for the following Mooring Servicing Agents:

- Allen Harbor Marine Service Inc., servicing Allen Harbor mooring field.
- Harwich Port Boat Yard Inc., servicing Wychmere Inner and Outer Harbor mooring fields
- Lower Cape Marine Services, servicing Round Cove, Pleasant Bay, and Herring River mooring fields

A two-week public notice was advertised in the Cape Cod Chronicle soliciting individuals, corporations or business entities interested in performing mooring services in the Town of Harwich; there were no competing bids. Allen Harbor Marine Service and Harwich Port Boat Yard have previously and successfully performed as Mooring Servicing Agents for the Town of Harwich as outlined in reference (a). This will be the first time Lower Cape Marine Service will provide mooring services for the Town of Harwich; however, they have extensive experience performing similar work for the Town of Chatham. An application from AGL Mooring was received on November 9, 2023, well after the Thursday November 2, 2023 at 2:00 deadline that was listed in the public notice, and therefore it was not considered.

Applications from the recommended Mooring Servicing Agents have been reviewed by the Waterways Committee and the committee unanimously supports the award of a three-year License Agreement. Please let me know if you have any questions or concerns. Thank you.

- Encl: (1) License Agreement, Allen Harbor Marine Service Inc. with attached application and required Certificate of Liability Insurance
(2) License Agreement, Harwich Port Boat Yard Inc. with attached application and required Certificate of Liability Insurance
(3) License Agreement, Lower Cape Marine Services with attached application and required Certificate of Liability Insurance

ENCL(8)

APPROVED

RELEASED

**MINUTES
SELECT BOARD MEETING
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, MA
REGULAR MEETING 6:00 PM
EXECUTIVE SESSION TO FOLLOW
MONDAY, NOVEMBER 27, 2023**

RECEIVED
TOWN CLERK
HARWICH, MA
2023 DEC 12 A 11: 01

MEMBERS PARTICIPATING: Julie Kavanagh, Chair, Michael MacAskill, Vice Chair and Jeff Handler, Clerk

ALSO PARTICIPATING: Meggan Eldredge, Assistant Town Administrator

I. CALL TO ORDER:

Ms. Kavanagh called the meeting of the Harwich Select Board to order on Monday, November 27, 2023, at 6:00PM and read the Open Meeting Law Notice.

II. PLEDGE OF ALLEGIANCE:

Ms. Kavanagh invited attendees to join in the Pledge of Allegiance.

Ms. Kavanagh noted that the Select Board will be going into Executive Session following the Regular Meeting. They will not be returning and will adjourn in Executive Session.

III. PUBLIC COMMENTS/ANNOUNCEMENTS

Cindy Williams, Executive Director of the Harwich Chamber of Commerce was present. She gave information on the Christmas in Harwich weekend, noting events and details. All information is available on the town's web site.

Amy Usowski, Conservation Administrator was present and gave information regarding AmeriCorps and their monthly educational walks for the public. All information is on the town's website under events.

Carolyn Carey, Community Center Director was present and gave information regarding the December events. All information is on the town's web site.

Robert Thomason of Harwich was present to ask a question regarding the Change Order for the Wixon Landing Improvement Project.

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ENCL (9)

Mr. Handler noted that this Wednesday from 5:00PM to 7:00 PM at 204 building, he and Selectman MacAskill will be holding office hours for anyone who would like to speak with them.

CONTRACTS were brought forward and taken out of order to address the Change Order.

IV. CONSENT AGENDA:

- A. Accept the resignation of Michelle Ryan from the Golf Committee, effective immediately
- B. Accept a gift from Ora Gaylord Arooth Trust for the Community Center in the amount of \$13,060
- C. Approve the Select Board Meeting Minutes for November 20, 2023

Mr. Handler moved to accept a gift from Ora Gaylord as presented and to approve the Select Board Meeting Minutes for November 20, 2023, seconded by Ms. Kavanagh.

Vote 3:0 in favor. Motion carried.

Mr. Handler noted, for the record, that he met with Martha Duffy, Golf Committee Chair, at which time he was made aware that Michelle Ryan was considering resigning from the Golf Committee. He asked Ms. Duffy to speak with Ms. Ryan on his behalf and request that she hold her resignation until after this meeting. He feels that Ms. Ryan is an incredible asset to the town, and he is sorry to see her go. He thanked Ms. Ryan for being a member of the Golf Committee and asked that she consider reapplying to the Golf Committee when things settle.

Mr. Handler moved to accept the resignation of Michelle Ryan from the Golf Committee, effective immediately, seconded by Mr. MacAskill.

Mr. MacAskill commented that he understands Ms. Ryan's reasons for resigning and understands her frustration. The Select Board has been dealing with the Golf Committee situation for some time and noted posts on social media that have had a negative effect on the Board and the Committee. He noted that the information on social media is inaccurate and asked that people be aware and not take it as fact. Mr. MacAskill also noted a comment made by Sandra Hall that he has taken offense to giving specifics and his reasons.

Vote 3:0 in favor. Motion carried.

V. NEW BUSINESS

- A. Vote to reduce the number of members of the Harwich Accessibility Rights Committee from seven to five

Mr. Handler moved to reduce the number of members of the Harwich Accessibility Rights Committee from seven to five and to remove the alternates, seconded by Mr. MacAskill.

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Mr. MacAskill would like to ask Selectman Howell, for further discussion, to meet with the Harwich Accessibility Rights Committee as the Liaison to discuss the current Charge.

Vote 3:0 in favor. Motion carried.

B. Discuss request from Conservation Administrator for a one time increase of the expenditure limit from the Wetland Revolving Fund; Votes may be taken.

Amy Usowski, Conservation Administrator was present with Conservation Commission Member Brad Chase as well as Chairman John Ketchum who was present online. Ms. Usowski gave a brief history noting what has happened, what they are requesting and why they are making the request. Ms. Usowski also explained the results of the RFP, the field studies that will be done and the benefit of having that information.

Board members asked questions about the RFP, the field studies, and other issues which Ms. Usowski and Mr. Chase answered in detail.

Mr. MacAskill moved to approve the request from the Conservation Administrator for a one time increase of the expenditure limit from the Wetland Revolving Fund from \$6,000 to \$72,640, seconded by Mr. Handler.

Vote 3:0 in favor. Motion carried.

C. Approve the following M.G.L. Chapter 138, Section 15, off-premises annual liquor license renewals:

1. Bourne Petroleum Ltd. d/b/a Harwich Exxon, 173 Pleasant Lake Ave.
2. Pizza Shark Partners d/b/a Pizza Shark, 403 Pleasant Lake Ave.

Mr. Handler moved to approve the off-premises annual liquor license renewals as presented, seconded by Mr. MacAskill.

Vote 3:0 in favor. Motion carried.

D. Approve the following M.G.L. Chapter 138, Section 12, on-premises annual liquor license renewals:

1. Ember Pizza, Inc. d/b/a Ember, 600 Route 28
2. Harwichport House of Pizza, Inc. 330 Route 28
3. Round Cove Resort Beverage LLC d/b/a Wequassett Inn, 2173 Route 28
4. Shogun, Inc. d/b/a Noble House, 21 Route 28
5. Zack, Inc. d/b/a Castaways, 986 Main Street

Mr. Handler moved to approve the on-premises annual liquor license renewals as presented, seconded by Mr. MacAskill.

Vote 3:0 in favor. Motion carried.

VI. OLD BUSINESS:

A. Board discussion on items related to the Golf Committee; Votes may be taken.

Ms. Kavanagh gave a brief history of the situation noting that the SB is trying to support the town employees. They understand the concerns of the employees involved and noted two individuals from the Golf Committee who are involved in the situation. The SB may suspend the Golf Committee meetings until those two members' terms have expired if they cannot come to a solution that allows them to move forward with those two members on the Committee.

Mr. Handler read his narrative noting the difficulty of the situation, how long it has been going on and what he feels is the bigger picture, which is how the town governs itself. He emphasized that this is not about the whole Committee but that it has been going on for three years. Mr. Handler noted specifically what the two town employees have had to endure daily for an extended period of time. He commented that the SB has allowed the situation to continue for three years for which he personally apologized. Mr. Handler also noted at what point the union became involved and the result of that involvement. He commented that if the Committee Members involved were to resign effective immediately, the Golf Committee would be back in business. He stressed that the town employees should not have to deal with this situation now or ever and stated 3 options as a solution.

Mr. MacAskill commented that he would support two of the three suggestions but hopes that the two Committee Members involved would resign. He feels that as part of a review, the Charter should include a process for the removal of menaces from a committee. Mr. MacAskill commented that anyone in the public that listened to Mr. Handler now has the facts and knows that the SB is protecting employees.

Ms. Kavanagh is in favor of referring the two Committee Members to the Interview Committee and confirmed that a vote was not necessary at this time.

Mr. MacAskill suggested suspending the Golf Committee meetings until the end of June 2024.

