

**SELECT BOARD MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:00 P.M.*

*Tuesday, March 19, 2024*

**Remote Participation Optional:**

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

<https://meet.goto.com/798732525>

**You can also dial in using your phone.**

Access Code: 798-732-525

United States: [+1 \(571\) 317-3122](tel:+15713173122)

*\*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. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC COMMENTS/ANNOUNCEMENTS**

IV. **CONSENT AGENDA**

- A. Approve the Select Board Meeting Minutes for February 26, 2024
- B. Approve the Select Board Meeting Minutes for March 4, 2024
- C. Approve the Select Board Meeting Minutes for March 11, 2024
- D. Designate Jennifer Harrington as the 2024 Inspector of Animals

V. **NEW BUSINESS**

- A. Approve a Special Permit application for one day entertainment for Cape Farm Supply, 1601 Factory Road, event to be held June 29, 2024, 3:00 p.m. to 11:00 p.m. at The Farm, 1590 Factory Road – Live/recorded music, amplification
- B. Fee waiver request from the Harwich Garden Club for a plant sale on May 25, 2024, at Doane Park
- C. Fee waiver request from National Art Honor Society for an Induction Ceremony on March 20, 2024, 6:00 p.m. to 8:00 p.m. at the Community Center gym
- D. Approve the committee recommendations from the Select Board Interview Committee
  - James R. Ferry – Bikeways Committee – Full Member- Term to expire 6/30/2026
  - Frank Wiacek, Jr. – Capital Outlay Committee (Select Board Appointment) – Full Member – Term to expire 6/30/2025
- E. Approve a request to relinquish Fish Shanty License Agreement, Eric Hesse
- F. Approve the Designer Selection Committee for the Great Sand Lakes Sewer Design
- G. Discussion and possible vote about one day event – River Herring Harvest Celebration

VI. **2024 ANNUAL TOWN MEETING**

- A. Cape Cod Regional Technical School District Fiscal Year 2025 Budget Presentation
- B. Discussion and possible vote on a debt exclusion article for Monomoy Regional Middle School
- C. Discussion and possible vote to accept, recommend and place the following Articles in the 2024 Annual Town Meeting Warrant:
  - Town Operating Budget
  - Monomoy Regional School District Budget
  - Cape Cod Regional Technical School District Budget
  - Water Department Budget
  - Wastewater Department Budget
  - Transfer from the Special Purpose Wastewater Stabilization Fund for Wastewater to the General Fund
  - Citizen Initiative Petitions
    - Tree Preservation Bylaw
    - Home Rule Petition: Pesticides
    - Authorize Special Act to Enable Harwich to Regulate the Application of Fertilizers
    - Affirm Support for a Public Access Swimming Pool and Facilities at the Harwich Community Center
    - Home Rule Petition: Attainable Housing
  - Adopt the Capital Plan
    - Capital Outlay Plan Items Funded from Free Cash
    - Capital Outlay Plan Items Funded from Other Sources
    - Capital Outlay Plan Items Funded from Raise & Appropriate
    - Capital Outlay Plan Items Funded from Water Retained Earnings
    - Capital Outlay Plan Items Funded from Wastewater Retained Earnings
  - Placeholder-article appropriating funds from sale of 276 Queen Anne Road
  - Correct Article 24 from the 2023 Annual Town Meeting
  - Community Preservation Committee
    - Affordable Housing Trust Funds
    - Beach Automated External Defibrillator (AED) Acquisition

- Cold Brook Trailhead and Public Access Project
- Harwich Police Soccer Club Street Soccer Pitch
- Appropriations and Housekeeping Expenses
- Lower Cape Housing Institute
- Monomoy Press Box Project
- North Woods and Water Supply Protection Project
- Old Bank Street Firehouse Housing
- Red River Valley Land & Water Protection Project
- Senior Memorial Softball Field Fencing
- South Harwich Gravestone Conservation
- Veterans Memorial Complex Electric Irrigation Replacement
- Reappropriate funds from Article 31 of the 2013 Annual Town Meeting
- Placeholder- Finance Director Article for prior article correction
- Amendment to General Bylaw Chapter 7
- Amendment to General Bylaw Chapter 271
- Amendments to Harwich Charter

D. Vote to recommend the following placed Articles in the 2024 Annual Town Meeting Warrant:

- Town Officers & Committees
- Reports of Officers & Committees
- Elected Officials' Salaries
- Lease Purchase Agreements
- Defray Library Expenses
- Promote the Town of Harwich
- Herring Fisheries

E. Discussion on any other Fiscal Year 2025 Budget Items or warrant articles

- Articles that have been placed and recommended:
  - Cape Cod Community Media Center
  - Revolving Fund authorizations
  - Transfer 172 Queen Anne Rd
  - Transfer 178 Queen Anne Rd
  - Transfer 246 Queen Anne Rd
  - Supplement Cultural Council

VII. **OLD BUSINESS**

A. Discussion and possible vote on potential municipal tax bill inserts per to Massachusetts General Law Chapter 60, section 3(a)

VIII. **TOWN ADMINISTRATOR'S REPORT**

IX. **SELECT BOARD'S MEMBER REPORT**

X. **CORRESPONDENCE**

XI. **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 14, 2024

# **CONSENT AGENDA**

**MINUTES**  
**SELECT BOARD MEETING**  
**DONN B. GRIFFIN ROOM, TOWN HALL**  
**732 MAIN STREET, HARWICH MA**  
**EXECUTIVE SESSION 5:45 PM,**  
**REGULAR MEETING 6:00PM**  
**MONDAY, FEBRUARY 26, 2024**

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

**ALSO PARTICIPATING:** Joseph Powers, Town Administrator

**I. CALL TO ORDER**

Ms. Kavanagh called the meeting of the Harwich Select Board back to order on Monday, February 26, 2024 at 6:00PM.

**II. EXECUTIVE SESSION**

A. Pursuant to MGL c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town; 62 Route 28, West Harwich

Ms. Kavanagh stated that the Board met to consider (A.) They have referred on to counsel to work with the interested party.

Ms. Kavanagh read the Open Meeting Law Notice.

**III. PLEDGE OF ALLEGIANCE**

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

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

Ashley Symington, Director of Youth and Family Services gave information on upcoming Family Workshops and what they will be covering. Details are on the Town's website.

Carolyn Carey, Community Center Director listed all March events. Details are on the Town's website.

Mr. Powers noted that he, Dan Pelletier, Water/Wastewater Superintendent and representatives from GHD have been working together. They have rescheduled the Community Forum on Phase 3 Wastewater to Thursday, March 7, 2024 at 7:00PM at the Community Center.

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## **V. PRESENTATION**

A. Discussion with the Massachusetts Municipal Association Form of Government representative

Charlie Cristello, Representative of the Massachusetts Municipal Association Form of Government (MMFG) participated remotely. Mr. Cristello gave a brief summary of his experience and history of this Government Association. He noted the positive aspects of the Town of Harwich's Charter as well as other practices of the Town. He commented that his Association works with towns on many issues or items and Harwich has already done most of the items he listed. He asked how could help the Select Board.

Ms. Kavanagh responded and asked Mr. Cristello to review the points on the Charter that she had brought to his attention.

Mr. Cristello commented on the points in the report. He noted those that he thought were beneficial and expressed concern and/or made suggestions on others.

Select Board members asked questions which Mr. Cristello answered.

## **VI. CONSENT AGENDA**

A. Vote to approve the Assistant Town Administrator's recommendation to grant permission by VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC d/b/a EVERSOURCE ENERGY to place a new jointly owned pole-42/30.5-at the northeasterly side of Main Street Extension, Harwich, MA

Mr. Handler moved to approve the Assistant Town Administrator's recommendation as presented, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

B. Accept the resignation of Donna Richardson, Harwich Accessibility Rights Committee, effective February 27, 2024

C. Accept the resignation of Charleen Pilon, Bikeways Committee, effective immediately

Mr. Handler moved to accept the resignations of Donna Richardson and Charleen Pilon as presented, seconded by Mr. MacAskill.

Mr. Handler commented that the volunteers and committee members are valued and important. He encouraged any who do not feel that they are valued, to approach their Select Board Liaison to initiate a conversation.

Ms. Kavanagh followed up on the resignation of Charlene Pilon. She had spoken with Fran Salewski, Bikeways Committee Member who expressed their frustrations. Ms. Kavanagh explained the Board's limitations on their issue.

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Board members discussed next steps with the Accessibility Rights Committee (ARC), will it be repopulated or not.

Mr. MacAskill also commented that it is the ARC's responsibility to review their Charter.

Mr. Howell noted that the reasons the ARC was formed have been dealt with/accomplished and they would have to have different goals to continue.

Ms. Kavanagh suggested that this subject should be on an agenda for further discussion.

Vote 4:0 in favor. Motion carried.

D. Approve Select Board Meeting Minutes for February 20, 2024

Mr. Handler moved to approve the Select Board Meeting Minutes for February 20, 2024, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

## **VII. NEW BUSINESS**

A. Updates on Special Town Election and Discussion on Polling Hours

Emily Mitchell, Town Clerk was present. She gave updates on the Special Town Election which is scheduled for April 9, 2024. She is before the Select Board to discuss Election Day polling hours and reviewed the polling hour parameters.

Mr. MacAskill moved to approve polling hours from noon to 6:00PM, seconded by Mr. Howell.

Vote 4:0 in favor Motion carried.

B. Monomoy Regional School District to present their Fiscal Year 2025 budget; Votes may be taken

Scott Carpenter, Monomoy School Superintendent and Michael McMillan, Monomoy Business Manager were present. Mr. Carpenter gave an overview of this year's challenges and budget issues.

Mr. McMillan also stated the financial challenges, noting specifics. He gave a slide show presentation showing inflation and budget increases. Mr. McMillan went into detail explaining what is driving the increases.

Board members asked questions on specific items which Mr. McMillan and Mr. Carpenter answered in detail. Discussion also included the positives for two curriculum directors that had been discussed last year.

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Mrs Carpenter noted that there will be a presentation before the Board to give them the pertinent data.

The presentation continued with expected reductions in costs. Mr. McMillan highlighted the proactive things that they are doing to improve services for the students. He went on to explain other increases in the budget and had graphs showing the fluctuation of numbers in students through the grade levels and over years.

Mr. MacAskill asked about enrollment and if there has been any strategic planning for enrollment increases with the proposed building projects.

Mr. Carpenter responded that the developer has reached out to him several times to discuss the possible increase in students. He gave an overview of projected numbers and also noted that they have not seen any impacts with an increase in the migrant population.

Mr. McMillan continued with graphs showing expenditures, giving details. He continued with state and other revenue figures. He also noted that there could be further iterations before the budget is finalized. Mr. McMillan reviewed budget numbers over the last few years to the present noting the fluctuations in both towns.

Board members had no additional questions and thanked Mr. Carpenter and Mr. McMillan for the presentation.

Mr. McMillan expects to have the final numbers by March 14th.

Mark Kelleher was present remotely and asked questions regarding the feasibility study which Mr. McMillan answered.

C. Vote to approve the Fiscal Year 2025 budget with recommendation to Finance Committee

Mr. Handler moved to approve a Draft Budget Fiscal Year 2025 budget with recommendation to Finance Committee, and send it to the Finance Committee, seconded by Mr. Howell.

Mr. Powers noted Charter requirements regarding the Select Board and the Budget.

Board members discussed considering the FY25 Budget a draft to comply with the Charter.

Mr. MacAskill requested answers to specific questions and will be requesting MUNIS reports from the Finance Director. He asked when the Board of Assessors will vote the Overlay Surplus. That vote will have an effect on the Budget.

Kathleen Barrette, Finance Director was present. She answered questions from Board members regarding specific numbers in the Budget.

Noreen Donoghue was present and had questions regarding specific numbers in the Budget which Ms. Barrette answered.

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Linda Cebula was present and asked if there would be more information in a future packet that would include a breakdown of the \$16,307,350.

Mr. MacAskill suggested a way to reduce the Harbormaster's Budget request.

Ms. Barrette responded, yes. She also noted what was included in the Inter-fund Transfers and responded to Mr. MacAskill's suggestion with how that could be accomplished.

Mr. Handler asked a question regarding the restaurant at the golf course, Specifically, he wanted to know who owned the equipment located there under the lease; the operator or the Town. Mr. Powers said a little of both. Information is expected to be forthcoming.

Vote 4:0 in favor Motion carried.

D. Approve the following Special Permits, pending Health Department Approval:

1. Sharon Holley d/b/a Sedona Summers – One day entertainment and wines and malt permit – March 8, 2024 & March 29, 2024, 204 Sisson Road, 4:00 p.m. to 7:00 p.m., live music
2. Abigail Dudley – One day entertainment and wines and malt permit – March 9, 2024, 204 Sisson Road, 6:00 p.m. to 9:00 p.m., trivia

Mr. Handler moved to approve the Special Permits as presented pending Health Department approval, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Mr. Powers noted that the packet included a Draft Agenda for the joint meeting with the Finance Committee and asked for questions or suggestions.

Mr. MacAskill suggested rescheduling the Town Clerk to a different day based on her Election Day responsibilities.

Ms. Mitchell commented that another date would be helpful.

Mr. Powers made a note to bring that back at a future meeting.

## **VIII. OLD BUSINESS**

A. Approve the Personnel By-law Management Compensation table

Mr. Howell suggested that a bigger discussion is needed Particularly that the proposed addition to the compensation table was coming too close to the publication of the warrant for meaningful discussion and it created a gap in the Assistant Town Administrator pay of approximately \$10,000 over the positions of the DPW Director and the Water/Wastewater Superintendent. He noted that the span of control over personnel for both of those latter positions was far greater than in the former. and gave his reasons.

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Mr. MacAskill and Mr. Handler agreed. After discussion, Ms. Kavanagh noted that this will be on a future agenda. No action taken.

Mr. MacAskill asked Mr. Powers if this can be discussed in Executive Session as it relates to an employee. He also noted that there is room in the current table to elevate said employee.

Mr. Powers responded by giving the different options in place for the Select Board, including Executive Session for certain discussions.

Ms. Kavanagh stressed that the Board has to decide what type of action they are taking with the grade.

Mr. MacAskill noted that his request was a recommendation of Administration to change the Compensation Table. He will email his request for additional information to Ms. Kavanagh.

#### B. Discussion on articles for the 2024 Annual Town Meeting

Noreen Donoghue referred to a previous memo from the Town Administrator, which included a job description. She expressed her opinion about the specific wording.

Mr. Powers responded to the information in the packet regarding the articles. He also referred back to a memo dated February 9, 2024.

Mr. Howell referred to the article that speaks to million dollar houses and suggested that much more public input is needed before this item goes to Town Meeting. Other Board members agreed.

Ms. Kavanagh noted that that Article will be taken off the list.

Mr. Powers explained that WIIF (Water Infrastructure Investment Fund) is a funding mechanism and explained what actions are required through Town Meeting.

Ms. Barrette explained WIIF in detail, what it is, when and how it could be implemented and that certain wording must be used and adjustments must be made through an Article to divert funds into WIIF.

Mr. Powers explained further the process which would create a Special Town WIIF. He also noted the use purposes of those Funds. Counsel has a draft already prepared. Mr. Powers commented that it is suitable for an Annual Town Meeting in May.

The Board discussed when this should be brought to an Annual Town Meeting and time needed to ensure that the public has all the information.

Mr. MacAskill questioned if the funding source has to be decided at the same time the WIIF is created.

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Mr. Powers responded that he will speak with counsel for clarification on the four elements needed to create the WIIF.

Ms. Kavanagh summarized that this is an Article that requires further discussion.

Mr. MacAskill noted that they had previously discussed combining CPC Articles (17-31) into one.

Mr. Powers commented that since that conversation, the CPC Chair and Recording Secretary confirmed that the Committee does not desire combination.

Conversation continued regarding the Petition Articles. Mr. Powers noted that the Petitions are not yet numbered. He asked that when the Board accepts the Warrant, they give direction on how they would like it to be laid out. At that point, it can be numbered. He also asked if the Board wants to pursue the second list of other potential Warrant Articles.

The Board discussed the other Articles including the Harwich Port parking initiative and EV charging stations. This Article was tabled until they have more information.

Mr. MacAskill suggested that the Articles to repurpose 2023 Town Meeting Article 31 be in the Warrant. He also noted Articles that he would like on the Warrant. One is the Sewer Assistance Program. Another is to do something with the 1.5 million that they received from the sale of the lot on Queen Anne Road. He suggested that the money be put into a fund to research and purchase additional parcels of land and not spent on Capital items. In addition, Mr. MacAskill noted that Real Estate and Open Space voted to support the sale of three lots on Queen Anne Road. He would like an Article for permission to sell those lots rather than keep them for Open Space.

Mr. Powers confirmed that those are three separate new Articles.

Ms. Barrette commented that she is still researching but believes the money from the sale of the lot on Queen Anne Road can only be used for something that the Town would borrow on for 5 or more years.

Mr. Powers will follow up with Town Counsel on the 1.5 million.

Mr. Handler commented on the By-Law Charter Review Changes that have been presented to the Board. He is hoping to have more dialogue on those changes and suggested that Article may be better suited for the fall versus the Annual Town Meeting.

Dan Pelletier, Water/Wastewater Superintendent suggested a contingency Article for Phase 3 and gave his reasoning for that suggestion.

Linda Cebula, Chair of the Charter Review Committee confirmed that the Select Board would like her Committee to attend the Select Board Meeting on Monday evening for a Joint Meeting.

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Mr. Powers noted that the remaining Articles are stand alone appropriating Articles.

Mr. Howell suggested that the Articles be early in the Agenda to ensure having as many people involved in the conversation as possible. Board discussion followed with opinions and suggestions.

#### C. Discussion on pickleball fees; Votes may be taken

Mr. MacAskill commented that this conversation is, in his opinion, the Pickle Ball rates are only as they pertain to 204 Sisson Road. He suggested that 2/3rds of the fees go to 204 Sisson and 1/3 to Recreation.

Mr. MacAskill moved that the Board take a larger percentage of the pickle ball fees and not change the rates for the public, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

### **IX. TOWN ADMINISTRATOR'S REPORT**

Mr. Powers announced a contract for tree trimming services with McKenzie Tree Service.

### **X. SELECT BOARD'S MEMBER REPORT**

Mr. Handler congratulated the Boys Varsity Basketball Team and the Girls Ice Hockey Team for qualifying for the State tournaments. He also congratulated the Cheer Team for advancing to the South Regional Competition.

Mr. MacAskill requested to have the Herring Fisheries put back on the agenda as soon as possible to discuss reconsideration for a one day celebration at the Herring Run in North Harwich.

Ms. Kavanagh congratulated the Sheriff's Department on their Program Graduation Ceremony.

### **XI. CORRESPONDENCE**

### **XII. ADJOURNMENT**

Mr. Handler moved to adjourn, seconded by Mr. Howell.

Vote 4:0 in favor by roll call vote. Motion carried.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

February 26, 2024

**MINUTES  
SELECT BOARD MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET, HARWICH, MA  
EXECUTIVE SESSION 5:30PM  
REGULAR MEETING 6:00PM  
MONDAY, MARCH 4, 2024**

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

**ALSO PARTICIPATING:** Joseph Powers, Town Administrator

**I. CALL TO ORDER**

Ms. Kavanagh called the meeting of the Select Board back to order at 6:00PM noting that they had been in Executive Session.

**II. PLEDGE OF ALLEGIANCE**

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

Ms. Kavanagh read the Open Meeting Law Notice.

**III. EXECUTIVE SESSION**

- A. Pursuant to MGL c. 30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the Town; 62 Route 28, West Harwich
- B. Pursuant to MGL c. 30A §21(a)(7) to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, the Open Meeting Law, MGL c. 30A §§ 22(f), (g) to review, approve and or discuss the possible release of executive session meeting minutes dated February 1, 2024; February 5, 2024; February 20, 2024; February 26, 2024

Ms. Kavanagh reported that while in Executive Session, the Select Board did not take any specific action on Item A. On Item B. they moved to accept those Minutes.

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

Cindy Williams, Executive Director of the Harwich Chamber of Commerce was present. She noted that the Chamber will be celebrating its 65th anniversary on Wednesday, March 13th and she gave the details of the event. Also noted was that the Toast is April 20th at Wequussett and

March 4, 2024

she shared those details. Ms. Williams described a new marketing initiative called Harwich is a Wonderland. She gave details of the event scheduled from May 10th-12th. All information is on the website.

Julie Witas, Director of the Council on Aging was present and invited the Select Board, the Town Administrator and the community to two trainings. She explained the details of the Dementia Friends training, where and when and also what they hope to accomplish now and in the future. She also announced that the group, Friends of the Council on Aging has agreed to fund a comprehensive needs assessment for the Harwich older adult population. She noted their plans to work with Mass Boston Institute of Gerontology for the needs assessment, starting in September of 2024. Ms. Witas explained what is involved in the doing the needs assessment.

Kara Mcwhinney, director of Cultural Affairs participated remotely and gave a March update noting that they launched their first digital newsletter. She explained programming and classes that they offer weekly. Ms. Mcwhinney also noted events happening in March. All information can be found in the newsletter. Ms. Mcwhinney gave Cultural District updates, noting projects and programming taking place in March, April and May. All details will be announced in the April Newsletter. She also noted Monday night concerts at Brooks Park through July and August.

Mr. Powers noted that the Community Forum on the Phase 3 Construction is this Thursday, March 7th at 7:00 in the Community Center and not is open to the entire community.

Mr. Handler noted that Office Hours are scheduled for Wednesday, March 13th from 5:30PM-7:00PM at the Community Center in Room 3.

Ms. Kavanagh announced that the Select Board will be meeting on Tuesday, March 19th and not Monday that week.

## **V. CONSENT AGENDA**

A. Approve the Select Board Meeting Minutes for February 26, 2024

Ms. Kavanagh noted that this will be held until next week.

## **VI. PUBLIC HEARING**

A. Public Hearing - Approve the transfer of the M.G.L. Chapter 138, Section 12, Annual All Alcohol liquor license held by Morningstar Restaurant, Inc. d/b/a Villa Roma, Manager Douglass Morrissey, 278 Route 28, to Milano Hospitality Group, Inc. d/b/a Milano's Italian Kitchen, Manager Francis Wiacek, Jr.

Mr. Handler read the Public Hearing Notice to Approve the transfer of the M.G.L. 138, Section 12, Annual All Alcohol liquor license now held by Morningstar Restaurant, Inc. d/b/a Villa Roma at 278 Route 28 Harwich, MA 02646, Douglas Morrissey Manager to Milano Hospitality Group, LLC d/b/a Milano's Italian Kitchen 278 Route 28, Harwich, MA, Francis Wiacek, Jr. Manager

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on the following described premises located at 278 Route 28, Harwich, MA. Building consists of three rooms for food and beverage service internally as well as an outdoor patio for seasonal service, patio seating in lieu of indoor seating, total capacity not to exceed 51 seats. Liquor will be stored in a locked office on the second floor. The Select Board will hold a Public Hearing on this application, Monday, March 4, 2024 no earlier than 6:00PM in the Griffin Room at Town Hall, Harwich Town Hall at 732 Main Street, Harwich, MA 02645. Remote participation is also available. Please see the posted Agenda for dial in information.

Mr. Howell moved to open the Public Hearing , seconded by Mr. MacAskill.

Manager Francis (Frank) Wiacek, Jr. was present.

Board members did not have questions.

Mr. Howell noted that the Police Department’s report had no objections to the transfer of the license.

Ms. Kavanagh asked for public comments.

Cindy Williams welcomed them.

Mr. Howell moved to close the Public Hearing, seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

Mr. MacAskill moved to approve the transfer of the M.G.L. Chapter 138, Section 12, Annual All Alcohol liquor license held by Morningstar Restaurant, Inc. d/b/a Villa Roma, Manager Douglass Morrissey, 278 Route 28, to Milano Hospitality Group, Inc. d/b/a Milano’s Italian Kitchen, Manager Francis Wiacek, Jr., seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Mr. MacAskill thanked Mr. Morrissey for his many years in Harwich.

B. Public Hearing – Being Continued to March 11, 2024, to 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 February 12, 2024

Ms. Kavanagh noted that B. Public Haring is being continued to March 11. 2024.

## **VII. JOINT MEETING WITH THE SELECT BOARD & BY-LAW CHARTER REVIEW COMMITTEE**

March 4, 2024

A. Discussion on recommendations made by By-law/Charter Review Committee for and/or by law articles to be included in the warrant for May 2024 Annual Town Meeting

Linda Cebula, Chair called the meeting of the By-Law/Charter Review Committee to order at 6:23PM. Committee members present were Anita Doucette and Sandy Hall.

Ms. Kavanagh noted that the Board has the Review Committee's report.

Mr. Handler thanked the Committee members for their work. He distributed to all Board and Committee members, copies of a document intended to make it easier for all to follow along.

Ms. Kavanagh noted the difference between the current and the proposed wording in 353..

Ms. Cebula explained the reasons for the differences in the wording.

Mr. Handler moved that the following Charter changes be included in the May 2024 Annual Town Meeting Warrant: 231-The Annual Election of Town Officers shall be called under Clause 811 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 as well as 353, The Select Board Chair shall have the authority to designate from time to time one or more of its members to sign Warrant for the payment of Town Funds in the absence of the Town Administrator. As referenced in Clause 461 the Town Treasurer shall be notified of this designation. 432-I Change would be in the second line, Water Department to Water/Wastewater Department. 443 The removal of - The Town Administrator shall appoint the Harbormaster and any Assistant Harbormasters. Reason, the Town Administrator has the authority to do this under 441 and 442. Seconded by Mr Howell.

Ms. Cebula commented on 443 that they should remove that line and gave her reasons.

Vote 4:0 in favor. Motion carried.

Mr. Handler moved 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 individuals recorded vote. Seconded by Mr. Howell.

Ms. Cebula noted that at the 2019 Annual Town Meeting, Article 55 passed adding that the Select Board's votes included individual's names. This is to clean up the Charter By-Law language which had not yet been done.

Vote 4:0 in favor. Motion carried.

March 4, 2024

Mr. Handler moved that the following Charter changes be included in the May 2024 Annual Town Meeting Warrant: Chapter 3-7-1 Include the language that the Human Resource position will report to both the Select Board and the Town Administrator. In Chapter 3-6-1 Add to the list of appointments made by the Select Board, the position of Human Resources. Seconded by Mr. Howell.

Discussion followed regarding possibly waiting until the Fall Town Meeting to make this change.

Vote 4:0 in favor. Motion carried.

Mr. Handler moved that the following Charter changes be included in the May 2024 Annual Town Meeting Warrant: Chapter 2-2-2 Warrants will be mailed to all households. Seconded by Mr. Howell.

Discussion followed with Board members giving their opinions.

Vote 0:4 against.

Mr. Handler moved that the following Charter change be included in the May 2024 Annual Town Meeting Warrant: Chapter 2-8-1 That all new additions to staff and changes from part-time to full-time be included in the Town Meeting Warrant as separate Articles. Seconded by Mr. Howell.

Discussion followed with Board members giving their opinions.

Vote 0:4 against.

Mr. Handler moved that the following General By-Law change be included in the May 2024 Annual Town Meeting Warrant: Chapter 7-2 Specify the reports/information to be included in the Warrant and reported to Town Meeting - Proposed Budget, Anticipated Receipts, Capital Plan, Sources and Uses, Uses of Funds, Statement of Activity on all Revolving Funds including balances for prior fiscal year and at the close of the previous calendar year. Seconded by Mr. Howell.

Mr. MacAskill asked what information is not currently included in the Warrant.

Mr. Powers replied that the Capital Plan is in the Warrant but he does not believe that the others are included in the Warrant.

Ms. Cebula noted that the Budget is in but receipts are not. There is receipt information in various places but they are looking for a one page document that says what the Budget total is

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and also lists all the information of where all the receipts are coming from. She commented that this is effectively the Sources and Uses Report.

Discussion followed with Board members giving their opinions and Ms. Cebula explaining why they are in favor of the wording.

Mr. MacAskill stated for the record that nowhere did he say that they should hide this information from the public. Nowhere did he say that it shouldn't be readily available to everybody that wants to see it. He stressed that there is no lack of transparency.

Discussion continued on what information is in the Warrant and what could/should be added in a format that is easily understood.

Mr. MacAskill commented that having a one page document plus having another one page document with receipting information is something that they should bring forward as a Board, to make a request and get as much of that information into the Warrant.

Discussion continued on the Revolving Funds and previous conversations on the same subject. It was emphasized that the information is being requested because it will help the public to better understand the Revolving Fund.

Ms. Kavanagh suggested looking into what other towns are providing as references and comparisons.

Vote 0:4 against

Mr. Handler moved that the following General By-Law change be included in the May 2024 Annual Town Meeting Warrant: Chapter 271-3 During Legislative Session of Town Meeting, the floor shall be occupied solely by registered voters, it is the duty of the Moderator to clear the floor of all non-voters. Non-voters shall be allowed to address the meeting at the discretion of the Moderator provided that the Moderator shall allow Non-resident Department Heads to speak on any Article, the subject matter of which might affect that Department or in response to a question from the floor. Seconded by Mr. Howell.

Discussion followed regarding the wording in the proposed changes with Board and Committee members giving their opinions. The decision was made to change "The Moderator may allow" to "the Moderator shall allow".

Mr. Howell withdrew his second, Mr. Handler withdrew his motion.

Mr. Handler moved that the following General By-Law change be included in the May 2024 Annual Town Meeting Warrant: Chapter 271-3 During Legislative Session of Town Meeting, the floor shall be occupied solely by registered voter and it shall be the duty of the Moderator to

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clear the floor of all non-voters. Non-voters shall not address the meeting without majority consent thereof, provided however that the Moderator shall allow a Non-resident Department Head to speak on any Article, the subject matter of which might affect that Department or in response to a question from the floor. The Select Board will send this motion to the Moderator, if carried, for review and approval. Seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Ms. Cebula noted that there are places in the Charter that still refer to the Select Board as Selectmen. She requested that the 5 places she noted be corrected to Select Board and also noted that the By-Laws have not been changed to reflect "Select Board". The Article that had the Charter change did not include a By-Law change.

Mr. Powers noted that those changes will be discussed under New Business, Item E.

Mr. Handler asked Mr. Powers about Citizens Petitions that are expected to be going to the By-Law/Charter Committee.

Mr. Powers responded that there is at least one that makes reference to governance. He is working with Counsel on Articles to be placed, to ensure that Petitioners are comfortable with the language. He will send the Petitions at the Board's request as they are now, to the Committee with the understanding that the wording could change.

Ms. Doucette moved to adjourn the meeting of the By-Law/Charter Review Committee, seconded by Ms. Hall.

Meeting adjourned at 7:29PM.

## **VIII. NEW BUSINESS**

A. Approve the appointment of Andrea Akridge as the Interim Treasurer/Collector per M.G.L. Chapter 41, Section 40

Mr. Handler moved to approve the appointment of Andrea Akridge as a Temporary Treasurer/Collector per M.G.L. Chapter 41, Section 40, effective immediately. Seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

B. Vote to accept and place the following Articles in the 2024 Annual Town Meeting Warrant:

- \*Town Officers & Committees
- \* Reports of Officers & Committees
- \* Elected Officials Salaries
- \* Lease Purchase Agreements

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- \* Defray Library Expenses
- \* Promote the Town of Harwich
- \* Herring Fisheries
- \* Water Infrastructure Investment Fund (WIIF)

Mr. Handler moved to accept and place the following Articles in the 2024 Annual Town Meeting Warrant:

- \*Town Officers & Committees
- \* Reports of Officers & Committees
- \* Elected Officials Salaries
- \* Lease Purchase Agreements
- \* Defray Library Expenses
- \* Promote the Town of Harwich
- \* Herring Fisheries

Seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

Mr. Handler moved to accept and place the following Article in the 2024 Annual Town Meeting Warrant: Water Infrastructure Investment Fund (WIIF) Seconded by Mr. MacAskill for discussion.

Mr. Howell commented on this Article, preferring that it not be included, they have not yet identified its Funding Source.

Mr. Powers referred to a memo in the packet He had requested that the Board not have a discussion on the WIIF.

Mr. MacAskill removed his second.

Mr. Handler removed his motion.

Mr. Powers explained next steps for this Article noting the he would like to get it back to the Board as soon as possible.

#### C. Update on the 2024 Annual Town Meeting Articles for Queen Anne Road parcels

Mr. Powers gave the update noting that there are several steps taking place in anticipation of the Articles. He also noted that staff is reaching out to various Boards and Committees regarding the properties. He anticipates that the Board will be declaring them surplus at the March 25th meeting but they will have the Articles next week.

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#### D. Discussion on Community Preservation Committee Articles for 2024 Annual Town Meeting Articles

Mr. Powers noted that he has been working with the Committee Preservation Committee (CPC). They will be making language corrections and this will be before the Board next week.

#### E. Discussion on need for Charter Article

Mr. Powers referred to the Memorandum in the packet that includes the specifics. He mentioned the 5 specific sections in the Charter, noting that they have to be corrected by Town Meeting action by voters, presumably in May of 2025.

By consensus, the Board agreed that Mr. Powers will direct the creation of those corrections.

#### F. Approve a revised Use of Facility Form as recommended by the Director of Recreation

Mr. Powers noted the Use of Facility Form which has been updated to reflect non-profit use only. The second document (the back page of the Form) under Use of Ball Fields and Parks, #2 has language regarding for-profit that Mr. Powers recommended be removed. Also in the packet are specific Existing Select Board Policies which Mr. Powers included, noting that they have wording regarding "Profit".

Ms. Kavanagh noted that the Revised General Fee Waiver Policy states that non-profits don't have to pay a user fee for a license or permit. She noted the two revisions in the Policy. Ms. Kavanagh stated that it is relevant to the revised form submitted by Mr. Beebe. He omitted language regarding waivers for non-profits as it is covered in the Revised Policy.

Carolyn Carey, Community Center Director was present and noted that the Community Center does charge every group and organization including non-profit groups and organizations utilizing the building, with the exception of Town groups and organizations.

Discussion continued regarding the impacts of waiving the fees.

Mr. Howell noted what the Cultural Center does to waive fees. He also noted that the Policy does not mention a school department. In addition, he commented that it was never the intention for anyone to view this as ownership and gave the history.

Ms. Kavanagh noted the three documents that have to be revisited and revised.

Mr. MacAskill commented on the need for a larger discussion, noting the cost of the waivers to the town. He noted that the system that is presently in place regarding fee waivers, works.

Mr. Powers noted that everything the Board has talked about regarding fees, ties back to Departments and Programs. He explained the procedure for Profits which would involve a license agreement.

After discussion, the Board agreed that revisions have to be made and the policy clarified.

Mr. Powers recommended that the Board adopt the Use of Facility Form and related rules as presented.

Mr. Handler moved to accept the Town of Harwich Recreation Department's Use of Facility Form as presented in the packet. Seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

G. Review draft fee waiver policy for the Recreation Department and use of property by for-profit agencies

This item previously discussed.