Mr. Handler moved to postpone all Golf Committee public meetings until June 30, 2024, seconded by Mr. MacAskill.

Vote 3:0 in favor. Motion carried.

Mr. MacAskill noted the different platforms or meetings at which the public will have the opportunity to ask questions regarding golf course issues.

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VII. CONTRACTS: (TAKEN OUT OF ORDER)

- A. Approve and authorize the Chair to sign Change Order #1 for Wixon Landing Improvement Project in the amount of \$3,400
- B. Approve the following three-year Mooring Servicing Agent License Agreements:
 - 1. Allen Harbor Marine Services, Inc. servicing Allen Harbor mooring field
 - 2. Harwich Port Boat Yard, Inc. servicing Wychmere Inner and Outer mooring fields
 - 3. Lower Cape Marine Services, servicing Round Cove, Pleasant Bay and Herring River mooring fields

Mr. Handler moved to approve and authorize the Chair to sign Change Order #1 as presented, seconded by Mr. MacAskill.

Ms. Eldredge had the plans for the Wixon Landing Improvement Project which she explained in detail. She addressed questions that Mr. Thomason had previously emailed her.

Mr. Thomason questioned why a Change Order was issued early in the project. He expressed his concerns about the project in general.

John Rendon, Harbormaster was present virtually and answered the question in detail.

Mr. MacAskill expressed his thanks to Mr. Thomason. He also expressed his support to Mr. Rendon for the Change Order and the improvements.

Vote 3:0 in favor. Motion carried.

Mr. Handler moved to approve the three-year Mooring Servicing Agent License Agreements as presented, seconded by Mr. MacAskill.

Vote 3:0 in favor. Motion carried.

VIII. TOWN ADMINISTRATOR'S REPORT:

Ms. Eldredge announced the hiring of a local building inspector, which completed the Community Development staff.

IX. SELECT BOARD MEMBER REPORT:

Mr. Handler thanked Ms. Eldredge, Ms. Williams, Ms. Carey and Ms. Hewitt, Library Director, for all that they do for the town of Harwich year-round.

Mr. MacAskill thanked Ms. Mitchell, Town Clerk and her staff noting his support and the support of many members of the public.

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Ms. Kavanagh also offered her thanks and support to everyone mentioned.

X. CORRESPONDENCE:

None

XI. EXECUTIVE SESSION:

- A. Pursuant to G.L. c. 30A, sec. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; Harwich Employees Association (HEA)
- B. Pursuant to MGL c 30A section 21(a)(3) to discuss with respect to collective bargaining for all town unions and the Chair has determined that open session would have a detrimental effect on the towns bargaining position; Harwich Employees Association (HEA)

Mr. Handler moved to move into Executive Session as presented, seconded by Mr.

MacAskill. Vote 3:0 in favor by roll call vote. Motion carried.

Mr. Handler moved to adjourn to Executive Session, noting that the Board will not be returning.

Respectfully submitted,

Judi Moldstad
Board Secretary

November 27, 2023

Town of Harwich
License Agreement
Mooring Services

This License Agreement (this "License") is executed this 27th day of NOV., 2023 by and between the Town of Harwich, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and **Allen Harbor Marine Service, Inc.**, having an address of 335 Lower County Road, Harwich Port, MA 02646, (the "Licensee").

Whereas, the Town has adopted a Harbor Management Plan (the "Plan") the purpose of which is to promote the public safety; define proper harbor area uses; and, promote mariner awareness of all Town By-laws and Harwich Harbor Rules and Regulations; and,

Whereas, pursuant to the Plan, "Mooring Servicing Fields" have been created within Town of Harwich Harbor and said "Mooring Servicing Fields" are to be assigned to a "Mooring Services Agent"; and

Whereas, pursuant to the Plan, a "Mooring Services Agent" must possess adequate marine liability insurance as well as the equipment necessary to retrieve, inspect, repair, upgrade and replace individual moorings within an assigned "Mooring Services Field; and

Whereas, further pursuant to the Plan, the Town's Harbormaster retains authority to manage all mooring activities, permits, inspections and fees even when a "Mooring Servicing Agent has primary responsibility and liability for the management of a "Mooring Servicing Field"; and,

Whereas the Licensee is an individual, corporation or other entity in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use; and,

Whereas, the Licensee possesses the marine insurance, facilities, inventory, equipment and staffing specified in Section 3.12 of the Plan entitled "Mooring Servicing Agent Requirements," which is attached hereto as Exhibit 1 and incorporated by reference herein; and

Whereas, the Town is willing to grant the Licensee access to the Town's "Mooring Servicing Fields" in order to perform the mooring servicing activities required under the Plan as a Licensee. The Licensee shall perform such mooring servicing activities as an independent contractor, as is not an employee of the Town.

Now, therefore, the Town hereby grants by License to the Licensee the right to enter and use that Mooring Servicing Field designated herein as the "Premises" subject to the following terms and conditions.

I. PREMISES

A. The Premises to which this License shall apply shall be the **Allen Harbor Mooring Field** as shown on the map in Attachment A

B. It is the intention of the Town to provide continuing access and use of the Premises to the Licensee. It is not anticipated that relocation of the Premises will be necessary during the term of this License. However, the Town expressly reserves the right to relocate the Premises as may be necessary to effectuate the purposes of the Plan. The Licensee agrees to make any such relocation within the time frame stated by the Town in a written notice designating the relocation of the Premises.

C. The Town shall consult with the Licensee in advance of any relocation of the Premises at least thirty (30) days prior to the proposed effective date of relocation, and shall provide written notice of the new location of the Premises at least ten (10) days in advance of the effective date of the relocation.

II. USE, PURPOSE, TERM

Entry and use of the Premises are limited as herein defined.

A. Entry upon and use of the Premises is specifically but not exclusively granted to the Licensee, its contractors, agents, representatives, employees, and invitees solely for the purposes of providing mooring services consistent with the Plan, and Licensee further acknowledges that no use shall be made of the Premises which will be unlawful, improper, offensive, or contrary to any law or any municipal by-law or regulation in force in the Town.

B. The Licensee shall have control over his/her mooring servicing operations during the term of this License. Licensee agrees, however, to comply with the directions of Town Harbormaster so as to assure that all of its mooring servicing operations are conducted safely and in manner consistent with the Plan.

C. The Licensee hereby covenants and agrees that during the term of this License it shall comply with all of the "Mooring Servicing Agents Requirements" set forth in Section 3.12 of the Plan, which has been attached hereto and incorporated by reference herein as Exhibit 1. The Licensee further agrees that at all times it shall possess and maintain all of the implements, facilities, equipment, inventory and qualified staffing necessary to provide daily monitoring of its Mooring Servicing Field and perform any and all mooring related functions within said field twenty four (24) hours a day, seven (7) days a week, including but not limited to, repair and retrieval of lost tackle, storm preparation and emergency services. The Licensee further agrees that during the term of this License, it shall maintain the clerical capability necessary to process mooring applications, conduct inspections, and support the issuance of mooring stickers and tags in cooperation with the Town's Harbormaster.

Licensee shall retain 100% of the revenues derived from mooring servicing it provides within the Premises.

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

Such entry and use by the Licensee shall be exercised from the date of the execution of this License and shall continue through 12/31/26 subject to the Termination provisions set forth in Section VI below. On an annual basis the Town shall review the License to ensure

that the Licensee is in performance of all of the obligations and covenants set forth in the License to the reasonable satisfaction of the Town. The provisions of Section V shall further limit such entry and use.

III. CONSIDERATION

The consideration for this License shall be for the period January 1st through December 31st of the calendar year for a total annual fee of \$220 per mooring field paid to the Town no later than March 1st of each year. Licensee acknowledges that said License Fee shall be due and payable regardless of the revenues Licensee derives from the exercise of its rights under this License. Consideration shall also include the payment of all costs and expenses associated with the exercise of the rights granted hereunder not otherwise provided for herein, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

IV. INDEMNIFICATION AND INSURANCE

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

The Licensee shall maintain general liability and marine and other insurance, including coverage for bodily injury, wrongful death and property damage, all in amounts reasonably acceptable to the Town and in an amount sufficient to support the obligations of the Licensee under the terms of this License and as stated in Exhibit 2, which is attached hereto and incorporated by reference herein. The Licensee will provide the Town with certificates of insurance, naming the Town as an additional insured, and evidencing that the Licensee's insurance is in force and that such insurance shall not be canceled or materially changed without giving the Town at least sixty (60) days written notice. Licensee shall maintain such insurance continually throughout the duration of this License and shall provide the Town with evidence of renewal of such coverage at least thirty days prior to the expiration of any current coverage.

V. CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct itself so as not to unreasonably interfere with the Town's use of the Premises, and shall observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The

Licensee shall notify the Town orally and in writing to the Town Administrator and the Town Harbormaster prior to entering the Premises to commence activities under this License and shall coordinate his / her use of the Premises on a daily basis with the Town Harbormaster. Nothing in this Agreement shall be construed as requiring the Town to maintain the Premises or any of its facilities in any manner or to supply or pay for any utilities other than as expressly provided herein.

VI. TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice, except that the License shall be revocable by either party for violation of the terms of this License upon notice of revocation at least seven (7) days prior to the termination date stated within said notice for violation of the terms of this License. The Town may revoke this License upon such prior oral or written notice as is reasonable under the circumstances, in an emergency or if the Town discontinues the use of the licensed property as a municipal harbor, or if the Licensee fails to engage in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use, or fails to maintain upon its business premises the implements, facilities, equipment, staffing or professional capacities required by Plan, or if the Licensee violates any regulation set forth in the Plan as currently enacted or as may from time to time be amended or any other regulation which shall govern the conduct of the Licensee, or if the Licensee at any time conducts its mooring servicing business in a manner considered by the Town, in its sole discretion, to be improper.

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

VII. MODIFICATIONS and AMENDMENTS

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

VIII. NOTICE

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

Licensee: Allen Harbor Marine Service, Inc. 335 Lower County Road, Harwich Port
MA 02646

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

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

IX. NO ESTATE CREATED

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

X. EXHIBITS and ATTACHMENTS

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

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

TOWN OF HARWICH SELECT BOARD

Julia K

[Signature]

Date: 11/27/23

LICENSEE:

Craig Gibson

Date: 11/29/23

Town of Harwich
License Agreement
Mooring Services

This License Agreement (this "License") is executed this 27th day of NOV, 2023 by and between the Town of Harwich, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and **Harwich Port Boat Yard Inc.**, having an address of 4 Harbor Road P.O. Box 218 Harwich Port, MA 02646 (the "Licensee").

Whereas, the Town has adopted a Harbor Management Plan (the "Plan") the purpose of which is to promote the public safety; define proper harbor area uses; and, promote mariner awareness of all Town By-laws and Harwich Harbor Rules and Regulations; and,

Whereas, pursuant to the Plan, "Mooring Servicing Fields" have been created within Town of Harwich Harbor and said "Mooring Servicing Fields" are to be assigned to a "Mooring Services Agent"; and

Whereas, pursuant to the Plan, a "Mooring Services Agent" must possess adequate marine liability insurance as well as the equipment necessary to retrieve, inspect, repair, upgrade and replace individual moorings within an assigned "Mooring Services Field; and

Whereas, further pursuant to the Plan, the Town's Harbormaster retains authority to manage all mooring activities, permits, inspections and fees even when a "Mooring Servicing Agent has primary responsibility and liability for the management of a "Mooring Servicing Field"; and,

Whereas the Licensee is an individual, corporation or other entity in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use; and,

Whereas, the Licensee possesses the marine insurance, facilities, inventory, equipment and staffing specified in Section 3.12 of the Plan entitled "Mooring Servicing Agent Requirements," which is attached hereto as Exhibit 1 and incorporated by reference herein; and

Whereas, the Town is willing to grant the Licensee access to the Town's "Mooring Servicing Fields" in order to perform the mooring servicing activities required under the Plan as a Licensee. The Licensee shall perform such mooring servicing activities as an independent contractor, as is not an employee of the Town.

Now, therefore, the Town hereby grants by License to the Licensee the right to enter and use that Mooring Servicing Field designated herein as the "Premises" subject to the following terms and conditions.

I. PREMISES

A. The Premises to which this License shall apply shall be the **Wychmere Inner and Outer Harbor Mooring Fields** as shown on the map in Attachment A.

B. It is the intention of the Town to provide continuing access and use of the Premises to the Licensee. It is not anticipated that relocation of the Premises will be necessary during the term of this License. However, the Town expressly reserves the right to relocate the Premises as may be necessary to effectuate the purposes of the Plan. The Licensee agrees to make any such relocation within the time frame stated by the Town in a written notice designating the relocation of the Premises.

C. The Town shall consult with the Licensee in advance of any relocation of the Premises at least thirty (30) days prior to the proposed effective date of relocation, and shall provide written notice of the new location of the Premises at least ten (10) days in advance of the effective date of the relocation.

II. USE, PURPOSE, TERM

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A. Entry upon and use of the Premises is specifically but not exclusively granted to the Licensee, its contractors, agents, representatives, employees, and invitees solely for the purposes of providing mooring services consistent with the Plan, and Licensee further acknowledges that no use shall be made of the Premises which will be unlawful, improper, offensive, or contrary to any law or any municipal by-law or regulation in force in the Town.

B. The Licensee shall have control over his/her mooring servicing operations during the term of this License. Licensee agrees, however, to comply with the directions of Town Harbormaster so as to assure that all of its mooring servicing operations are conducted safely and in manner consistent with the Plan.

C. The Licensee hereby covenants and agrees that during the term of this License it shall comply with all of the "Mooring Servicing Agents Requirements" set forth in Section 3.12 of the Plan, which has been attached hereto and incorporated by reference herein as Exhibit 1. The Licensee further agrees that at all times it shall possess and maintain all of the implements, facilities, equipment, inventory and qualified staffing necessary to provide daily monitoring of its Mooring Servicing Field and perform any and all mooring related functions within said field twenty four (24) hours a day, seven (7) days a week, including but not limited to, repair and retrieval of lost tackle, storm preparation and emergency services. The Licensee further agrees that during the term of this License, it shall maintain the clerical capability necessary to process mooring applications, conduct inspections, and support the issuance of mooring stickers and tags in cooperation with the Town's Harbormaster.

Licensee shall retain 100% of the revenues derived from mooring servicing it provides within the Premises.

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

Such entry and use by the Licensee shall be exercised from the date of the execution of this License and shall continue through 12/31/226 subject to the Termination provisions set forth in Section VI below. On an annual basis the Town shall review the License to ensure

that the Licensee is in performance of all of the obligations and covenants set forth in the License to the reasonable satisfaction of the Town. The provisions of Section V shall further limit such entry and use.

III. CONSIDERATION

The consideration for this License shall be for the period January 1st through December 31st of the calendar year for a total annual fee of \$220 per mooring field paid to the Town no later than March 1st of each year. Licensee acknowledges that said License Fee shall be due and payable regardless of the revenues Licensee derives from the exercise of its rights under this License. Consideration shall also include the payment of all costs and expenses associated with the exercise of the rights granted hereunder not otherwise provided for herein, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

IV. INDEMNIFICATION AND INSURANCE

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

The Licensee shall maintain general liability and marine and other insurance, including coverage for bodily injury, wrongful death and property damage, all in amounts reasonably acceptable to the Town and in an amount sufficient to support the obligations of the Licensee under the terms of this License and as stated in Exhibit 2, which is attached hereto and incorporated by reference herein. The Licensee will provide the Town with certificates of insurance, naming the Town as an additional insured, and evidencing that the Licensee's insurance is in force and that such insurance shall not be canceled or materially changed without giving the Town at least sixty (60) days written notice. Licensee shall maintain such insurance continually throughout the duration of this License and shall provide the Town with evidence of renewal of such coverage at least thirty days prior to the expiration of any current coverage.

V. CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct itself so as not to unreasonably interfere with the Town's use of the Premises, and shall observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The

Licensee shall notify the Town orally and in writing to the Town Administrator and the Town Harbormaster prior to entering the Premises to commence activities under this License and shall coordinate his / her use of the Premises on a daily basis with the Town Harbormaster. Nothing in this Agreement shall be construed as requiring the Town to maintain the Premises or any of its facilities in any manner or to supply or pay for any utilities other than as expressly provided herein.

VI. TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice, except that the License shall be revocable by either party for violation of the terms of this License upon notice of revocation at least seven (7) days prior to the termination date stated within said notice for violation of the terms of this License. The Town may revoke this License upon such prior oral or written notice as is reasonable under the circumstances, in an emergency or if the Town discontinues the use of the licensed property as a municipal harbor, or if the Licensee fails to engage in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use, or fails to maintain upon its business premises the implements, facilities, equipment, staffing or professional capacities required by Plan, or if the Licensee violates any regulation set forth in the Plan as currently enacted or as may from time to time be amended or any other regulation which shall govern the conduct of the Licensee, or if the Licensee at any time conducts its mooring servicing business in a manner considered by the Town, in its sole discretion, to be improper.

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

VII. MODIFICATIONS and AMENDMENTS

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

VIII. NOTICE

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

Licensee: Harwich Port Boat Yard Inc. 4 Harbor Road P.O. Box 218, Harwich Port
MA 02646

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

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

IX. NO ESTATE CREATED

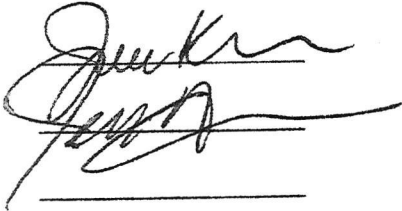
This License shall not be construed as creating or vesting in the Licensee any estate in the Premises, but only the limited right of use as hereinabove stated.