H. Approve a 2024 Annual Class IV Auto Repair license renewal for A & G Accident Repair, Inc. d/b/a Cranberry Collision, 161 Queen Anne Road

Mr. Handler moved to approve a 2024 Annual Class IV Auto Repair license renewal for A & G Accident Repair, Inc. d/b/a Cranberry Collision, 161 Queen Anne Road. Seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

I. Approve a Special Permit Application for one day entertainment and one day wines & malt permit – Sativa, 517 Route 28, Event to be held at 517 Route 28 outside in parking lot, May 25, 2024, 11:00 a.m. to 5:00 p.m., Live/recorded music with amplification

Mr. Handler moved to approve a Special Permit Application for one day entertainment and one day wines & malt permit – Sativa, 517 Route 28, Event to be held at 517 Route 28 outside in parking lot, May 25, 2024, 11:00 a.m. to 5:00 p.m., Live/recorded music with amplification. Seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

J. Approve the Harwich Affordable Housing Trust- Community Preservation Act Grant Agreement

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Mr. Handler moved to approve the Harwich Affordable Housing Trust- Community Preservation Act Grant Agreement. Seconded by Mr MacAskill.

Mr. MacAskill commented that this should not be for the Select Board to sign.

Mr. Powers explained that this is a Community Preservation Grant to the Affordable Housing Trust. CPC insists that the Town (Select Board) signs the Grant and then the Trust signs the Grant.

Mr. Howell commented that it is not supported by law.

Ms. Kavanagh commented that this had been discussed at a Harwich Affordable Housing Trust Meeting. Dave Nickerson, CPC Chair had indicated that this needed to be signed in order to transfer the money.

Mr. Powers commented that the document before the Board, with signature spaces for the Select Board has already been signed by the Chair of the Harwich Affordable Housing Trust (HAHT) and that he signed it as Administrator. CPC is claiming that for the Trust to get their money, the Town and the Trust have to sign the document. He read from the opening paragraph. He recommended signatures but commented that he disagrees for a different reason, which he explained. He emphasized the the Board is signing for the funds to be released to the HAHT.

Discussion followed regarding the agreement.

Mr. Howell noted that the HAHT money is never in possession of the Board. Only the HAHT trustees can disperse those funds.

Mr. MacAskill commented that he disagrees with the language in the Grant Agreement and gave his reasons.

Mr. Powers explained that these Grant Agreements are when the Town, acting through the Select Board grants funds to non-Town agencies. The HAHT is a political subset of the political subdivision known as the Town of Harwich.

Mr. Kavanagh requested an opinion on whether or not the Board is required to sign this agreement.

At the request of the Board, Mr. Powers will work on this matter further.

Mr. MacAskill removed his second.

Mr. Handler removed his motion.

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## **IX. CONTRACTS**

A. Vote to approve a contract with Woodard & Curran, Inc. in the amount of \$93,500.00 for MS4 Stormwater Year 6 Permit Compliance.

Mr. Powers explained this contract.

Mr. MacAskill moved to approve a contract with Woodard & Curran, Inc. in the amount of \$93,500.00 for MS4 Stormwater Year 6 Permit Compliance. Seconded by Mr. Handler.

Vote 4:0 in favor. Motion carried.

## **X. TOWN ADMINISTRATOR'S REPORT**

Mr. Powers reported that there is an exempt contract because they are relying on Eric Kinsherf, CPA, LLC to continue to provide training for staff in the Treasurer/Collector's Office. The total for the contract is \$48,000 and covers March 1st through June 30, 2024.

Also the Town's first Assistant Wastewater Superintendent has been hired. He gave a brief background of Jonathan Long and noted that he is expected to start on March 28th.

Mr. Powers executed a 30B contract with Marquis Architecture, LLC to help the Historical Commission. The contract is for \$33,800 which is under budget.

## **XI. SELECT BOARD'S MEMBER REPORT**

Mr. Handler wished the Girls Ice Hockey team good and the Boys Basketball team at Monomoy High good luck for moving forward into the next rounds.

## **XII. CORRESPONDENCE**

None

## **XIII. ADJOURNMENT**

Mr. Howell moved to adjourn, seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

Meeting adjourned.

Respectfully submitted,  
Judi Moldstad  
Board Secretary

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**MINUTES  
SELECT BOARD MEETING  
DONN B.GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET, HARWICH, MA  
EXECUTIVE SESSION - 5:00 PM  
REGULAR MEETING - 6:00 PM  
MONDAY, MARCH 11, 2024**

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

**ALSO PARTICIPATING:** Joseph Powers, Town Administrator

**I. CALL TO ORDER:**

Ms. Kavanagh called the meeting of the Harwich Select Board to order on Monday, March 11, 2024 at 5:00PM noting that they would be entering into Executive Session and returning no earlier than 6:00PM.

**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

Ms. Kavanagh reported that, in Executive Session, the Select Board instructed the Town Administrator to take action on that item. She then read the Open Meeting Law Notice.

**III. PLEDGE OF ALLEGIANCE**

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

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

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

Ms. Kavanagh announced that the next Select Board meeting will be held on Tuesday, March 19, 2024.

Cindy Williams, Executive Director of the Harwich Chamber of Commerce was present. She reminded everyone about the upcoming 60th Anniversary Party, and she shared details.

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Lynn Budell, Clerk of the Harwich Accessibility Rights Committee (HARC) was present. She spoke to the issue of people resigning from town committees and noted comments made in previous Select Board meetings regarding Committee Charges. She expressed her issues with statements and expressed her concerns. She emphasized that there is still much for the HARC to do now and for the future.

Valerie Valle of Cape Light Compact was present and offered an update. She noted new programming that they are offering for moderate and low income households. All the information is on the website.

Ashley Symmington, Director of Youth and Family Services was present and gave updates on upcoming events, programs and registration information. All information is on the website.

Emily Mitchell, Town Clerk was present and gave a report on last week's Primary Presidential Election. She thanked all the volunteers, everyone who worked on the Election and the voters.

Carolyn Carey, Community Center Director was present and shared information on April events and programs.

Frank Boil of Harwich was present and commented on the Waterways Commission regarding the mooring fields. He expressed support for "Chip" who has been working the mooring fields for years and his concerns about the process and vote that took place. Mr. Boil acknowledged that "Chip's" application was late but expressed why he felt it should be reconsidered. He requested that the Select Board be involved.

Ms. Kavanagh commented that this issue will be discussed under the town Administrator's Report due to the number of emails they have received. She also noted that there is a bid process.

Mr. Handler noted that Office Hours will be held this Wednesday at the Community Center, Room 5, from 5:30-7:00 PM. He urged everyone to come and share their thoughts. He also noted, at the request of Joyce McIntyre, Chair of the Planning Committee, that there will be two Community Visioning Events. He shared details.

## **V. PRESENTATIONS**

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

Thomas Currier, Massachusetts Department of Transportation Project Manager for the Saquatucket Sidewalk Project was present. Also present was Lincoln Hooper, Department of Public Works Director. Mr. Carrier gave an update on the Project and gave a slide presentation explaining details. He also noted the Town's and State's responsibilities. He noted and described

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the specific improvements. Mr. Currier gave the Project Status and Schedule with a start date of fall/winter 2024/2025. He expects the project to run approximately 18 months.

Mr. Hooper gave a brief history of the project and noted the amount of work and the recent progress.

Mr. Howell acknowledged the difficulty of putting this project together and expressed his gratitude. All Board members agreed.

Mr. Powers stated that they had received communication from council from one of the neighbors on the Project list and he referred to the materials before the Board members. Mr. Powers noted that they are aware of the objections and also the benefit of the Project overall.

## **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

Mr. Handler moved to accept the Consent Agenda as presented, seconded by Howell.

Vote 4:0 in favor Motion carried.

## **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

Mr. Handler read the Public Hearing Notice. Down Cape Engineering as representative Christopher Our as Applicant and Mark Giarusso as Owner seek a local storm water permit through application filed pursuant to the Town of Harwich Comprehensive Storm Water and Elicit Discharge Regulations for proposed a seven (7) lot subdivision plan “Wildlife Circle” located off of Littlefield Pond Road, Assessors Map 65, Parcel R2-2/

Mr. Handler moved to reopen the Public Hearing, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Mr. Powers noted that members of VHB, Kelly Siri and Steve Rhodes, are participating remotely.

Dan Ogella, Land Surveyor and Civil Engineer from Down Cape Engineering was present. He explained the permit that they were seeking and noted what they had accomplished in the process

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to date. He explained the proposed project in detail noting that it meets all the rules and regulations.

Kelly Siri commented that VHB was in agreement and had no issues with the plans.

Mr. MacAskill referred to a comment suggesting that a bio retention basin becomes a mosquito breeding ground and asked who would be maintaining this after the fact, to ensure that it doesn't turn into a breeding ground for mosquitos.

Mr. Ogella responded that Mr. Our would be the personal signatory and that is transferable by contracting. He explained that process and that there was very little concern for mosquitos in the area in question.

Ms. Kavanagh noted that once the properties are sold, the association has the responsibility of maintaining the basins. She noted that the basins are being monitored.

Mr. MacAskill moved to close the Public Hearing, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Mr. MacAskill moved to approve a Storm Water Permit Application for a seven (7) lot subdivision plan "Wildlife Circle" located off of Littlefield Pond Road, Assessors Map 65, Parcel R2-2, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

### **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

Mr. MacAskill moved to accept, recommend and place the following Articles in the 2024 Annual Town Meeting Warrant:

- \* Annual Departmental Revolving Funds Authorization

Seconded by Mr. Handler.

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Mr. Howell noted, for the record, that he thinks that overall the usage of the Revolving Funds has been increased to the point where it's worth an examination about what could be put back in the Budget. He explained that this is why he will not be voting for it.

Vote 3:1 in favor with Mr. Howell voting nay.

Motion carried.

Mr. MacAskill moved to accept, recommend and place the following Articles in the 2024 Annual Town Meeting Warrant:

- \* 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

Seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

Mr. Powers referred to a memo that was included in the packet regarding a potential for 46 Articles. He reviewed the categories and how they are laid out. He noted for the record that when the two Special Purpose Stabilization Funds were established at Special Town Meeting in October of 2021, he had made statements to the audience that these required a 2/3s majority vote for the funds to be voted out of Special Fund. Governor Healey had filed legislation which became law in the fall of 2023 reducing the quantum of vote from 2/3s to a straight majority. Mr. Powers commented on previous conversations about a Sewer Assistance Program, asking for direction from the Select Board.

Mr. MacAskill replied that the Board of Water /Wastewater Commissioners have a line item for the Sewer Assistance Program in their Budget. He asked that Mr. Powers clarify that and get the language. He strongly suggested that the sale of the 1.5 million for the Queen Anne property be put on next week's Agenda and that they vote in time for Town Meeting that the money be put into a fund for land acquisition. He explained his reasons and also made suggestions for possible future land sales and uses.

Mr. Powers responded that there will be an opportunity for discussion under Funding for Budgets as it relates to the Capital Plan. He referred back to the memorandum, noting that there are no Article numbers associated with any Articles. He asked for the Board to offer guidance as to where they would want the Articles to fall in the Warrant.

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Ms. Kavanagh commented that they had discussed having the Petition Articles in the front end of the meeting.

Discussion followed with Board members giving opinions and offering suggestions on the placement of Petitions within the Warrant. They agreed that the Petitions should be addressed in the first night of Town Meeting and asked that Mr. Powers have his proposal next week based on the guidance just offered.

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

Mr. Powers noted that the Articles are essentially written and can be edited after the discussion on the Enhancement of Services. He referred to a memorandum in the packet, noting what information is included. At the request of the Board, Mr. Powers went through the documents, explaining each in detail. He also emphasized that the numbers are subject to change.

Board members asked questions, had discussions and made suggestions throughout Mr. Powers' detailed description of the documents.

Mr. Howell brought up the issue a policy regarding the distribution of fees, such as Golf fees. He asked what percentage was set aside for Capital Improvements.

Mr. Powers responded that regarding the Irrigation Project, there is a Receipts Reserved Fund. The Golf Improvement Fund is not one of the two Revolving Funds.

Kathleen Barrette, Finance Director was present, responded and explained that the intention of Golf Borrowing was to be funded by Golf Receipts.

Board discussion followed regarding holding back on items that can wait until fall and not rushing to add them to this May's Warrant.

Mr. Powers confirmed that these items are: 2.5 million for the Golf Department, the 1.5 million in the short term for the Department of Public Works and the 1.75 million for the Water Department. He also confirmed that the members of the Board agreed that the sale of land, receipts reserved for the sale of 276 Queen Anne will not be a source available for the Capital Plan for FY25.

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\*Discussion on proposed Enhancements of Service requests relative to the Departmental Operating Budgets for Fiscal Year 2025

Mr. Powers referred to the pertinent pages in the memo and he explained the spreadsheet in detail.

Board members asked questions about specific entries. Discussion followed regarding the individual proposed Enhancements of Services and which of them are considered priority. Also discussed were items that could be moved to the Budget.

Mr. Powers stated for the record that the Administration team has been seeking a Human Resources Generalist and the Board has been talking about Generalist or Executive. The dollar amount therein is meant to support a Generalist, not an Executive.

Dave LeBlanc, Fire Chief and Craig Thornton, Deputy Fire Chief were present. They addressed and explained their requested Enhancement of Services.

Board members asked questions which Chief LeBlanc answered.

Chief LeBlanc also offered suggestions regarding overtime options they could use until the Fall Town Meeting. He emphasized that they are trying to staff for the bare minimum of call volume.

Board members expressed that the request will stay on the list of Enhancement of Services.

The Board went on to discuss other requests. Mr. MacAskill requested that the Town Administrator through the Department of Public Works Director look at the structure of the employees and give his reasons for the request.

Board members discussed the Rec and Youth request and expressed their opinions. Board members agreed to wait on this until fall to allow time to get more data.

Sharon Fleeger was present and suggested adding more specifics to the job description.

Ms. Kavanagh responded that the request is for a Program Specialist.

## **IX. NEW BUSINESS**

A. Vote to approve and sign the Special Town Election Warrant to be held on April 9, 2024

Mr. MacAskill moved to approve and sign the Special Town Election Warrant to be held on April 9, 2024, seconded by Mr. Handler.

Vote 4:0 in favor. Motion carried.

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B. Approve a new 2024 Annual Common Victuallers license for Cape Chill Partners LLC d/b/a Dairy Queen Grill & Chill, 443 Route 28

Mr. MacAskill moved to approve a new 2024 Annual Common Victuallers license for Cape Chill Partners LLC d/b/a Dairy Queen Grill & Chill, 443 Route 28, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

C. Vote to send a letter of support for the Fiscal Year 2024 Housing Rehab Program

Mr. Handler moved to vote to send a letter of support for the Fiscal Year 2024 Housing Rehab Program, seconded by Mr. MacAskill.

Vote 4:0 in favor. Motion carried.

D. Harwich Accessibility Rights Committee Charge discussion; votes may be taken

Ms. Kavanagh gave a brief summary of the Harwich Accessibility Rights Committee (HARC) Charge.

Mr. Howell, Committee Liaison commented on the original function of HARC and their jurisdiction. He also noted issues that HARC could be addressing now.

Mr. Handler noted a meeting that he'd had with Donna Richardson and that she had expressed to him the Committee's needs. Mr. Handler also commented on the Committee Handbook and the Liaison's involvement with Committees. He also noted that HARC's job is ongoing and never done. He explained the Committee's concerns and questions.

Mr. MacSkill noted that the Committee would have to have a clear focus, a purpose and an understanding of the process.. He also noted that the Committee doesn't do the work on their list, the DPW does most of that work.

Board discussion followed regarding the Charge and what they want the Committee's responsibilities to be.

Mr. Howell will write the Charge. Board members will email their thoughts to Mr. Howell.

## **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

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Mr. Handler moved to approve the contract with Robert H. Lord Co. In the amount of \$84,588.00 for the replacement of bleachers at the Community Center, seconded by Mr. Howell.

Vote 4:0 in favor. Motion carried.

## **XI. TOWN ADMINISTRATOR'S REPORT**

Mr. Powers referred to inquiries the Board members had received regarding Mooring Service Agents and the process therein. He gave an overview of the situation which includes a Request for Proposal (RFP). He noted the laws pertaining to the RFPs. He also noted that this is considered under the law, as a non-responsive response.

Mr. Howell commented that it is a license agreement and questioned the fairness and reasonableness of the price.

Mr. MacAskill thanked Chip for what he has done for the Town. He commented on the number of procurements done by the town and the importance of the application deadline. He also noted that rate studies are being done by the Harbormaster. Mr. MacAskill also commented that the Town of Harwich should, in the future, explore a Harbor Management Plan change which would require public hearings.

Mr. Handler also expressed his thanks and noted the application deadline and the precedent that would be set with every procurement if they did not adhere to it.

Ms. Kavanagh affirmed that there is a legal process in place and they cannot change that process.

Chip Niehoff, owner of AGL Mooring was present and gave a history of his work for the town and the fees he has charged. He noted that the application did not have a due date and asked that the Board revisit the issue.

## **XII. SELECT BOARD'S MEMBER REPORT**

No reports.

## **XIII. CORRESPONDENCE**

## **XIV. ADJOURNMENT**

Mr. MacAskill moved to adjourn, seconded by Mr. Handler.

Vote 4:0 in favor. Motion carried.

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Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

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# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

100 Cambridge Street, 9<sup>th</sup> Floor, Boston, MA 02114  
www.mass.gov/agr



Maura T. Healey  
GOVERNOR

Kimberley Driscoll  
LIEUTENANT

Rebecca L. Tepper  
SECRETARY

Ashley E. Randle  
COMMISSIONER

March 4, 2024

### **RE: NOMINATION OF INSPECTOR OF ANIMALS**

Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2024.** The appointment will run from May 1, 2024, until April 30, 2025. If more than one inspector was appointed for your city or town, there is a separate form for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

Your municipality can have as many animal inspectors appointed as you feel are needed to fulfill the duties. Please note, a duty of the municipal animal inspector is the annual "barn inspection". An inspector is not able to perform an inspection on their own property. If your inspector keeps animals in your town, then the municipality will require an additional inspector to perform that inspection.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** Please note that this is a new mailing address. The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2024.** This nomination will cover the year starting May 1, 2024, and run until April 30, 2025.

If you have any questions, please call Ashley Kraft at the cellphone number (617) 823- 0145 or email Ashley.Kraft@mass.gov.

Thank you,

Michael Cahill, Director  
Division of Animal Health



# **NEW BUSINESS**



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

**APPLICATION FOR A SPECIAL PERMIT**

- One day Entertainment (\$25)
- One day Liquor License – All Alcohol (\$50)
- One day Liquor License – Wines & Malt (\$50)
- Craft Fair (\$50)
- Event (\$25)
- Road Race (\$50)
- Other (please specify) Special Permit 189-1 (g)

Applicants Name CAPE FARM Supply Phone [REDACTED]

Mailing Address 1601 FACTORY ROAD HARWICH MA.

Owners Name & Address LEO & ANDREA CAKOVNES

Email Address [REDACTED]

**REQUIRED FOR ONE DAY ENTERTAINMENT – PLEASE PRINT**

- The date & time (I.E. 4 P.M. to 10 P.M.) you are requesting to have entertainment  
SAT. JUNE 29 2024 3:00 TO 11:00
- Location of entertainment (Inside and/or outside)  
OUTSIDE
- Address where entertainment will be playing  
THE FARM 1590 FACTORY ROAD

**REQUIRED FOR ONE DAY ENTERTAINMENT - ENTERTAINMENT TYPE: (Check all appropriate boxes)**

- Concert  Dance  Exhibition  Cabaret  Public Show  Other
- Dancing by Patrons
- Dancing by Entertainers or Performers
- Recorded or Live Music
- Use of Amplification System
- Theatrical Exhibit, Play or Moving Picture Show
- A Floor Show of Any Description
- A Light Show of Any Description

**REQUIRED FOR ROAD RACE/CRAFT FAIR/ANY OTHER EVENT**

Address of Event N/A

Date & Time \_\_\_\_\_

Route/Location for Road Race \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provide any additional information necessary for the Board of Selectmen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to MGL, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns, and have paid all State taxes under the law.

 OWNER/FARMER   
Signature of applicant & title Federal I.D. #

\_\_\_\_\_  
Signature of individual or corporate name Federal I.D. #

\_\_\_\_\_  
Signature of Manager Federal I.D. #

\_\_\_\_\_  
Signature of Partner Federal I.D. #

**REGULATORY COMPLIANCE FORM**

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

DocuSigned by:  
  
\_\_\_\_\_  
Building Commissioner

DocuSigned by:  
  
\_\_\_\_\_  
Board of Health

DocuSigned by:  
  
\_\_\_\_\_  
Fire Department

DocuSigned by:  
  
\_\_\_\_\_  
Police Department

DocuSigned by:  
  
\_\_\_\_\_  
Recreation Department

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

**Please note: This permit does not exempt the applicant from the Town of Harwich Chapter 189 Noise by-law**

Garden Club of Harwich  
February 29, 2024

Board of Selectman  
Town of Harwich

On behalf of the Garden Club of Harwich we would like to request use of Doane Park on Saturday, May 25, 2024 from 0600-2:00 PM for our annual fund raising Plant Sale. This is one of our major fund raisers that allows us to purchase items in order to maintain the 50 containers and 18 gardens throughout the seven villages of Harwich

Additionally we also ask that you allow the Harwich Recreation Department to waiver their fee.

Sincerely

Sharon Safferstone  
Co-Chair Plant Sale



posted



# Town of Harwich Recreation Department Recreation & Youth Commission

100 Oak Street, Harwich, MA 02645 | 508-430-7553 | Eric J. Beebe, Director

## Use of Facility Form ONE FORM PER FACILITY

**RECEIVED**  
MAR 05 2024

Applied for  
fee waiver  
with  
Deetman

Beach or Park Doane (name of location)  
 Brooks Park & Gazebo  
 Brooks Field / Pickleball or Tennis Courts/ Pavilion  
 Bassett Softball Field @ Veteran's  
 Crowell Baseball Field @ Veteran's

Sr. Memorial Field  
 Potter Field BY: \_\_\_\_\_  
 J McPhee Soccer Field  
 Whitehouse Field

Non-Profit? - (Attach IRS 501c3 Certificate)

Liability attached

Payment Details \$ \_\_\_\_\_ /ck # \_\_\_\_\_

Organization: Garden Club of Harwich Contact Person: Sharon Safferson

Mailing Address: \_\_\_\_\_ City/ST/Zip: Harwich MA 02645

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Purpose/Event: Annual plant sale # of Attendees: \_\_\_\_\_

Date(s) Requested: Saturday May 25, 2024

(ALL DATES ARE SUBJECT TO AVAILABILITY)

Hours of Use: 0600 - 2:00 pm Additional Info: \_\_\_\_\_

- ❖ Use of temporary tents larger than 12'x12' require location approval and a separate Town TENT PERMIT
- ❖ Use of tent stakes over 4" requires ADDITIONAL PERMISSIONS
- ❖ Activities dispensing food to the PUBLIC requires Harwich Board of Health PERMIT
- ❖ Approval pending all other required Town permits and approvals
- ❖ If attendees are 100+ you must provide a port-o-potty for each additional 50 people.\*
- ❖ When using Veterans Field complex and the Harwich Community Center is closed, ONE portable restrooms per 50 people are required to be provided by the organizer/user.

USE	FEE	CAP	REFUNDABLE	TOTAL DUE
			DEPOSIT	
FIELD, PARK, BEACH OR COURT - ONE USE	\$20.00	\$1000	\$50.00*	_____
WHITEHOUSE FIELD - ONE USE	\$50.00	\$1000	\$50.00*	_____
FIELD/WHF MULTI DAY USE	\$150/FIELD/DAY		\$50.00-\$500*	_____
PARK, BEACH OR FIELD USE - FULL DAY WEDDING, FUNCTION, OR SPECIAL EVENT	\$150.00		\$50.00-\$500*	_____
FIELD, PARK, BEACH - MULTI DAY EVENT	\$150.00/DAY		\$50.00-\$500*	_____
USE OF ELECTRICITY - PARKS	\$25/DAY		\$50.00*	_____
WHF LIGHT USAGE CHARGE/PER USE (BILLABLE IN ¼ HOUR INCREMENTS)	\$80.00/HOUR		\$500.00*	_____
BEACH COOK FIRE PERMIT	\$ 20.00		\$50.00* (SEPARATE CHECKS!)	_____

\* <100 PEOPLE \$50 DEPOSIT REQUIRED, >100 PEOPLE \$100 DEPOSIT REQUIRED, >200 PEOPLE \$300 DEPOSIT REQUIRED, > 500 PEOPLE \$500 DEPOSIT REQUIRED. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED.

part

I HAVE READ THE RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL ABIDE BY THEM.

initials

APPLICANT SIGNATURE: Sharon Safferson

TITLE CoChair plant sale

DATE 3/5/24

BY: \_\_\_\_\_, Recreation Representative

**HARWICH COMMUNITY CENTER**  
**Application for Use of Facility**

100 Oak Street, Harwich, MA 02645  
(508) 430-7568

App. Rec'd <u>3/1/24</u>	Booked by <u>SME</u> date <u>3-1</u>
Fee amount \$ <u>150.00</u>	M.C.C. by <u>SME</u> date <u>3-1</u>
Date paid _____ ch. # _____ confirm. by _____ date _____	
Web request: yes no	Web complete date _____

Application also available on line at <https://www.harwich-ma.gov/community-center> use "Reserve a Room" drop down

1. Date(s) & Day of Week 3-20-24, Wednesday (SEE BACK FOR ADDITIONAL DATES)
  2. Time of Event From 6:00 am/pm To 7:30 am/pm  
Preparation /Clean-up time From 4:00 am/pm To 5:30 am/pm
  3. Organization National Art Honor Society
  4. Contact Person (for reservations) Ciara Gregori Phone [REDACTED]  
Mailing address [REDACTED]  
Email address cgregori@monomoy.edu
  5. Dept. Employee (if Town Program) onsite and responsible at time of event Ciara Gregori
  6. Purpose of Use induction ceremony, w/ MRHS
  7. Community Served Monomoy Regional HS 7. Approximate number to attend 70
  8. Is this group (circle one) PRIVATE or OPEN to everyone that wants to participate?
- Below Circle all that apply**
9. Space Requested: Activity Room Multi-Purpose Room Gym Kitchen
  10. Equipment Requested: Mic/Podium Portable projector Pull down projector screen Easel  
Hearing Assistance Equip white Brd.(on wall of rm 2-5 & Center rm) Portable PA
  11. Room set up \_\_\_\_\_ (please refer to set up book for choices or draw custom set up on Custom Set Up Sheet)
  12. Does this organization carry liability insurance? Yes No  
If yes, please attach Certificate of Insurance & indicate amount \$ \_\_\_\_\_

13. Does this Organization grant permission for the Harwich Community Center to put this event on the online calendar? Yes No (IF YES SEE BACK FOR FURTHER INFO)

14. Agreement: I (we) have read the ROOM USE FEES page available at the front desk of the building or online at <https://www.harwich-ma.gov/community-center>. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facility. I (we) have read the rules and regulations listed on the back of this document and fully understand and will comply with the contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/ these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility I (we) are responsible for the advertising of this event(s) and any signs outside the building must follow the sign code for the Town of Harwich. These codes may be obtained from the Harwich Building Commission.

Signature [Signature] Date 2-29-24 Contact Info. is the same as above OR complete below  
Phone \_\_\_\_\_ Address \_\_\_\_\_  
Email cgregori@monomoy.edu



### Additional reservation dates:

Utilize a separate application if additional dates are at a different time of day or length of time.

### Rules/Regulations for facility use:

- Application submissions are reviewed by the Facility Administration to be certain that all activities are in keeping with the mission statement of the facility and meet Town requirements.
- The facility will be used only for purposes outline on this application.
- Prior to use Groups/Organizations must have submitted the completed application, payment, insurance certificates and any applicable licensing required.
- All food/beverage must be packaged or prepared by a professional kitchen (see information from the Health Dept.)
- No alcohol or smoking is allowed anywhere on or in Town property.
- Space used must be returned to its original condition, please *close* any window opened.
- Nothing can be mounted on or adhered to any wall or surface.
- All equipment borrowed must be returned in its original condition.
- Groups/Organizations must strictly adhere to use times outlined on the application.
- Groups/Organizations may not block emergency exits or passageways in the Facility or on Facility grounds.
- It is understood that programming for the Town of Harwich, as well as cases of an emergency, may necessitate groups/organizations to experience room assignment change and possibly cancellation.
- \$50 no-show fee is invoiced to groups failing to give advanced notice of cancellation.

### Details for the Harwich Community Center online calendar

#### Brief description of event/class:

- Hello there!
- Ms. Mercurio tipped off the NAHS to your facilities! We would like
- to conduct our Induction Ceremony at your gym, we will have
- TOPS 70 attendees, more likely 45. Any seats or easels or
- tri-folds are super helpful to hang their artworks!

Please list the contact information that will be available to the public either online or in Community Center publications.

Contact name: Ciara Gregoli

Contact Phone: [REDACTED]

Contact email: cgregoli@monomoy.edu

## Natasha Lyon

---

**From:** Gregoli, Ciara <cgregoli@monomoy.edu>  
**Sent:** Wednesday, March 13, 2024 10:36 AM  
**To:** Natasha Lyon  
**Subject:** On time fee waiver - National Art Honor Society

Hello Natasha!

It was lovely speaking with you on the phone today, thank you very much for your assistance!

My National Art Honor Society will be holding our annual Induction Ceremony at the gym in the Community Center on Wednesday, March 20th from 6:00-8:00. We are hoping to receive a one-time fee waiver to be approved by the Town Select Board. I spoke with Carolyn at the Community Center, and she relayed that I can reach out to you all for assistance with this.

Speaking of this ceremony, I welcome any select board members to come by and look at some of the art produced by the new inductees! We will have refreshments available to our supporters after our ceremony wraps up, so come by and see what all the hub-bub is all about!

I have attached our NAHS pamphlet to this email, and you will be able to find my application for the event at the Community Center. If you have any questions, please email me at this address, or call Monomoy Regional High School to be connected to my extension, 5825, whenever you'd like!

Thank you again so much, please have a lovely day, and I appreciate you f



NAHS ceremony pamphlet

or all your help to set our society members up for a successful ceremony!

--  
Ciara Gregoli  
Visual Arts Teacher  
Monomoy Regional High School  
75 Oak Street  
Harwich, MA

--  
When writing or responding, please remember that any email sent or received by the Monomoy Regional School District is subject to the Massachusetts Public Records Law, M.G.L. c.66. This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA) and/or other student records laws or privacy laws. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are not authorized to read, retain, print, copy, disseminate, or otherwise use this email (or any attachments) or any part thereof. If you have received this email (and any attachments) in error, please contact the sender and delete all copies from your system.

THE MONOMOY CHAPTER  
OF THE NATIONAL ART  
HONOR SOCIETY THANKS  
YOU FOR YOUR SUPPORT.

N.A.H.S. CLASS OFFICERS

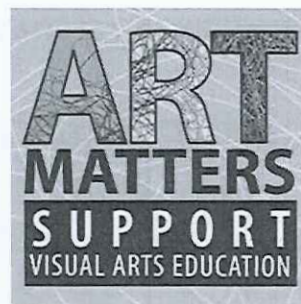
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PRESIDENT  
ASHLEY SMITH

VICE PRESIDENT  
JORDAN MACROBERT'S

TREASURER  
LILLIAN GOULD

SECRETARY  
EMILY GRAY



N A T I O N A L



H O N O R S O C I E T Y

THE NEW MEMBER

INDUCTION

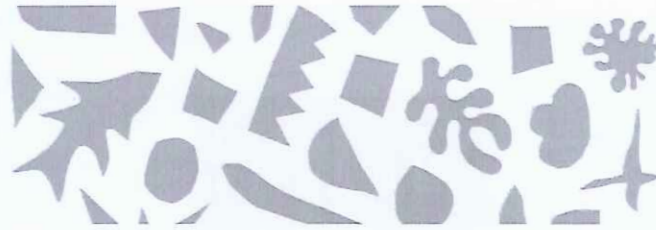
CEREMONY

MARCH 23, 2023

MONOMOY CHAPTER

The National Art  
Honor Society  
welcomes you to the  
2023 Induction  
Ceremony.

By being here in  
attendance, you help  
support our artists.  
Thank you for your  
contribution to the  
arts here at  
Monomoy.



### Ceremony Itinerary

Special Guest Speaker Bernadette  
Waystack

Speech by Advisor Ciara Gregoli

Speech by Vice President Jordan  
MacRoberts

Lighting of the candles

Pledge for new members & flower  
bequeathing led by President Ashley  
Smith

Official induction & closing of the  
ceremony

Reception with refreshments



**COLOR** Comes from the  
sun to all things on the  
Earth .

**LINE** Is the edge of all  
things on the Earth .

**FORM** Is the mass of the  
Earth .

**TEXTURE** Is the surface  
of all the Earth .

**SPACE** Is the void, the  
emptiness .

**BALANCE** Is equality and  
harmony .

**MOVEMENT** Is time and  
energy passing .



N A T I O N A L  
A |  | T  
H O N O R S O C I E T Y

The Board of Directors  
of the  
National Art Education Association  
award this certificate to

---

for their admittance to the  
National Art Honor Society  
and recognition to their commitment and outstanding works in the  
field of the arts

*We* acknowledge your  
art scholarship, character, and service.