X. EXHIBITS and ATTACHMENTS

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

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

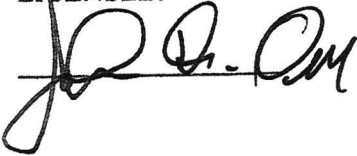
TOWN OF HARWICH SELECT BOARD





Date: 11/27/2018

LICENSEE:



Date: 12/1/23

Town of Harwich
License Agreement
Mooring Services

This License Agreement (this "License") is executed this 27th day of Nov., 2023 by and between the Town of Harwich, acting by and through its Board of Selectmen (hereinafter referred to as the "Town") and **Lower Cape Marine Services**, having an address of P.O. Box 847 West Chatham, MA 02669 (the "Licensee").

Whereas, the Town has adopted a Harbor Management Plan (the "Plan") the purpose of which is to promote the public safety; define proper harbor area uses; and, promote mariner awareness of all Town By-laws and Harwich Harbor Rules and Regulations; and,

Whereas, pursuant to the Plan, "Mooring Servicing Fields" have been created within Town of Harwich Harbor and said "Mooring Servicing Fields" are to be assigned to a "Mooring Services Agent"; and

Whereas, pursuant to the Plan, a "Mooring Services Agent" must possess adequate marine liability insurance as well as the equipment necessary to retrieve, inspect, repair, upgrade and replace individual moorings within an assigned "Mooring Services Field; and

Whereas, further pursuant to the Plan, the Town's Harbormaster retains authority to manage all mooring activities, permits, inspections and fees even when a "Mooring Servicing Agent has primary responsibility and liability for the management of a "Mooring Servicing Field"; and,

Whereas the Licensee is an individual, corporation or other entity in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use; and,

Whereas, the Licensee possesses the marine insurance, facilities, inventory, equipment and staffing specified in Section 3.12 of the Plan entitled "Mooring Servicing Agent Requirements," which is attached hereto as Exhibit 1 and incorporated by reference herein; and

Whereas, the Town is willing to grant the Licensee access to the Town's "Mooring Servicing Fields" in order to perform the mooring servicing activities required under the Plan as a Licensee. The Licensee shall perform such mooring servicing activities as an independent contractor, as is not an employee of the Town.

Now, therefore, the Town hereby grants by License to the Licensee the right to enter and use that Mooring Servicing Field designated herein as the "Premises" subject to the following terms and conditions.

I. PREMISES

A. The Premises to which this License shall apply shall be the **Round Cove, Pleasant Bay, and Herring River Mooring Fields** as shown on the map in Attachment A.

B. It is the intention of the Town to provide continuing access and use of the Premises to the Licensee. It is not anticipated that relocation of the Premises will be necessary during the term of this License. However, the Town expressly reserves the right to relocate the Premises as may be necessary to effectuate the purposes of the Plan. The Licensee agrees to make any such relocation within the time frame stated by the Town in a written notice designating the relocation of the Premises.

C. The Town shall consult with the Licensee in advance of any relocation of the Premises at least thirty (30) days prior to the proposed effective date of relocation, and shall provide written notice of the new location of the Premises at least ten (10) days in advance of the effective date of the relocation.

II. USE, PURPOSE, TERM

Entry and use of the Premises are limited as herein defined.

A. Entry upon and use of the Premises is specifically but not exclusively granted to the Licensee, its contractors, agents, representatives, employees, and invitees solely for the purposes of providing mooring services consistent with the Plan, and Licensee further acknowledges that no use shall be made of the Premises which will be unlawful, improper, offensive, or contrary to any law or any municipal by-law or regulation in force in the Town.

B. The Licensee shall have control over his/her mooring servicing operations during the term of this License. Licensee agrees, however, to comply with the directions of Town Harbormaster so as to assure that all of its mooring servicing operations are conducted safely and in manner consistent with the Plan.

C. The Licensee hereby covenants and agrees that during the term of this License it shall comply with all of the "Mooring Servicing Agents Requirements" set forth in Section 3.12 of the Plan, which has been attached hereto and incorporated by reference herein as Exhibit 1. The Licensee further agrees that at all times it shall possess and maintain all of the implements, facilities, equipment, inventory and qualified staffing necessary to provide daily monitoring of its Mooring Servicing Field and perform any and all mooring related functions within said field twenty four (24) hours a day, seven (7) days a week, including but not limited to, repair and retrieval of lost tackle, storm preparation and emergency services. The Licensee further agrees that during the term of this License, it shall maintain the clerical capability necessary to process mooring applications, conduct inspections, and support the issuance of mooring stickers and tags in cooperation with the Town's Harbormaster.

Licensee shall retain 100% of the revenues derived from mooring servicing it provides within the Premises.

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

Such entry and use by the Licensee shall be exercised from the date of the execution of this License and shall continue through 12/31/26 subject to the Termination provisions set forth in Section VI below. On an annual basis the Town shall review the License to ensure

that the Licensee is in performance of all of the obligations and covenants set forth in the License to the reasonable satisfaction of the Town. The provisions of Section V shall further limit such entry and use.

III. CONSIDERATION

The consideration for this License shall be for the period January 1st through December 31st of the calendar year for a total annual fee of \$220 per mooring field paid to the Town no later than March 1st of each year. Licensee acknowledges that said License Fee shall be due and payable regardless of the revenues Licensee derives from the exercise of its rights under this License. Consideration shall also include the payment of all costs and expenses associated with the exercise of the rights granted hereunder not otherwise provided for herein, together with the observation and performance by the Licensee of all the obligations and covenants set forth within this License to the reasonable satisfaction of the Town.

IV. INDEMNIFICATION AND INSURANCE

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

The Licensee shall maintain general liability and marine and other insurance, including coverage for bodily injury, wrongful death and property damage, all in amounts reasonably acceptable to the Town and in an amount sufficient to support the obligations of the Licensee under the terms of this License and as stated in Exhibit 2, which is attached hereto and incorporated by reference herein. The Licensee will provide the Town with certificates of insurance, naming the Town as an additional insured, and evidencing that the Licensee's insurance is in force and that such insurance shall not be canceled or materially changed without giving the Town at least sixty (60) days written notice. Licensee shall maintain such insurance continually throughout the duration of this License and shall provide the Town with evidence of renewal of such coverage at least thirty days prior to the expiration of any current coverage.

V. CONDUCT

During the exercise of the rights hereby granted, the Licensee shall at all times conduct itself so as not to unreasonably interfere with the Town's use of the Premises, and shall observe and obey directives of the Town and its duly designated representatives, as well as all other applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The

Licensee shall notify the Town orally and in writing to the Town Administrator and the Town Harbormaster prior to entering the Premises to commence activities under this License and shall coordinate his / her use of the Premises on a daily basis with the Town Harbormaster. Nothing in this Agreement shall be construed as requiring the Town to maintain the Premises or any of its facilities in any manner or to supply or pay for any utilities other than as expressly provided herein.

VI. TERMINATION AND MODIFICATION

This License shall be revocable by either party upon written notice of revocation at least sixty (60) days prior to the termination date stated within said notice, except that the License shall be revocable by either party for violation of the terms of this License upon notice of revocation at least seven (7) days prior to the termination date stated within said notice for violation of the terms of this License. The Town may revoke this License upon such prior oral or written notice as is reasonable under the circumstances, in an emergency or if the Town discontinues the use of the licensed property as a municipal harbor, or if the Licensee fails to engage in the business of supplying, servicing and/or renting mooring hardware and other equipment in the Town for fresh and salt water boating use, or fails to maintain upon its business premises the implements, facilities, equipment, staffing or professional capacities required by Plan, or if the Licensee violates any regulation set forth in the Plan as currently enacted or as may from time to time be amended or any other regulation which shall govern the conduct of the Licensee, or if the Licensee at any time conducts its mooring servicing business in a manner considered by the Town, in its sole discretion, to be improper.

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

VII. MODIFICATIONS and AMENDMENTS

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

VIII. NOTICE

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

Licensee: Lower Cape Marine Services, P.O. Box 847 West Chatham, MA 02669

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

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

IX. NO ESTATE CREATED

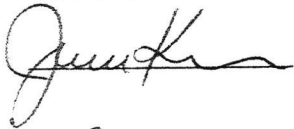
This License shall not be construed as creating or vesting in the Licensee any estate in the Premises, but only the limited right of use as hereinabove stated.

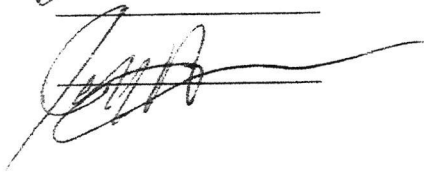
X. EXHIBITS and ATTACHMENTS

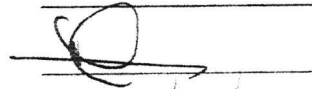
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TOWN OF HARWICH SELECT BOARD

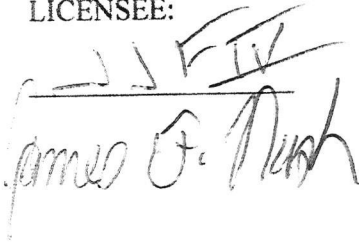






Date: 11/27/2023

LICENSEE:


James O. Nash

Date: _____

Mooring Servicing Agents

Lower Cape Mooring Services

Install	\$150
Remove	\$150
Inspection	\$100 (in water) \$20 (mooring hauled for winter)
Storage	\$75

Allen Harbor Marine Service

Install	\$105
Remove	\$105
Inspection	\$20 (mooring hauled for winter)
Storage	\$20

Harwich Port Boat Yard

Install	\$.60 per lb (Inner Harbor) \$.50 per lb (Outer Harbor)
Remove	\$.60 per lb (Inner Harbor) \$.50 per lb (Outer Harbor)
Inspection	\$20 (mooring hauled for winter)
Storage	\$.40 per lb

Chatham Yacht Basin

Install	\$250
Remove	\$250
Inspection	\$125 Customer \$150 Non-customer
Diving	\$100

Chatham Boat Co.

\$148 per hour for all services (install, remove, inspect, maintenance)

Stage Harbor Marine

Install	\$135
Remove	\$135
Inspection	\$240
Storage	\$70

Oyster River Boat Yard

Moorings are left in the water year-round, not hauled seasonally

Inspection	\$315 (includes barge rate, labor, town report), not incl materials)
Labor Rate	\$140 per/ hr for maintenance
Barge Rate	\$155

ENCL (13)

Nauset Marine

Install	\$150-\$300	Priced by size of mooring block/mushroom
Remove	\$150-\$300	Priced by size of mooring block/mushroom
Inspection	Varies, customer charge for time and materials	
Labor	\$170	per/hr for maintenance
Storage	\$60	

Ryders Cove Boat Yard

Install	\$.70 per pound (ie. 150 pound mushroom - \$105)	
Remove	\$.70 per pound	
Inspection	\$.70 per pound (in water)	
Storage	\$1.25 per pound	

CORRESPONDENCE



EXPERIENCE

LIVE & WORK

THE CHAMBER

CONTACT

Harwich Chamber of Commerce

PROMOTE • CONNECT • SAVOR • THRIVE

Our Seven Villages of Harwich

*Food
Music*

**65TH
ANNIVERSARY
CELEBRATION**

*Fun
& More*

Wednesday March 13th 11-2

Celebrating 65 years of Serving Harwich

Harwich Chamber of Commerce Information Center

508-430-1165

Harwich Chamber of Commerce
Presents

WONDERLAND

Directed By

Tristan DiVincenzo

Friday May 10 7pm, Sat May 11 2pm & 7pm, Sun May 12 2pm
Monbleau Hall at the Pilgrim Congregational Church
533 MA-28, Harwich Port, MA 02646

Box Office www.Harwichcc.Com or (508)430-1165



Cemetery Revolving Account FY 2024 First Quarter

REVENUE				
	Number		Amount	
Burials	30	100	\$3,000.00	
Mark outs	16	75	\$1,200.00	
Cremation Lots				
Cremation Lots Residents	2	450	\$900.00	
Cremation Lots Non-Residents	1	495	\$495.00	
Traditional Lots				
Single	4	720	\$2,880.00	
Single - N R	1	810	\$810.00	
Multiples	16	720	\$11,520.00	
Non-Resident	2	810	\$1,620.00	
Total Revenue				\$22,425.00

EXPENSES		
	Date	Amount
Bank St Fence All Cape Fence	7/21/2023	3,000.00
Mileage Robbin Kelley	7/21/2023	179.76
Amazon - Hose	9/2/2023	45.99
Total Expenses		3,225.75

Beginning Balance	\$82,130.50
Revenue	\$22,425.00
Expenses	-\$3,225.75
Balance	\$101,329.75

Cemetery Revolving Account FY 2024 Second Quarter

REVENUE				
	Number		Amount	
Burials	17	100	\$1,700.00	
Mark outs	10	75	\$750.00	
return fee	1	-75	-\$75.00	
Cremation Lots				
Cremation Lots Residents	1	450	\$450.00	
Cremation Lots Non-Residents	1	495	\$495.00	
Traditional Lots				
Single	0	720	\$0.00	
Single - N R	0	810	\$0.00	
Multiples	9	720	\$6,480.00	
Non-Resident	0	810	\$0.00	
Lot Returns				
Jackson Hibbert PG			-\$400.00	
Patricia Perry EV			-\$900.00	
Total Revenue			\$8,500.00	

EXPENSES		
	Date	Amount
Cape Cod Fence Pine Grove Repair	10/6/2023	2,710.00
Paul Sweetser Stake EV Flag Poles	10/6/2023	500.00
Warren A Nichols Bank St Cem weed control	10/13/2023	300.00
Warren A Nichols Prepare Base for Flags PoleBase	10/13/2023	400.00
Henry T Crosby & Sons Flag Pole Base	10/16/2023	24,951.00
Henry T Crosby & Sons 2' wide skirt for lights	10/16/2023	20,100.00
Warren A Nichols Sod Veterans Circle	11/9/2023	1,000.00
Farrell Electric Install lights & Electric EV	11/9/2023	2,150.00
Amazon Light Fixtures for Vet Circle	11/9/2023	96.98
WebServices of America Software EV	12/8/2023	7,000.00
Hamco Flagpoles & Flags	12/15/2023	4,061.00
Total Expenses		63,268.98

Beginning Balance	\$101,329.75
Revenue	\$8,500.00
Expenses	-\$63,268.98
Balance	\$46,560.77



TOWN OF HARWICH
FINANCE DEPARTMENT
732 MAIN STREET, HARWICH, MA 02645
TEL: 508-430-7502 FAX: 508-430-7504

Kathleen Barrette
Finance Director

Megan Green
Assistant Town Accountant

To: Harwich Select Board

From: Kathleen Barrette, Finance Director

CC: Joseph Powers, Town Administrator
Kara Mewhinney, Director of Cultural Affairs
Kim Berube, Department of Public Works

Re: 204 Sisson Revolving Fund

Date: March 7, 2024

Attached please find a summary analysis of the 204 Sisson Revolving Fund for years 2017-2024 (as of March 7, 2024) and a detailed listing of all expenses for Fiscal Year 2023 as requested at the Select Board Meeting of March 4, 2024.

The various expenses charged to the 204 Revolving Funds are the responsibility of the Department of Public Works and the Director of Cultural Affairs, Kara Mewhinney.

TOWN OF HARWICH		
204 SISSON ROAD REVOLVING FUND 1550 FY 2023		
EXPENSES		
VENDOR NAME	AMOUNT	EXPENSE ACCOUNT
ADTECH	2,640.00	
ADTECH Total	2,640.00	Other Property Related Services
AMAZON CAPITAL	365.97	
AMAZON CAPITAL Total	365.97	Maint/Repairs Building
AMERICAN SPORT FLOOR	38,750.00	
AMERICAN SPORT FLOOR	36,618.00	
AMERICAN SPORT FLOOR	-36,618.00	
AMERICAN SPORT FLOOR Total	38,750.00	Other Property Related Services-repair gym floor
BASKIN'S HARDWARE	4.49	
BASKIN'S HARDWARE	18.60	
BASKIN'S HARDWARE	30.92	
BASKIN'S HARDWARE	16.71	
BASKIN'S HARDWARE	4.49	
BASKIN'S HARDWARE	19.16	
BASKIN'S HARDWARE	33.44	
BASKIN'S HARDWARE	26.98	
BASKIN'S HARDWARE	21.59	
BASKIN'S HARDWARE	303.24	
BASKIN'S HARDWARE	9.58	
BASKIN'S HARDWARE	38.97	
BASKIN'S HARDWARE	48.75	
BASKIN'S HARDWARE	13.75	
BASKIN'S HARDWARE Total	590.67	Maint/Repairs Building
CAPE COD PAPER CO IN	530.69	
CAPE COD PAPER CO IN	288.37	
CAPE COD PAPER CO IN	101.03	
CAPE COD PAPER CO IN	691.59	
CAPE COD PAPER CO IN	571.60	
CAPE COD PAPER CO IN	520.20	
CAPE COD PAPER CO IN	419.53	
CAPE COD PAPER CO IN	117.91	
CAPE COD PAPER CO IN Total	3,240.92	Custodial Supplies
CAVOSSA	30.00	
CAVOSSA	30.00	
CAVOSSA	30.00	
CAVOSSA	30.00	
CAVOSSA	30.00	
CAVOSSA	30.00	
CAVOSSA	34.20	
CAVOSSA	34.20	
CAVOSSA Total	248.40	Other Property Related Services
COASTAL ENGINEERING	2,003.66	
COASTAL ENGINEERING	2,057.33	
COASTAL ENGINEERING	2,077.25	
COASTAL ENGINEERING	2,295.99	
COASTAL ENGINEERING	2,397.96	
COASTAL ENGINEERING	2,188.66	
COASTAL ENGINEERING	2,006.22	
COASTAL ENGINEERING	2,305.72	
COASTAL ENGINEERING	2,289.72	
COASTAL ENGINEERING	2,010.04	
COASTAL ENGINEERING	2,290.71	
COASTAL ENGINEERING	2,025.05	
COASTAL ENGINEERING Total	25,948.31	Other Property Related Services
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	211.14	
COMCAST	211.14	
COMCAST	381.47	
COMCAST	177.40	
COMCAST	272.83	