**“I will in my life, to the best of my ability through my talents in art, help to create a more beautiful world for myself, for humankind, and for all living things.”**

**“I will in my life, to the best of my ability through my talents in art, help to create a more beautiful world for myself, for humankind, and for all living things.”**

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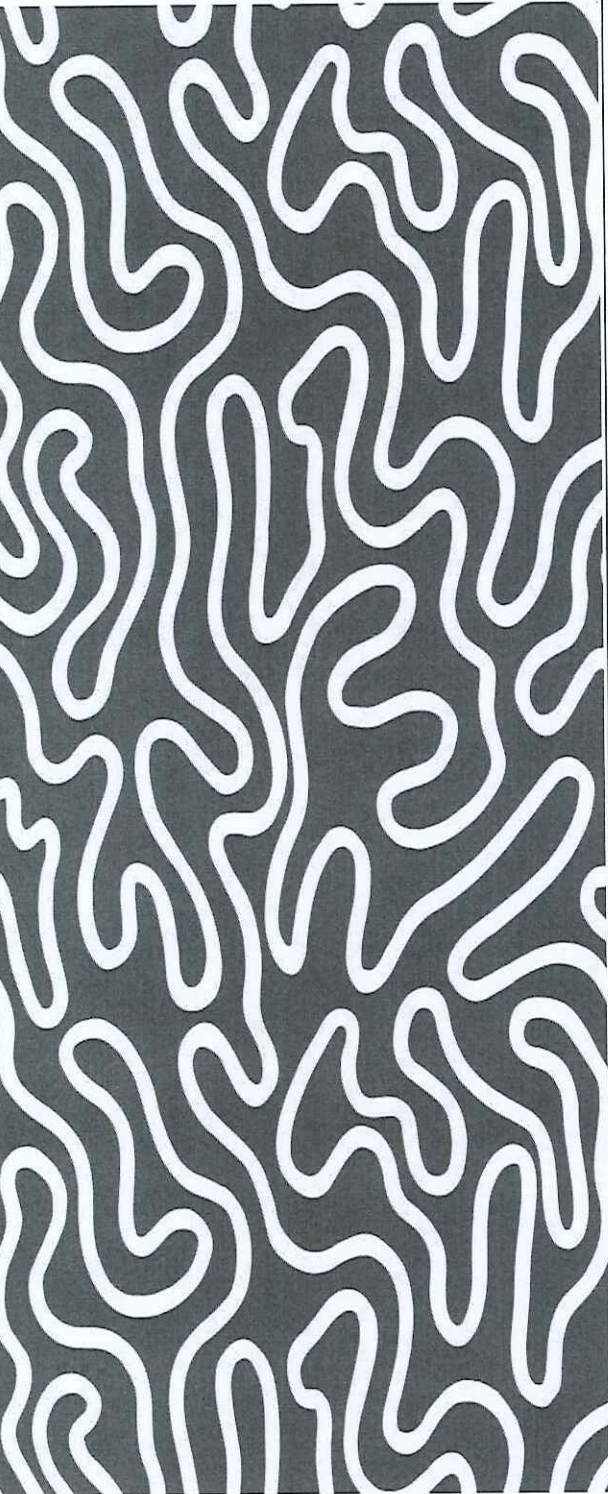
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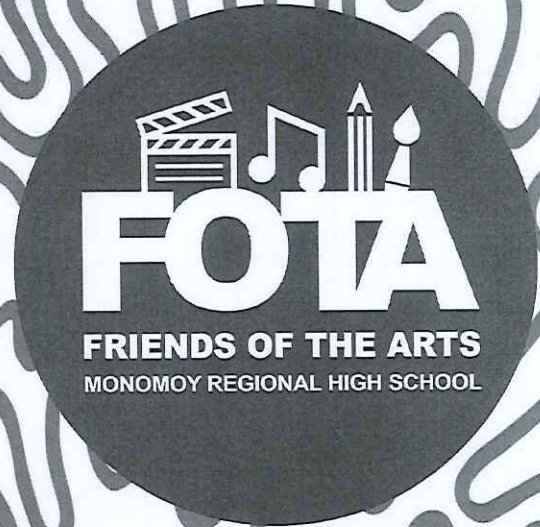
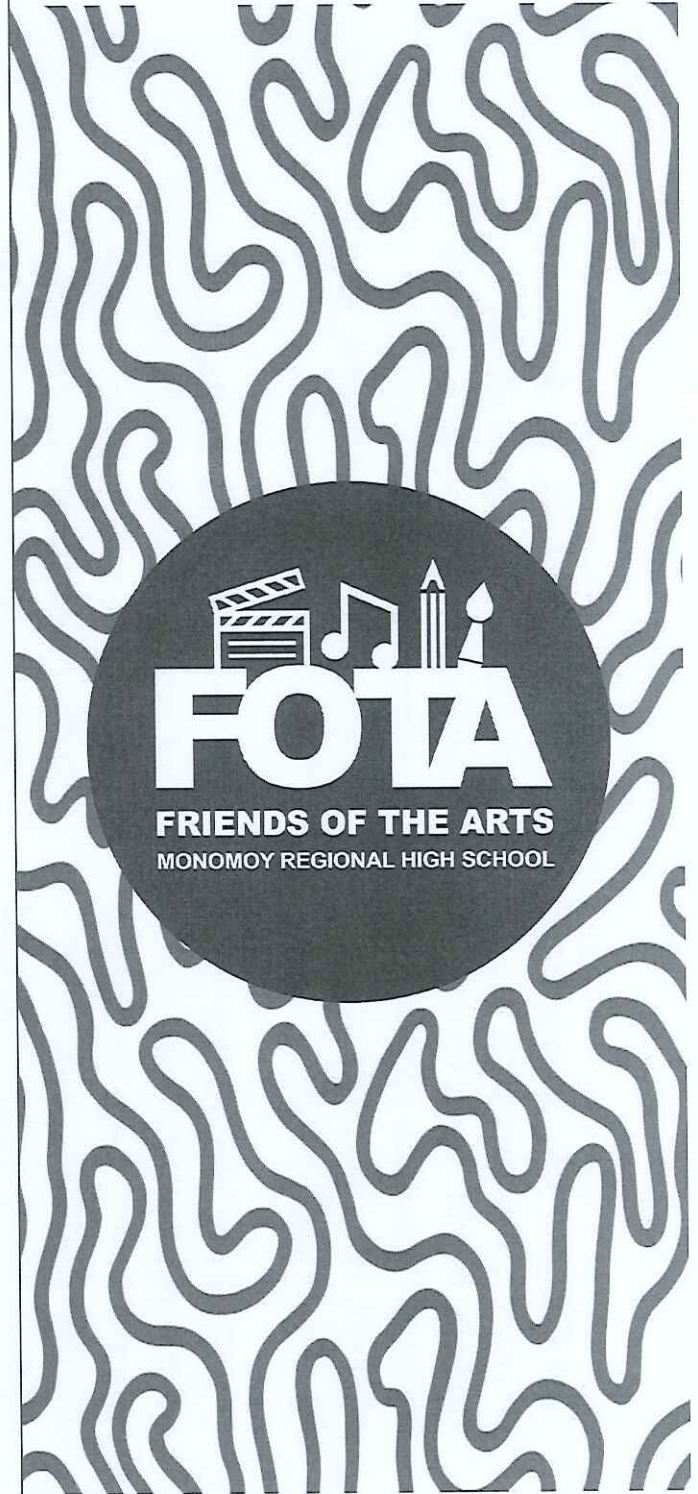
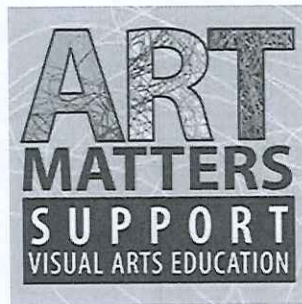
**“I will in my life, to the best of my ability through my talents in art, help to create a more beautiful world for myself, for humankind, and for all living things.”**



FRIENDS OF THE ARTS  
MONOMOY REGIONAL HIGH SCHOOL



*Join Today!*



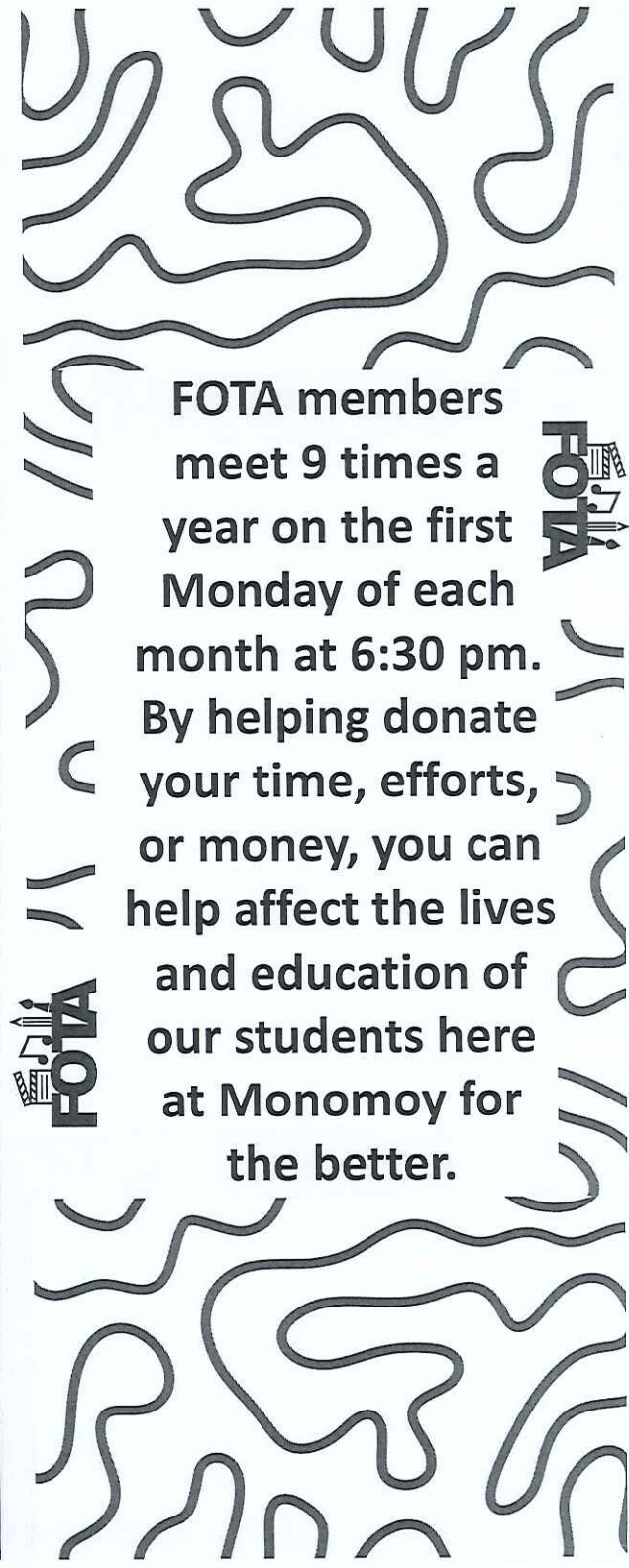
Friends of the Arts is a non-profit, independent organization made up of Monomoy guardians. You can help enrich the lives of Monomoy students through the arts by joining and supporting this important organization.



Support for the Arts at Monomoy includes:  
Scholarships

- Funding Field Trips
- Hosting Professional Actors
- Theater Workshops
- Museum Visits
- Supporting Productions at Monomoy

FOTA members meet 9 times a year on the first Monday of each month at 6:30 pm. By helping donate your time, efforts, or money, you can help affect the lives and education of our students here at Monomoy for the better.





## Recommendations from the Select Board Interview Committee

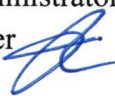
Following posted interviews held on Wednesday, March 6, 2024, we would like to recommend to the Board the following appointments:

<b><u>Applicant:</u></b>	<b><u>Vacancy</u></b>	<b><u>Term/Recommendation</u></b>
James R. Ferry	Bikeways Committee	Recommend Appointment to Full Position Term to Expire 6.30.26
Frank Wiacek Jr.	Capital Outlay Committee (Select Board Appointee)	Recommend Appointment to Full Position Term to Expire 6.30.25

Submitted by: Don Howell  
Michael MacAskill

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  
**From:** John C. Rendon, Harbormaster   
**Date:** March 8, 2024  
**Subject:** Fish Shanty License Agreement – Eric Hesse

Request Select Board approval of the request from Eric Hesse to relinquish the license agreement with the Town of Harwich for use of one of the Fish Shanties located at Wychmere commercial town pier (encl 1). The license agreement (encl 2), commenced on February 10, 2023, and was awarded for a period of ten years. Upon approval of the request to terminate the license agreement, assignment of the vacated fish shanty will be made based upon the longevity of Harwich commercial permit holders, that is it will be offered to the person who has held a Harwich commercial permit (Class A or E) for the longest period of time. Once the fish shanty has been reassigned, a license agreement will be forwarded to the Select Board for approval.

Encl (1) Hesse letter dated March 6, 2024  
(2) Fish Shanty License Agreement - Hesse

Copy (1) Waterways Committee

Harwich Select Board  
Harwich Town Offices  
732 Main Street  
Harwich, MA 02645

March 6, 2024

To the Select Board:

I am writing to relinquish my lease on the fishing shanty located at 40 Harbor Road known as parcel I.D. 15/U23-3-H with immediate effect. I have not been able to incorporate it into my business and have found the \$800 annual cost to insure it prohibitive. I was also under the impression that the shanty had electricity since there is a meter directly in front of it (see photo) and all the other shanties are connected. The \$3000 estimate I received to connect it to the grid was more than I had budgeted for the space. I do appreciate the town's effort in making the shanties available to the fishing industry and am confident that another fisherman will find it a better fit with their business.

Thank you,

*Eric Hesse*

Eric Hesse  
Tenacious Marine  
53 Meadow Lane  
West Barnstable, MA 02668



## LICENSE AGREEMENT

This Agreement dated February 10, 2023, by and between the Town of Harwich, Massachusetts ("Town"), acting by and through its Board of Selectmen ("Selectmen"), of 732 Main Street, Harwich, MA 02645 and Eric Hesse of 53 meadow Lane, West Barnstable, MA 02668.

WHEREAS, the Town owns the real property located at 44 Harbor Road, Harwich Port, MA shown as Lot 23 on Land Court Plan No. 12531-D, and also shown on the Town of Harwich Assessors Map 15 as Parcel U23, and being more particularly described in Certificate of Title No. 3000 (Town Property);

WHEREAS, there are five so-called fish shanties located on the northerly portion of the Town Property in the area as approximately shown on Assessor's Map 15, a copy of which is attached hereto as Exhibit A;

WHEREAS, the Town acquired title to the Town Property by deed from James H. Foster dated April 25, 1932 and filed as Document No. 6424 and noted on Certificate of Title No. 3000;

WHEREAS, the deed to the Town states, *inter alia*, that the "granted premises are conveyed subject to the rights of all persons entitled thereto to that part known as "Community Landing" and in that part known as Harbor Road; and

WHEREAS, the Certificate of Title No. 3000, states, *inter alia*, that "[s]o much of the land as is included within the limits of Harbor Road and Community Landing as shown on said plan, is subject to the rights of all persons lawfully entitled thereto in and over the same;"

WHEREAS, the transfer of the Town Property to the Town did not except from the conveyance any structures located thereon;

WHEREAS, the Town has permitted the fish shanties to remain on the Town Property and to be used in a manner similar to their use at the time the Town acquired title to the Town Property;

WHEREAS, Eric Hesse, a claimed owner, user, occupant or holder of fish shanty # 3;

WHEREAS, the Town desires to resolve the use of the fish shanties in a manner compatible with the use of the Community Landing and to provide for the proper assessment of the use of the fish shanties on the Town Property;

Now, therefore, in consideration of the foregoing, and of the mutual promises and agreements contained herein, the parties agree as follows:

## I. RELEASE

I, Eric Hesse, in consideration of sum of \$1.00 and the mutual promises and agreements contained herein and the grant of a license from the Town of Harwich as set forth in Section II below, hereby grant, transfer and deliver unto the Town of Harwich, a Massachusetts municipal corporation with an address of 732 Main Street, Harwich, MA, all my right title and interest in and to fish shanty No. 3 and any claim to the real estate upon which said fish shanty is located. This release is governed by and to be construed in accordance with the laws of the Commonwealth of Massachusetts.

## II. LICENSE AGREEMENT

This License Agreement is made this 10th day of February, by and between the Town of Harwich, acting by and through its Board of Selectmen, of 732 Main Street, Harwich, MA 02645 (Town or Licensor) and Eric Hesse of 53 Meadow Lane, West Barnstable, MA 02668;

Whereas in consideration of \$1.00 and the mutual promises and agreements contained herein and the grant of a release from Eric Hesse to the Town as set forth in Section I above, the parties hereto agree as follows:

1. The Town grants Eric Hesse a License to maintain fish shanty # 3 in its current location on the Town Property, subject to the terms and conditions contained herein.
2. The term of the License shall be for a period of 10 years, commencing February 10, 2023 and ending on February 10, 2033, unless sooner terminated pursuant to any provision hereof. At the end of the 10 year term this License shall terminate, unless further extended, and Licensee shall remove all personal property from the fish shanty and surrender the fish shanty to the Town. If the Board of Selectmen decides to license the shanties beyond the 10 year term, then they will offer to the current licensee(s) a right of first refusal.
3. Licensee acknowledges that the fish shanty is owned by the Town.
4. Licensee shall maintain the fish shanty at his expense, in the same condition as the fish shanty is on the commencement of the license term, normal wear and tear only excepted.
5. Licensee shall not make structural alterations, additions or improvements of any kind to the fish shanty, other than normal maintenance without the permission of the Board of Selectmen.
6. Licensee shall have no right to rent, transfer, assign or alienate the fish shanty in any way or rights under this License Agreement.
7. Licensee shall be responsible for all taxes and assessments on the fish shanty.


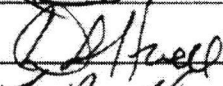
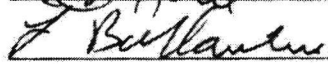

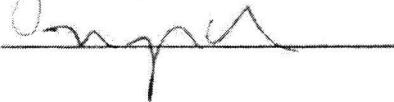
8. Licensee shall assume all risk of loss due to fire, storm or other casualty on the fish shanty.
9. Should a substantial portion of the fish shanty be substantially damaged by fire, storm or other casualty, the fish shanty may not be rebuilt and this license shall terminate unless the Board of Selectmen approves the rebuilding and the license is extended.
10. The fish shanty is being licensed by the Town in an "AS IS" condition and the Town excludes and disclaims all warranties, express or implied, with respect thereto, including without limitation, the habitability of any structures, the conditions (including, without limitation, both patent and latent defects) of any structures, improvements, or systems, the availability of any utilities, access, compliance of the properties with any applicable zoning, land use, environment or other legal requirements, the existence or non-existence of hazardous materials, asbestos, lead paint or other health hazards, and the implied warranties of merchantability or fitness or adequacy for any particular purpose or use. The Licensee has licensed the fish shanty after a full and complete examination thereof. Licensee accepts the fish shanty in the condition or state in which it now is without any representation or warranty, express or implied in fact or by law, by the Town and without recourse to the Town, as to the title thereto, the nature, condition or usability thereof or the use or uses to which the fish shanty may be put. The Town shall not be required to furnish any services or facilities or to make any repairs or alterations in or to the fish shanty, throughout the term, the Licensee hereby assuming the full and sole responsibility for the condition, construction, repair and maintenance of the fish shanty.
11. Licensee agrees to indemnify and hold harmless, the Town, its successors, agents and assigns from any demand, judgment, or claim of any kind arising out of the use of the fish shanty by the Licensee, his agents, successors, guests or invitees. Such indemnification shall include, but not be limited to all costs, including reasonable attorneys fees, incurred by the Town in defending any such claim.
12. Licensee agrees to carry liability insurance on the fish shanty in an amount satisfactory to the Town.
13. Licensee agrees to comply with all laws and agrees not to use the fish shanty in any way that may be unlawful, improper, noisy, offensive or contrary to any applicable statute, regulation, rule or bylaw. Licensee agrees that the fish shanty shall continue to be maintained in its customary and usual manner associated with the commercial fishing industry.
14. No hazardous materials or wastes, shall be used, stored, disposed of, or allowed to remain at the fish shanty at any time and the Licensee shall be solely responsible for, and shall indemnify and hold harmless the Town from, any and all damage in

any way associated with the use, storage and/or disposal of same by the fish shanty user.

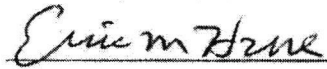
15. Disputes: In any action, suit or other proceeding relating to the obligations of the parties hereunder, the non-prevailing party shall pay the reasonable legal fees and costs and expenses of the prevailing party.
16. Licensee shall be solely responsible as between Town and Licensee, for deaths or personal injuries to all persons and damage to any property, including damage by fire or other casualty, occurring in or on the fish shanty and/or arising out of the use, control, condition or occupancy of the fish shanty by Licensee, its agents, successors, guests and invitees, and the Licensee agrees to indemnify and hold harmless the Town from any and all liability, including but not limited to costs, expenses, damages, causes of action, claims, judgments and attorney's fees caused by or in any way arising out of his use of the fish shanty for any of the aforesaid matters.
17. The parties acknowledge and agree that the license may be revoked by the Town for violations of any of the terms of this License or for any other municipal purpose, upon providing 60 days written notice to the Licensee.
18. It is agreed that any notice regarding this License by the Town may be mailed by first-class mail to Eric Hesse, 53 Meadow Lane, West Barnstable, MA 02668.

Executed as a sealed instrument on the day and the year first above written.

Town of Harwich  
Board of Selectmen

  
\_\_\_\_\_  
  
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\_\_\_\_\_  
  
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\_\_\_\_\_

Fish Shanty Licensee

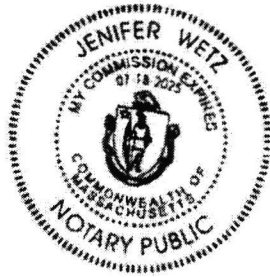
 3-2-23  
\_\_\_\_\_  
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COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 2nd day of March, 2023, before me, the undersigned notary public, personally appeared Carol M. Fiske, and proved to me through satisfactory evidence of identification, which was Ma license, to be the person(s) whose name is/are signed on the preceding or attached document, and who acknowledged to me that he/she/they signed it voluntarily for its stated purpose,



Jenifer Wetz  
Notary Public  
My Commission Expires: 7/18/2025



# Memo

To: Select Board  
Joseph F. Powers, Town Administrator

From: Meggan Eldredge, Assistant Town Administrator

Date: March 13, 2024

RE: Great Sand Lakes Sewer Collection System Designer Selection Committee

---

The Town has been appropriated ARPA funding to develop final design plans, specifications and construction cost estimates for the sewer collection system for the Great Sand Lakes area. Because the design fee is expected to be greater than \$30,000 and the construction portion of the project is estimated to cost \$300,000 or more, the Town must utilize the Designer Selection Law as required under the procurement laws.

The Designer Selection Law is found under M.G.L. c. 7C §§44-58 and requires our Select Board to choose a committee who will evaluate designers based on performance criteria. After an evaluation, the committee will recommend to the Select Board a designer who will be contracted to provide the Town with a design for the sewer collection system and a cost estimate for construction.

Our Water/Wastewater Superintendent has developed a Request for Proposals (RFP) for this project which will be released in the coming weeks. I have prepared a list of Designer Selection Committee members for your consideration:

Meggan Eldredge, Assistant Town Administrator  
Jonathan Long, Assistant Wastewater Superintendent  
Roman Greer, Golf Director  
Carrie Schoener, Health Director  
Lincoln Hooper, Director of the Department of Public Works

Your consideration and vote on this request to assemble a designer selection committee with the suggested members is appreciated.



# Memorandum

August 16, 2022

<b>To</b>	Daniel Pelletier, Water / Wastewater Superintendent – Town of Harwich	<b>Contact No.</b>	(508) 432-0304 x.110
<b>Copy to</b>	Joseph Powers, Town Administrator – Town of Harwich	<b>Email</b>	dpelletier@harwichwater.com
<b>From</b>	Daniel Pelletier, Water / Wastewater Superintendent – Town of Harwich Russell Kleekamp, Project Manager, GHD	<b>Project No.</b>	N/A
<b>Project Name</b>	Great Sand Lake Sewer Collection System Design		
<b>Subject</b>	Request to use Barnstable County ARPA Funding		

## 1. Purpose of this Memorandum

The purpose of this memorandum is to request that the Town of Harwich Board of Selectmen authorize the Town of Harwich Water Department to submit an application in the amount of \$616,255.31 for ARPA funding through the Barnstable County ARPA Portal.

### 1.1 Project Description

To develop the final design plans, speciation's and construction cost estimates of the sewer collection system for the area of nutrient contribution to Great Sand Lakes (GSL), Harwich. This area includes the residential developed area immediately north of the GSL. GSL consists of Bucks Pond, Joseph's Pond and three smaller unnamed water bodies. Nutrient improvements for the GSL freshwater system have been identified as a priority through the CWMP revisions the Town is currently undertaking.

Additionally, this is the last area within the Town of Harwich that will fulfil the Inter-Municipal Agreement (IMA) with the Town of Chatham. With final design plans developed, the Town can prioritize construction through the State Revolving Fund (SRF) program. The final design plans will include the sewer design for approximately 4 miles of gravity, low pressure, and force main pipeline and required lift stations.

A preliminary layout based on the previously completed SewerCAD model is shown on the next page.

It should be noted that this request would utilize 100% of the expected Barnstable County ARPA funds designated for the Town of Harwich.



Regards

**Russell Kleekamp**  
Associate / Project Manager  
GHD

**2024 ANNUAL**  
**TOWN MEETING**



# CAPE COD

Regional Technical High School



## **FY25**

# **Operating Budget**

# Cape Cod Tech

## Finance Committee

**Anthony Tullio – Wellfleet (chair)**

**Norman Michaud - Yarmouth**

**Stefan Galazzi – Orleans**



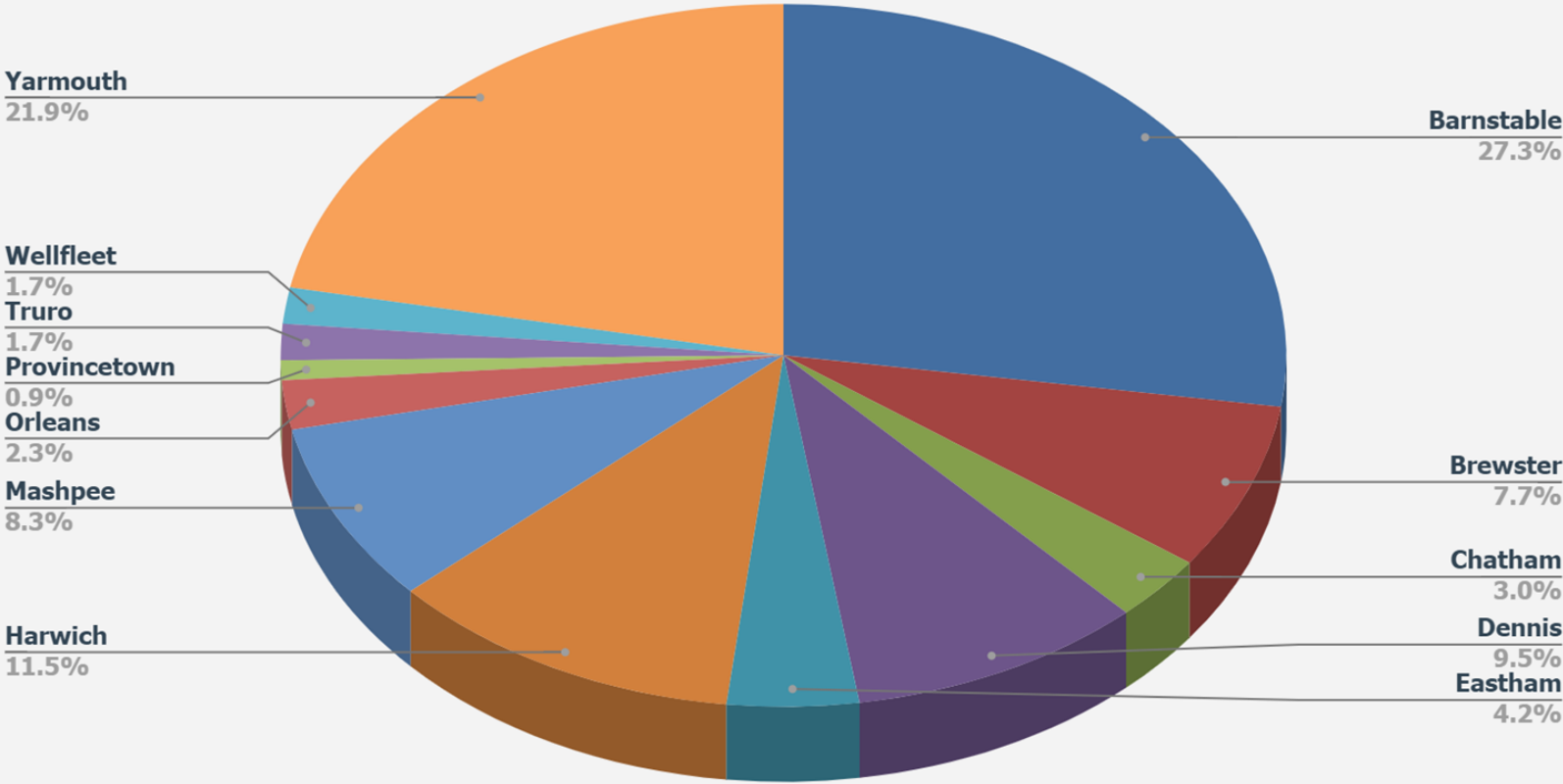
# FY25 Enrollment by Town

Enrollments	Students FY25	Students FY24	Change
Barnstable	181	193	-12
Brewster	51	53	-2
Chatham	20	13	7
Dennis	63	68	-5
Eastham	28	22	6
Harwich	76	69	7
Mashpee	55	50	5
Orleans	15	14	1
Provincetown	6	9	-3
Truro	11	11	0
Wellfleet	11	13	-2
Yarmouth	<u>145</u>	<u>149</u>	<u>-4</u>
<b>Total</b>	<b>662</b>	<b>664</b>	<b>-2</b>





# FY25 Enrollment



# Student Enrollment Trend

	FY20	%	FY21	%	FY22	%	FY23	%	FY24	%	FY25	%
<b>Barnstable</b>	176	30.9%	194	31.5%	169	27.0%	186	28.5%	193	29.1%	181	27.3%
<b>Brewster</b>	36	6.1%	29	4.7%	41	6.5%	59	9.0%	53	8.0%	51	7.7%
<b>Chatham</b>	8	1.4%	10	1.6%	15	2.4%	12	1.8%	13	2.0%	20	3.0%
<b>Dennis</b>	68	11.6%	73	11.9%	73	11.7%	72	11.0%	68	10.2%	63	9.5%
<b>Eastham</b>	22	3.7%	22	3.6%	23	3.7%	18	2.8%	22	3.3%	28	4.2%
<b>Harwich</b>	67	11.4%	58	9.4%	51	8.1%	71	10.9%	69	10.4%	76	11.5%
<b>Mashpee</b>	45	7.7%	48	7.8%	44	7.0%	48	7.3%	50	7.5%	55	8.3%
<b>Orleans</b>	9	1.5%	12	1.9%	13	2.1%	11	1.7%	14	2.1%	15	2.3%
<b>Provincetown</b>	11	1.9%	14	2.3%	11	1.8%	7	1.1%	9	1.4%	6	0.9%
<b>Truro</b>	6	1.0%	6	1.0%	11	1.8%	9	1.4%	11	1.7%	11	1.7%
<b>Wellfleet</b>	12	2.0%	13	2.1%	16	2.6%	12	1.8%	13	2.0%	11	1.7%
<b>Yarmouth</b>	110	18.7%	137	22.2%	159	25.4%	148	22.6%	149	22.3%	145	21.9%
	<b>570</b>		<b>616</b>		<b>626</b>		<b>653</b>		<b>664</b>		<b>662</b>	

# The FY25 Budget

**4.38%**



**\$17,484,000**

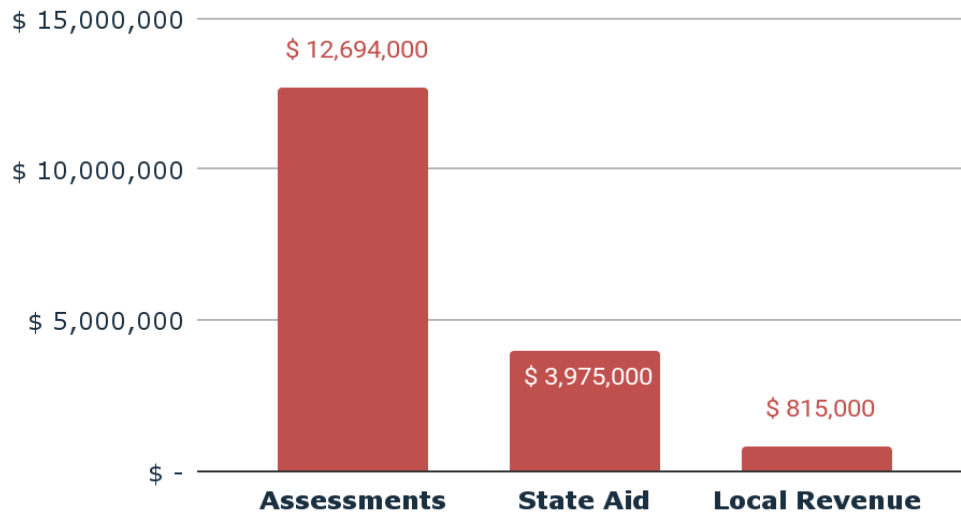
An increase of \$734,000  
over the FY24 Budget

## Six Year History

Fiscal Year	Budget
FY19	1.44 %
FY20	0.96 %
FY21	2.76%/1.34 %
FY22	1.99%
FY23	1.99%
FY24	3.86%

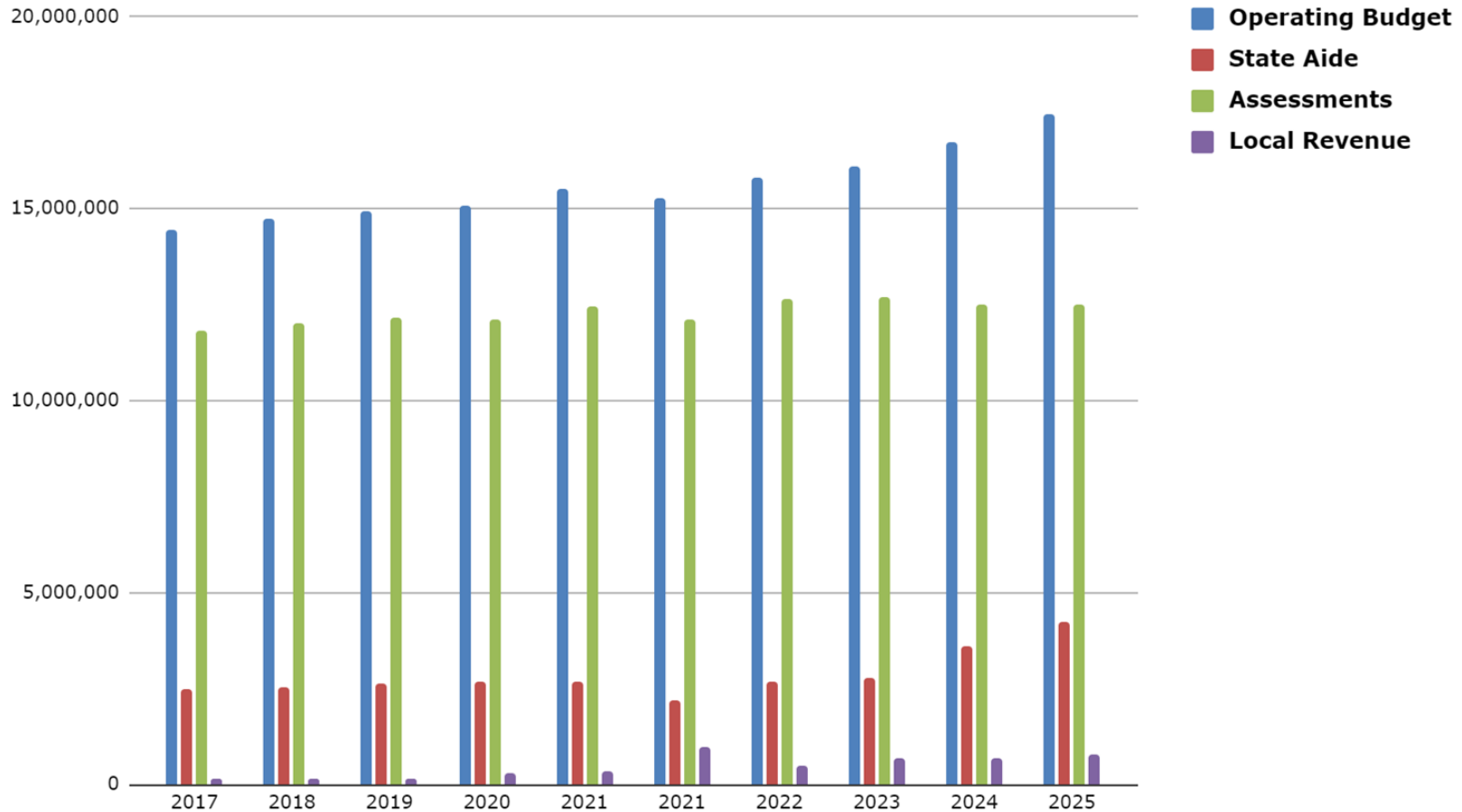


# Where Does the Money Come From?



FY25 Revenue Sources	
Assessments	\$ 12,694,000
State Aid	\$ 3,975,000
Local Revenue	\$ 815,000