TOWN OF HARWICH		
204 SISSON ROAD REVOLVING FUND 1550 FY 2023		
EXPENSES		
VENDOR NAME	AMOUNT	EXPENSE ACCOUNT
COMCAST	109.94	
COMCAST	109.94	
COMCAST	171.40	
COMCAST	171.40	
COMCAST	272.83	
COMCAST	109.94	
COMCAST	109.94	
COMCAST	277.83	
COMCAST	109.94	
COMCAST	109.94	
COMCAST Total	4,178.28	Other Purchased Services
COMMERCIAL BOILER	1,245.00	
COMMERCIAL BOILER	3,798.82	
COMMERCIAL BOILER	450.00	
COMMERCIAL BOILER Total	5,493.82	Other Property Related Services
COMMONWEALTH OF MA	200.00	
COMMONWEALTH OF MA Total	200.00	Other Property Related Services
CONCORD ELECTRIC	504.85	
CONCORD ELECTRIC	26.97	
CONCORD ELECTRIC	15.59	
CONCORD ELECTRIC	240.87	
CONCORD ELECTRIC Total	788.28	Maint/Repairs Building
ELAN FINANCIAL	172.00	
ELAN FINANCIAL Total	172.00	Custodial Supplies
EVERSOURCE	1,641.84	
EVERSOURCE	2,025.48	
EVERSOURCE	2,352.70	
EVERSOURCE	1,922.01	
EVERSOURCE	1,990.51	
EVERSOURCE	2,249.22	
EVERSOURCE	2,627.87	
EVERSOURCE	3,208.68	
EVERSOURCE	2,866.50	
EVERSOURCE	2,866.50	
EVERSOURCE	2,296.20	
EVERSOURCE	2,410.25	
EVERSOURCE Total	28,457.76	Electric Utility
F W WEBB CO	2,458.82	
F W WEBB CO Total	2,458.82	Maint/Repairs Building
FIRE EQUIPMENT	746.30	
FIRE EQUIPMENT Total	746.30	Other Property Related Services
GEORGE O'BRIEN CO	61.39	
GEORGE O'BRIEN CO Total	61.39	Maint/Repairs Building
GRAINGER	350.32	
GRAINGER	271.87	
GRAINGER Total	622.19	Maint/Repairs Building
HARWICH PAINT	65.94	
HARWICH PAINT Total	65.94	Maint/Repairs Building
HARWICH WATER DEPT	65.00	
HARWICH WATER DEPT	62.20	
HARWICH WATER DEPT	65.00	
HARWICH WATER DEPT	76.80	
HARWICH WATER DEPT	140.00	
HARWICH WATER DEPT	65.00	
HARWICH WATER DEPT	94.20	
HARWICH WATER DEPT	70.00	
HARWICH WATER DEPT	70.00	
HARWICH WATER DEPT	70.00	
HARWICH WATER DEPT	65.00	
HARWICH WATER DEPT	120.30	
HARWICH WATER DEPT Total	963.50	Water Utility
HINCKLEY HOME CENTER	9.44	
HINCKLEY HOME CENTER Total	9.44	Maint/Repairs Building
INTERSTATE ALL BATTE	87.60	
INTERSTATE ALL BATTE	-20.00	
INTERSTATE ALL BATTE Total	67.60	Maint/Repairs Building
J & R GRAPHICS	156.19	

TOWN OF HARWICH		
204 SISSON ROAD REVOLVING FUND 1550 FY 2023		
EXPENSES		
VENDOR NAME	AMOUNT	EXPENSE ACCOUNT
J & R GRAPHCS Total	156.19	Office Supplies
MAJOR THEATRE EQUIPM	1,753.00	
MAJOR THEATRE EQUIPM	8,669.00	
MAJOR THEATRE EQUIPM Total	10,422.00	Maint/Repairs Building
MID-CAPE HOME CENTER	25.87	
MID-CAPE HOME CENTER	115.15	
MID-CAPE HOME CENTER	98.12	
MID-CAPE HOME CENTER	297.06	
MID-CAPE HOME CENTER	27.65	
MID-CAPE HOME CENTER	27.80	
MID-CAPE HOME CENTER	60.32	
MID-CAPE HOME CENTER Total	651.97	Maint/Repairs Building
NATIONAL GRID	20.27	
NATIONAL GRID	257.03	
NATIONAL GRID	20.27	
NATIONAL GRID	19.00	
NATIONAL GRID	201.96	
NATIONAL GRID	19.00	
NATIONAL GRID	19.00	
NATIONAL GRID	247.68	
NATIONAL GRID	20.57	
NATIONAL GRID	19.63	
NATIONAL GRID	2,690.56	
NATIONAL GRID	69.15	
NATIONAL GRID	18.37	
NATIONAL GRID	5,229.07	
NATIONAL GRID	153.20	
NATIONAL GRID	19.00	
NATIONAL GRID	7,639.20	
NATIONAL GRID	330.99	
NATIONAL GRID	20.90	
NATIONAL GRID	9,737.89	
NATIONAL GRID	441.43	
NATIONAL GRID	18.37	
NATIONAL GRID	8,764.70	
NATIONAL GRID	400.97	
NATIONAL GRID	19.00	
NATIONAL GRID	7,979.80	
NATIONAL GRID	348.25	
NATIONAL GRID	20.27	
NATIONAL GRID	4,086.56	
NATIONAL GRID	178.44	
NATIONAL GRID	18.37	
NATIONAL GRID	1,815.63	
NATIONAL GRID	56.27	
NATIONAL GRID	19.00	
NATIONAL GRID	192.62	
NATIONAL GRID	24.90	
NATIONAL GRID Total	51,137.32	Gas Utility
SDM	476.69	
SDM	467.52	
SDM Total	944.21	Other Maintenance/Repair Service
SEASIDE ALARMS INC	288.00	
SEASIDE ALARMS INC	492.00	
SEASIDE ALARMS INC	384.00	
SEASIDE ALARMS INC	413.00	
SEASIDE ALARMS INC	527.00	
SEASIDE ALARMS INC Total	2,104.00	Other Property Related Services
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	864.95	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	640.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	

TOWN OF HARWICH		
204 SISSON ROAD REVOLVING FUND 1550 FY 2023		
EXPENSES		
VENDOR NAME	AMOUNT	EXPENSE ACCOUNT
UNITED ELEVATOR	890.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	120.00	
UNITED ELEVATOR	250.00	
UNITED ELEVATOR Total	4,084.95	Other Property Related Services
VERIZON WIRELESS	66.49	
VERIZON WIRELESS	66.49	
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VERIZON WIRELESS	66.49	
VERIZON WIRELESS	66.49	
VERIZON WIRELESS	66.49	
VERIZON WIRELESS	66.49	
VERIZON WIRELESS Total	797.90	Other Purchased Services
WB MASON CO INC	222.34	
WB MASON CO INC	65.00	
WB MASON CO INC Total	287.34	Office Supplies
WINSLOW LOCK & KEY	20.00	
WINSLOW LOCK & KEY	24.00	
WINSLOW LOCK & KEY Total	44.00	Other Maintenance/Repair Service
TOTAL FY23 204 SISSON REVOLVING FUND EXPENSES	186,699.47	
REVENUE		
Revenue	141,776.92	
Net Increase (Decrease)		
Revolving Fund Balance FY23	(44,922.55)	

204 Sisson Revolving Fund				
Revolving Fund Analysis				
As of March 7, 2024				
<i>Expenditure Limit is \$300,000 as voted at Town Meeting</i>				
			<u>Net Increase</u>	
<u>Fiscal Year</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>(Decrease)</u>	<u>Ending Balance</u>
2017	27,680.00	-	27,680.00	27,680.00
2018	119,240.00	14,791.10	104,448.90	132,128.90
2019	154,459.15	58,698.97	95,760.18	227,889.08
2020	126,910.00	62,413.49	64,496.51	292,385.59
2021	155,134.75	144,257.56	10,877.19	303,262.78
2022	163,786.65	176,697.82	(12,911.17)	290,351.61
2023	141,776.92	217,184.84	(75,407.92)	214,943.69
2024	115,015.00	114,317.36	697.64	215,641.33



TOWN OF HARWICH

FINANCE DEPARTMENT

732 MAIN STREET, HARWICH, MA 02645

TEL: 508-430-7502 FAX: 508-430-7504

Kathleen Barrette
Finance Director

Megan Green
Assistant Town Accountant

To: Harwich Select Board

From: Kathleen Barrette, Finance Director

CC: Joseph Powers, Town Administrator
Meggan Eldredge, Assistant Town Administrator

Re: FY 2025 Debt Payment Schedule- Town of Harwich

Date: March 7, 2024

Attached please find the Fiscal Year 2025 Schedule of Projected Principal and Interest Payments for the Town of Harwich as prepared by Hilltop Financial. Included in the listing is a designation of the funding source for each debt payment along with the type of debt service owed.

The Exempt debt designation means that the debt service is for borrowings that were outside the Proposition 2 ½ limit with each borrowing authorization voted at Town Meeting.

GF- Betterments is debt service paid with an interfund transfer from Special Revenue Betterment funds.

CVG Exempt is debt service paid with interfund transfers from the Golf Receipt Reserved Fund.

Water Enterprise debt service is paid within the Water Enterprise Fund with either user fee revenue or retained earnings.

Town of Harwich, Massachusetts
Fiscal Year 2025 Projected Principal and Interest Payments

Aggregate Debt Service

Date	Issue : Purpose	Funding Source	Principal	Interest	Total P+I
07/15/2024	February 21 2018 MCWT DWP-13-02 (O) Revised	Water Enterprise	-	12,202.13	12,202.13
	Subtotal		-	\$12,202.13	\$12,202.13
08/15/2024	August 20 2019 Cur Ref 2 15 09 Police Station (IE)	Gen. Fund- Exempt	-	36,200.00	36,200.00
	Subtotal		-	\$36,200.00	\$36,200.00
09/15/2024	March 15 2010 : Water Treatment Plant (O)	Water Enterprise	-	8,718.75	8,718.75
	Subtotal		-	\$8,718.75	\$8,718.75
10/01/2024	October 1 2011 : Greensand Water Treatment Facility (O)	Water Enterprise	130,000.00	27,982.50	157,982.50
	Subtotal		\$130,000.00	\$27,982.50	\$157,982.50
11/01/2024	October 30 2012 : Adv Ref of Mar 15 05- Water Storage Tank (O)	Water Enterprise	100,000.00	11,503.13	111,503.13
	Subtotal		\$100,000.00	\$11,503.13	\$111,503.13
12/01/2024	June 9 2022 : Road Maintenance FY17 (IE)	Gen. Fund- Exempt	-	2,750.00	2,750.00
	June 9 2022 : Road Maintenance FY18 I (IE)	Gen. Fund- Exempt	-	1,125.00	1,125.00
	June 9 2022 : Road Maintenance FY18 II (IE)	Gen. Fund- Exempt	-	2,250.00	2,250.00
	June 9 2022 : Road Maintenance FY18 III (IE)	Gen. Fund- Exempt	-	1,375.00	1,375.00
	June 9 2022 : Road Maintenance FY19 I (IE)	Gen. Fund- Exempt	-	1,125.00	1,125.00
	June 9 2022 : Road Maintenance FY19 II (IE)	Gen. Fund- Exempt	-	3,750.00	3,750.00
	June 9 2022 : Quint Purchase (IE)	Gen. Fund- Exempt	-	16,400.00	16,400.00
	June 9 2022 : Road Maintenance FY22 (IE)	Gen. Fund- Exempt	-	12,625.00	12,625.00
	June 9 2022 : Chatham Interconnector System - Pump Station (IE)	WW- Exempt	-	45,100.00	45,100.00
	June 9 2022 : Chatham Sewer Interconnection (IE)	WW- Exempt	-	8,700.00	8,700.00
	Subtotal		-	\$95,200.00	\$95,200.00
12/15/2024	June 21 2018 : Downey Land Acquisition (IE)	Gen. Fund-Exempt	-	9,725.00	9,725.00
	June 21 2018 : Addl Muddy Creek Bridge & Culvert (IE)	Gen. Fund-Exempt	-	4,887.50	4,887.50
	June 21 2018 : Saquatucket Harbormaster Bldg/Boardwalk I (IE)	Gen. Fund-Exempt	-	1,900.00	1,900.00
	June 21 2018 : Saquatucket Harbormaster Bldg/Boardwalk II (IE)	Gen. Fund-Exempt	-	32,175.00	32,175.00
	June 21 2018 : Ginger Plum Lane Private Way Betterments (ISS)	GF-Betterments	-	2,000.00	2,000.00
	June 21 2018 : Skinequit Road Betterments I (ISS)	GF-Betterments	-	850.00	850.00
	June 21 2018 : Saquatucket Marina Improvements1A (IE)	Gen. Fund-Exempt	-	37,175.00	37,175.00
	June 21 2018 : Saquatucket Marina Improvements 1B (IESS)	Gen. Fund-Exempt	-	18,550.00	18,550.00
	June 21 2018 : Saquatucket Marina Improvements 2A (IE)	Gen. Fund-Exempt	-	11,025.00	11,025.00
	June 21 2018 : Saquatucket Marina Improvements 2B (IESS)	Gen. Fund-Exempt	-	5,512.50	5,512.50
	June 21 2018 : Sewer Interconnection & Planning Phase 2A I (IE)	WW- Exempt	-	40,237.50	40,237.50
	June 20 2019 : Fire Station 2 Construction I (IE)	Gen. Fund-Exempt	-	38,350.00	38,350.00

Town of Harwich, Massachusetts
Fiscal Year 2025 Projected Principal and Interest Payments

Aggregate Debt Service

Date	Issue : Purpose	Funding Source	Principal	Interest	Total P+I
	June 20 2019 : Fire Station 2 Construction II (IE)	Gen. Fund-Exempt	-	49,500.00	49,500.00
	June 20 2019 : Cranberry Valley Golf Improvements Building (IESS)	CVG-Exempt	-	11,150.00	11,150.00
	June 20 2019 : Cranberry Valley Golf Improvements Parking (IESS)	CVG-Exempt	-	3,950.00	3,950.00
	June 20 2019 : Saquatucket Marina Improvements Waterside (IE)	Gen. Fund-Exempt	-	2,160.75	2,160.75
	June 20 2019 : Saquatucket Marina Improvements Waterside (IESS)	Gen. Fund-Exempt	-	1,064.25	1,064.25
	June 20 2019 : Sewer Phase 2C Cold Brook Design (IE)	WW- Exempt	-	375.00	375.00
Subtotal			-	\$270,587.50	\$270,587.50
01/15/2025	February 21 2018 MCWT DWP-13-02 (O) Revised	Water Enterprise	90,095.23	12,202.13	102,297.36
	December 14 2022 MCWT CWP-18-23 (IE)	WW-Exempt	525,614.00	-	525,614.00
Subtotal			\$615,709.23	\$12,202.13	\$627,911.36
02/15/2025	August 20 2019 Cur Ref 2 15 09 Police Station (IE)	Gen Fund- Exempt	395,000.00	36,200.00	431,200.00
Subtotal			\$395,000.00	\$36,200.00	\$431,200.00
03/15/2025	March 15 2010 : Water Treatment Plant (O)	Water Enterprise	75,000.00	8,718.75	83,718.75
Subtotal			\$75,000.00	\$8,718.75	\$83,718.75
04/01/2025	October 1 2011 : Greensand Water Treatment Facility (O)	Water Enterprise	-	26,195.00	26,195.00
Subtotal			-	\$26,195.00	\$26,195.00
05/01/2025	October 30 2012 : Adv Ref of Mar 15 05- Water Storage Tank (O)	Water Enterprise	-	10,378.13	10,378.13
Subtotal			-	\$10,378.13	\$10,378.13
06/01/2025	June 9 2022 : Road Maintenance FY17 (IE)	Gen. Fund- Exempt	55,000.00	2,750.00	57,750.00
	June 9 2022 : Road Maintenance FY18 I (IE)	Gen. Fund- Exempt	15,000.00	1,125.00	16,125.00
	June 9 2022 : Road Maintenance FY18 II (IE)	Gen. Fund- Exempt	30,000.00	2,250.00	32,250.00
	June 9 2022 : Road Maintenance FY18 III (IE)	Gen. Fund- Exempt	20,000.00	1,375.00	21,375.00
	June 9 2022 : Road Maintenance FY19 I (IE)	Gen. Fund- Exempt	15,000.00	1,125.00	16,125.00
	June 9 2022 : Road Maintenance FY19 II (IE)	Gen. Fund- Exempt	50,000.00	3,750.00	53,750.00
	June 9 2022 : Quint Purchase (IE)	Gen. Fund- Exempt	40,000.00	16,400.00	56,400.00
	June 9 2022 : Road Maintenance FY22 (IE)	Gen. Fund- Exempt	65,000.00	12,625.00	77,625.00
	June 9 2022 : Chatham Interconnector System - Pump Station (IE)	WW- Exempt	110,000.00	45,100.00	155,100.00
	June 9 2022 : Chatham Sewer Interconnection (IE)	WW- Exempt	25,000.00	8,700.00	33,700.00
Subtotal			\$425,000.00	\$95,200.00	\$520,200.00
06/15/2025	June 21 2018 : Downey Land Acquisition (IE)	Gen. Fund- Exempt	35,000.00	9,725.00	44,725.00
	June 21 2018 : Addl Muddy Creek Bridge & Culvert (IE)	Gen. Fund- Exempt	20,000.00	4,887.50	24,887.50
	June 21 2018 : Saquatucket Harbormaster Bldg/Boardwalk I (IE)	Gen. Fund- Exempt	10,000.00	1,900.00	11,900.00