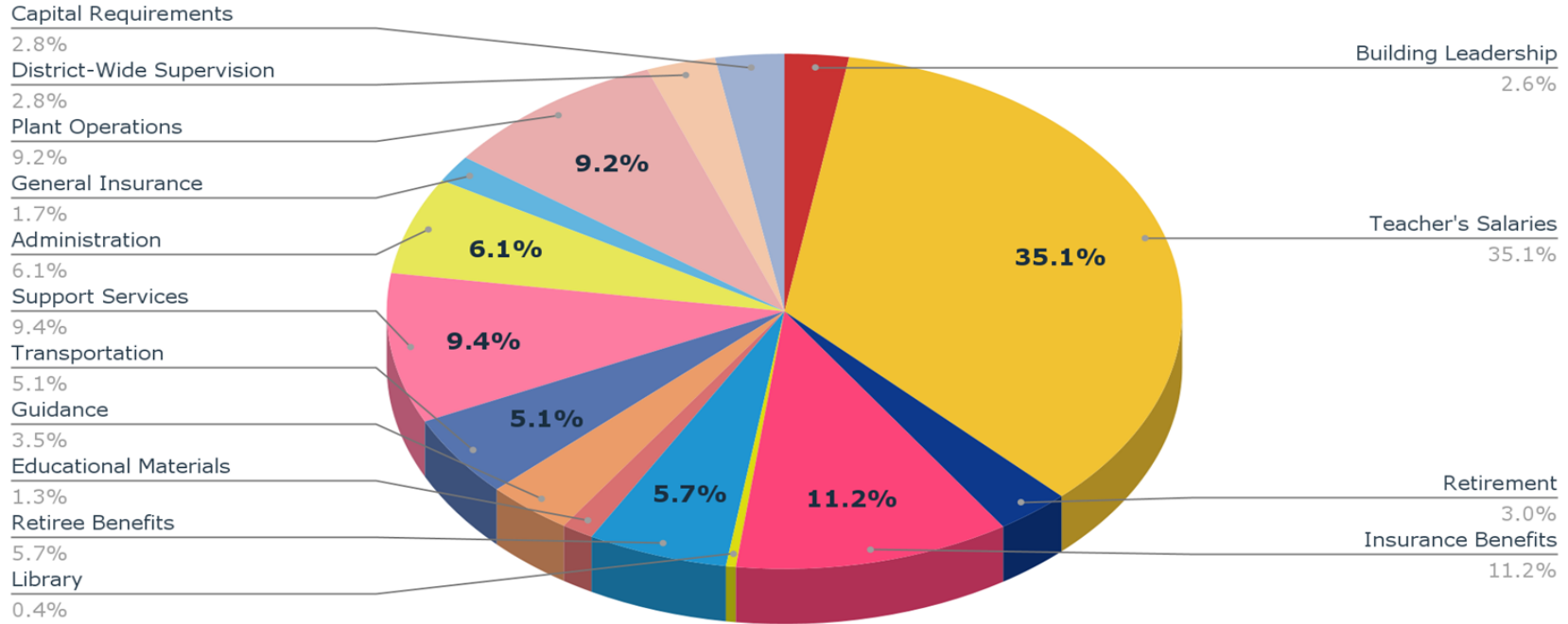
# Revenue Source vs. The Operating Budget



# Revenue Source vs. The Operating Budget

Fiscal Year	Operating Budget	State Aide	Assessments	Local Revenue
2017	14,459,000	2,466,487	11,844,513	148,000
2018	14,732,000	2,538,847	12,043,153	150,000
2019	14,944,000	2,634,067	12,159,933	150,000
2020	15,087,000	2,659,133	12,137,867	290,000
2021	15,504,000	2,699,147	12,464,853	340,000
2021	15,289,584	2,193,718	12,137,867	958,000
2022	15,812,000	2,699,147	12,647,853	465,000
2023	16,127,000	2,753,137	12,708,963	665,000
2024	16,750,000	3,593,921	12,491,079	665,000
2025	17,484,000	3,975,000	12,694,000	815,000

# What is the Money Used For?



## WHAT IS THE MONEY FOR?

Building Leadership	\$447,301	2.6%
Teachers Salaries	\$6,143,401	35.1%
Retirement	\$516,839	3.0%
Insurance Benefits	\$1,962,239	11.2%
Library	\$67,954	0.4%
Retiree Benefits	\$1,005,107	5.7%
Educational Materials	\$227,750	1.3%
Guidance	\$605,315	3.5%
Transportation	\$895,000	5.1%
Support Services	\$1,637,675	9.4%
Administration	\$1,066,938	6.1%
General Insurance	\$305,126	1.7%
Plant Operations	\$1,613,157	9.2%
District-Wide Supervision	\$495,196	2.8%
Capital Requirements	\$495,000	2.8%
	<b>\$17,484,000</b>	





# Capital Debt

	Principal	Interest	Total P&I
2020	2,935,000	4,682,300	7,617,300
2021	3,320,000	2,940,700	6,260,700
2022	3,485,000	2,770,575	6,255,575
2023	3,485,000	2,596,325	6,081,325
2024	3,485,000	2,422,075	5,907,075
<b>2025</b>	<b>3,485,000</b>	<b>2,247,825</b>	<b>5,732,825</b>
2026	3,485,000	2,073,575	5,558,575
2027	3,485,000	1,899,325	5,384,325
2028	3,485,000	1,725,075	5,210,075
2029	3,485,000	1,550,825	5,035,825
2030	3,485,000	1,376,575	4,861,575
2031	3,485,000	1,202,325	4,687,325
2032	3,485,000	1,045,500	4,530,500
2033	3,485,000	906,100	4,391,100
2034	3,485,000	766,700	4,251,700
2035	3,485,000	627,300	4,112,300
2036	3,485,000	487,900	3,972,900
2037	3,485,000	348,500	3,833,500
2038	3,485,000	209,100	3,694,100
2039	3,485,000	69,700	3,554,700
	<b>\$68,985,000</b>	<b>\$31,948,300</b>	<b>\$100,933,300</b>

**In FY19  
Cape Tech issued a  
Bond in the amount of  
\$68,985,000 at 3.32% for  
20 Years Fixed Principal**

# FY25 Capital Debt Assessment

<b>Town of Barnstable</b>	\$1,567,434
<b>Town of Brewster</b>	\$441,653
<b>Town of Chatham</b>	\$173,197
<b>Town of Dennis</b>	\$545,571
<b>Town of Eastham</b>	\$242,476
<b>Town of Harwich</b>	\$658,149
<b>Town of Mashpee</b>	\$476,292
<b>Town of Orleans</b>	\$129,898
<b>Town of Provincetown</b>	\$51,959
<b>Town of Truro</b>	\$95,258
<b>Town of Wellfleet</b>	\$95,258
<b>Town of Yarmouth</b>	<u>\$1,255,679</u>
	<b>\$5,732,825</b>

# FY25 Operating Assessment (estimated)

<b>Town of Barnstable</b>	\$3,224,845
<b>Town of Brewster</b>	\$1,025,821
<b>Town of Chatham</b>	\$402,282
<b>Town of Dennis</b>	\$1,267,190
<b>Town of Eastham</b>	\$563,196
<b>Town of Harwich</b>	\$1,546,671
<b>Town of Mashpee</b>	\$1,142,273
<b>Town of Orleans</b>	\$301,712
<b>Town of Provincetown</b>	\$120,685
<b>Town of Truro</b>	\$221,255
<b>Town of Wellfleet</b>	\$221,255
<b>Town of Yarmouth</b>	\$2,656,815
	<b>\$12,694,000</b>

# FY25 Total Assessments (estimated)

Town	Capital Assessment	Operating Assessment	Total
Barnstable	\$1,567,434	\$3,224,845	\$4,792,279
Brewster	\$441,653	\$1,025,821	\$1,467,474
Chatham	\$173,197	\$402,282	\$575,479
Dennis	\$545,571	\$1,267,190	\$1,812,761
Eastham	\$242,476	\$563,196	\$805,672
Harwich	\$658,149	\$1,546,671	\$2,204,820
Mashpee	\$476,292	\$1,142,273	\$1,618,565
Orleans	\$129,898	\$301,712	\$431,610
Provincetown	\$51,959	\$120,685	\$172,644
Truro	\$95,258	\$221,255	\$316,513
Wellfleet	\$95,258	\$221,255	\$316,513
Yarmouth	\$1,255,679	\$2,656,815	\$3,912,494
	\$5,732,825	\$12,694,000	\$18,426,825

# Other Post Employment Benefits (OPEB)

In 2015, Cape Cod Tech joined the Plymouth County OPEB Trust, an IRC Section 115 multiple-employer, irrevocable trust program. The District has established a funding plan and is currently ahead of the funding schedule.

**Actuarial Accrued Liability** (2023 GASB Audit)

**\$15,879,972**

**Balance of OPEB Reserve**

**\$2,278,387**

**Proposed FY25 Funding**

**\$300,000**

**Net Position - Funding to Liability**

**14.35%**

THANK YOU!

# Cape Cod Regional Technical High School

## FY25 Budget - Revenue

Revenue	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed
Assessments from Member Towns <i>FY24 Assessment % Increase</i>	\$ 12,464,854	\$ 12,647,853	\$ 12,708,864	\$ 12,491,067	\$ 12,694,000 1.62%
<b><u>State Aid</u></b>					
<sup>1</sup> Chapter 70 State Aid	\$ 2,144,195	\$ 2,183,727	\$ 2,942,321	\$ 2,955,921	\$ 3,325,000
<sup>2</sup> Chapter 71 Transportation Aid	\$ 647,910	\$ 733,011	\$ 710,407	\$ 638,012	\$ 650,000
<b>Total State Aid</b>	<b>\$ 2,792,105</b>	<b>\$ 2,916,738</b>	<b>\$ 3,652,728</b>	<b>\$ 3,593,933</b>	<b>\$ 3,975,000</b>
<b><u>Local Revenue</u></b>					
Interest Income	\$ 9,972	\$ 3,811	\$ 58,803	\$ 15,000	\$ 15,000
Facility Rental	\$ 7,500	\$ 38,365	\$ 66,983	\$ 50,000	\$ 50,000
Excess and Deficiency	\$ 775,000	\$ 400,000	\$ 600,000	\$ 600,000	\$ 750,000
Transportation Stabilization					
Mass Medicaid Reimbursement					
Unanticipated Revenue	\$ 120,971	\$ 82,984	\$ 19,622		
<b>Total Local Revenue</b>	<b>\$ 913,443</b>	<b>\$ 525,160</b>	<b>\$ 745,408</b>	<b>\$ 665,000</b>	<b>\$ 815,000</b>
<b>Total Revenue</b>	<b>\$ 16,170,402</b>	<b>\$ 16,089,751</b>	<b>\$ 17,107,000</b>	<b>\$ 16,750,000</b>	<b>\$ 17,484,000</b>

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
1	Severance Pay	\$80,000	\$30,000	\$25,000	\$20,000	\$20,000	
2	Longevity	\$66,492	\$61,841	\$56,906	\$69,257	\$88,144	
3	Retirement Annuity Incentive	\$31,275	\$29,275	\$22,150	\$11,250	\$11,250	
4	Reserve for Unanticipated Expenses	\$0	\$0	\$0	\$19,000	\$19,000	
5	Provision for Contract Negotiations	\$0	\$0	\$0	\$62,454	\$96,305	
6	School Committee Supplies	\$1,500	\$1,050	\$1,186	\$1,200	\$1,200	
7	Dues & Subscriptions	\$12,682	\$20,553	\$14,983	\$18,000	\$18,000	
8	<b>Total District Expenses</b>	<b>\$191,949</b>	<b>\$142,719</b>	<b>\$120,225</b>	<b>\$201,161</b>	<b>\$253,899</b>	
9							
10	Superintendent-Director (1)	\$172,552	\$183,133	\$184,451	\$209,419	\$210,419	
11	Secretary-Supt.-Director (1)	\$78,538	\$80,193	\$82,472	\$85,857	\$85,857	
12	Advertising	\$6,430	\$10,409	\$31,805	\$16,000	\$16,000	
13	Supt/Business Office Supplies	\$9,908	\$13,878	\$12,908	\$10,000	\$10,000	
14	Public Relations	\$15,969	\$43,363	\$17,518	\$30,000	\$21,000	
15	General Expense	\$1,530	\$2,923	\$1,207	\$3,000	\$3,000	
16	District Dues/Subscriptions	\$2,829	\$2,879	\$3,132	\$5,000	\$5,000	
17	Postage	\$2,373	\$15,276	\$15,813	\$15,000	\$15,000	
18	<b>Total District Administration</b>	<b>\$290,129</b>	<b>\$352,054</b>	<b>\$349,307</b>	<b>\$374,276</b>	<b>\$366,276</b>	
19							
20	Treasurer (1)	\$17,741	\$18,000	\$18,450	\$20,130	\$20,130	
21	Business Administrator (1)	\$134,397	\$137,399	\$146,166	\$145,702	\$145,702	
22	Business Office Staff (2)	\$124,941	\$130,728	\$136,334	\$143,352	\$143,352	
23	Audit	\$42,350	\$41,700	\$23,000	\$40,000	\$40,000	
24	Bookkeeper (1)	\$72,264	\$75,874	\$79,521	\$77,581	\$77,581	
25	Negotiations	\$0	\$0	\$0	\$2,000	\$2,000	
26	Legal Services	\$7,652	\$22,490	\$20,567	\$12,000	\$15,000	
27	<b>Total Finance and Administrative Services</b>	<b>\$399,345</b>	<b>\$426,191</b>	<b>\$424,038</b>	<b>\$440,765</b>	<b>\$443,765</b>	
28							
29	Director of Special Needs (1)	\$128,463	\$131,354	\$136,137	\$140,850	\$140,850	
30	Director of Technical Studies (1)	\$117,885	\$120,520	\$118,000	\$122,880	\$122,880	
31	Secretary to Tech Studies/Academic Coord.	\$21,606	\$56,213	\$61,437	\$61,564	\$61,564	



**Cape Cod Regional Technical High School**

**FY25 Budget - Proposed**

	<b>Description</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Budget</b>	<b>FY25 Proposed</b>	<b>Expected Grant Funds</b>
32	Director of Curriculum (1)	\$132,622	\$127,204	\$131,115	\$134,902	\$134,902	
33	Coop Coordinator (1)	\$30,259	\$28,301	\$27,875	\$32,000	\$32,000	
34	Technical Studies Supplies	\$767	\$500	\$394	\$2,000	\$2,000	
35	Curriculum Supplies & Software	\$1,225	\$20	\$526	\$1,000	\$1,000	
36	Special Needs Director Travel	\$200	\$0	\$0	\$0	\$0	
37	<b>Total District-wide Academic/Vocational</b>	<b>\$433,027</b>	<b>\$464,113</b>	<b>\$475,484</b>	<b>\$495,196</b>	<b>\$495,196</b>	
38							
39	Principal(1)	\$137,117	\$140,174	\$143,647	\$148,631	\$148,631	
40	Assistant Principal (1)	\$118,575	\$110,000	\$112,750	\$116,696	\$116,696	
41	Secretary to Principal(1)	\$54,574	\$68,034	\$71,701	\$74,657	\$74,657	
42	Attendance Clerk (.71)	\$35,330	\$35,058	\$35,063	\$36,570	\$36,570	
43	Assistant Principal Secretary (.85)	\$53,164	\$50,427	\$51,695	\$52,747	\$52,747	
44	Agenda Books	\$0	\$4,253	\$0	\$3,500	\$0	
45	Accreditation	\$0	\$0	\$15,960	\$10,000	\$0	
46	Principal's Supplies	\$2,573	\$2,967	\$3,818	\$4,000	\$3,000	
47	MCAS Supplies	\$0	\$1,063	\$2,047	\$500	\$0	
48	Assistant Principal Supplies	\$1,424	\$1,726	\$2,078	\$1,500	\$1,500	
49	Graduation Expense	\$8,502	\$10,155	\$7,212	\$8,000	\$8,000	
50	Prin./AP Dues & Subscriptions	\$3,039	\$2,500	\$284	\$1,000	\$1,000	
51	Principal/AP Travel	\$0	\$0	\$0	\$0	\$0	
52	Recognition Awards	\$2,765	\$8,782	\$4,602	\$5,000	\$4,500	
53	<b>Total School Building Leadership</b>	<b>\$417,063</b>	<b>\$435,138</b>	<b>\$450,857</b>	<b>\$462,801</b>	<b>\$447,301</b>	
54							
55	Network Engineer (1)	\$89,695	\$91,713	\$94,006	\$97,296	\$97,296	
56	Technology Systems and Data Assistant (1)	\$84,786	\$86,694	\$88,861	\$91,971	\$91,971	
57	Technology Contracted Services	\$2,302	\$3,160	\$0	\$1,500	\$1,500	
58	Technology Supplies	\$362	\$12,719	\$10,920	\$10,000	\$10,000	
59	<b>Total Building Technology</b>	<b>\$177,145</b>	<b>\$194,286</b>	<b>\$193,787</b>	<b>\$200,767</b>	<b>\$200,767</b>	
60							

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
61	Auto Collision Instructors (2)	\$154,191	\$160,473	\$169,916	\$175,272	\$179,598	
62	Auto Technology Instructors (2)	\$159,147	\$165,604	\$172,976	\$181,472	\$188,131	
63	Carpentry Staff (2)	\$144,748	\$150,842	\$160,094	\$193,539	\$198,324	
64	Cosmetology Instructors (2)	\$159,588	\$166,606	\$179,305	\$187,160	\$195,077	
65	Culinary Arts Staff (3)	\$179,314	\$182,898	\$180,941	\$257,643	\$254,156	
66	Dental Assist. Instructor (2)	\$158,882	\$172,290	\$174,662	\$149,322	\$158,591	
67	Electrical Instructors (2)	\$153,232	\$159,857	\$170,167	\$163,362	\$174,459	
68	Graphic Arts Instructors (2)	\$172,117	\$178,363	\$186,769	\$192,764	\$200,850	
69	Health Technology Instructors (3)	\$149,371	\$178,271	\$251,658	\$263,697	\$280,283	
70	Horticulture Instructors (2)	\$165,792	\$128,187	\$158,888	\$164,172	\$175,116	
71	HVAC Staff (2)	\$186,900	\$212,099	\$252,869	\$176,359	\$184,160	
72	Information Technology Instructors (2)	\$140,694	\$133,672	\$129,990	\$143,037	\$163,254	
73	Marine Instructor (2)	\$162,942	\$169,400	\$148,302	\$161,708	\$169,144	
74	Plumbing Instructor (2)	\$160,478	\$166,871	\$175,951	\$190,540	\$198,595	
76	Art Teacher (1)	\$58,787	\$65,423	\$72,683	\$75,538	\$84,481	
77	21st Century Skills (2)	\$169,804	\$176,077	\$170,550	\$179,736	\$184,148	
78	English Instructors (6)	\$482,196	\$468,916	\$483,664	\$469,808	\$495,035	
79	Health Instructor (1)	\$49,378	\$53,565	\$0	\$0	\$0	
80	Math Instructors (6)	\$519,436	\$509,948	\$469,775	\$550,458	\$567,424	
81	Phys. Ed. Instructors (2)	\$155,083	\$161,213	\$144,851	\$152,617	\$162,574	
82	Science Instructor (5)	\$364,544	\$361,626	\$356,874	\$358,869	\$455,219	
83	Social Studies Instructor (4)	\$346,031	\$397,473	\$334,642	\$338,290	\$349,908	
84	Spanish Instructor (1)	\$86,673	\$88,391	\$90,145	\$92,827	\$95,129	
85	Engineering Technology Instructors (2)	\$184,450	\$187,352	\$153,830	\$186,176	\$194,093	
86	Special Needs Instructor (7)	\$494,143	\$521,198	\$515,931	\$535,230	\$553,374	\$100,056.00
87	Special Needs Inclusion Specialist (1)	\$88,600	\$90,963	\$92,179	\$98,260	\$100,634	
88	Technology Int. Specialist (1)	\$87,542	\$91,122	\$92,669	\$98,567	\$101,012	
89	Literacy Coach (1)	\$89,350	\$82,306	\$87,084	\$78,260	\$80,634	\$20,000
90	<b>Total Instruction and Teaching Services</b>	<b>\$5,423,413</b>	<b>\$5,581,005</b>	<b>\$5,577,365</b>	<b>\$5,814,683</b>	<b>\$6,143,401</b>	<b>\$120,056</b>
91							

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
92	Speech & Language Specialist (1)	\$0	\$0	\$47,282	\$93,593		
93	Special Needs Cont. Service	\$82,598	\$76,439	\$76,441	\$65,000	\$160,000	
94	<b>Total Medical Therapeutic Services</b>	<b>\$82,598</b>	<b>\$76,439</b>	<b>\$123,723</b>	<b>\$158,593</b>	<b>\$160,000</b>	
95							
96	Vocational Substitutes	\$46,186	\$76,439	\$35,225	\$65,000	\$65,000	
97	Academic Substitutes	\$53,913	\$117,317	\$70,099	\$65,000	\$65,000	
98	<b>Total Substitutes</b>	<b>\$100,099</b>	<b>\$193,756</b>	<b>\$105,324</b>	<b>\$130,000</b>	<b>\$130,000</b>	
99							
100	Auto Tech Aide (1)	\$38,446	\$38,783	\$39,890	\$41,027	\$41,027	
101	Graphic Arts Aide (1)	\$40,600	\$44,987	\$44,872	\$37,628	\$37,628	
102	Information Technology Aide (1)	\$35,114	\$36,321	\$45,927	\$39,229	\$39,229	
103	Physical Education Aide (1)	\$38,469	\$36,258	\$36,532	\$37,628	\$37,628	
104	Special Needs Aides (6)	\$64,092	\$52,297	\$109,717	\$120,327	\$112,327	\$120,000
105	<b>Total Paraprofessionals Instructional Asst.</b>	<b>\$216,721</b>	<b>\$208,645</b>	<b>\$276,938</b>	<b>\$275,840</b>	<b>\$267,840</b>	<b>\$120,000</b>
106							
107	Librarian (.84)	\$79,146	\$56,499	\$57,599	\$59,509	\$60,954	
108	<b>Total Library</b>	<b>\$79,146</b>	<b>\$56,499</b>	<b>\$57,599</b>	<b>\$59,509</b>	<b>\$60,954</b>	
109							
110	Professional Development	\$35,795	\$44,941	\$65,648	\$45,000	\$53,000	
111	Course Reimbursement	\$23,339	\$18,745	\$18,812	\$25,000	\$20,000	
112	Curriculum Development	\$355	\$9,347	\$4,084	\$4,000	\$4,000	
113	State Mandated Mentoring	\$8,000	\$9,250	\$8,875	\$8,000	\$8,000	
114	<b>Total Professional Development</b>	<b>\$67,489</b>	<b>\$82,283</b>	<b>\$97,419</b>	<b>\$82,000</b>	<b>\$85,000</b>	
115							
116	Auto Body Text & Subscriptions	\$0	\$0	\$0	\$0	\$0	
117	Auto Technology Text & Subscriptions	\$1,993	\$4,412	\$3,441	\$2,000	\$2,000	
118	Carpentry Texts & Subscriptions	\$0	\$1,750	\$2,114	\$0	\$0	
119	Cosmetology Texts & Subscriptions	\$299	\$0	\$349	\$300	\$500	
120	Culinary Arts Texts & Subscriptions	\$2,389	\$1,582	\$5,017	\$2,000	\$2,000	
121	Dental Assistant Texts & Subscriptions	\$4,294	\$1,628	\$0	\$1,500	\$1,500	

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
122	Electrical Texts & Subscriptions	\$0	\$7,167	\$0	\$500	\$500	
123	Graphic Arts Texts & Subscriptions	\$9	\$757	\$3,177	\$0	\$0	
124	Health Technology Texts & Subscriptions	\$14,856	\$5,954	\$5,100	\$5,000	\$5,000	
125	Horticulture Texts & Subscriptions	\$1,200	\$3,318	\$1,000	\$1,000	\$1,000	
126	HVAC Texts & Subscriptions	\$60	\$0	\$250	\$0	\$0	
127	Information Technology Texts & Subscriptions	\$902	\$4,568	\$2,263	\$1,500	\$1,500	
128	Marine Mechanics Texts & Subscriptions	\$1,523	\$609	\$195	\$500	\$500	
129	Plumbing Texts & Subscriptions	\$0	\$0	\$0	\$500	\$500	
130	Engineering Texts & Subscriptions	\$847	\$190	\$1,941	\$1,000	\$500	
131	Special Needs Texts & Subscriptions	\$3,198	\$5,744	\$4,709	\$2,500	\$2,500	
132	English Texts & Subscriptions	\$0	\$2,548	\$4,723	\$2,500	\$2,500	
133	Math Texts & Subscriptions	\$0	\$100	\$0	\$0	\$0	
134	Science Texts & Subscriptions	\$0	\$7,100	\$0	\$1,000	\$1,000	
135	Social Studies Texts & Subscriptions	\$0	\$15,745	\$0	\$2,000	\$500	
136	Spanish Texts & Subscriptions	\$0	\$4,493	\$0	\$0	\$0	
137	Special Needs Dues	\$100	\$375	\$100	\$250	\$250	
138	Library Books	\$1,524	\$3,520	\$4,547	\$3,500	\$3,500	
139	Library Subscriptions	\$2,428	\$866	\$3,900	\$2,500	\$2,500	
140	<b>Total Textbooks &amp; Subscriptions</b>	<b>\$35,622</b>	<b>\$72,425</b>	<b>\$42,826</b>	<b>\$30,050</b>	<b>\$28,250</b>	
141							
142	School Paper Bid	\$5,000	\$2,936	\$9,700	\$3,500	\$5,000	
143	Auto Body Supplies	\$11,951	\$6,267	\$1,002	\$7,000	\$6,000	
144	Auto Technology Supplies	\$3,636	\$4,462	\$3,076	\$4,000	\$4,000	
145	Carpentry Supplies	\$12,237	\$7,237	\$7,979	\$8,000	\$8,000	
146	Cosmetology Supplies	\$1,958	\$3,267	\$11,594	\$3,200	\$4,000	
147	Culinary Arts Supplies	\$44,734	\$46,625	\$69,406	\$25,000	\$30,000	
148	Dental Assistant Supplies	\$2,024	\$968	\$2,826	\$1,500	\$1,500	
149	Electrical Supplies	\$5,612	\$16,321	\$13,481	\$8,000	\$10,000	
150	Graphic Arts Supplies	\$8,871	\$14,983	\$5,651	\$9,000	\$8,000	
151	Health Technology Supplies	\$2,844	\$4,247	\$4,612	\$3,500	\$4,500	

**Cape Cod Regional Technical High School**

**FY25 Budget - Proposed**

	<b>Description</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Budget</b>	<b>FY25 Proposed</b>	<b>Expected Grant Funds</b>
152	Horticulture Supplies	\$19,333	\$13,695	\$25,702	\$14,000	\$15,000	
153	HVAC Supplies	\$29,986	\$34,722	\$25,923	\$25,000	\$25,000	
154	Information Technology Supplies	\$454	\$3,553	\$6,518	\$2,000	\$4,000	
155	Marine Mechanics Supplies	\$9,136	\$19,196	\$12,346	\$15,000	\$13,000	
156	Plumbing Supplies	\$20,744	\$20,089	\$27,286	\$20,000	\$20,000	
157	Exploratory Supplies	\$5,017	\$9,236	\$14,007	\$9,000	\$9,000	
158	Engineering Supplies	\$10,582	\$8,190	\$9,239	\$10,000	\$10,000	
159	Safety Supplies / OSHA Training	\$5,868	\$14,929	\$13,513	\$8,000	\$10,000	
160	Special Needs Supplies	\$765	\$1,188	\$1,773	\$2,500	\$2,500	
161	21st Century Skills Supplies	\$0	\$0	\$0	\$200	\$200	
162	English Supplies	\$2,558	\$2,793	\$2,974	\$2,800	\$2,800	
163	Health Education Supplies	\$107	\$2,567	\$0	\$0	\$0	
164	Math Supplies	\$859	\$2,443	\$689	\$1,500	\$1,000	
165	Phys. Ed. Supplies	\$0	\$0	\$362	\$1,000	\$500	
166	Science Supplies	\$9,474	\$5,598	\$12,319	\$4,500	\$6,000	
167	Social Studies Supplies	\$0	\$123	\$96	\$500	\$500	
168	Spanish Supplies	\$200	\$0	\$0	\$0	\$0	
169	Art Supplies	\$4,327	\$5,415	\$5,028	\$4,500	\$5,000	
170	Library Supplies	\$138	\$987	\$519	\$1,000	\$1,000	
171	<b>Total Educational Supplies</b>	<b>\$218,415</b>	<b>\$252,035</b>	<b>\$287,621</b>	<b>\$194,200</b>	<b>\$206,500</b>	
172							
173	Field Trips-Competitions	\$16,163	\$46,891	\$71,484	\$45,000	\$48,000	
174	Senior Project	\$0	\$33	\$0	\$0	\$0	
175	Summer School	\$4,584	\$0	\$0	\$0	\$0	
176	Tutoring & Credit Recovery	\$990	\$910	\$4,862	\$3,000	\$3,000	
177	<b>Total Other Instructional Services</b>	<b>\$21,737</b>	<b>\$47,834</b>	<b>\$76,346</b>	<b>\$48,000</b>	<b>\$51,000</b>	
178							
179	Guidance Counselors (4)	\$318,099	\$334,047	\$357,972	\$357,205	\$371,375	
180	At Risk Counselor (1)	\$88,892	\$93,856	\$95,718	\$98,567	\$101,012	
181	Guidance Secretaries (2)	\$108,366	\$110,534	\$111,040	\$116,128	\$116,128	

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
182	Guidance Supplies	\$2,603	\$4,235	\$7,470	\$4,000	\$5,000	
183	Guidance Public Relations	\$656	\$8,285	\$11,187	\$8,000	\$7,000	
184	Dues & Subscriptions	\$2,351	\$1,166	\$3,656	\$2,300	\$2,300	
185	ELL Testing & Services	\$1,611	\$3,593	\$2,720	\$2,000	\$2,500	
186	<b>Total Guidance and Counseling Services</b>	<b>\$522,578</b>	<b>\$555,716</b>	<b>\$589,763</b>	<b>\$588,200</b>	<b>\$605,315</b>	
187							
188	Psychological Services	\$55,005	\$51,665	\$52,390	\$55,000	\$55,000	
189	<b>Total Psychological Services</b>	<b>\$55,005</b>	<b>\$51,665</b>	<b>\$52,390</b>	<b>\$55,000</b>	<b>\$55,000</b>	
190							
191	Nurse (2)	\$86,598	\$76,318	\$83,694	\$84,268	\$170,300	
192	Assistant to Nurse (1)	\$5,948	\$0	\$0	\$0	\$0	
193	Medical Services	\$0	\$3,500	\$3,500	\$3,500	\$3,500	
194	Nurse's Supplies	\$2,038	\$7,017	\$5,477	\$3,500	\$4,000	
195	<b>Total Health Services</b>	<b>\$94,584</b>	<b>\$86,834</b>	<b>\$92,671</b>	<b>\$91,268</b>	<b>\$177,800</b>	
196							
197	Basic Transportation	\$805,530	\$820,154	\$739,147	\$800,000	\$800,000	
198	Late Transportation	\$21,840	\$76,062	\$93,860	\$85,000	\$95,000	
199	Special Needs Transportation	\$0	\$25,717	\$0	\$0	\$0	
200	Homeless Transportation	\$11,348	\$0	\$0	\$0	\$0	
201	<b>Total Student Transportation</b>	<b>\$838,718</b>	<b>\$921,933</b>	<b>\$833,007</b>	<b>\$885,000</b>	<b>\$895,000</b>	
202							
203	Transfer to School Lunch	\$26,000	\$0	\$0	\$0	\$0	
204	<b>Total Food Services</b>	<b>\$26,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
205							
206	Coaches	\$109,800	\$151,854	\$152,995	\$156,000	\$156,000	
207	Sports Clinics/Trainer	\$504	\$37,521	\$58,800	\$63,288	\$68,136	
208	Officials	\$7,565	\$22,979	\$36,577	\$24,000	\$28,000	
209	Activity Staff	\$1,380	\$6,415	\$3,329	\$7,000	\$7,000	
210	Ice Time	\$6,723	\$4,879	\$5,882	\$7,000	\$6,000	
211	Game Transportation	\$15,823	\$42,040	\$55,509	\$46,000	\$50,000	

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
212	Athletic Supplies	\$12,009	\$36,560	\$45,976	\$35,000	\$40,000	
213	Equipment Reconditioning	\$788	\$3,364	\$4,609	\$4,000	\$4,000	
214	Athletic Dues & Subscriptions	\$3,255	\$5,978	\$10,743	\$6,500	\$6,500	
215	<b>Total Athletic Services</b>	<b>\$157,847</b>	<b>\$311,589</b>	<b>\$374,420</b>	<b>\$348,788</b>	<b>\$365,636</b>	
216							
217	Advisors	\$34,554	\$69,236	\$61,447	\$81,633	\$81,633	
218	Student Activities	\$6,240	\$34,492	\$16,262	\$28,000	\$28,000	
219	<b>Total Other Student Activities</b>	<b>\$40,794</b>	<b>\$103,728</b>	<b>\$77,709</b>	<b>\$109,633</b>	<b>\$109,633</b>	
220							
221	Police Liason Officer	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
222	After School Supervision	\$0	\$15,107	\$21,239	\$11,000	\$15,000	
223	Security	\$224	\$208	\$0	\$0	\$0	
224	<b>Total School Security</b>	<b>\$20,224</b>	<b>\$35,315</b>	<b>\$41,239</b>	<b>\$31,000</b>	<b>\$35,000</b>	
225							
226	Custodians (6)	\$256,658	\$249,729	\$246,095	\$315,910	\$323,274	
227	Contracted Services	\$0	\$250	\$364	\$1,000	\$1,000	
228	Custodial Supplies	\$42,108	\$38,844	\$42,559	\$38,000	\$40,000	
229	Custodial Clothing Allowance	\$8,618	\$7,638	\$8,573	\$6,000	\$6,000	
230	<b>Total Custodial Services</b>	<b>\$307,384</b>	<b>\$296,461</b>	<b>\$297,591</b>	<b>\$360,910</b>	<b>\$370,274</b>	
231							
232	Heat for Building - Gas	\$137,690	\$114,189	\$130,015	\$155,000	\$160,000	
233	Heat for Building - Oil	\$0	\$0	\$0	\$0	\$0	
234	<b>Total Heat of Building</b>	<b>\$137,690</b>	<b>\$114,189</b>	<b>\$130,015</b>	<b>\$155,000</b>	<b>\$160,000</b>	
235							
236	Telephone	\$27,970	\$27,078	\$26,388	\$28,000	\$28,000	
237	Water	\$8,042	\$15,424	\$11,016	\$9,000	\$9,000	
238	Electricity	\$219,803	\$311,480	\$316,986	\$349,000	\$349,000	
239	Gasoline	\$5,832	\$16,078	\$13,842	\$14,000	\$14,000	
240	Refuse Removal	\$30,079	\$25,610	\$24,865	\$25,000	\$25,000	
241	<b>Total Utility Services</b>	<b>\$291,726</b>	<b>\$395,669</b>	<b>\$393,097</b>	<b>\$425,000</b>	<b>\$425,000</b>	

## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
242							
243	Student Wages	\$0	\$384	\$5,548	\$4,500	\$4,500	
244	Groundskeeper (1)	\$51,657	\$56,355	\$55,484	\$59,550	\$59,550	
245	Snow Removal	\$22,050	\$20,100	\$9,600	\$25,000	\$25,000	
246	Grounds Supplies	\$31,505	\$23,765	\$42,018	\$28,000	\$32,000	
247	<b>Total Maintenance of Grounds</b>	<b>\$105,212</b>	<b>\$100,604</b>	<b>\$112,650</b>	<b>\$117,050</b>	<b>\$121,050</b>	
248							
249	Building & Grounds Supervisor (1)	\$101,719	\$84,080	\$89,770	\$97,486	\$97,486	
250	Maintenance Employees (2.3)	\$125,657	\$143,866	\$115,749	\$150,347	\$150,347	
251	Maint. of Building Supplies	\$33,109	\$42,570	\$56,728	\$45,000	\$45,000	
252	Electrical Contracted Service	\$1,557	\$2,095	\$1,800	\$8,000	\$5,000	
253	Emergency Services	\$49,399	\$50,322	\$12,716	\$50,000	\$45,000	
254	Mechanical Contracted Services	\$0	\$17,427	\$9,066	\$15,000	\$12,000	
255	Air Conditioning Cont. Serv.	\$0	\$13,239	\$20,135	\$12,000	\$14,000	
256	Building Contracted Services	\$39,904	\$84,612	\$93,215	\$80,000	\$80,000	
257	<b>Total Maintenance of Building</b>	<b>\$351,345</b>	<b>\$438,210</b>	<b>\$399,179</b>	<b>\$457,833</b>	<b>\$448,833</b>	
258							
259	Maint. Equipment - Administration	\$60,482	\$61,063	\$52,696	\$40,000	\$45,000	
260	Maint. Equipment - Vocational	\$27,586	\$13,722	\$22,566	\$16,000	\$16,000	
261	Maint. Equipment - Academic	\$4,025	\$0	\$0	\$3,000	\$3,000	
262	Maint. Equipment - Maintenance	\$13,449	\$12,390	\$4,557	\$13,000	\$12,000	
263	Maintenance of Vehicles	\$4,607	\$14,888	\$11,804	\$16,000	\$12,000	
264	<b>Total Maintenance of Equipment</b>	<b>\$110,149</b>	<b>\$102,062</b>	<b>\$91,623</b>	<b>\$88,000</b>	<b>\$88,000</b>	
265							
266	Barnstable County Retirement Assessment	\$541,453	\$449,201	\$469,805	\$537,343	\$516,839	
267	<b>Total Employee Retirement</b>	<b>\$541,453</b>	<b>\$449,201</b>	<b>\$469,805</b>	<b>\$537,343</b>	<b>\$516,839</b>	
268							
269	Employee Health Insurance	\$1,270,601	\$1,447,061	\$1,301,244	\$1,517,636	\$1,572,749	\$15,000
270	Employee Dental Insurance	\$107,144	\$118,859	\$106,935	\$98,001	\$94,791	
271	Employee Long Term Disability Ins.	\$18,555	\$23,819	\$15,344	\$23,400	\$20,280	



## Cape Cod Regional Technical High School

### FY25 Budget - Proposed

	Description	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Expected Grant Funds
272	Employee Life Insurance	\$15,142	\$17,574	\$16,009	\$24,735	\$28,713	
273	Medicare Tax	\$126,964	\$141,370	\$143,322	\$143,420	\$150,000	
274	Unemployment Insurance	\$28,318	\$26,262	\$13,393	\$32,000	\$20,000	
275	Workers' Comp. Insurance	\$68,717	\$70,786	\$71,636	\$71,097	\$75,706	
276	Retirees Health Insurance	\$644,937	\$639,737	\$622,901	\$631,854	\$702,607	
277	Retiree Section 18 Penalty	\$1,013	\$2,830	\$1,701	\$2,500	\$2,500	
278	OPEB Obligation	\$550,000	\$200,000	\$250,000	\$275,000	\$300,000	
279	Property & Liability Ins.	\$188,350	\$261,325	\$250,724	\$263,779	\$274,212	
280	Excess Liability Insurance	\$11,198	\$14,571	\$17,444	\$20,119	\$20,119	
281	Student Insurance	\$15,385	\$9,704	\$12,687	\$10,245	\$10,444	
282	Treasurer's Bond	\$246	\$350	\$350	\$350	\$350	
283	<b>Total Insurances</b>	<b>\$3,046,570</b>	<b>\$2,974,249</b>	<b>\$2,823,690</b>	<b>\$3,114,137</b>	<b>\$3,272,472</b>	<b>\$15,000</b>
284							
285	Postage Meter	\$2,984	\$3,023	\$3,043	\$2,998	\$2,998	
286	<b>Total Fixed Lease Charges</b>	<b>\$2,984</b>	<b>\$2,998</b>	<b>\$2,998</b>	<b>\$2,998</b>	<b>\$2,998</b>	
287							
288	Building Improvement	\$69,372	\$68,078	\$216,055	\$150,000	\$200,000	
289	New Equipment	\$50,463	\$60,857	\$95,331	\$80,000	\$100,000	
290	Technology Equip/Software	\$223,433	\$84,587	\$75,465	\$95,000	\$95,000	
291	Replacement Equipment	\$84,060	\$67,557	\$88,358	\$90,000	\$100,000	
292	<b>Total Fixed Assets</b>	<b>\$427,328</b>	<b>\$281,079</b>	<b>\$475,209</b>	<b>\$415,000</b>	<b>\$495,000</b>	
293	Capital Improvement Stabilization Fund	\$ 245,000		\$ 40,000.00			
294	<b>Total Operating and Capital Budget</b>	<b>\$15,476,489</b>	<b>\$15,806,925</b>	<b>\$15,955,915</b>	<b>\$16,750,000</b>	<b>\$17,484,000</b>	<b>\$255,056</b>
295	Capital Debt Expense - Principal	\$ 3,320,000	\$ 3,485,000	\$ 3,485,000	\$ 3,485,000	\$ 3,485,000	
296	Capital Debt Expense - Interest	\$ 2,940,700	\$ 2,770,575	\$ 2,596,325	\$ 2,422,075	\$ 2,247,825	
297	<b>Total Budget</b>	<b>\$21,737,189</b>	<b>\$22,062,500</b>	<b>\$22,037,240</b>	<b>\$22,657,075</b>	<b>\$23,216,825</b>	

TOWN OPERATING BUDGET

ARTICLE 4: 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: \$45,710,906

<b>SOURCES:</b>	
Betterments	\$145,000
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	861,327
Wastewater Retained Earnings	62,148
<b>Subtotal</b>	<b>2,690,639</b>
<b>Estimate Local Receipts</b>	<b>16,307,350</b>
Taxes (Tax Levy – “raise & appropriate”)	<b>26,712,917</b>
<b>Operating Budget</b>	<b>45,710,906</b>

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 # 9) 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

FY25 BUDGET REVENUE (SOURCES) AND EXPENSES (USES)					
REVENUES (Sources)					
	FY24	FY25	% CHANGE	ADDITIONAL INFORMATION	
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%		
New WW Debt issued (6/24)		302,460.00	100.00%		
Momonoy new debt		100,100.00	100.00%		
<b>FY Levy Limit</b>	<b>58,325,230.00</b>	<b>60,060,850.78</b>	<b>2.98%</b>		
<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%	* INTERFUND TRANSFERS	
Overlay Surplus	200,000.00	400,000.00	100.00%	PEG	226,964.00
Indirect Costs from (WW)	62,148.00	62,148.00	0.00%	Betterments	145,000.00
Indirect Costs from (Water)	818,913.00	861,327.00	5.18%	Golf Imprv (1545)	95,200.00
<b>SUBTOTAL OTHER REVENUE</b>	<b>18,079,861.00</b>	<b>19,870,887.00</b>	<b>9.91%</b>	Harbor Impr (1626)	200,000.00
				Waterways (1621)	200,000.00
<b>TOTAL ESTIMATED REVENUES</b>	<b>76,405,091.00</b>	<b>79,931,737.78</b>	<b>4.62%</b>	WW SP Stabilizations	500,000.00
				Total	1,367,164.00
<b>EXPENSES (Uses)</b>					
<b>RECAP ITEMS</b>					
State Assessments	835,503.00	871,180.00	4.27%		
Overlay	560,466.45	250,000.00	-55%		
Snow & Ice Deficit		102,605.00			
<b>TOTAL RECAP EXPENSES</b>	<b>1,395,969.45</b>	<b>1,223,785.00</b>	<b>-12%</b>		
<b>ARTICLE 4 ITEMS</b>					
Dept Budgets w/some EOS	29,686,534.00	31,289,955.16	5.40%		
Group Health Insurance	5,362,192.00	5,791,167.36	8.00%		
County Retirement Assessment	3,474,024.00	3,812,752.00	9.75%		
Property & Liability Insurance	976,060.00	1,019,982.70	4.50%		
Unemployment Insurance	20,000.00	20,000.00	0.00%		
OPEB Trust Fund Transfer	250,000.00	250,000.00	0.00%		
Debt (GF, Golf, WW) CURRENT	2,541,800.00	3,224,589.00	26.86%	38.76%	total debt service
Debt WW issued 6/1/24 (NEW)	-	302,460.00		Total debt svc increase	3,527,049.00
<b>SUBTOTAL ART 4 EXPENSES</b>	<b>42,310,610.00</b>	<b>45,710,906.22</b>	<b>8%</b>		
<b>SCHOOL ASSESSMENTS</b>					
Momonoy	28,469,466.00	29,876,982.00	4.94%	5.30%	Total Monomoy Assess
Monomoy new debt svc ESTIMATE	-	100,100.00		Total Est. Monomy Increase	29,977,082.00
CC Regional Technical School	2,014,200.00	2,204,820.00	9.46%		
<b>SUBTOTAL SCHOOL ASSESSMENTS</b>	<b>30,483,666.00</b>	<b>32,181,902.00</b>	<b>5.57%</b>		
<b>WASTEWATER SUBSIDY</b>				** WW Enterprise subsidy	
Wastewater Ent Fund subsidy **	1,015,050.00	550,432.00	-45.77%		
<b>TOTAL WASTEWATER SUBSIDY</b>	<b>1,015,050.00</b>	<b>550,432.00</b>	<b>-45.77%</b>	FY25 budget	700,432.00
				less RE transfer \$100k	(100,000.00)
<b>TOTAL ESTIMATED EXPENSES</b>	<b>75,205,295.45</b>	<b>79,667,025.22</b>	<b>5.93%</b>	less User Fees	(50,000.00)
				Net subsidy-salaries & expense	550,432.00
<b>average/shortage</b>	<b>1,199,795.55</b>	<b>264,712.56</b>		FY24 SUBSIDY INCLUDED DEBT EXPENSE	

**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	<b>114 Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
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	<b>122 Total</b>	<b>771,250</b>	<b>21,250</b>	<b>21,250</b>	<b>0.0%</b>
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	<b>131 Total</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0.0%</b>
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	<b>135 Total</b>	<b>292,545</b>	<b>292,668</b>	<b>304,038</b>	<b>3.9%</b>
13	136 AUDIT - EXP	45,000	49,000	49,000	0.0%
14	<b>136 Total</b>	<b>45,000</b>	<b>49,000</b>	<b>49,000</b>	<b>0.0%</b>
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	<b>141 Total</b>	<b>347,294</b>	<b>381,424</b>	<b>373,844</b>	<b>-2.0%</b>
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	<b>143 Total</b>	<b>21,140</b>	<b>23,190</b>	<b>23,190</b>	<b>0.0%</b>
21	144 POSTAGE	50,000	50,000	50,000	0.0%
22	<b>144 Total</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0.0%</b>
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	<b>145 Total</b>	<b>388,621</b>	<b>401,012</b>	<b>369,974</b>	<b>-7.7%</b>
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	<b>148 Total</b>	<b>444,355</b>	<b>506,358</b>	<b>486,924</b>	<b>-3.8%</b>
29	149 ADMINISTRATION - S&W	543,821	421,593	584,980	38.8%
30	149 ADMINISTRATION - EXP	133,000	163,000	419,000	157.1%
31	<b>149 Total</b>	<b>676,821</b>	<b>584,593</b>	<b>1,003,980</b>	<b>71.7%</b>
32	152 LEGAL SERVICES - EXP	185,000	185,000	185,000	0.0%
33	152 CLAIMS & SUITS	500	500	500	0.0%
34	<b>152 Total</b>	<b>185,500</b>	<b>185,500</b>	<b>185,500</b>	<b>0.0%</b>
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	<b>155 Total</b>	<b>531,440</b>	<b>569,005</b>	<b>550,504</b>	<b>-3.3%</b>
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	<b>156 Total</b>	<b>190,869</b>	<b>217,454</b>	<b>226,964</b>	<b>4.4%</b>
41	157 CONSTABLE S & W	700	700	700	0.0%
42	<b>157 Total</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>0.0%</b>
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	<b>161 Total</b>	<b>299,803</b>	<b>310,287</b>	<b>370,313</b>	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	<b>171 Total</b>	<b>167,472</b>	<b>209,190</b>	<b>226,459</b>	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	<b>173 Total</b>	<b>0</b>	<b>78,596</b>	<b>81,095</b>	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	<b>174 Total</b>	<b>158,637</b>	<b>180,596</b>	<b>184,502</b>	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	<b>176 Total</b>	<b>2,850</b>	<b>6,306</b>	<b>6,306</b>	0.0%
58	180 ALBRO HOUSE - EXP	5,000	5,000	5,250	5.0%
59	<b>180 Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,250</b>	5.0%
60	181 OLD RECR BUILDING - EXP	6,500	6,500	6,925	6.5%
61	<b>181 Total</b>	<b>6,500</b>	<b>6,500</b>	<b>6,925</b>	6.5%
62	182 WEST HARWICH SCHOOL - EXP	1,600	0	0	0.0%
63	<b>182 Total</b>	<b>1,600</b>	<b>0</b>	<b>0</b>	0.0%
64	183 COMMUNITY DEVELOPMENT - EXP	5,898	5,898	5,898	0.0%
65	<b>183 Total</b>	<b>5,898</b>	<b>5,898</b>	<b>5,898</b>	0.0%
66	191 PUBLIC BUILDINGS REPAIRS	2,000	2,000	2,000	0.0%
67	<b>191 Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	0.0%
68	192 TOWN/FIN COM REPORTS	10,000	10,000	10,000	0.0%
69	<b>192 Total</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	0.0%
70	194 ADVERTISING	30,000	30,000	30,000	0.0%
71	<b>194 Total</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	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	<b>210 Total</b>	<b>4,838,358</b>	<b>5,141,171</b>	<b>5,309,933</b>	3.3%
75	220 FIRE - S&W	4,397,138	5,002,934	5,485,115	9.6%
76	220 FIRE - EXP	597,499	800,714	770,666	-3.8%
77	<b>220 Total</b>	<b>4,994,637</b>	<b>5,803,648</b>	<b>6,255,781</b>	7.8%
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	<b>241 Total</b>	<b>470,402</b>	<b>613,441</b>	<b>678,418</b>	10.6%
81	244 SEALER OF WEIGHTS & MEASURES	13,000	13,725	14,500	5.6%
82	<b>244 Total</b>	<b>13,000</b>	<b>13,725</b>	<b>14,500</b>	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	<b>291 Total</b>	<b>13,908</b>	<b>14,015</b>	<b>14,333</b>	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	<b>296 Total</b>	<b>143,407</b>	<b>151,420</b>	<b>129,107</b>	-14.7%
89	297 PLEASANT BAY ALLIANCE	25,232	25,232	31,077	23.2%
90	<b>297 Total</b>	<b>25,232</b>	<b>25,232</b>	<b>31,077</b>	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	<b>411 Total</b>	<b>140,939</b>	<b>217,127</b>	<b>224,321</b>	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	<b>421 Total</b>	<b>6,134,775</b>	<b>6,948,650</b>	<b>7,066,520</b>	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	<b>423 Total</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	0.0%
100	424 STREET LIGHTS	30,000	30,000	30,000	0.0%
101	<b>424 Total</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	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	<b>491 Total</b>	<b>76,542</b>	<b>85,270</b>	<b>89,254</b>	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	<b>510 Total</b>	<b>288,318</b>	<b>405,350</b>	<b>315,224</b>	-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	207,648	31.3%
111	<b>540 Total</b>	<b>324,009</b>	<b>420,087</b>	<b>485,985</b>	15.7%
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	<b>541 Total</b>	<b>560,900</b>	<b>583,163</b>	<b>604,579</b>	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	<b>542 Total</b>	<b>102,404</b>	<b>109,578</b>	<b>89,426</b>	-18.4%
118	543 VETERANS EXPENSE/BENEFITS	145,018	145,805	152,327	4.5%
119	<b>543 Total</b>	<b>145,018</b>	<b>145,805</b>	<b>152,327</b>	4.5%
120	550 DISABILTY RIGHTS - EXP	500	500	500	0.0%
121	<b>550 Total</b>	<b>500</b>	<b>500</b>	<b>500</b>	0.0%
122	560 HUMAN SERVICES	83,250	83,250	83,250	0.0%
123	<b>560 Total</b>	<b>83,250</b>	<b>83,250</b>	<b>83,250</b>	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	<b>610 Total</b>	<b>1,035,215</b>	<b>1,120,209</b>	<b>1,172,397</b>	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	<b>629 Total</b>	<b>531,854</b>	<b>637,415</b>	<b>667,084</b>	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	<b>633 Total</b>	<b>611,500</b>	<b>711,422</b>	<b>969,384</b>	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	<b>670 Total</b>	<b>16,390</b>	<b>16,390</b>	<b>16,390</b>	0.0%
138	692 CELEBRATIONS - EXP	1,600	1,600	1,600	0.0%

**FY 2025 OPERATING BUDGET  
SELECT BOARD RECOMMENDATIONS**

139	<b>692 Total</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	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	<b>695 Total</b>	<b>1,726,538</b>	<b>1,845,592</b>	<b>1,864,121</b>	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	<b>698 Total</b>	<b>0</b>	<b>82,885</b>	<b>89,003</b>	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	<b>699 Total</b>	<b>161,182</b>	<b>162,062</b>	<b>169,826</b>	4.8%
150	<b>Total Departmental Budgets</b>	<b>27,283,173</b>	<b>29,672,809</b>	<b>31,289,955</b>	5.4%
151	778 TOTAL DEBT SERVICE (Prin & Int)	3,082,196	2,541,802	3,527,049	38.8%
152	<b>778 Total</b>	<b>3,082,196</b>	<b>2,541,802</b>	<b>3,527,049</b>	38.8%
153	<b>SEMI FIXED &amp; FIXED COSTS</b>				
154	Barnstable County Retirement Assessment		3,474,024.00	3,812,752	9.8%
155	Group Health Insurance		5,362,192.00	5,791,167	8.0%
156	OPEB Trust Fund Transfer		250,000.00	250,000	0.0%
157	Property & Liability Insurance		976,060.00	1,019,983	4.5%
158	Unemployment Insurance		20,000.00	20,000	0.0%
159	<b>Total Semi-Fixed &amp; Fixed Costs</b>		<b>10,082,276.00</b>	<b>10,893,902</b>	8.1%
160	<b>TOTAL TOWN BUDGET (full cost of Article 4)</b>		<b>42,296,886.82</b>	<b>45,710,906</b>	8.1%





# 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 - revised**

**March 12, 2024**

**Amount decreased – from \$274,191 to \$231,190.**

## **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** - \$231,190.00 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 systems should have sufficient staffing to provide a minimum of two rescuers trained in ACLS to respond to the*



# Harwich Fire Department

Fire Suppression - Fire Prevention - Emergency Medical Services



David J. LeBlanc, Chief of Department

Craig W. Thornton, Deputy Fire Chief

*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.

**BUDGET AS OF 02/08/2024**

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

**ARTICLE 5:** 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
<b>Total Assessment - Harwich</b>	<b>\$29,876,982</b>

Explanation:

*Finance Committee Recommendation:*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [**

**].**

**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 6:** 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

WATER DEPARTMENT BUDGET

ARTICLE 7: 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 the Water Department Operating Budget for Fiscal Year 2025, and to act fully thereon.

Salaries	1,363,256
Expenses	1,817,878
Debt	739,426
Indirect Costs	861,327
OPEB	50,000
<b>Total</b>	<b>\$4,831,887</b>

By request of the Board of Water/Wastewater Commissioners. Estimated cost: \$4,831,887.

*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

**2025 WATER ENTERPRISE FUND BUDGET**

<b>1320</b>	<b>WATER ENTERPRISE FUND</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
596000	OFUS / INDIRECTS	727,304	759,278	818,913	861,327
	<b>TOTAL INDIRECTS</b>	727,304	759,278	818,913	861,327
					4.92%
<b>13204501</b>	<b>SALARIES &amp; WAGES</b>				
511100	SALARIES ELECTED OFFICIALS	5,000	5,000	5,000	2,500
511900	SALARIES & WAGES	949,016	983,574	1,034,522	1,054,352
512000	SEASONAL S&W	4,141	0	35,654	24,730
512500	COMPENSATORY TIME	1,416	6,854	0	0
513000	OVERTIME	234,945	228,514	278,396	241,186
514000	LONGEVITY	25,536	27,858	33,665	37,163
515000	VACATION SALARIES & WAGES	11,753	0	0	0
515005	SICK LEAVE BY-BACK @ RETIREMENT	10,818	0	0	0
515007	SICK LEAVE BONUS PER CONTRACT	1,700	1,350	3,325	3,325
	<b>TOTAL SALARIES &amp; WAGES</b>	1,244,325	1,253,150	1,390,562	1,363,256
					-2.00%
<b>13204502</b>	<b>EXPENSES</b>				
517900	OTHER FRINGE BENEFITS	9,971	11,596	11,000	12,100
521100	ELECTRIC UTILITY	341,499	316,884	407,177	443,974
521200	GAS UTILITY	7,534	7,562	8,000	8,000
524140	VEHICLE/EQUIPMENT MAINTENANCE	51,637	56,830	52,000	57,000
524160	BUILDING & GROUNDS MAINTENANCE	51,735	31,077	52,000	52,000
525000	TECHNICAL SUPPORT AGREEMENTS	34,933	37,743	43,540	43,540
526000	BUILDING MAINT AGREEMENTS	4,137	14,487	22,750	15,000
530800	LABORATORY SERVICES	12,278	18,421	35,314	35,314
530820	PROFESSIONAL SERVICES	86,353	64,149	85,000	85,000
530875	PRINTING SERVICES & SUPPLIES	9,147	17,783	10,000	18,000
534100	ADVERTISING	2,491	1,784	2,500	2,500
534300	POSTAGE	18,094	11,585	18,500	18,500
534400	TELEPHONE	7,453	7,497	7,700	3,300
534430	COMMUNICATION SERVICES	16,430	20,489	19,000	21,000
541100	PROPANE UTILITY	16,067	18,370	16,100	18,500
542000	OFFICE SUPPLIES	4,582	7,358	6,300	7,500
542013	HARDWARE/SOFTWARE/OFFICE	6,042	12,557	25,924	35,000
548100	BULK FUEL	26,658	33,761	27,000	34,000
548200	TREATMENT SUPPLIES	14,380	25,399	18,000	25,000
548250	TREATMENT CHEMICALS	165,877	218,317	247,850	247,850
553000	PUBLIC WORKS SUPPLIES	14,751	27,220	27,800	92,800
553100	METERS/READ DEVICES & SUPPLIES	115,987	162,934	180,000	165,000
553200	SERVICE INSTALLATION SUPPLIES	77,125	52,280	77,000	77,000
553300	PIPES, VALVES & FITTINGS	110,394	55,638	110,500	100,000
553350	WATER MAIN REPLACEMENT	31,083	4,892	85,000	65,000
553500	POLICE DETAILS	27,413	19,874	27,500	35,000
553600	ROAD REPAIRS	16,401	18,384	16,500	35,000
553900	MECHANICAL TANK MAINT & INSP	12,495	25,410	13,000	13,000
554200	GENERATOR MAINT	29,634	18,984	29,700	19,000
554300	WELL REHAB	0	43,127	45,000	0
558100	UNIFORMS AND SAFETY SUPPLIES	3,819	11,189	10,000	10,000
573000	DUES/SUBSCRIPTIONS/TRAVEL	8,474	8,370	13,000	13,000
573200	WATER MGMT PERMIT	6,934	8,648	8,500	10,000

**2025 WATER ENTERPRISE FUND BUDGET**

<b>1320</b>	<b>WATER ENTERPRISE FUND</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
575070	OPEB	50,000	50,000	50,000	50,000
591000	MATURE PRINCIPAL LONGTERM DEBT	549,467	416,371	404,300	465,095
591500	INTEREST ON LONG TERM DEBT	152,510	124,123	127,941	272,501
591550	ADMIN FEE LT DEBT	2,219	2,092	1,963	1,830
	<b>TOTAL EXPENSES</b>	<b>2,096,003</b>	<b>1,983,184</b>	<b>2,343,359</b>	<b>2,607,304</b>
					10.12%
<b>13204504</b>	<b>REVENUE</b>				
414600	WATER LIENS COLLECTED	14,539	11,766	17,422	17,544
417008	PEN & INT WATER LIENS	1,641	1,346	2,457	2,034
421100	WATER RATES & SERVICES	4,298,718	4,014,723	4,419,575	4,431,393
421200	METERS	15,564	16,727	9,151	12,539
421300	SERVICE APPLICATION FEES	1,236	16,326	1,332	6,087
421400	SERVICE INSTALLATIONS	173,601	224,652	183,693	212,221
421450	MARKOUT SERVICES	13,734	7,035	20,181	15,799
421550	PROPERTY TRANSFER SERVICES	20,922	15,522	22,757	20,346
421600	WIRELESS COMMUNICATION LEASE	135,483	139,548	148,220	152,667
421650	SOLAR REVENUE WATER	169,592	361,965	132,022	208,670
431100	WATER SERVICE TIGHT PLAN	91,728	93,097	98,056	100,844
433007	LATE FEE	57,019	42,793	49,815	50,931
441100	ELECTRICAL SERVICES	1,200	2,600	0	0
451100	BACKFLOW INSPECTIONS	37,464	12,474	21,838	23,136
482001	INVESTMENT REVENUE	797	160	11,676	3,367
484099	WATER MISCELLANEOUS REVENUE	55,437	64,631	52,700	60,331
	<b>TOTAL REVENUE</b>	<b>5,088,676</b>	<b>5,025,364</b>	<b>5,190,895</b>	<b>5,317,908</b>
					2.39%
	<b>TOTAL REVENUE</b>	<b>5,088,676</b>	<b>5,025,364</b>	<b>5,190,895</b>	<b>5,317,908</b>
					2.39%
	<b>TOTAL EXPENSE</b>	<b>4,067,632</b>	<b>3,995,612</b>	<b>4,552,834</b>	<b>4,831,887</b>
					5.78%



WASTEWATER DEPARTMENT BUDGET

ARTICLE 8: 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 the Wastewater Department Operating Budget for Fiscal Year 2025, and to act fully thereon.

Salaries	\$202,624
Expenses	\$435,660
Indirect Costs	\$62,148
<b>TOTAL</b>	<b>\$700,432</b>

By request of the Board of Water/Wastewater Commissioners. Estimated cost: \$700,432.

Explanation: Funding for this article will come from Wastewater Enterprise Fund Receipts (\$50,000), Enterprise Fund Retained Earnings (\$100,000), and a subsidy through the General Fund (\$550,432).

*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

**2025 WASTEWATER ENTERPRISE FUND BUDGET**

<b>1330</b>	<b>WASTEWATER ENTERPRISE FUND</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
596000	OFUS / INDIRECTS	31,443	31,687	62,148	0
	<b>TOTAL INDIRECTS</b>	31,443	31,687	62,148	<b>62,148</b>
					-100.00%
<b>13304401</b>	<b>SALARIES &amp; WAGES</b>				
511100	SALARIES ELECTED OFFICIALS	0	0	0	2,500
511900	SALARIES & WAGES	78,997	82,914	175,178	200,124
	<b>TOTAL SALARIES &amp; WAGES</b>	78,997	82,914	175,178	<b>202,624</b>
					13.55%
<b>13304402</b>	<b>EXPENSES</b>				
521100	ELECTRIC UTILITY	3,836	6,374	20,000	20,000
521200	GAS UTILITY	562	582	600	1,400
530820	PROFESSIONAL SERVICES	71,713	40,767	0	0
530825	PROF/ARCHITECT/ENG SERVICES	42,323	315,096	398,675	406,260
530875	PRINTING SERVICES & SUPPLIES	3,000	162	3,000	5,000
554200	GENERATOR MAINT	285	815	2,250	3,000
554210	COLLECTION MAINTENANCE	0	0	20,000	0
591000	MATURE PRINCIPAL LONGTERM DEBT	0	713,400	211,084	0
591500	INTEREST ON LONG TERM DEBT	0	248,978	216,076	0
591550	ADMIN FEE LT DEBT		0	26,217	0
	<b>TOTAL EXPENSES</b>	121,719	1,326,173	897,902	<b>435,660</b>
					-106.10%
<b>13304404</b>	<b>REVENUE</b>				
422200	USER FEES	305	23,742	15,000	50,000
482001	INVESTMENT REVENUE	288	144	0	0
484099	MISCELLANEOUS REVENUE	989	0	0	0
	<b>TOTAL REVENUE</b>	1,582	23,886	15,000	<b>50,000</b>
					70.00%
	<b>TOTAL REVENUE</b>	1,582	23,886	15,000	<b>50,000</b>
					70.00%
	<b>TOTAL EXPENSE</b>	232,159	1,440,774	1,135,228	<b>700,432</b>
					-62.08%
	<b>RETAINED EARNINGS CONTRIBUTION</b>				<b>\$ 100,000</b>
	<b>DELTA / EST General Fund Subsidy</b>	230,577	1,416,888	1,120,228	<b>550,432</b>

**FY16 - FY25 INDIRECT EXPENSE SUMMARY SHEET**

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Department</b>										
Town Administrator		\$26,963	\$18,905	\$19,515	\$19,972	\$20,934	\$20,018	\$18,679	\$19,727	\$ 20,374
Accounting		\$20,169	\$16,573	\$17,713	\$18,648	\$19,966	\$20,851	\$21,125	\$20,755	\$ 22,120
Treasurer & Collector		\$12,454	\$12,765	\$30,535	\$35,181	\$38,116	\$38,864	\$39,406	\$41,017	\$ 40,611
Engineering (services not needed in FY19)		\$8,665	\$8,881	\$0	\$0	\$0	\$0	\$0	\$0	
Other Prof., Advertising, Telephone, Postage	\$22,172			\$0	\$0		\$0	\$0	\$0	
<b>Total Departmental</b>	<b>\$22,172</b>	<b>\$68,250</b>	<b>\$57,124</b>	<b>\$67,763</b>	<b>\$73,800</b>	<b>\$79,015</b>	<b>\$79,732</b>	<b>\$79,210</b>	<b>\$81,499</b>	<b>\$83,106</b>
		208%	-76%	79%	9%	7%	1%	-1%	3%	2%
<b>Insurance &amp; Expenses</b>										
Health Insurance	\$233,348	\$213,576	\$245,612	\$234,102	\$242,629	\$241,742	\$219,589	\$228,552	\$249,322	\$264,281
Life Insurance	\$413	\$413	\$413	\$337	\$337	\$337	\$337	\$337	\$403	\$403
Retirement	\$178,103	\$163,543	\$171,720	\$221,107	\$215,497	\$231,697	\$223,730	\$223,730	\$239,363	\$251,836
Retiree Health Insurance	\$67,420	\$60,562	\$69,646	\$90,804	\$61,491	\$50,885	\$79,335	\$108,615	\$117,168	\$124,198
Property & Vehicle Insurance	\$94,960	\$52,782	\$53,838	\$63,961	\$60,051	\$59,579	\$58,395	\$61,145	\$67,260	\$70,286
Workers' Compensation Insurance	\$17,993	\$30,451	\$31,974	\$32,084	\$47,720	\$43,641	\$44,822	\$36,221	\$39,843	\$43,827
Medicare	\$11,522	\$12,211	\$17,850	\$18,486	\$14,769	\$19,393	\$17,289	\$17,468	\$19,155	\$18,490
Audit	\$0	\$0	\$2,000	\$4,200	\$4,000	\$4,000	\$4,000	\$4,000	\$4,900	\$4,900
Citizen Self Serv										
<b>Total Insurance &amp; Expenses</b>	<b>\$603,759</b>	<b>\$533,538</b>	<b>\$593,054</b>	<b>\$665,081</b>	<b>\$646,494</b>	<b>\$651,274</b>	<b>\$647,497</b>	<b>\$680,068</b>	<b>\$737,413</b>	<b>\$778,221</b>
		-12%	11%	12%	-3%	1%	-1%	5%	8%	6%
<b>Total Indirect Costs</b>	<b>\$625,931</b>	<b>\$601,788</b>	<b>\$650,179</b>	<b>\$732,843</b>	<b>\$720,294</b>	<b>\$730,289</b>	<b>\$727,229</b>	<b>\$759,278</b>	<b>\$818,912</b>	<b>\$861,327</b>
		-4%	8%	13%	-2%	1%	0%	4%	8%	5%
		587382* = ATM Voted								
								12/26/24 Indirect Figure		\$886,099
<b>Notes</b>								delta		\$24,772
1. Property and Vehicle Insurance- FY24 Ratio of GF/WD * FY25 Premin										
2. Workers' Compensation - estimated increase of 10% from FY24										
3. Medicare based on FY25 S&W Pensionable Wages *1.45%										
4. OPEB is a separate line item in the budget										
5. Retirement - Ratio of GF wages/Water Wages * County Assessment										
6. Audit = 10% of total cost										
8. Health Insurance increase at 6% for FY 25										
9. Employer cost for life ins = 2.49 pp per mo for active, 1.24 pp per mo retiree (12 active, 3 retired)										

FY25 Indirect Retirement Calcs	
\$3,812,752	*From Barnstable County Retirement FY25 Assessment
\$20,639,462	FY25 GF Wages from SB Budget Packet
\$1,363,256	FY25 Water Proposed Wages
6.61%	Ratio GF Wages/Water Wages
\$251,836	Water Portion of Barstable County Assessment

FY25 Indirect Property & Vehicle Insurance Calcs	
\$976,060	FY24 Premiun
\$67,260	FY24 P&V Indirect
\$1,019,983	FY25 Premium
6.89%	FY24 Water vs. GF Insurance % share
\$70,286.18	FY25 Water Property & Vehicle Indirect

FY25 Medicare Calcs	
\$1,363,256	FY25 Water Dept. Prop. Wages
\$88,094	(FY25 Health Ins. Indirect)/3 (per prior year calcs)
\$1,275,162	FY25 Pensionable wages
\$18,490	FY25 Water Medicare

TRANSFER FROM THE SPECIAL PURPOSE STABILIZATION FUND FOR WASTEWATER  
TO THE GENERAL FUND

ARTICLE 9: To see if the Town will vote to transfer \$500,000 from the Special Purpose Stabilization Fund for Wastewater to the General Fund for the purpose of paying debt service for prior bond authorizations for wastewater construction projects; and to act fully thereon.