Town of Harwich, Massachusetts
Fiscal Year 2025 Projected Principal and Interest Payments

Aggregate Debt Service

Date	Issue : Purpose	Funding Source	Principal	Interest	Total P+I
	June 21 2018 : Saquatucket Harbormaster Bldg/Boardwalk II (IE)	Gen. Fund- Exempt	110,000.00	32,175.00	142,175.00
	June 21 2018 : Ginger Plum Lane Private Way Betterments (ISS)	GF- Betterments	10,000.00	2,000.00	12,000.00
	June 21 2018 : Skinequit Road Betterments I (ISS)	GF- Betterments	5,000.00	850.00	5,850.00
	June 21 2018 : Saquatucket Marina Improvements1A (IE)	Gen. Fund- Exempt	200,000.00	37,175.00	237,175.00
	June 21 2018 : Saquatucket Marina Improvements 1B (IESS)	Gen. Fund- Exempt	100,000.00	18,550.00	118,550.00
	June 21 2018 : Saquatucket Marina Improvements 2A (IE)	Gen. Fund- Exempt	40,000.00	11,025.00	51,025.00
	June 21 2018 : Saquatucket Marina Improvements 2B (IESS)	Gen. Fund- Exempt	20,000.00	5,512.50	25,512.50
	June 21 2018 : Sewer Interconnection & Planning Phase 2A I (IE)	WW-Exempt	140,000.00	40,237.50	180,237.50
	June 20 2019 : Fire Station 2 Construction I (IE)	Gen. Fund- Exempt	130,000.00	38,350.00	168,350.00
	June 20 2019 : Fire Station 2 Construction II (IE)	Gen. Fund- Exempt	170,000.00	49,500.00	219,500.00
	June 20 2019 : Cranberry Valley Golf Improvements Building (IESS)	CVG- Exempt	40,000.00	11,150.00	51,150.00
	June 20 2019 : Cranberry Valley Golf Improvements Parking (IESS)	CVG- Exempt	25,000.00	3,950.00	28,950.00
	June 20 2019 : Saquatucket Marina Improvements Waterside (IE)	Gen. Fund- Exempt	10,050.00	2,160.75	12,210.75
	June 20 2019 : Saquatucket Marina Improvements Waterside (IESS)	Gen. Fund- Exempt	4,950.00	1,064.25	6,014.25
	June 20 2019 : Sewer Phase 2C Cold Brook Design (IE)	WW-Exempt	5,000.00	375.00	5,375.00
Subtotal			\$1,075,000.00	\$270,587.50	\$1,345,587.50
Total			\$2,815,709.23	\$921,875.52	\$3,737,584.75
	GF Betterment		20,700.00		
	General Fund Exempt		2,114,250.00		
	CVG Exempt		95,200.00		
	WW- Exempt		994,439.00		
	Water Enterprise		512,995.75		
Hilltop Securities Inc. Public Finance					

Jeff Handler presented to Select Board
and By-law/Charter Review Comm. 3/4/24 6:23P

I move that the following charter changes be included in the May 2024 annual Town Meeting Warrant:

Not Controversial

2-3-1 The annual election of town officers shall be called under clause 8-1-1 of chapter 8. The annual town meeting shall meet regularly in the first week of May to consider and adopt annual operating and capital budgets, and to act on financial and other matters. The meeting shall be continued on other days, until all articles in the warrant have been acted upon.

3-5-3 The select board chair shall have the authority to designate from time to time one or more of its members to sign warrants for the payment of town funds in the absence of the town administrator as referenced in clause 4-6-1. The town treasurer shall be notified by the chair of this designation.

4-3-2i Change (in second line) water department to water/wastewater department.

4-4-3 The town administrator shall appoint the harbormaster and any assistant harbormasters.

Town administrator has authority to do this under 4-4-1 and 4-4-2.

I move that the following By Law change be included in the May 2024 annual Town Meeting Warrant:

271-16 Votes of the Select Board and Finance Committee establishing recommendations regarding Town Meeting articles shall be printed in the warrant with each individual's recorded vote.

To correct the language from Article 55 of the May 2019 annual town meeting.

Needs a decision

We will need to create the appropriate verbiage if there is a positive motion and the motion carries.

I move that the following charter changes be included in the May 2024 annual meeting town warrant:

Chapter 3-7-1 include the language that the human resources position will report to both the select board and the town administrator.

Chapter 3-6-1 add to the list of appointments made by select board the position of human resources position

I move that the following charter changes be included in the May 2024 annual meeting town warrant:

Chapter 2-2-2 warrants will be mailed to all households [*currently in newspaper only*]

I move that the following charter changes be included in the May 2024 annual meeting town warrant:

Chapter 2-8-1 that all new positions, additions to staff, and changes from part-time to full time be included in the town meeting warrant as separate articles.

I move that the following general bylaw change be included in the May 2024 annual meeting town warrant:

Chapter 7-2 specify the reports/information to be included in the warrant and reported to town meeting

Proposed budget and anticipated receipts

Capital Plan

Sources and uses of funds

Statements of activity on all revolving funds, including balances for the prior fiscal year and at the close of the previous calendar year

I move that the following general bylaw change be included in the May 2024 annual meeting town warrant:

Chapter 271-3

During the legislative session of the Town Meeting, the floor shall be occupied solely by registered voters and it shall be the duty of the Moderator to clear the floor of all nonvoters. Nonvoters shall be allowed to address the Meeting at the discretion of the Moderator. The Moderator shall allow a nonresident department head to speak on any article the subject matter of which might affect that department or in response to questions from the floor.

Hold for future discussion and determination

Change the order of what determines the "law" order to be followed in the charter to general Laws. this Charter. and the Harwich by-laws.

Order needs to be vetted by town council, also whatever is answer needs to be done consistently within the town documents

Codify a spring town meeting (primarily financial articles) and a fall town meeting (primarily Non-financial articles)

wording concerning the requirement that the town administrator follow the charter language

Julie Kavanagh

Revised Policy

handed out & reviewed

3/4/2024 7:30P

TOWN OF HARWICH

GENERAL FEE WAIVER POLICY FOR NON-PROFIT ORGANIZATIONS

It shall be the general policy of the Town of Harwich to reduce or waive a license, permit or user fee if there exists a need that is clearly defined and documented by a non-profit organization, and such reduction or waiver is in the best interest of the Town.

ADD

NON PROFIT ORGANIZATIONS will NOT

Board of Selectmen

be charged a User Fee For use of Any TOWN owned Property.

It shall be the policy of the Board of Selectmen, as the Licensing Authority for the Town of Harwich, that any applicant seeking a fee reduction or waiver will follow all application procedures in applying for any license issued by the Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The licensing fee, as established by the License Fee Schedule, may be reduced or waived by the Board if, in the opinion of the Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

The Board's waiver or reduction of a licensing fee will be determined on a case-by-case basis by written request to the Board with a minimum of 2 weeks notice to the Town Administrator's Office.

All Other Departments, Commissions or Boards

Applicants seeking a fee reduction or waiver from any Department, Commission or Board of the Town of Harwich must follow all application procedures established by such Department, Commission or Board.

In order to qualify for non-profit status, non-profit applicants must provide a tax-exempt number.

The reduction or waiver of a license, permit, ^{OR} ~~or user~~ fee, as established by such Department, Commission or Board, may be granted if, in the opinion of the particular Department Head, Commission or Board, there is a need and it determines that the service the applicant offers to the Town, and a reduction or waiver of the associated fee, is in the best interest of the Town.

Remove

Such waiver or reduction of a fee will be determined on a case-by-case basis by written request to the particular Department, Commission or Board. The Planning Board, Board of Health, Conservation Commission, Recreation and Youth Commission, Waterways Commission, Library Trustees, Facilities Committee, and Board of Water Commissioners may act to reduce or waive fees under a specific policy adopted by these Boards and Commissions that is consistent with this general fee waiver policy. All other reductions or waivers of fees must be presented for consideration to the Board of Selectmen based on a recommendation by the Department Head.

It is further acknowledged by the Town of Harwich that there are certain licenses or permits which, while administered by the Town of Harwich, provide for some or the entire fee to go to the Commonwealth of Massachusetts and that, in such cases, the associated fees may not be waived. Furthermore, where fees for specific groups are dealt with by a General Law, a reduction or waiver of such fees may not be established which is inconsistent with such statute or statutory procedure.

Date Adopted: 8/9/10