By request of the Select Board. Estimated cost: \$500,000.

Explanation: This Special Purpose Stabilization Fund was created by a vote of the town at the 2021 Special Town Meeting. The fund balance as of the end of January 2024 was \$1,468,791. Chapter 77 of the Acts of 2023 reduced the necessary majority to draw down the funds from a two-thirds majority to a majority vote. These funds will be used to pay down existing debt service related to wastewater projects prior to 2024 (\$994,439 as of March 5, 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

## PETITIONED ARTICLE – TREE PRESERVATION BYLAW

ARTICLE 10: To see if the Town will vote to:

Trees are a tremendous asset to our community and environment. The Harwich Tree Preservation Bylaw encourages the preservation and protection of trees on residential, commercial and industrial lots during building activities as defined in this Bylaw and monitors for their survival after construction.

This Bylaw does not prohibit a landowner's right to remove a protected tree. Removal of protected trees will be authorized so long as the property owner undertakes one of the mitigation options set forth herein. This Bylaw incentivizes the preservation of protected trees by requiring property owners to compensate for any Protected Trees that are removed, either by planting new ones or by contributing to the Tree Bylaw Revenue Account that supports the Town's tree planting and maintenance efforts.

This Article would establish a program intended to incentivize the protection of certain trees on lots within the Town of Harwich. It would require, prior to any building activities as defined in this Article, the submission of an application and plan to the Planning Department that identifies trees that qualify as "Protected Trees," within the lot perimeter setback area of the lot, defined as the "Tree Lot." This Article does not prohibit any property owner from removing any tree, protected or not, from their property, however if a protected tree is proposed for removal it will require either a payment into a Tree Bylaw Revenue Account or replacement of the protected tree with a suitable species in accordance with this Article. This would eliminate the ability for property owners to "clear-cut" their lot prior to a building activity. This Article does not restrict cutting or removal of trees outside of the "Tree Lot." Nor does this Article prevent an owner from cutting or removing trees if there is no building or construction activities. The Article is intended to encourage the preservation of existing trees for their environmental benefits and positive impact on the character of the community.

To see if the Town will vote to add new Chapter: Tree Preservation Bylaw to the Harwich General Bylaws as follows:

### **HARWICH TREE PRESERVATION BYLAW**

#### **§175-1 PURPOSE & INTENT**

The Harwich Tree Preservation Bylaw encourages the preservation and protection of trees on residential, commercial and industrial lots during building activities as defined in this Bylaw and monitors for their survival after construction.

This Bylaw does not prohibit a landowner's right to remove a protected tree. Removal of protected trees will be authorized so long as the property owner undertakes one of the mitigation options set forth herein. This Bylaw incentivizes the preservation of protected trees by requiring property owners to compensate for any Protected Trees that are removed, either by planting new ones or by contributing to the Tree Bylaw Revenue Account that supports the Town's tree planting and maintenance efforts.

This Bylaw does not discourage the removal of hazardous trees (as defined herein) for reasons of public health and safety nor does this Bylaw discourage the removal of a tree(s) that by size or otherwise is not subject to the protections set forth herein.

This Bylaw defines which trees are of preservation value ("Protected Trees") and designates the area(s) of a lot or parcel where those trees are protected ("Tree Yard").

Trees cannot be assigned a monetary value, they are 'priceless.' The preservation of existing trees and the promotion of new tree planting is a public purpose that protects the ecology and public health, welfare, environment and aesthetic character of the Town of Harwich and its residents. Trees serve a variety of functions that this Bylaw intends to protect and enhance. These valuable functions include but are not limited to reducing energy consumption, providing shade, improving air quality, providing vital wildlife habitat, erosion control, reducing storm-water runoff, buffering noise pollution, increasing property values, and positively contributing to the visual character of the Town.

## §175-2 DEFINITIONS

The following words, terms, and phrases, when used in this Bylaw, shall have the meaning ascribed to them in this section:

- AGGREGATE DIAMETER:** The combined diameter of a multiple-trunk tree measured at breast height. Breast height: see definition below.
- BUILDING ACTIVITY:** One of the following types of work performed on a lot:
- *Work performed pursuant to a special permit (as defined in MGL Ch. 40A Sec. 9 and the Harwich Zoning Bylaw);*
  - *Work performed pursuant to site plan approval (as defined in the Harwich Zoning Bylaw);*
  - Construction of a new dwelling (including after razing an existing dwelling);
  - Construction of a structure on a vacant lot;
  - Construction of a subdivision;
  - Construction of a structure or addition that increases the gross floor area of a residential, commercial, or industrial structure by 50% or more;
  - Demolition of a structure(s) with a footprint of 250 square feet or greater;
  - Construction of any accessory structures requiring a building permit including but not limited to sheds 200 square feet, detached garages, pools, retaining walls with a height of four feet or greater; or

- Clearing, grading, grubbing or other site preparation work performed prior to undertaking any of the above.

**CERTIFICATE OF EXEMPTION:**

Formal permission granted to proceed with building activity without the need for a tree permit.

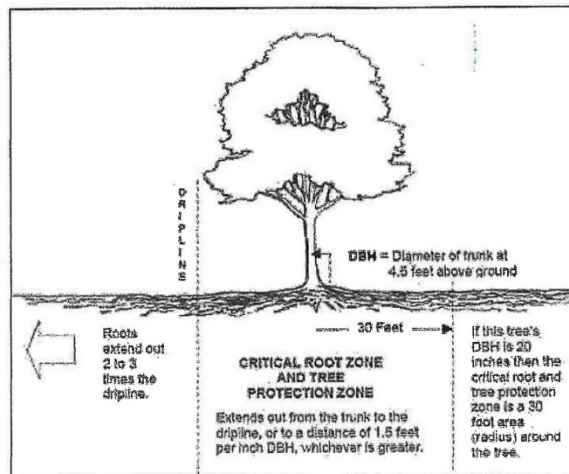
**CERTIFIED ARBORIST:**

An arborist certified by the Massachusetts Arborists Association or International Society of Arboriculture, or any successor organization.

**CRITICAL ROOT ZONE (CRZ):**

The minimum area beneath the tree canopy of a tree which must be left undisturbed in order to preserve a sufficient root mass to give a tree a reasonable chance of survival. The CRZ is represented by a circle centering on the tree's trunk and extending outwards towards the tree's drip line. The minimum radius of the CRZ shall be determined by multiplying the tree's diameter at breast height in inches by 18 (1.5 feet per inch DBH). See Figure 1 below.

Figure 1



Example: A tree with a diameter at breast height of 20 inches shall have a CRZ of 360 inches or 30 feet (20" x 18" = 360")



**Calculating the CRZ:**

First you need to calculate the tree's Diameter at Breast Height (DBH). DBH can be measured using a caliper measuring tool, or for trees that are too large, DBH can be measured by dividing the tree's circumference by pi (Tr). Diameter = circumference / **IT** (3.14)

The Critical Root zone extends from the trunk of the tree to its drip line, or to a distance of 1.5 feet per inch DBH, whichever is greater. CRZ = Diameter \* 1.5 feet (18 inches)

**DIAMETER  
BREAST HEIGHT  
(DBH):**

The diameter of the trunk of a tree 4.5 feet above the existing grade at the base of the tree. For trees that have branches or swelling at 4.5' above grade that interferes with measurement or for multi- stemmed trees refer to Table 1 below.

<b>TABLE 1: HOW TO MEASURE DIAMETER AT BREAST HEIGHT (DBH)</b>	
<p><b>Standard Tree</b> For those trees on a site that are at least 6 inches in diameter at a height of 4.5 feet above the existing grade at the base of the tree. For trees on a slope, measure on the uphill side of the tree.</p>	
<p><b>Tree has branches or swelling at 4.5'</b> Measure DBH below the branch or swelling immediately below where branches cease to affect diameter of the stem. Record the height at which the diameter was measured.</p>	
<p><b>Multi-stemmed Trees</b> If a tree splits into multiple trunks below 4.5' above the existing grade, the DBH shall be considered to be the measurement taken at the narrowest point beneath the split.</p>	

**HAZARDOUS TREE:**

A tree that is dead, diseased, injured and/or that is dangerously close to existing structures, utilities, streets, sidewalks or other existing improvements or is causing disruption of public utility service, or poses a threat to pedestrian or vehicular safety, or drainage or passage issues upon right-of-way and/or that is harming the health or condition of other trees on the same site.

**INVASIVE SPECIES:**

Any tree that is listed on the most recent version of the Massachusetts Prohibited Plant List as published by the Massachusetts Department of Agriculture. Invasive species as defined in this Bylaw are not protected trees.

Here is link to Massachusetts prohibited plant list:

<https://www.mass.gov/info-details/massachusetts-prohibited-plant-list>

Updates:

<https://www.mass.gov/info-details/massachusetts-prohibited-plant-list-update>

Including but not limited to these examples:

- |                               |                |
|-------------------------------|----------------|
| <i>Acer platanoides</i>       | Norway Maple   |
| <i>Acer pseudoplatanus</i>    | Sycamore Maple |
| <i>Ailanthus altissima</i>    | Tree-of-Heaven |
| <i>Phellodendron amurense</i> | Amur Cork-tree |
| <i>Robinia pseudoacacia</i>   | Black Locust   |

**OVERSTORY TREE:**

A tree that will generally reach a mature height of more than 40 feet.

**PROTECTED TREES:**

Any tree with a diameter at breast height (DBH) of six inches (6") or greater of any one of the species listed in Table 2 below. Removal of Protected Trees shall require a permit before being removed, encroached upon, or in some cases, pruned.

Invasive species as defined in this Bylaw are not protected trees.

<b>Table 2: List of Tree Species that are Protected Trees</b>	
<b>Overstory Species</b>	<b>Understory Species</b>
Atlantic White Cedar ( <i>Chamaecyparis thyoides</i> )	American Holly ( <i>Ilex opaca</i> )
Black tupelo ( <i>Nyssa sylvatica</i> )	Sassafras ( <i>Sassafras albidum</i> )
Gray Birch ( <i>Betula populifolia</i> )	Eastern Red Cedar ( <i>Juniperus virginiana</i> )
River Birch ( <i>Betula nigra</i> )	Shadbush ( <i>Amelanchier Canadensis</i> )
White Ash ( <i>Fraxinus americana</i> )	Flowering Dogwood ( <i>Cornus florida</i> )
Green Ash ( <i>Fraxinus pennsylvanica</i> )	Cockspur Hawthorne ( <i>Crataegus crus-galli</i> )
Red Maple ( <i>Acer rubrum</i> )	Sweetbay Magnolia ( <i>Magnolia virginiana</i> )
Willow, various species ( <i>Salix</i> spp.)	Ironwood ( <i>Ostrya virginiana</i> )
Atlantic White Cedar ( <i>Chamaecyparis thyoides</i> )	American Hornbeam ( <i>Carpinus caroliniana</i> )
Pitch Pine ( <i>Pinus rigida</i> )	
White Oak ( <i>Quercus alba</i> ) and other <i>Quercus</i> species	
Hackberry ( <i>Celtis occidentalis</i> )	
American Beech ( <i>Fagus grandifolia</i> )	
Tulip Poplar ( <i>Liriodendron tulipifera</i> )	
White Spruce ( <i>Picea glauca</i> )	
Black Spruce ( <i>Picea mariana</i> )	
American basswood ( <i>Tilia Americana</i> )	
Black Gum/Sourgum ( <i>Nyssa sylvatica</i> )	
Black Cherry ( <i>Prunus serotina</i> )	

**REMOVE, REMOVED,  
REMOVAL or REMOVING:**

The cutting down of any Protected Tree and all other acts that directly or indirectly result in the death of a Protected Tree prior to any building activity or within two years thereafter, as determined by a certified arborist based on arboricultural practices recommended by the International Society of Arboriculture, including, but not limited to, damaging, poisoning, excessive pruning or other direct or indirect actions.

Grading, grubbing, changing the contour within the CRZ is not permitted if the health of the protected tree is threatened.

Removal or altering the understory vegetation within the CRZ is not permitted if the health of the protected tree is threatened.

**TREE BYLAW  
REVENUE ACCOUNT:**

An account established by the Town Accountant to deposit mitigation funds collected under this chapter to be appropriated via a town meeting vote and expended for the purposes of maintaining, acquiring and/or installing trees to beautify the Town and preserve and enhance the character of the community. All sums deposited into the Tree Bylaw Revenue Account shall be used for the sole purpose of buying, planting and maintaining trees on public property in Harwich, and for no other purpose whatsoever.

At least once a year the Town Accountant shall audit the receipts and expenses of the Tree Bylaw Revenue Account to ensure accuracy and propriety of its transactions.

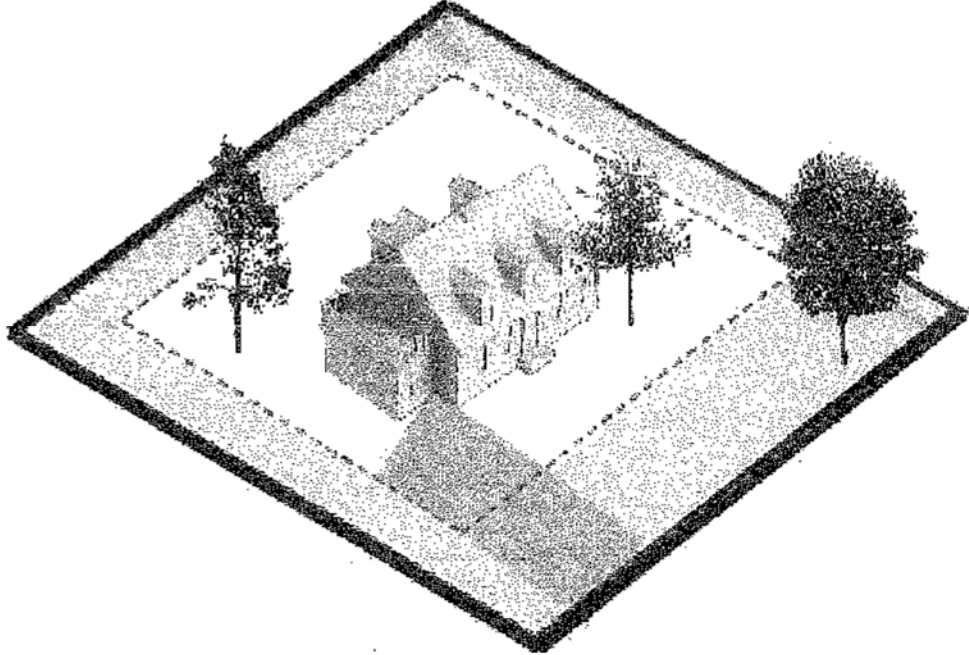
**TREE YARD:**

The required dollar amount paid into the Tree Bylaw Revenue Account is determined by the written price quotes/estimates from a garden center/nursery for the purchase of trees and as well a price quote/estimate from a qualified landscape professional for installation of the equivalent size of the Protected Tree(s) each stamped, dated and signed by a Certified Arborist;

A defined area around the perimeter of a lot which is equal to the minimum setbacks front, side, and rear as defined in Town of Harwich Section 325 Attachment 2, Table 2, Area Regulations of the Harwich Zoning Bylaw.

**Figure 2**

Note: The shaded perimeter is the Tree Yard on this parcel - the same as existing zoning setbacks. Trees located within the Tree Yard that are 6 inches DBH or greater are Protected



**TREE PERMIT:**

Formal permission granted to proceed with any building activity that affects a Protected Tree(s).

**UNDERSTORY:**

A layer of vegetation beneath the main canopy of a forest. Removal or altering the understory vegetation within the CRZ is not permitted if the health of the protected tree is threatened.

**§175-3**

**APPLICABILITY**

All lots in the Town of Harwich are subject to the Tree Preservation Bylaw unless specifically exempted under Section 3(A) below and the project involves at least one building activities as defined in this chapter:

No person shall commence building activity on any lot without first obtaining a Tree Preservation Permit or a Certificate of Exemption from the Planning Department via the Town Planner or his/her designee.

Protected Trees removed within the past 12 months prior to an application for building activity are also subject to the requirements of the Tree Bylaw.

**A. EXEMPTIONS**

- (1) Properties that are pre-disturbed or previously developed may remove protected trees in the Tree Yard of their property without connection to a building activity. Applicability of this bylaw applies only to those Building Activities as defined.

- (2) Any lot or lots located within wetlands jurisdiction whereas any building activity that may impact protected trees will be subject to the review and approval of the Conservation Commission
- (3) Any building activity not within the definition of "building activity" (i.e., demolition of a shed that is less than 250 square feet).
- (4) If a Certificate of Exemption has been issued by the Planning Department, no Tree Preservation Permit shall be required. The granting of exemption shall be at the discretion of the Town Planner or his/her designee and shall be based on whether the building activity could potentially harm a Protected Tree. If the proposed building activity does not have the potential to harm a Protected Tree, the Town Planner or his/her designee shall issue a Certificate of Exemption.
- (5) invasive species as defined in this Bylaw are not protected trees.
- (6) Dead, Diseased, or otherwise Hazardous Trees - If a Protected Tree is deemed to be imminently hazardous because it is dead, or infested with a disease or pest of a permanent nature or is an immediate danger to the public health, safety or welfare or shall cause an immediate disruption of public services, the tree may be removed without delay. An oral authorization from the Town Planner or his/her or designee to remove the tree shall be permitted and followed up with a written report. In the event that the emergency condition does not allow time to seek prior authorization then the emergency removal of the tree shall proceed with notification to the Town Planner sent by email or U.S. mail within 24 hours of said removal.
- (7) Pruning: A tree permit is not required for pruning of Protected Trees. However, excessive pruning may constitute tree removal.
- (8) Any building activity conducted by the Town or on behalf of the Town of Harwich.  
**Waiver:** During a period of a bona fide emergency declaration resultant of a significant weather event and/or natural disaster by local or other Act of God, state and/or federal authorities, requirements of this Bylaw shall be waived.

#### **§175-4 IDENTIFYING PROTECTED TREES**

Any tree with a Diameter at Breast Height (DBH) of 6" or greater and within the Tree Yard is considered to be a Protected Tree. Any Protected Trees located within the Tree Yard are to be adequately protected. Any Protected Trees located in the Tree Yard proposed for removal shall require adequate mitigation plantings and/or payment to the Harwich Tree Bylaw Revenue Account.

Protected Trees removed within the past 12 months prior to an application for any of the projects are also subject to the requirements of the Tree Bylaw.

#### **§175-5 SUBMISSION REQUIREMENTS FOR A TREE PROTECTION AND MITIGATION PLAN**

The applicant pays for a registered land surveyor to prepare a tree protection or mitigation plan. The applicant pays for the services of a certified arborist. An approved Tree Protection and Mitigation Plan is required before commencement of any applicable building activity. The Tree Protection and Mitigation Plan is intended to define the Tree Yard and the location(s) of Protected Trees within it and define how the method with which the property owner intends on mitigating for any Protected Trees that are proposed for removal. This Plan may be part of a landscape plan or a separate plan.

All submitted plans must be drawn to a uniform scale (preferably 1"= 10', 1" =20', or 1"=30') and shall be a minimum size of 11" x 17" (preferred) and a maximum size of 24" x 36", with ½" borders. Font sizes on plans should be no smaller than 1/8". All Tree Protection and Mitigation Plans shall be prepared, stamped, dated and signed by a Registered Land Surveyor. If a plan is submitted by a Registered Landscape Architect, the plan must also be stamped by a Registered Land Surveyor.

At a minimum, the Tree Protection and Mitigation Plan shall include the following elements:

- a) Boundaries of the subject property, including all property lines, easements, and right-of-way of public and private ways;
- b) The location of all existing buildings, driveways, retaining walls and other improvements, with an indication of those features to be retained or removed/demolished;
- c) The location of all planned buildings, driveways, retaining walls and other improvements;
- d) The location of the Tree Yard for projects located in the subject zoning district; and
- e) The location, height, DBH, and species of all existing Protected Trees and all Protected Trees that were removed within 12 months prior to application with an indication of those Protected Trees to be removed and those to be retained, if applicable.
- f)

**§175-6 ADDITIONAL REQUIREMENTS TO BE SUBMITTED**

**A. If Protected Trees are intended to be preserved, protected, and retained, the following elements must be added to the Plan:**

1. The Critical Root Zone and Drip line shall be shown for all Protected Trees to be retained. (See Figure 1 above in definitions section).
2. Submitted plans shall specify the tree protection measures to be installed around the Critical Root Zone.
3. Prior to the commencement of construction, written documentation prepared, stamped, dated and signed by a Certified Arborist must be submitted to the Planning Department confirming the protection measures have been installed correctly and in accordance with any approved plans.
4. Projects that encroach within the CRZ require a maintenance plan which shall be submitted for such trees, prepared, stamped, dated and signed by a Certified Arborist; at a minimum, the maintenance plan shall identify the course of action that will be taken to maintain the tree in good health for a period of no less than 24 months from the date of Final Inspection or issuance of Certificate of Occupancy.
5. Grading, grubbing, changing the contour within the CRZ is not permitted if the health of the protected tree is threatened.
6. Removal or altering the understory vegetation within the CRZ is not permitted if the health of the protected tree is threatened.
- 7.

**B. If Protected Trees are intended to be removed and compensated for on-site by 9 replanting new trees, the following additional elements must be added to the Plan:**

1. The location, DBH, species, and planting schedule of trees to be replanted to mitigate the removal of a Protected Tree(s). New trees of one-half (0.5) inch DBH is needed to mitigate

for each one-inch at breast height of Protected Trees proposed for removal. Example: The removal of a 20 inch DBH Protected Tree shall require 5, 2 inch DBH replacements.

2. Each new tree must have a minimum DBH of 2 inches.
3. Replanting must be complete prior to Final Inspection or the issuance of a Certificate of Occupancy.
4. Applicants have the ability to plant on land abutting the applicant's land, with the express written approval of the abutting property owner.
5. Over story Tree species, if removed, must be replaced with an Overstory Tree species.
6. Invasive tree species as defined in this Bylaw shall not be replanted to mitigate the removal of a Protected Tree and no invasive species will be accepted as mitigation toward the removal of a Protected Tree.

**C. If Protected tree removal is permitted but replanting trees as defined above is not the preference of the property owner, then mitigation may be effected through contribution into the Town of Harwich Tree Bylaw Revenue Account as follows:**

1. The Town Planner or his/her designee shall determine the amount of the contribution based upon the cost to purchase and install trees. An applicant who has been granted a Tree Permit may choose, in lieu of replanting onsite, to make a contribution to the Tree Bylaw Revenue Account in an amount equal to planting replacement tree(s). And deposit such amount in the Tree Bylaw Revenue Accountant.

To establish the required dollar amount the applicant shall provide to the Board written price quotes/estimates from a garden center/nursery or from whomever they purchase the trees, and as well as from a qualified landscape professional the price for installation and planting of the replacement trees, each stamped, dated and signed by a Certified Arborist;

**§175-7 COMBINATION OF OPTIONS**

Any combination of Tree Retention, Tree Replanting or Tree Removal with contribution to the Tree Bylaw Revenue Account can be used. Tree mitigation for those trees removed must be clearly identified either on the submitted plan or in a written document accounting for each DBH of Protected Trees removed and the mitigation proposed. This is not required for tree retention of all trees in the Tree Yard.

**§175-8 ADMINISTRATION OF BYLAW**

The Town Planner or his/her designee shall administer, implement and enforce this Bylaw and any rules and regulations adopted thereunder. Any powers granted to or duties imposed upon the Town Planner may be delegated to its agents under the Board's direct supervision

**§175-9 AUTHORITY**



This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes.

**§175-10 RULES AND REGULATIONS**

The Planning Board may promulgate rules and regulations to effectuate the purposes of this Bylaw. Such rules may prescribe the size, form, contents, style and number of copies of plans for determining final compliance with these regulations. The adoption or amendment of rules and regulations shall be after a public hearing to receive comments on the proposed or amended rules and regulations. The public hearing shall be advertised once in a newspaper of general local circulation, at least 14 days prior to the date of the public hearing.

**§175-11 NOTICE OF VIOLATION**

Any person who violates any of the provisions of this Bylaw shall be notified by the Town Planner or his/her designee of the specific violation by certified mail, return receipt requested, or by hand delivery. The notice shall set forth the nature of the violation and the date by which the Protected Tree(s) is to be mitigated, by planting a replacement tree(s) or payment to the Tree Bylaw Revenue Account, for purposes of computing the "per diem" violation rule. Any notice of violation shall also be transmitted to the Harwich Building Commissioner.

**§175-12 STOP WORK ORDER**

Upon notice from the Town Planner or his/her designee that work on any lot on which a Protected Tree is located is being performed contrary to the provisions of this Bylaw, a written Stop Work Order shall be given to the owner or agent or the person performing work on the property by the Building Commissioner. The Stop Work Order shall state the conditions under which work will be permitted to resume. Upon receipt of the Stop Work Order all work on the subject property that might affect any Protected Trees must cease while a stop work order is pending. A person, having been served with a stop work order, may be directed to perform work on the said Protected Tree property to remove a violation or unsafe condition.

**§175-13 SUSPENSION OR REVOCATION**

The Town Planner or his/her designee may suspend or revoke the applicant's Tree Permit at any time if the permit holder has failed to comply with either the Bylaw or the conditions of the permit. Notice may be made via certified or registered mail, return receipt requested, or hand delivered. The notice must provide the applicant an opportunity to correct the noncompliance. This may include remediation or other requirements identified by the Town Planner or authorized monitoring agent, such as the Code Compliance Inspector. Once the project is returned to compliance or remediation completed, if practicable, the applicant may apply for a renewal of the tree permit.

**§175-14 IRREPARABLE DAMAGE**

If the Town Planner or his/her designee determines that the applicant damaged a tree approved for Retention and Protection during construction to an extent that

may significantly compromise its survival and future health, the Town Planner or his/her designee may require the applicant to provide mitigation per the terms of the Bylaw.

**§175-15 NON-CRIMINAL FINES**

If the Town Planner or authorized monitoring agent, such as the Code Compliance Inspector, identifies any issues of non-compliance, fines will accrue per the Bylaw if not corrected within 30 days. Each consecutive day the non-compliance continues is considered a separate offense.

**§175-16 FINES AND PENALTIES**

The following actions shall cause the Planning Department to issue a fine to the applicant:

A. A Protected Tree has been removed without a Tree Permit: The fine shall be in addition to the required payment for the replacement of the tree(s).

B. Failure to replace trees or make payment to the Tree Bylaw Revenue Account as required: Each failure to replace a tree or make a payment to the Tree Bylaw Revenue Account constitutes a separate violation of this Bylaw, subject to a fine. Each day such violation continues after the compliance date specified by the Planning Department in its notice of violation shall constitute a separate offense.

C. Failure to comply with a condition of the Tree Permit: Each instance of failure to comply with a condition in the Tree Permit shall constitute a violation of this Bylaw which shall be subject to a fine. Each day such violation continues shall constitute a separate offense.

D. Failure to comply with a condition in a Stop Work Order: Each instance of failure to comply with a condition in a Stop Work Order shall constitute a violation of this Bylaw which shall be subject to a fine. Each day such violation continues shall constitute a separate offense.

E. Fines for the above violations are as follows:

First offense = \$100 per day

Second Offense = \$200 per day

Third Offense = \$300 per day

F. Fines assessed pursuant to this Section shall be enforced and collected in accordance with applicable provisions of law, including the provisions of G.L. c.40, §21D providing for noncriminal disposition of bylaw violations, as implemented by Article III, §1-3 of these Bylaws

**§175-17 SEVERABILITY**

The provisions of this Bylaw are severable. If any section, provision or portion of this Bylaw is determined to be invalid by a court of competent jurisdiction, then the remaining provisions of this Bylaw shall continue to be valid.

**§175-18 CONFLICT OF LAWS**

This Bylaw shall not apply to any public shade tree as that term is defined by the General Laws, Chapter 87, and to the extent that any provision hereof conflicts with said Chapter 87, such provision shall not be valid. Nothing herein is intended to conflict with existing special-permit procedures and to the extent than any provision hereof conflicts with said special-permit procedures, such provision shall not be valid.

**§175-19 COMPLIANCE WITH ALL STATE AND LOCAL REGULATIONS**

Complying with the terms of this Bylaw shall not relieve the owner of the subject property from complying with any other pertinent regulation, including but not limited to all state and local wetlands-protection regulations.

**§175-20 ENFORCEMENT**

The Town Planner or his/her designee is hereby authorized to enforce all provisions of the Harwich Preservation Tree Bylaw and may designate monitoring and enforcement agents to include but not be limited to the Code Compliance Officer, the Town Planner, the Conservation Agent, Building Inspector/Commissioner.

**§175-21 APPEALS**

Any person who has been aggrieved by refusal, order, or decision of the Town Planner or his/her designee, may appeal to the Planning Board within 20 days from the date of such refusal, order or decision.

and to act fully thereon.

By Petition (Lead Petitioner: Patrick Otton)

Explanation: This Article would establish a program intended to incentivize the protection of certain trees on lots within the Town of Harwich. It would require, prior to any building activities as defined in this Article, the submission of an application and plan to the Planning Department that identifies trees that qualify as "Protected Trees," within the lot perimeter setback area of the lot, defined as the "Tree Lot." This Article does not prohibit any property owner from removing any tree, protected or not, from their property, however if a protected tree is proposed for removal it will require either a payment into a Tree Bylaw Revenue Account or replacement of the protected tree with a suitable species in accordance with this Article. This would eliminate the ability for property owners to "clear-cut" their lot prior to a building activity. This Article does not restrict cutting or removal of trees outside of the "Tree Lot." Nor does this Article prevent an owner from cutting or removing trees if there is no building or construction activities. The Article is intended to encourage the preservation of existing trees for their environmental benefits and positive impact on the character of the community.

*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

## PETITIONED ARTICLE – HOME RULE PETITION: PESTICIDES

ARTICLE 13: To see if the Town will vote to authorize and direct the Select Board to petition the Great and General Court of the Commonwealth of Massachusetts for special legislation, authorizing the Town to adopt a Pesticide Reduction Bylaw (the bylaw), the text of which is set forth below, and to authorize the General Court, with the approval of the Select Board to make changes of form to the text thereto as may be necessary or advisable in order to accomplish the intent and public purpose of this legislation in order to secure passage: and vote to adopt the bylaw.

### **PESTICIDE REDUCTION BYLAW**

#### §1. Purpose.

The purpose of this bylaw is to reduce toxic pesticide use in and on public and private property in the Town of Harwich in order to promote a healthy environment and to protect the public from the hazards of pesticides, and for implementation of sustainable land and building management practices on all public and private property.

#### §2. Findings.

- A. Scientific studies associate exposure to pesticides with asthma, cancer, developmental and learning disabilities, nerve and immune system damage, liver or kidney damage, reproductive impairment, birth defects, and disruption of the endocrine system.
- B. Infants, children, pregnant women, the elderly, and people with compromised immune systems and chemical sensitivities are especially vulnerable to pesticide effects and exposure.
- C. Pesticides are harmful to pets and wildlife, including threatened and endangered species, soil microbiology, plants, and natural ecosystems.
- D. Toxic runoff from chemical fertilizers and pesticides pollute streams, lakes, estuaries, and drinking water sources.
- E. The use of pesticides is not necessary to create and maintain green lawns and landscapes given the availability of viable alternatives practices and products.
- F. People have a right not to be involuntarily exposed to pesticides in the air, water or soil that inevitably result from chemical drift and contaminated runoff.
- G. Sustainable land and building management practices that emphasize non-chemical methods of pest prevention and management, and least-toxic pesticide use as a last resort, will eliminate the use of and exposure to pesticides while controlling pest populations.
- H. Sustainable land and building management practices complement other important goals of Harwich's maintenance and administration, such as energy conservation and security.
- I. Harwich embraces a precautionary approach to the use of pesticides in order to adequately protect people and the environment from the harmful effects of pesticides.

- J. Application of chemicals simply for aesthetic/cosmetic purposes has harmful consequences for our ecosystem, children and pets. Pollinators are directly harmed by applications particularly the indiscriminate (and long-term ineffective) spraying of pesticides.

§3. Authority.

This bylaw is adopted under authority granted by the Home Rule amendment to the Massachusetts Constitution and the provisions of any Special Legislation passed by the Legislature.

§4. Definitions.

For the purposes of this bylaw, the following definitions shall apply:

Allowed Materials List - The list of acceptable pesticides is limited to the following:

- 1) All non-synthetic (natural) materials, with the exception of prohibited non-synthetic materials under 7 CFR 205.602;
- 2) Any synthetic material listed at 7 CFR 205.601 that is labeled for turf uses, subject to discretionary authority to require disclosure of inert ingredients; and
- 3) 25b listed pesticides under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA).

Inert ingredient - Any substance (or group of substances with similar chemical structures if designated by the Environmental Protection Agency) (EPA) other than an active ingredient that is intentionally included in any pesticide product (40 CFR 152.3(m)) [7 CFR 205.2 Terms defined.], and are not classified by the EPA Administrator as inserts of toxicological concern. [7 U.S.C. 6502(21) Definitions]

Non-synthetic (natural) materials - A substance that is derived from mineral, plant, or animal matter and does not undergo a synthetic process as defined in section 6502(21) of the Organic Foods Production Act. For the purposes of this part, 'non-synthetic' is used as a synonym for natural as the term is used in the regulations. [7 CFR 205.2 Terms defined.]

Pesticide — Any substance or mixture of substances intended for: (i) preventing, destroying, repelling, or mitigating any pest; (ii) use as a plant regulator, defoliant, or desiccant; or (iii) use as a spray adjuvant such as a wetting agent or adhesive. The term 'pesticide' includes insecticides, herbicides, fungicides, and rodenticides, but does not include cleaning products other than those that contain pesticidal agents.

Synthetic materials - A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources, except that such term shall not apply to substances created by naturally occurring biological processes. [7 U.S.C. 6502(21) Definitions]

§5. Prohibitions.

The application of any Pesticide that is not on the Allowed Material List is prohibited, except as permitted in this bylaw.

§6. Exceptions.

- A. The application of the following Pesticides is allowed:
  - 1. Indoor pest sprays and insect baits (excluding rodent baits)
  - 2. Insect repellants for personal and household use
  - 3. Pet: Flea and tick sprays, powders, and pet collars
  - 4. Kitchen, laundry, and bath disinfectants and sanitizer
  - 5. Products labeled primarily to kill mold and mildew
  - 6. Usage for commercial farming and nurseries.
- B. Pesticides for the treatment of invasive plants for ecological restoration (see Massachusetts Invasive Plant Advisory Group current lists of Invasive, Likely Invasive, and Potentially Invasive <https://www.massnrc.org/mipag/> may be used upon the grant of a waiver by the Town Manager or authorized designee.
- C. If an emergency public health situation warrants the use of Pesticides, which would otherwise not be permitted under this bylaw, the Town Manager or authorized designee shall have the authority to grant a temporary waiver on a case-by-case basis after an evaluation of all alternative methods and materials.
- D.

§7. Enforcement.

The enforcement authority shall be the Town Manager, or any town officials as designated by the Select Board to oversee and enforce the provisions of this bylaw.

§8. Penalties.

Any person who violates any provision of this bylaw shall be punished by a fine of one hundred dollars (\$100.00) for the first offense and three hundred dollars (\$300.00) for each offense thereafter. Each day or portion thereof during which a violation continues shall constitute a separate offense and a violation of each provision of the bylaw shall constitute a separate offense. If the offender is a commercial applicator, the right to do business in Harwich may be revoked.

§9. Severability.

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

Provided, that this bylaw is subject to the Town obtaining special legislation from the Great and General Court of the Commonwealth of Massachusetts authorizing the Pesticide Reduction Bylaw as aforesaid; or to take any other action relative thereto.

By Petition (Lead Petitioner: Patrick Otton)

Explanation

This Home Rule petition asks the state legislature to allow the Town of Harwich to establish its own fertilizer regulations. Beacon Hill does not have the seashore, ponds, embayments and estuaries. *These are all* endangered by human sourced pollution of nitrogen and phosphorous from

fertilizers. Harwich's 22 ponds and 11+ miles of coastline are the life and assets for all residents, property owners, visitors and businesses in Harwich. It is the reason we live here and they need to be protected and cared for.

**SUMMARY**

The article authorizes the Select Board to file special legislation authorizing the adoption of the proposed bylaw as the application of pesticides in Harwich is currently primarily regulated by state and federal law. This article also proposes the adoption of a bylaw that seeks to reduce toxic pesticide use in and on public and private property in order to promote a healthy environment and to protect the public from the hazards of pesticide use. It does not prohibit businesses from selling products containing pesticides to anyone.

*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



PETITIONED ARTICLE – AUTHORIZE SPECIAL ACT TO ENABLE HARWICH  
TO REGULATE THE APPLICATION OF FERTILIZERS

ARTICLE 14: To see if the Town will vote to authorize and ask the Select Board to petition the Great and General Court of the Commonwealth of Massachusetts for special legislation, the text of which is set forth below, prohibiting the application of fertilizer in the Town of Harwich except for the purposes of commercial agriculture and the residential use of organic fertilizer with low nitrogen and phosphorus for the use in growing fruits and vegetables that is allowable under the USDA National Organic Program organic standards (OMRI listed), and to authorize the General Court, with the approval of the Select Board, to make changes of form to the text thereto as may be necessary or advisable in order to accomplish the intent and public purpose of this legislation in order to secure passage, as follows:

An Act prohibiting the application of fertilizer used in the Town of Harwich except for the purposes of commercial agricultural and the residential use of organic fertilizer with low nitrogen and phosphorus for the use in growing fruits and vegetables that is allowable under the USDA National Organic Program organic standards (OMRJ listed).

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Section 1. There is sound scientific evidence to conclude that nitrogen and phosphorus in fertilizers are contaminants that negatively affect fresh and salt waters when present in excessive amounts. These excessive amounts of nitrogen and phosphorus contribute to undesirable algae and aquatic plant growth within all Harwich water bodies. This undesirable algae and aquatic plant growth has an adverse effect on public health through the degradation of waters used for drinking water, shell fishing, and recreational swimming and boating.

Section 2. It is necessary to prohibit the application of fertilizer that contains phosphorus and nitrogen so as to improve the water quality of the Town of Harwich. The soils of Harwich are unique insofar as Harwich has significant amounts of coarse, sandy soils that are subject to rapid water infiltration, percolation and leaching of nutrients, and such unique local conditions require that Harwich prohibit the application of nitrogen and phosphorus added to soils through the application of fertilizers. This Act should help Harwich to achieve compliance with the Total Maximum Daily Loads (TMDL) prescribed by the Commonwealth of Massachusetts for nitrogen and phosphorus in its waters.

Section 3. Notwithstanding any General or Special law to the contrary, including but not limited to any General or Special law conferring exclusive authority upon the Department of Agriculture to regulate and control the application of fertilizers elsewhere in the Commonwealth, the application of fertilizer containing nitrogen or phosphorus, or any other pollutants in the Town of Harwich is prohibited, except for the purposes of commercial agricultural and the residential use of organic fertilizer with low nitrogen and phosphorus for the use in growing fruits and vegetables that is allowable under the USDA National Organic Program organic standards (OMRI listed).

Section 4. This act shall take effect upon passage.

Or to take any other action related thereto.  
By Petition (Lead Petitioner: Patrick Otton)

Explanation: This Home Rule petition asks the state legislature to allow the Town of Harwich to establish its own fertilizer regulations. Beacon Hill does not have the seashore, ponds, embayments and estuaries. *These are all* endangered by human sourced pollution of nitrogen and phosphorous from fertilizers. Harwich's 22 ponds and 11+ miles of coastline are the life and assets for all residents, property owners, visitors and businesses in Harwich. It is the reason we live here and they need to be protected and cared for.

**SUMMARY**

Water is what brings people here and makes us want to stay in this special place of ours. Water is our most valuable environmental resource and our most valuable economic asset. It directly or indirectly affects every resident, property owner, visitor, and business in Harwich. Harwich has 22 ponds/lakes and H miles of coastline, water is our lifeblood and it is our responsibility to keep it healthy and protect what we love. Yes, please move forward to regulate fertilizers. Supporting the preparation of a Home Rule Petition an act addressing clean and healthy waters will protect Harwich's environment, wildlife, residents, visitors, pets, economy and property values before all is lost.

*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

**PETITIONED ARTICLE - AFFIRM SUPPORT FOR A PUBLIC ACCESS OLYMPIC SWIMMING POOL AND FACILITIES AT THE HARWICH COMMUNITY CENTER**

**ARTICLE 15:** To see if the Town will vote to adopt the following resolution:

WHEREAS, the Town of Harwich acknowledges the seasonal use of our ponds and seashore for recreational use; and,

WHEREAS, the Town of Harwich acknowledges that year-round swim lessons for our children, competitive swimming for our youth and recreational and fitness swimming for our adults would improve the health and well-being for all; and,

WHEREAS, the Harwich Community Center originally built in 2000 has the rough plumbing facilities needed to operate a pool; and,

WHEREAS, a pool and additional structure would need to be built as an additional wing to the Community Center. The last estimated cost in 2018, was \$18M; and,

WHEREAS, also needed would be a new staff person position to operate the pool. The Recreation department would be responsible for lifeguards and safety; and,

WHEREAS, all details of funding, costs, building, access, timing etc. would be addressed if positive interest is expressed; and,

NOW THEREFORE BE IT RESOLVED, that the Harwich Town Meeting supports the concept of a public access Olympic swimming pool and attendant facilities at the Harwich Community Center, and that the concept be referred to the Select Board, Town Administrator and the Capital Outlay Committee for consideration of inclusion in the Town's Capital Plan and to act fully thereon.

By Petition (Lead Petitioner: Patrick Otton)

Summary: A public Olympic size swimming pool would be an asset for all Harwich residents. This is a nonbinding question - a first step. Similar to golf, other recreational facilities and our beaches, a pool would promote the health, happiness and well-being of all Harwich residents.

*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

PETITIONED ARTICLE - HOME RULE PETITION – ATTAINABLE HOUSING

ARTICLE 46: To see if the Town will vote to Special Legislation to Amend the Harwich Affordable Housing Trust Bylaw Chapter 140 to include Attainable Housing.

**[NOTE COUNSEL REVIEWING SHEET OUTLINING PROPOSED LEGISLATION]**

By Petition (Lead Petitioner: Edward McManus)

Explanation: The housing market on Cape Cod has now moved out of reach for many working people and families. Both private and public jobs are vacant because potential employees can't find housing. The trust is now limited to providing assistance to create housing only for people who are at or below 100% Area Medium Income. Passage of this Article would expand the Trust's toolbox to address our housing needs. It does not require any funding, but it would allow the Trust to work with private donors to help create this much needed housing.

*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

**SPECIAL LEGISLATION TO AMEND THE HARWICH AFFORDABLE HOUSING TRUST FUND BYLAW CHAPTER 140 TO INCLUDE ATTAINABLE HOUSING**

**ARTICLE \_\_\_\_:** To see if the Town will vote to authorize and instruct the Select Board to petition the Great and General Court for special legislation authorizing the Town to amend Chapter 140 Affordable Housing Trust as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, and to act fully thereon. By request of Ed McManus.

The petition for special legislation shall take the following form:

**AN ACT AUTHORIZING THE TOWN OF HARWICH AFFORDABLE HOUSING TRUST TO PROVIDE FOR THE CREATION OF ATTAINABLE HOUSING**

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

Section 1. Notwithstanding any general or special law to the contrary, the Harwich Affordable Housing Trust Chapter 140, shall be amended as follows:

Amend Section 140-2 to include an additional subsection C. as set forth below in bold:

**The purpose of the Harwich Affordable Housing Trust Fund (Trust) is to provide for the creation and preservation of affordable housing in Harwich for the benefit of low- and moderate- income households, for the creation and preservation of attainable housing, as defined below in Section 140-4, and for the funding of community housing, as defined in and in accordance with the provisions of MGL Chapter 44 Section 55C.**

Add the following new Section 140-4. Definition of Attainable Housing set forth below in bold:

**SECTION 140-4. Definition of Attainable Housing.**

**For the purpose of this Bylaw, the term “attainable housing” shall mean housing that is not restricted to occupancy by low or moderate income households, and that may also include housing subject to maximum income limits to be occupied by households with gross income greater than 80 per cent but not more than 200 per cent of the area median household income as most recently determined by the United States Department of Housing and Urban Development, adjusted for household size.**

Section 2. This act shall take effect upon its passage, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition: and to further authorize the Select Board to approve the final language of any such special legislation or to take any other action relative thereto.

## **Capital Outlay Plan & Budget**



## 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.



**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
<b>Subtotal</b>	<b>2,479,863</b>	

		<b>Available</b>
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
<b>Subtotal</b>	<b>2,907,000</b>	<b>Remain</b>

**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

<b>Original Capital Plan Budget</b>	<b>11,136,863</b>
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**Five Year Capital Outlay Plan  
FY 2025 to 2029 DRAFT**

Department	Project	FY2025	FY2026	FY2027	FY 2028	FY 2029	Five Year Total
Channel 8 (The Harwich Ch.)	Equipment upgrades	47,863	24,896	45,000	16,500	46,672	180,931
	<b>Channel 8 (The Harwich Channel)</b>	<b>47,863</b>	<b>24,896</b>	<b>45,000</b>	<b>16,500</b>	<b>46,672</b>	<b>180,931</b>
Facilities Maintenance	100 Oak Street (Community Center)	295,000	0	653,000	0	0	948,000
Facilities Maintenance	183 Oak Street (Cranberry Valley Golf Course)	0	85,000	0	0	0	85,000
Facilities Maintenance	183 Sisson Road (Public Safety Complex)	52,000	0	0	135,000	0	187,000
Facilities Maintenance	204 Sisson Road (old Middle School)	650,000	265,000	0	0	0	915,000
Facilities Maintenance	209 Queen Anne Rd (DPW Complex)	0	0	9,177,000	0	0	9,177,000
Facilities Maintenance	273 Queen Anne Rd (Transfer Station)	0	0	0	545,000	0	545,000
Facilities Maintenance	728 Main Street (Albro House)	0	0	0	0	100,000	100,000
Facilities Maintenance	732 Main Street (Town Hall)	0	0	0	275,000	350,000	625,000
Facilities Maintenance	739 Main Street (Brooks Free Library)	0	0	40,000	740,000	0	780,000
Facilities Maintenance	80 Parallel St (Brooks Academy)	1,160,000	0	0	0	0	1,160,000
Facilities Maintenance	715 Route 28 (Harbor complex)	200,000	0	0	0	0	200,000
	<b>Facilities Maintenance</b>	<b>2,357,000</b>	<b>350,000</b>	<b>9,870,000</b>	<b>1,695,000</b>	<b>450,000</b>	<b>14,722,000</b>
Fire Department	Ambulances	520,000	0	550,000	0	625,000	1,695,000
Fire Department	Engines/Other Fire Equipped Vehicles	0	1,300,000	0	0	0	1,300,000
Fire Department	Vehicles	90,000	0	75,000	0	0	165,000
	<b>Fire Department</b>	<b>610,000</b>	<b>1,300,000</b>	<b>625,000</b>	<b>0</b>	<b>625,000</b>	<b>3,160,000</b>
Golf	Irrigation Update	2,500,000	0	0	0	0	2,500,000
Golf	Bunker renovation	0	0	0	0	900,000	900,000
	<b>Golf</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>3,400,000</b>
Harbormaster	Allen Harbor Jetty	0	0	2,350,000	0	0	2,350,000
Harbormaster	Herring River Ramp replacement	40,000	0	300,000	0	0	340,000
Harbormaster	Saquatucket Bulkhead replacements	0	650,000	0	9,915,000	0	10,565,000
Harbormaster	Vehicle replacement	0	65,000	0	0	0	65,000
	<b>Harbors</b>	<b>40,000</b>	<b>715,000</b>	<b>2,650,000</b>	<b>9,915,000</b>	<b>0</b>	<b>13,320,000</b>
Harwich Elementary School	Maintenance	120,000	0	65,000	54,000	1,115,000	1,354,000
	<b>Harwich Elementary School</b>	<b>120,000</b>	<b>0</b>	<b>65,000</b>	<b>54,000</b>	<b>1,115,000</b>	<b>1,354,000</b>
Information Technology	Technology reinvestment	250,000	250,000	250,000	250,000	0	1,000,000
Information Technology	Electronic Records/Content Management	200,000	100,000	100,000	100,000	100,000	600,000
	<b>Information Technology</b>	<b>450,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>100,000</b>	<b>1,600,000</b>
Police Department	Police Cruiser replacements	219,000	210,000	210,000	220,000	225,000	1,084,000
Police Department	Other vehicles/related equipment	0	0	0	0	0	0
Police Department	Equipment replacements	51,000	51,000	0	0	73,000	175,000
Police Department	Protective vests	0	0	0	0	70,000	70,000

**Five Year Capital Outlay Plan  
FY 2025 to 2029 DRAFT**

	<b>Police Department</b>	<b>270,000</b>	<b>261,000</b>	<b>210,000</b>	<b>220,000</b>	<b>368,000</b>	<b>1,329,000</b>
Public Works	Road maintenance/improvements	1,500,000	1,750,000	1,500,000	1,500,000	1,600,000	7,850,000
Public Works	Vehicle replacements	765,000	680,000	715,000	765,000	700,000	3,625,000
	<b>Public Works</b>	<b>2,265,000</b>	<b>2,430,000</b>	<b>2,215,000</b>	<b>2,265,000</b>	<b>2,300,000</b>	<b>11,475,000</b>
Water Department	Vehicle replacements	270,000	0	0	0	0	270,000
Water Department	Equipment replacements	232,000	0	0	0	0	232,000
Water Department	Well rehabilitation	150,000	0	0	0	0	150,000
Water Department	New well construction	0	0	3,500,000	0	0	3,500,000
Water Department	196 Chatham Road improvements	0	0	0	1,500,000	0	1,500,000
Water Department	Paint Pleasant Lake Ave. tank	1,750,000	0	0	0	0	1,750,000
Water Department	Pipe discontinuity upgrade	0	1,500,000	0	0	0	1,500,000
	<b>Water Department</b>	<b>2,402,000</b>	<b>1,500,000</b>	<b>3,500,000</b>	<b>1,500,000</b>	<b>0</b>	<b>8,902,000</b>
Watershed (WMP)	Phase 4 Collection System design	0	0	0	0	0	0
	<b>Watershed (WMP)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Wastewater Department	Collections System Improvements	75,000	0	0	0	0	75,000
Wastewater Department	Vehicle Replacements	0	65,000	0	0	0	65,000
	<b>Wastewater Department</b>	<b>75,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140,000</b>
	<b>ANNUAL TOTALS</b>	<b>11,136,863</b>	<b>6,995,896</b>	<b>19,465,000</b>	<b>15,961,500</b>	<b>4,789,672</b>	<b>58,348,931</b>



# HARWICH FIRE DEPARTMENT

## MEMORANDUM

David J. LeBlanc, **Chief of Department**  
Craig W. Thornton, **Deputy Fire Chief**

<b>Date</b>	2/14/2024
<b>To:</b>	Joe Powers, Town Administrator – Capital Outlay Committee
<b>From:</b>	Craig Thornton
<b>Subject:</b>	Assistance to Firefighters Grant EKG Monitors

Joe,

The Fire Department has submitted an application to the Assistance to Firefighters Grant (AFG) program to replace the departments EKG monitors. The submitted application was to replace all four of our EKG monitors, there is one monitor on each ambulance.

EKG monitors record the electrical signal from the heart to check for different heart conditions. Electrodes are placed on the chest to record the heart's electrical signals, which cause the heart to beat. The signals are shown as waves on an attached computer monitor. The monitors also display patients vitals signs that are used by the Paramedics in their treatment.

The four monitors were purchased in 2014, the life expectancy of the monitors and the recommended replacement is at eight years. The department has service agreements for the monitors that includes routine maintenance that ensures the monitors are in good working order.

The total cost that was requested was \$277,264.72, this includes all necessary equipment and a 4 year warranty. There is a 5% required match from the Town if the grant is awarded, this would be \$13,863.24.

During the May 2, 2022 Annual Town Meeting, the fire department requested a federal match for a mini-pumper if the grant was awarded. Article 28 was adopted and the funds were approved, the Town did not receive the grant for the mini-pumper, The Department seeks to repurpose those funds for the purpose of the EKG monitor match if awarded to the Town.

Please let me know if you have any questions.

## Capital Outlay Submittal Form – FY 2024 to 2028

Department/Committee

Requested by:

Request Date:

Project Request:

Asset Category:

Priority:

### Project Description:

Enter a description of your request. Attach quotes, pictures, or additional details.

FY25 - The request is for the 5% match of the grant request for 4 ECG Monitors. There is one monitor on each ambulance. We requested \$277,264.72 from the AFG Grant. Attached is the most recent quote.

Was this project submitted in FY '23? Y  N

If yes, was it approved?

### Purpose:

Replace Equipment

### Benefit

The monitors have a 8 year replacement recommendation. Our existing monitors where purchased in 2014. Newer equipment means longer direct support from the manufacturer.

Total Estimated Cost:

### Funding Requests by Year:

'24  '25  '26  '27  '28

### Describe any discounts or cost reductions (trade-ins, etc.)

There may be trade-in value for the existing monitors.

### Are there available revenue sources or grants other than municipal funds?

The grant requires a 5% match from the municipality.

### Consequence on department or program in delaying purchase/project

Increase in maintenance, decreased reliability. Lack of support from the manufacturer.



LP 15

Quote Number: 10859554  
Version: 1  
Prepared For: HARWICH FIRE DEPT  
Attn:

Rep: Abel Ribeiro  
Email: abel.ribeiro@stryker.com  
Phone Number: (857) 413-8731

Quote Date: 01/30/2024  
Expiration Date: 02/29/2024  
Contract Start: 01/30/2024  
Contract End: 01/29/2025

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99577-001373	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, SpMet, NIBP, 12-Lead ECG, EtCO2, Temp, BT. Incl at N/C: 2 pr QC Electrodes(11996-000091) & 1 Test Load(21330-001365) per device, 1 Svc Manual CD(26500-003612) per order	PCE	4	\$50,736.00	\$202,944.00
2.0	41577-000290	LP15 ACCRY SHIPKIT,AHA,S	PCE	4	\$0.00	\$0.00
3.0	11577-000004	Station Battery Charger - For the LP15	PCE	4	\$1,991.58	\$7,966.32
4.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	PCE	8	\$490.86	\$3,926.88
5.0	11996-000543	EMS RD Rainbow SET MD20-04', 20-pin mini-D rectangular connector, 4ft.	PCE	4	\$336.00	\$1,344.00
6.0	11996-000519	LNCS-II rainbow DCI 8? SpCO, Adult Reusable Sensor	PCE	4	\$859.00	\$3,436.00
7.0	21300-008159	LIFEPAK 15 NIBP Straight Hose, 6'	PCE	4	\$92.00	\$368.00
8.0	11160-000011	NIBP Cuff-Reusable, Infant	PCE	4	\$22.51	\$90.04
9.0	11160-000014	NIBP Cuff-Disposable Child	PCE	4	\$10.84	\$43.36
10.0	11160-000016	NIBP Cuff-Disposable Adult	PCE	4	\$11.85	\$47.40
11.0	11160-000018	NIBP Cuff-Disposable Large Adult	PCE	4	\$11.85	\$47.40
12.0	11160-000020	NIBP Cuff-Disposable X-tra Large Adult	PCE	4	\$15.89	\$63.56
13.0	MVAO	Microstream Advance oral/nasal filter line adult, w/O2 tubing	PK	4	\$437.00	\$1,748.00
14.0	11140-000078	Temperature Adapter Cable- 5ft	PCE	4	\$396.83	\$1,587.32
15.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	PCE	4	\$348.68	\$1,394.72
16.0	11220-000028	LIFEPAK 15 Carry case top pouch	PCE	4	\$61.62	\$246.48
17.0	11260-000039	LIFEPAK 15 Carry case back pouch	PCE	4	\$88.93	\$355.72
18.0	11577-000001	LIFEPAK 15 Shoulder strap	PCE	4	\$40.89	\$163.56
21.0	11111-000018	ECG Cable, 12-Lead, 5ft. - Trunk cable with AHA limb leads	PCE	4	\$398.48	\$1,593.92
22.0	11111-000022	ECG Cable, 12-Lead, 6-Wire Precordial Attachment (AHA)	PCE	4	\$160.59	\$642.36



LP 15

Quote Number: 10859554  
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Rep: Abel Ribeiro  
Email: abel.ribeiro@stryker.com  
Phone Number: (857) 413-8731

Quote Date: 01/30/2024  
Expiration Date: 02/29/2024  
Contract Start: 01/30/2024  
Contract End: 01/29/2025

#	Product	Description	U/M	Qty	Sell Price	Total
23.0	11240-000032	Strip chart recorder paper, 100mm, 2 rolls/pkg	PK	4	\$21.56	\$86.24
24.0	11996-000093	Electrode EDGE QUIK-COMBO pediatric RTS	PCE	4	\$44.80	\$179.20
Equipment Total:						\$232,685.84

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
26.1	LIFEPAK-FLD-PROCARE	Lifepak 15 for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, SpMet, NIBP, 12-Lead ECG, EtCO2, Temp, BT. Incl at N/C: 2 pr QC Electrodes(11996-000091) & 1 Test Load(21330-001365) per device, 1 Svc Manual CD(26500-003612) per order  01/31/2024 - 01/30/2028  <small>↓ Parts Labor, Travel ↑ Preventative Maintenance ↓ Batteries Service</small>	4	\$8,816.00	\$35,264.00
ProCare Total:					\$35,264.00

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
19.0	21996-000109	Titan III WiFi Gateway	4	\$1,328.00	\$5,312.00
20.0	78000171	LIFENET Asset, per device	4	\$137.00	\$548.00
25.0	11600-000030	CODE-STAT 11 Data Review Seat License	1	\$3,541.00	\$0.00
Data Solutions Total:					\$5,860.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$3,454.88
<b>Grand Total:</b>	<b>\$277,264.72</b>

Comments:



## LP 15

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Rep: Abel Ribeiro  
Email: [abel.ribeiro@stryker.com](mailto:abel.ribeiro@stryker.com)  
Phone Number: (857) 413-8731

Quote Date: 01/30/2024  
Expiration Date: 02/29/2024  
Contract Start: 01/30/2024  
Contract End: 01/29/2025

Prices: In effect for 30 days

Terms: Net 30 Days

### Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).



**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		
<b>Project description:</b> Replace the Rec and COA A/C units fy25, replace roof and generator FY27			
Purpose:	Other		
Date needed by:	7/1/2024		
<b>Benefit</b> The building provides services to both the young and elderly. During the periods of High heat and humidity visitors use these areas to seek shelter while utilizing services.			
Estimated Project Cost:	\$948,000		
Funding Request by Year:	FY1 \$295,000	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 and 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		
<b>Project description:</b> 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		
<b>Benefit</b> 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 ¼ of an inch causing a trip hazard and non-compliance with 521 CMR regulations. Windows at Station one delioring 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		
<b>Project description:</b> 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		
<b>Benefit</b> 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		
<b>Project description:</b> 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		
<b>Benefit</b> 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 715 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		
<b>Project description:</b> 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		
<b>Benefit</b> 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		
<b>Project description:</b>			
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		
<b>Benefit</b>			
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		
<b>Project description:</b> Upgrading of the Town's technological infrastructures, services and equipment.			
Purpose:	Service Enhancement		
Date needed by:	7/1/2024		
<b>Benefit</b> 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**

<b>Department/Committee:</b>	DPW		
<b>Requested By:</b>	Lincoln Hooper		
<b>Request Date:</b>	10/30/2023		
<b>Project Request:</b>	Road Maintenance		
<b>Asset Category:</b>	Infrastructure		
<b>Priority:</b>	2. Essential		
<b>Project description:</b> 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.			
<b>Purpose:</b>	Ensure Public Safety		
<b>Date needed by:</b>	7/1/2024		
<b>Benefit</b> To preserve and improve important infrastructure			
<b>Estimated Project Cost:</b>	\$7,850,000		
<b>Funding Request by Year:</b>	FY1 \$1,500,000	FY4 \$1,500,000	
	FY2 \$1,750,000	FY5 \$1,600,000	
	FY3 \$1,500,000		
<b>Describe any discounts or cost reductions (trade-ins, etc.)</b> N/A			
<b>Are there available revenue sources or grants other than Municipal funds?</b> 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.			
<b>Consequence on your department of delaying purchase/project</b> If not funded, we may not be able to provide new drainage infrastructure in coordination with			
<b>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</b>			
<b>Personnel Budget</b>		<b>Expense Budget</b>	
<b>Increase/(Decrease)</b>	<b>Fiscal Year</b>	<b>Increase/(Decrease)</b>	<b>Fiscal Year</b>
\$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		
<b>Project description:</b> Replacement of vehicles and equipment that no longer can be utilized due to poor condition.			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
<b>Benefit</b> 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		
<b>Project description:</b>			
Replace existing 1998 John Deere 310 Backhoe with John Deere 444 Loader or equivalent			
Purpose:	Replace Equipment		
Date needed by:	7/1/2024		
<b>Benefit</b>			
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

ADOPT THE CAPITAL PLAN

ARTICLE 16: To see if the Town will vote pursuant to Section 9-6 of the Town Charter to adopt the five (5) year Capital Plan for FY 2025 as proposed by the Select Board and set forth in Appendix C of this Warrant, and to act fully thereon.

By request of the Select Board. (APPENDIX C)

Explanation: **Descriptive text to be added**

*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 PROJECTS FUNDED FROM VARIOUS SOURCES

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the projects in the table below included in the Fiscal Year 2025 Capital Outlay Plan, and to act fully thereon.

By request of the Select Board. Estimated cost: \$1,089,863.

<b>Project</b>	<b>Amount</b>	<b>Source</b>
Harwich Channel Equipment Upgrades	47,863	Cable Fund
Herring River Ramp Replacement	40,000	Waterways Improvement Fund
Facilities Maintenance – Harbor Generator	200,000	Waterways Improvement Fund
Electronic Records/Content Management	150,000	Community Compact IT Grant
<b>Total from Other Sources</b>	<b>\$1,089,863</b>	

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 PROJECTS FUNDED FROM FREE CASH

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the projects in the table below included in the FY 2025 Capital Outlay Plan, and to act fully thereon.

By request of the Select Board. Estimated cost: \$2,892,000.

Department	Project	Amount
<b>Total from Free Cash</b>		<b>\$2,892,000</b>

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 PROJECTS FUNDED FROM THE TAX LEVY

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the replacement of rooftop mechanical units at Harwich Elementary School as referenced in the FY 2025 Capital Outlay Plan, and to act fully thereon.

By request of the Select Board. Estimated cost: \$120,000.

Explanation: Given the recent amendment to the Monomoy Regional School District Agreement, both communities are each solely responsible for their elementary schools.

*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 PROJECTS FUNDED FROM WATER RETAINED EARNINGS

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the items in the table below included in the FY 2025 Capital Outlay Plan, and to act fully thereon.

By request of the Select Board and the Board of Water and Wastewater Commissioners. Estimated cost: \$652,000.

Vehicle replacements	270,000
Equipment replacements	232,000
Well rehabilitation	150,000
<b>Total</b>	<b>652,000</b>

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 PROJECTS FUNDED FROM WATER RETAINED EARNINGS

ARTICLE 21 : To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the items in the table below included in the FY 2025 Capital Outlay Plan, and to act fully thereon.

By request of the Select Board and the Board of Water and Wastewater Commissioners. Estimated cost: \$75,000.

Collections System Improvements	75,000
<b>Total</b>	<b>75,000</b>

Explanation:

*Finance Committee Recommendation:*

**FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE [**

**].**

**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

## PROPOSED AMENDMENTS

### HARWICH CHARTER

**2-3-1** Proposed Amendment: Change to: "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."

Source: Select Board vote 03/04/2024

**3-1-2** Proposed Amendment: Change "selectmen" to "select board"

Source: Town Clerk/Town Counsel email exchange 02/28/2024

**3-5-3** Proposed Amendment: Change to: "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."

Source: Select Board vote 03/04/2024

**3-6-1** Proposed Amendment: add to the list of appointments made by select board the position of human resources position

Source: Select Board vote 03/04/2024

**3-7-1** Proposed Amendment: include the language that the human resources position will report to both the select board and the town administrator.

Source: Select Board vote 03/04/2024

**4-3-2i** Proposed Amendment: Change (in second line) water department to water/wastewater department.

Source: Select Board vote 03/04/2024

**4-4-2** Proposed Amendment: Change "selectmen" to "select board"

Source: Town Clerk/Town Counsel email exchange 02/28/2024

**4-4-3** Proposed Amendment: Delete "The town administrator shall appoint the harbormaster and any assistant harbormasters."

Source: Select Board vote 03/04/2024

**7-4-1** Proposed Amendment: Add "and 2 alternate members" after the word "members"

Source: Select Board vote 11/20/2023

**8-1-1** Proposed Amendment: Change "selectmen" to "select board"

Source: Town Clerk/Town Counsel email exchange 02/28/2024

**9-2-4** Proposed Amendment: Change "selectmen" to "select board"

Source: Town Clerk/Town Counsel email exchange 02/28/2024

**9-3-3** Proposed Amendment: Change "selectmen" to "select board"

Source: Town Clerk/Town Counsel email exchange 02/28/2024

## PROPOSED AMENDMENTS

### GENERAL BYLAWS

§ 7-10 A. 1 Proposed Amendment: Add “,two alternates” after the word “members”  
Source: Select Board vote 11/20/2023

§ 271-3 Proposed Amendment: Change to “may” to “shall”  
Source: Select Board vote 03/04/2024

§ 271-16 Proposed Amendment: Change to “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.”  
Source: Select Board vote 03/04/2024

TOWN OFFICERS AND COMMITTEES

ARTICLE 1: To choose various Town Officers and Committees.

*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

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2: To hear reports of all Town Officers and Committees for the 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



ELECTED OFFICIAL SALARIES

ARTICLE 3: To see if the Town will vote the salaries of the Elected Officials of the Town for fiscal year commencing July 1, 2024 and ending June 30, 2025 as follows; and to act fully thereon. Estimated cost: \$136,616

Selectmen (5)	\$2,400 each
Moderator	\$1,000
Water & Wastewater Commissioners (5)	\$1,000 each
Library Trustees (7)	\$1,000 each
Town Clerk	\$111,616

*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

## LEASE PURCHASE AGREEMENTS

**ARTICLE 12:** To see if the Town will vote to enter into various lease purchase financing agreements for town equipment included in the operating budget for FY 2025, said leases may be a term not to exceed the useful life of the equipment as determined by the Select Board; and to act fully thereon. By request of the Select Board. *Requires a 2/3 majority vote.*

Explanation: Massachusetts General Law, c. 44, §21C requires a recommendation by the Town Administrator and a two-thirds majority vote of Town Meeting whenever there are items to be funded by lease agreements within the Operating Budget. The lease agreements funded by the operating budget relate to procurements for the [insert department information] in Fiscal Year 2025.

*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

DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT LIBRARY

**ARTICLE 47:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to help defray the expenses of the Chase Library and the Harwich Port Library; said funds to be expended under the direction of the Chase Library and Harwich Port Library Trustee, and to act fully thereon. By request of the Select Board. Estimated cost: \$20,000.

Explanation: This is a customary article wherein the Town of Harwich provides money in support of our two, private community libraries. These two longstanding institutions are a mainstay of our community to the visiting public in the summer months. The funds provide help ensure continuing operations as in years past.

*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

PROMOTE THE TOWN OF HARWICH

ARTICLE 48: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money for the Harwich Chamber of Commerce to promote the Town and its businesses and cultural endeavors to advance economic development initiatives for and with the Town of Harwich. Said monies to be used to manage and fulfill year-round visitor/resident/business information services, to promote and market the Town, to generate and initiate materials and activities that encourage the establishment, growth and sustainability of businesses in Harwich, and to implement economic development objectives and activities in partnership with the Town; and to act fully thereon. By request of the Select Board. Estimated cost: \$50,000.

Explanation: This is a customary article that provides funding to the Harwich Chamber of Commerce in support of their efforts promoting the Town of Harwich.

*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

HERRING FISHERIES

ARTICLE 50: To see what action the Town will take in regard to the Herring Fisheries; and to act fully thereon. By request of the Select Board. Estimated cost: \$0.

Explanation: This is a customary article that has appeared in the Town Meeting for several years if not decades.

*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 11: 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: 4 (Four): Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Nays: 0 (Zero):

**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 DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

**ARTICLE 39:** 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.

<i>Revolving Fund</i>	<i>FY 2025 Spending Limit</i>	<i>Disposition of FY24 Fund balance</i>
<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: 3 (Three): Julie Kavanagh, Michael MacAskill, Jeffrey Handler

Nays: 1 (One): 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 40: 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: 4 (Four): Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Nays: 0 (Zero):

**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 41: 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: 4 (Four): Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Nays: 0 (Zero):

**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 DISPOSITON

ARTICLE 42: 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: 4 (Four): Julie Kavanagh, Michael MacAskill, Jeffrey Handler, Donald Howell

Nays: 0 (Zero):

**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 49: 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

**Town of Harwich, Massachusetts**

**Actual/Authorized/Proposed Debt Service**

**Actual Debt Service as of June 30, 2022, Including Subsequent MCWT Loan**

Date of Issue	Purpose	Type of Payment	2025	2026	2027	2028	2029	Maturity Date
3/15/2010	Water Treatment Plant (O)	Principal	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	2030
		Interest	17,437.50	14,812.50	12,000.00	9,000.00	6,000.00	
10/1/2011	Greensand Water Treatment Facility (O)	Principal	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00	2037
		Interest	54,177.50	50,440.00	46,540.00	42,640.00	38,577.50	
10/30/2012	Adv Ref of Mar 15 05 - Water Storage Tank (O)	Principal	100,000.00	100,000.00	95,000.00	95,000.00	95,000.00	2034
		Interest	21,881.26	19,631.26	17,437.51	15,300.01	12,984.38	
2/21/2018	MCWT DWP-13-02 (O) Revised	Principal	90,095.23	92,053.17	94,054.04	96,097.85	98,186.58	2036
		Interest	24,404.26	22,602.36	20,761.30	18,880.22	16,958.26	
		MCWT Fees	1,830.32	1,695.18	1,557.10	1,416.02	1,271.87	
2024	Rte 28 Water Main Replacement 1 (O) 30 yr Bonds 6/1/2024 - level debt	Principal	70,000.00	70,000.00	75,000.00	80,000.00	80,000.00	2054
		Interest	154,600.00	151,800.00	149,000.00	146,000.00	142,800.00	
		\$3,865,000 BAN Interest	-	-	-	-	-	
2025	Rte 28 Water Main Replacement 2 (O) 30 yr Bonds 6/1/2025 - level debt	Principal	-	75,000.00	80,000.00	80,000.00	85,000.00	2055
		Interest	-	169,200.00	166,200.00	163,000.00	159,800.00	
		\$4,230,000 BAN Interest	-	-	-	-	-	
2025	Pleasant Lake Ave Water Tank Improvements (O) 10 yr Bonds 7/15/2024 - equal principal \$1M from RE	Principal	-	75,000.00	75,000.00	75,000.00	75,000.00	2035
		Interest	-	30,000.00	27,000.00	24,000.00	21,000.00	
		\$750,000 BAN Interest	-	-	-	-	-	
2026	Pipe Discontinuity Upgrade (O) 20 yr Bonds 7/15/2025 - equal principal	Principal	-	-	75,000.00	75,000.00	75,000.00	2046
		Interest	-	-	-	-	-	
		\$1,500,000 BAN Interest	-	-	-	-	-	
2027	New Well Construction (O) 20 yr Bonds 7/15/2026 - equal principal	Principal	-	-	-	175,000.00	175,000.00	2047
		Interest	-	-	-	-	-	
		\$3,500,000 BAN Interest	-	-	-	-	-	
2028	Water - 196 Chatham Rd Improvements (O) 15 yr Bonds 7/15/2027 - equal principal	Principal	-	-	-	-	100,000.00	2043
		Interest	-	-	-	-	-	
		\$1,500,000 BAN Interest	-	-	-	-	-	
Annual Debt Service			739,426	1,077,234	1,139,550	1,301,334	1,387,579	

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**Town of Harwich, Massachusetts**

\$750,000 Paint Pleasant Lake Ave. Water Tank Bonds - 10 yrs Dated June 1, 2025

(assumes \$1M funded with retained earnings)

\*\*\*Preliminary & Subject to Change\*\*\*

**Proposed Debt Service Schedule**

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Date	Principal	Coupon	Interest	Total P+I
06/30/2025	-	-	-	-
06/30/2026	75,000.00	4.000%	30,000.00	105,000.00
06/30/2027	75,000.00	4.000%	27,000.00	102,000.00
06/30/2028	75,000.00	4.000%	24,000.00	99,000.00
06/30/2029	75,000.00	4.000%	21,000.00	96,000.00
06/30/2030	75,000.00	4.000%	18,000.00	93,000.00
06/30/2031	75,000.00	4.000%	15,000.00	90,000.00
06/30/2032	75,000.00	4.000%	12,000.00	87,000.00
06/30/2033	75,000.00	4.000%	9,000.00	84,000.00
06/30/2034	75,000.00	4.000%	6,000.00	81,000.00
06/30/2035	75,000.00	4.000%	3,000.00	78,000.00
Total	\$750,000.00	-	\$165,000.00	\$915,000.00

---

Hilltop Securities Inc.  
Public Finance

**Free Cash Certification**  
**Retained Earnings Calculation - Water - Fiscal Year 2024**

Enterprise Fund Number           A-2(1ST)  
 Type of Enterprise Fund            Water  
 Name of Enterprise Fund/Statutory Reference   Water

Part I Cash 3,722,328.00

**Current Liabilities, Designations of Fund Balance:**

Accounts Payable	0.00
Payroll Payable	0.00
Warrants Payable	0.00
Encumbrances	131,788.00
Expenditures	785,000.00
Continuing Appropriations	156,307.00

**Other Liabilities**

0.00

**Total** 1,073,095.00

**Cash less Current Liabilities** 2,649,233.00

**Part II Retained Earnings, Undesignated** 2,650,050.00

**Accounts Receivable (net):**

**User Fees** 0.00

**Other Accounts Receivable**

**Prepays** 817.00

**Total** 817.00

**Undesignated Retained Earnings Less Accounts Receivable** 2,649,233.00

**Fixed Assets**

**Debits:**

0.00

**Total** 0.00

**Credits:**

0.00

**Total** 0.00

**Free Cash Certification**

**Retained Earnings Calculation - Water - Fiscal Year 2024**

Fixed Assets Variance (Debits - Credits)

0.00





**Free Cash Certification**

**Retained Earnings Calculation - Sewer Enterprise - Fiscal Year 2024**

Fixed Assets Variance (Debits - Credits)

0.00

**Free Cash Certification**  
**Free Cash Calculation - Fiscal Year 2024**

**Begin:**

**Unreserved Undesignated Fund Balance** 4,672,910.00

**Subtract:**

**Personal Property Tax Receivable** 57,282.00

**Real Estate Tax Receivable** 1,285,619.00

**Other Receivables in Deferred Revenue**

0.00

**Total** 0.00

**OtherOther Receivables, Overdrawn Accounts, Deficits**

**GF Federal Income Tax Withholding** 18.00

**GF FIC** 25.00

**State Tax WH** 39.00

**GF Deputy Fees Collected** 25.00

**GF Bulk Fuel** 17,217.00

**SRF FEMA- Fire Grant** 9,675.00

**SRF Fire Safety Equipment** 60,950.00

**SRF Traffic Enforcement** 2,713.00

**SRF CH90** 289,345.00

**SRF DPW Grants/Gifts** 4,811.00

**CP Saquatucket Harbor/Dock Project** 19,339.00

**TR CPA Fund** 11.00

**GF Nationwide Reti Sol Def'd Com** 23.00

**Total** 404,191.00

**Free Cash Voted from Town Meeting Not Recorded** 0.00

**Add:**

**Circuit Breaker, Other Closed Accounts, Adjustments:**

0.00

**Total** 0.00

**Deferred Revenue (Credit Balance+, Debit Balance-)** 30,645.00

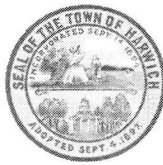
**Free Cash Calculation for 2023** 2,956,463.00

**Free Cash Certification**  
**Free Cash Calculation - Fiscal Year 2024**

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**Reviewed By:** Katie Scopelleti  
**Certified On:** 2/26/2024

# **OLD BUSINESS**



# 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 

Re: MassDOT Insert Requested by Bikeways Committee

Date: March 13, 2024

---

Per the request of the Bikeways Committee, the Select Board proposed including an insert in the Town's tax bills. Due to the short turn-around time and mailing deadline, it was determined the Vulnerable Road Users Law insert (see attached) could not be included with the Real Estate tax bills.

It was suggested the cost of the insert creation and mailing with the Motor Vehicle Excise tax bills be researched. At the December 4, 2023 Select Board, the Finance Director was tasked with determining the costs and process to create and mail the Vulnerable Road Users Law insert. Due to delays in securing the new contract for the Treasurer/Collector consultant, the Motor Vehicle Excise bills have not been mailed and the pricing was not obtained as the printer of the bills had not been determined.

Since the appointment of the Temporary Treasurer/Collector on March 4, 2024 the Temporary Treasurer/Collector has begun to move forward with the creation of the 2024 Motor Vehicle Excise tax bills.

The proposed insert was emailed to the determined bill printer, Kirkwood, along with the number of bills that need to be created. We requested the cost to create, print and include the insert with the 2024 Motor Vehicle Excise bills. 15,787 2024 Motor Vehicle Excise Tax bills are required to be printed and mailed and the price to create, print and include the Vulnerable Road Users Law insert was quoted at \$.10 each for a total of \$1,578.70. Additional postage costs are not anticipated.

If the Select Board approves the text, design and inclusion of the insert, the Temporary Treasurer/Collector will advise the printer and coordinate the creation of the bills and the insert and determine the mail date.

# MOTORISTS GIVE 4 FEET TO PASS

IT'S THE NEW LAW

MOTORISTS  
GIVE 4 FT  
TO PASS



New Vulnerable Road Users Laws went into effect on April 1st, 2023 in Massachusetts. These laws were passed as part of "An Act to Reduce Traffic Fatalities" in an effort to increase roadway safety across the Commonwealth.

#### Who are Vulnerable Road Users:

- People walking and biking
- Roadside workers
- People using wheelchairs or personal mobility devices
- People using scooters, skateboards, roller skates
- People on horses or in a horse-drawn carriage
- People operating farm equipment on the roadway

The law requires motorists to pass a vulnerable road user at a "safe passing distance" of at least 4 feet. When passing a vulnerable road user or other vehicles, the motorist shall use all or part of an adjacent lane, crossing the centerline if necessary, "when it is safe to do so and adhering to the roadway speed limit".

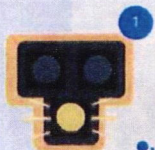
To meet the largest group of vulnerable road users operating on the roadway, signs defining the required 4-foot safe passing distance will be posted along roadways that do not have designated bike lanes or separated bike paths.



**Allow At Least 4 Feet**

**massDOT**  
Massachusetts Department of Transportation

# PEDESTRIAN HYBRID BEACON GUIDE

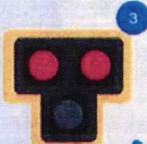
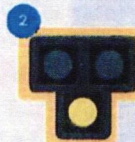


**Flashing Yellow**

**SLOW DOWN** Pedestrian activated Beacon with Crosswalk push button

**Solid Yellow**

**PREPARE TO STOP** Pedestrian is waiting for the walk signal

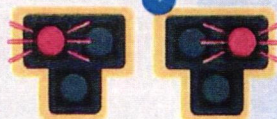


**Solid Red**

**STOP** Pedestrian is Crossing

**Alternative Flashing Red**

**AFTER STOPPING**  
Proceed with Caution ONLY if the crosswalk is clear



**Dark**

**PROCEED WITH CAUTION** Beacon stays dark until activated by another pedestrian

From: Duffy, Anna A. (DOT) <[anna.a.duffy@dot.state.ma.us](mailto:anna.a.duffy@dot.state.ma.us)>

Sent: Monday, December 11, 2023 4:37 PM

To: Carol Campos <[carol.campos@harwich-ma.gov](mailto:carol.campos@harwich-ma.gov)>; Goddard, Jacquelyn (DOT) <[Jacquelyn.Goddard@dot.state.ma.us](mailto:Jacquelyn.Goddard@dot.state.ma.us)>

Subject: RE: new four foot law

Hi Carol,

The design size (digital) of that infographic file is 1101 x 2550 pixel. When printing I suggest 3.5 x 8.375 in.

Thanks!

Anna

**Anna Duffy**

Highway Deputy Chief of Staff

Massachusetts Department of Transportation

10 Park Plaza – Suite 7410 | Boston, MA 02116

C: 857-208-4909



**Harwich Bikeways Committee Minutes**  
**November 6, 2023 11:00 am**  
**Held at the Harwich Community Center**

**Attendees :**

Fran Salewski, Chairman  
Alain Ferry, Vice-Chairman  
Charlene Pilon, Clerk  
Paul Gazaille  
Charles Walkley

The meeting was called to order at 11:10.

The Minutes of the Sept 19 meeting were approved.

**New Business:**

1. **Committee Vacancies:** The Committee has 2 vacancies. The Committee discussed how we might recruit new members. Paul suggested reaching out to the Chatham/Harwich Newcomers Club. Alain suggested posting on Facebook with a link to the Town of Harwich website Bikeways Committee page. It was agreed that we will start with Alain's suggestion and hold on contacting the CHNC.
2. **Update on the Vulnerable Users Law:** Fran asked if any member had any updates. Paul contacted Lincoln re: the installation of the road signs. Lincoln expects delivery in Nov. with installation within the 90 day required time line. Fran asked if the Traffic & Safety Committee could be contacted re: the use of the large digital sign that was discussed at their meeting in July. Charlene agreed to contact the Chairman, Linda Cebula, to follow-up on that and to find out if our Committee can get advance notice of their next meeting. Fran contacted Julie Kavanaugh about the concept of putting a leaflet about the new law in the next tax bill mailings. Julie thought it was a good idea and was checking with Town Hall staff about the feasibility. Fran has not yet heard back from Julie. Using the MassDot leaflet that has been mailed out with RMV notices would likely not be feasible. Charlene will check with MassBike if they have a similar leaflet we can produce for the mailings.
3. **Update on the Bikeways Committee Charge:** Alain proposes that the Committee change its name to Harwich Bikeways and Pedestrian Committee. This would be consistent with committees in other towns such as Brewster and Sandwich. Our Committee would have a more comprehensive charge to include other recreational activities such as walking and running. In this way we foster and support increased usage of the OCRT for transportation and recreational activities, not just centered on safety and maintenance. Alain also envisions a connection to and support of the Recreation Committee as it pertains to cycling, walking and other trail activities. Before our Committee discusses this any further Charlie suggested we contact Julie Kavanaugh, our Select Board liaison, as our next step to clarify the process. Alain agreed to contact Julie.
4. **DCR Meeting re: Mass Trail Grants:** Alain informed the Committee about an upcoming information session on future trail grants on Wed. Nov. 15 at noon. Alain will be attending and will forward information to all Committee members with more details.

5. **Bill H3470:** Alain reported back to the Committee about his participation in providing input about this Bill that was discussed at the State House recently. The Bill that is being put forward will change the language of the current pedestrian crosswalk law to change the word pedestrian to vulnerable users so that any vulnerable user as defined by the new Vulnerable Users Law, including cyclists riding across roadway crossings along bikeways, will get the same consideration as pedestrians. In this way signs that state a cyclist must walk across a roadway crossing to require vehicles stop will be moot. Cyclists will however be required to stop at the stop signs before crossing. If this bill passes it is expected to go into effect in 2025. State Representative Tommy Vitolo sponsored the bill.
6. **Bike lights for J1 students:** The need to provide bike lights for J1 students was discussed. These students are often cycling home late at night without lights. Charlene brought up the MassBike Light Brigade program and if we could host an event to hand out lights. Paul will contact the Cindy Williams at the Chamber of Commerce for a contact name for the J1 program. Charlene will contact MassBike re: hosting an event. Alain suggested we consider the Harwich 5K (organized by the Chamber of Commerce) as a potential Light Brigade event here in town. He also mentioned the Tour de Barnstable (1st Sunday in June, now managed by Alain) as a better match but it's not held in Harwich so would not be a Harwich Bikeways Committee effort.
7. **Trail Update:** Charlie recommended we contact Chatham Bikeways Committee to coordinate speed limit signage on the OCRT like those that are on the CCRT. Everyone agreed. Charlie will follow-up by contacting the Chairman of the Chatham Bikeways Committee. Paul sent photos to Lincoln about the serious cracks on the OCRT and is waiting to hear from Lincoln if anything can be done before the anticipated repaving in 4+ years. Also Paul sent Lincoln photos of trees and shrubs that need pruning and is waiting on a response. Charlie suggested Paul contact Falmouth DPW re: a machine that was used on the Shining Sea trail to smooth out cracks and share that information with Lincoln. This same info could be shared with the Friends of the CCRT and the new DCR superintendent, Susan Johnston (Eric's replacement) at [Susie.Johnston.ma.gov](mailto:Susie.Johnston.ma.gov) who attends the Friends meetings.
8. **Trail Maps:** Charlie and Paul recommend we remove maps on Nov. 1 each year as ridership is very low and rain ruins the maps. Everyone agreed.
9. **Next meeting:** Tues Dec. 19 at 11 am
10. Motion to adjourn at 12:12 pm.

# Harwich Bikeways Committee Minutes

January 19, 2024

**Call to Order:** The meeting was called to order at 11:00 am

**Attendees:** Fran Salewski(virtual), Alain Ferry, Paul Gazaille, Charles Walkley, Charlene Pilon

Approval of the November 6 Minutes: Minutes were approved

## **New Business:**

### **1. Committee Vacancies:**

Charlene announced she is resigning from the committee and this would be her last meeting. Her reason for resigning is the lack of support shown the committee by the Board of Selectmen/Administration. Alain would like to wait until he has discussed the idea of modifying the scope of the committee with Julie Kavanaugh before recruiting new members. He expects to meet with Julie in late Feb. In the meantime Charley will reach out to members of the cycling group in the Chatham-Harwich Newcomers group for possible new members.

### **2. Vulnerable Roadway Users Law:**

**a. Digital signs:** Charlene reported that she spoke with Lt. Goshgarian from Harwich Police (and a member of the Traffic Safety Committee) re: use of the large digital signs to make drivers aware of the new law. He asked that our committee submit dates and locations for the signs and do so well in advance. His email address is [agoshgarian@harwich-ma.gov](mailto:agoshgarian@harwich-ma.gov). Alain to follow up with Lt. Goshgarian to confirm where and when the signs should be placed.

Charlie reported the DCR has 3-4 digital signs that could be used on the OCRT. He will contact the new staff person (Eric's replacement) to discuss. Alain recommended the signs be placed close to/during Bike Safety Week/Month (check MassBike website for exact dates).

**B. Mailing:** Paul attended 2 Board of Selectmen meetings asking that the Town include a mailing about the new law in the excise tax bills. There was concern that the mailing might increase the cost. The Board does not seem to be in favor of this request. Alain suggested the committee use digital marketing instead and will take the lead on this.

**c. Road signs:** Paul reported the street signs have been installed by the DPW dept. Charlene brought up the fact there are no signs on Church Street but it is possible the locations were changed from the original list. The Committee is pleased that the signs are installed.

**d. J1 students bike lights:** Charlene reported that Colleen Mederios from the CCC called asking for support from the Bikeways Committee to supply lights to J1 students. The J1 Program Facilitator, Gail Meyers-Lavin, is looking for help from Cape Cod towns to supply 2000 J1 students with a front and rear light for their bicycles. Charlene told her we were going to apply to the Mass Bike Light Brigade program for up to 50 lights set. Colleen asked if the committee could reach out the Harwich Police Dept who may have access to grant funding for the lights. Charlene wrote an email to Lt. Goshgarian in early January regarding this but has not heard back. Paul will follow-up on this.

Charlene printed the application for the Mass Bike Light Brigades program. The Committee has to host an event to hand out the lights and submit a report to Mass Bike afterwards. Paul agreed to complete the application and the Committee will discuss more details at the Feb. meeting.

e. Charlene showed 2 items from the Cape Chronicle; one a letter to the Editor expressing lack of support for the new law and the second an editorial congratulating the Town of Chatham for the installation of signs to inform the public about the new law.

### **3. Update on the Bikeways Committee Charge:**

Alain will take action on this item in late February by meeting with Julie Kavanaugh.

### **4. Trail Update:**

Charlie reported that he attended a Transportation Committee Meeting with Lincoln Hooper that was attended by approximately 40 State employees where they discussed the re-paving of the CCRT/OCRT. He was impressed by the support they expressed. No specific timeline is available at this time. He expressed his gratitude for Lincoln Hooper's support and leadership as it pertains to the trail.

Charlie followed up with Falmouth Bikeways regarding how they removed the bumps/heaves in the pavement. It won't be possible to use their equipment on the CCRT/OCRT. However, Lincoln has equipment he can use to minimize the bumps on the OCRT, especially the one near Depot Road, and the DCR has equipment to deal with the ones on the CCRT. Further to that Alain recommended the committee work with Lincoln to apply for Mass Trails Grant to cover the expenses. He feels that the project would qualify. Alain and Charlie agreed to review the application and work with Lincoln to apply for a grant due in 2 weeks.

**5. Next Meeting:** Thursday Feb. 15 at the Community Center. Paul and Fran will attend virtually

**Adjournment:** The meeting was adjourned at 11:47 am

**TOWN**  
**ADMINISTRATOR'S**  
**REPORT**



# HARWICH FIRE DEPARTMENT

## MEMORANDUM

David J. LeBlanc, **Chief of Department**  
Craig W. Thornton, **Deputy Fire Chief**

<b>Date</b>	03/07/2024
<b>To:</b>	Joe Powers, Town Administrator / Procurement
<b>From:</b>	Craig Thornton
<b>Subject:</b>	Procurement – DFS Grant Award

**Project:** The Department of Fire Safety announced its grant awards for FY24. The department was fortunate to receive \$10,818.77, to replace and supplement our cold-water rescue equipment.

**Description:** Our application targeted replacing Cold Water Immersion suits and life jackets that the department uses for emergencies that would require such equipment. Our current equipment inventory of these items range between 4-15 years old, these funds will be used to replace some of the older equipment.

**Vendor:** Brigham Industries, Inc.  
15 Brigham Road  
Paxton, MA 01612

**Contact:** Janice Bagdis Phone:508 795 7905 Email: [jbagdis@brighamindustries.com](mailto:jbagdis@brighamindustries.com)

**Items:** Please see included Quote with a description of the items.

**Price:** \$10,378 includes a \$240.00 freight charge.

**Recommendation:** Brigham Industries has provided us with a competitive quote with the desired equipment for our department. They are on State Contract, and we would like to proceed with this company.

**Procurement Method:** OSD PSE01 Public Safety Equipment

**Source and Amounts:** DFS Grant Award totaling \$10,818.77 see attached award letter.

**Total Funds:** \$10,378.00

**Contact/Signatory:** Janice Bagdis Phone:508-795-7905  
Email: [jbagdis@brighamindustries.com](mailto:jbagdis@brighamindustries.com)

**Included Documentation:**

KP Law Contract for supplies  
POST Procurement Checklist  
Quote Mustang 2024 March  
FY24 Grant Executed Contract with signatures  
DFS Award Letter  
Governor Award Letter  
Procurement Form

# PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Thornton DEPARTMENT: Fire Department

FUNDING SOURCE: FY24 DFS Grant Award

Appropriated amount: \$ 10,818.77 Estimated cost: \$10,378.00 Actual cost: \$ 10,378.00

**PROCUREMENT METHOD:**

OSD PSE01 Public Safety Equipment

**PURCHASE DESCRIPTION:**

The Fire Department would like to purchase cold water immersion suits and life jackets that will support our operation.

The department applied for and received a grant award from the Department of Fire Services that supports this effort with a funding mechanism.

Attached is a quote for \$10,378 that allows us to purchase 7 Mustang Ice Commander suits and 5 Mustang anti exposure suits with the grant award from the State.

**PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW**

Funds Available: Finance Director: Megan Green Account # 12132002-55800  
36E65676E18A4AC... 0 - 24ESE  
\$10,378

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



## **AGREEMENT FOR TOWN OF HARWICH**

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Brigham Industries, Inc., with an address of 15 Brigham Road, Paxton, MA 01612, hereinafter referred to as "Contractor", effective as of the 7th 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 with Cold Water Rescue suits as listed in the March 2024 Quote, including the scope of services set forth in Attachment A.

### **ARTICLE 2: TIME OF PERFORMANCE:**

The Contractor shall complete all work and services required hereunder commencing as soon as the contracts are signed by the Contractor and Town and shall be delivered by June 30<sup>th</sup>, 2024.

### **ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$10,378.00. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

### **ARTICLE 4: CONTRACT DOCUMENTS:**

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

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

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: ASSIGNMENT:**

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

**ARTICLE 10: AMENDMENTS:**

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

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and 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) Builders' Risk Property Coverage for the full insurable value. It should include "All Risk" insurance for physical loss or damage including theft.
- 5) 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.
- 6) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.
- 7) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

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, Janice Bagdis, 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.

510328567  
Social Security Number or  
Federal Identification Number

DocuSigned by:  
Janice Bagdis  
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

TOWN OF HARWICH

By

by its Board of Selectmen Over \$50,000

DocuSigned by:  
Janice Bagdis  
890BB1C48E83436...  
Janice Bagdis President

Printed Name and Title

Approved as to Availability of Funds:

by its Town Administrator Up to \$50,000

DocuSigned by:  
Megan Green (\$ 10,378.00 )  
36E7D7FE1844AC...  
Finance Director Contract Sum

DocuSigned by:  
Joseph F. Powers  
0623C0C5799674E...  
Town Administrator

## **Brigham Industries, Inc.**

**15 Brigham Road  
Paxton, MA 01612  
(508) 795-7905  
(508) 755-1676 Fax**

### **~ PROPOSAL ~**

Quotation #: 240224

**Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645**

**ATTENTION: Scott Tyldesley**

**Date: February 24, 2024**

We are pleased to quote you the following items:

7	Mustang Ice Commander standard suits, 9001 03 @\$ 999.00	\$ 6,993.00
5	Mustang anti exposure worksuit, MS 2175 @ \$ 629.00 (1) M, (1) Lg, (2) XL, (1) XXL	\$ 3,145.00

MA State Contract PSE01 pricing

Freight: Add on from manufacturer, not to exceed \$ 240.00

Delivery: 1 week Ice Commander Suits, TBD for worksuits

Payment: Net 30 days

**These quoted prices are in effect through March 31, 2024**



Regards,

Neil Bagdis  
General Manager

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Harwich (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 732 Main St, Harwich, MA, 02645		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief David J. LaBlanc	Phone: 508-430-7546	Billing Address (if different):	
E-Mail: dleblanc@harwichfire.com	Fax: 508-432-5685	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000191822		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (AD001) (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-DFS-1000-2024FFEGRANT0000000	
		RFR/Procurement or Other ID Number: BD-94942	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (Includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE:</b> (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended) <b>\$10,818.77</b>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY24 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY24 Firefighter Equipment Grant, in accordance with the FY24 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2024</b> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X:  Date: <u>2/19/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Joseph F. Powers</u> Print Title: <u>Town Administrator</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X:  Date: <u>2/20/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Jon M. Davine</u> Print Title: <u>State Fire Marshal</u>	





**Commonwealth of Massachusetts  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

**Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company  
(must match Form W-9 tax classification)**

Contractor Legal Name <b>Town of Harwich</b>	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) <b>VC6000191822</b>
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**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Joseph F. Powers		Town Administrator	508-430-7513	jpowers@harwich-ma.gov

**Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.**

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date <b>2/9/24</b>
Print Name <b>Julie Kavanagh</b>	Phone Number <b>508 430 7513</b>
Title <b>Chair of Select Board</b>	Email Address <b>jkavanagh@harwich-ma.gov</b>

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

## **Department of Fire Services and the Town of Harwich FY24 Firefighter Equipment Grant Agreement Scope of Work and Budget**

**Authorization:** This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY24 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

**Grant Project Description:** Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

**Grant Manager:** The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Chief David LeBlanc who can be reached at: 175 Sisson Rd Harwich, MA 02645, tel 508-430-7546, email: [dleblanc@harwich-ma.gov](mailto:dleblanc@harwich-ma.gov). The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: [David.Clemons@mass.gov](mailto:David.Clemons@mass.gov).

**Budget:** The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

**Grant Award:**

<b>Department</b>	<b>Description of allowable Equipment</b>
Town of Harwich	Cold Water Immersion Suit/Dry Suit Life Jacket (PFD)
<b>Total Award</b>	<b>\$10,818.77</b>

**Reimbursement Request Process:** The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

**Period of Performance:** Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract will not be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2024. Equipment delivered to the recipient after that date will not be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 26, 2024. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2024.

**Grant Extensions:** Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2024. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2024. Approval of extension requests is at the sole discretion of DFS.

**Grant Monitoring:** The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with

any portion of the terms of the FY24 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

**Changes in Scope of Work or Budget:** The grant project description and budget are fixed and any change would be a "material" change in the contract. "Material" changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be done retroactively and must be done prior to the grant end date.

**Records Management:** The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to "... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract..."

Approved by:

  
\_\_\_\_\_  
Town of Harwich

Joseph F. Powers, Town  
Print Name and Title Administrator

2/9/24  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
Department of Fire Services

David Clemons, Director of Operations  
Print Name and Title

2/20/24  
\_\_\_\_\_  
Date



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE BOSTON, MA 02133  
(617) 725-4000

**MAURA T. HEALEY**  
GOVERNOR

**KIMBERLEY DRISCOLL**  
LIEUTENANT GOVERNOR

February 6, 2024

Chief David LeBlanc  
Town of Harwich  
175 Sisson Rd  
Harwich, MA 02645

Dear Chief LeBlanc,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Harwich Fire Department \$10,818.77 in State Fiscal Year 2024 funding for the Firefighter Safety Equipment Grant Program.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or [Timothy.Moore@mass.gov](mailto:Timothy.Moore@mass.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "M. T. Healey".

GOVERNOR MAURA T. HEALEY

A handwritten signature in black ink, appearing to read "Kim Driscoll".

LT. GOVERNOR KIMBERLEY DRISCOLL



MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

TERRENCE M. REIDY  
SECRETARY

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

*P.O. Box 1025 ~ State Road*

*Stow, Massachusetts 01775*

*Telephone (978) 567~3100*

*www.mass.gov/dfs*



JON M. DAVINE  
STATE FIRE MARSHAL

February 6, 2024

Chief David LeBlanc  
Town of Harwich  
175 Sisson Rd  
Harwich, MA 02645

Dear Chief LeBlanc,

I am pleased to provide you with a Commonwealth of Massachusetts Standard Contract Form, Grant Agreement Scope of Work and Budget, and Contractor Authorized Signatory Listing Form for your FY24 Firefighter Safety Equipment Grant award. Please print and mail copies of these documents with original signatures to Tim Moore at the Department of Fire Services (DFS) address above. The Standard Contract Form Instructions and Commonwealth Terms and Conditions, which are incorporated by reference into this contract, may be found at [www.macomptroller.org/forms](http://www.macomptroller.org/forms). As a reminder, equipment orders may not be placed until this contract has been fully executed by DFS and your department. DFS will provide you with a copy of the fully executed contract and provide specific direction to proceed when your contract has been executed.

The funds for this program will be disbursed on a reimbursement basis in accordance with the terms of the grant Notice of Funding Opportunity. Once you have received your equipment and paid the vendor(s), reimbursement requests may be submitted to DFS by submitting the following documents to [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov):

- Completed Final Report Template.
- Copy of invoice(s) with detailed description of all eligible costs.
- Proof of payment to the vendor(s) (cancelled check copy or other official financial system record).

If you have any questions during the grant performance period, please contact Tim Moore at 978-567-3721 or [OPS.DFS-TM-Grants@mass.gov](mailto:OPS.DFS-TM-Grants@mass.gov).

This program is an excellent opportunity to improve the health and safety of firefighters across the Commonwealth, and I am grateful that we are able to provide this vital equipment to your department this year.

Sincerely,

Jon M. Davine  
State Fire Marshal

Low Bidder: Brigham Industries, Inc.

Bid Price: \$10,378.00

Post Procurement Checklist

Please complete checklist below for contracts requiring Selectmen\* 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 \$50,000 can be signed by Town Administrator.

- 1. Please provide a separate page titled "Summary of Project" which includes:
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: Megan Green Account # 12132002-558000-24FSE
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
C1. Please show Prevailing Wage was used.
C2. If construction is near \$10,000 you also need:
a. Written spec sheet.
b. Advertised for two weeks on Central Register and COMMBUYS.
c. Apparent low bidder posted to Town website.
C3. If construction over \$25,000 you need C1, C2, as well as:
a. Show project was in the Capital Plan.
b. Low bidder provides 50% payment bond after Selectmen's countersignature.
C4. If construction over \$50,000 you need C1, C2, C3, as well as:
a. Bid Bond of 5% of total value.
b. Sealed Bids.
c. End of Public Works construction requirements
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:
a. Advertise in Central Register and local newspaper for two weeks.
b. Set a designer fee or price ceiling.
c. Use Standard Designer Application Form
C6. If Building construction over \$150,000 you'll need C1, C2, C3, C4, C5, as well as:
a. 100% payment bond was in bids.
b. 100% performance bond was in bids.
c. DCAMM certified bidders.
i. DCAMM certified sub-bids if over \$25,000.
C7. If Building construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, C6, as well as:
a. Solicit qualifications prior to sealed bids.
Goods and Services
GS1. If procured using the State Bid List:
a. Over \$25,000 please show project was on the Capital Plan.
GS2. If project is over \$5,000:
a. Please provide written spec sheet used and who it was sent to.
b. Maximum contract length is three years.
GS3. If project is over \$50,000:
a. Show project was advertised for two weeks in a newspaper and on COMMBUYS.
b. Show project utilized sealed bids.
c. Apparent low bidder posted to Town website.
GS4. If project is over \$100,000:
a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin.
b. Show project utilized sealed bids.
Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.
Note 2: Bids may be negotiated downwards but never higher than original quote.
Note 3: Municipalities shall not provide a down payment, deposit, or provide funding before possession of purchased item.

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

Signature of Town Administrator: Joseph P. Powers

\*\*Note: Failure to gain sign-off before Wednesday at noon results in the contract being delayed to the next meeting

# **CORRESPONDENCE**



# Building Confidence Through Art

A group for middle school students  
provided by Harwich Youth and Family Services



A *FREE* five week group to increase confidence in self  
through the creative experience of making art.

Registration is required and space is limited.

Group to be held at The 204  
(204 Sisson Road in Harwich)

Thursdays in May  
4:30PM-6:00PM



Contact Ashley with questions and to register.

508-430-7836

[ashley.symington@harwich-ma.gov](mailto:ashley.symington@harwich-ma.gov)



Harwich  
Youth and Family Services



# Creative Collaboration

Harwich Youth & Family Services  
and **The 204** invite you,  
students of Monomoy High School,  
to create with us!

Three projects to choose from!

Three professional artists to work with-  
**Mitzi Bramble, John Bonnani, and David Cravenho.**

Build self and community through art!

Wednesdays in April

4:00PM-5:30PM

**FREE.** Registration required..

Contact Ashley with questions  
and to register.

508-430-7836

[ashley.symington@harwich-ma.gov](mailto:ashley.symington@harwich-ma.gov)

Harwich Community Center  
& Harwich Youth and Family Services

# Teen Job Fair

May 9th  
4pm-8pm

AGES  
15-18

FREE  
EVENT!

## Looking for a job?

Meet and connect with local employers face-to-face to find out about employment opportunities. Arrive dressed professionally with copies of your current resume.

- Learn some tips from professionals
- Get resume & job application help
- Information on work permits
- Participants of all abilities welcome!

Are you an employer interested in hosting a table? Contact us to sign up!  
**Email:** [reagan.wilda@harwich-ma.gov](mailto:reagan.wilda@harwich-ma.gov)  
OR [ashley.symington@harwich-ma.gov](mailto:ashley.symington@harwich-ma.gov)

