

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Executive Session 6:10 P.M.

Regular Meeting 6:30 P.M.

Monday, February 4, 2019

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

I. CALL TO ORDER

II. EXECUTIVE SESSION - Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Assistant Town Administrator position; and, Pursuant to M.G.L. c. 30A, § 21(a)(6), to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – Cornelius Pond

Minutes:

Pursuant to M.G.L. c. 30A, § 21(4) to discuss the deployment of or strategy regarding security personnel or devices – Cyber Security Study; and pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Fire Union Contract; Deputy Fire Chief re-classification; SEIU Compensation Survey – *Approve Executive Session Minutes June 11, 2018*; Pursuant to M.G.L. c. 30A, § 21(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 public body – 4 Central Avenue – *Approve Executive Session Minutes July 9, 2018*;

Pursuant to M.G.L. c. 30A, § 21(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 public body – 718 Main Street – *Approve July 23, 2018 Executive Session Minutes*;

Pursuant to M.G.L. c. 30A, § 21 (3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Litigation, SEIU – *Approve August 6, 2018 Executive Session Minutes*;

Pursuant to M.G.L. c. 30A, § 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Viprino – *Approve August 20, 2018 Executive Session Minutes*.

Pursuant to M.G.L. c. 30A, §21(a)(6) to consider purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – 4 Central Avenue; and Pursuant to MGL c.30A §21(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the town and the Chair so declares – Viprino v. Harwich – *Approve November 19, 2018 Executive Session Minutes*;

Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for contract negotiations — Hot Stove Restaurant contract extension at CVGC. *Approve November 26, 2018 Executive Session Minutes*

Pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for contract negotiations — Hot Stove Restaurant contract extension at CVGC – *Approve December 3, 2018 Executive Session Minutes*;

III. PLEDGE OF ALLEGIANCE

IV. WEEKLY BRIEFING

V. PUBLIC COMMENTS/ANNOUNCEMENTS

VI. CONSENT AGENDA

A. Minutes:

1. June 11, 2018 Executive Session
2. July 9, 2018 Executive Session
3. July 23, 2018 Executive Session
4. August 6, 2018 Executive Session
5. August 20, 2018 Executive Session
6. November 19, 2018 Executive Session

7. November 26, 2018 Executive Session
8. December 3, 2018 Executive Session
- B. Accept the gift of \$924 from the Friends of the Harwich Council on Aging for the purchase of two SafetyNet Tracking Systems for the Council on Aging.
- C. Approve a fee waiver (\$60) for the MRSD School Superintendent for use of a room at the Community Center on February 5, 2019
- D. Accept the resignation of Mary Maslowski as the Housing Committee's representative to the Community Preservation Committee
- E. Vote to refer the following proposed zoning By-laws to the Planning Board for Public hearing:
 1. Single-family dwelling with accessory apartment
 2. Freestanding Portable signs
 3. Retaining walls for septic systems
 4. Special provisions for lifting existing structure to new and appropriate elevations

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

- A. Cape Cod Regional Technical High School and Monomoy Regional School District to meet with Selectmen and Finance Committee to discuss first draft budget and five-year plan. To also discuss the growth rate for non-teaching personnel (central office) and percentage of increase for Monomoy Regional
- B. Wastewater Updates – Memorandum of Understanding with Department of Environmental Resources and the Harwich Conservation Trust; Cold Brook project; Dennis / Harwich/ Yarmouth – David Young – CDM Smith

VIII. **NEW BUSINESS**

- A. Authorization for the Town Administrator to execute all Sewer Collection System – Phase 2 SRF grant and/or loan activities
- B. Request to approve and sign the Green Communities Designation Grant Project Application
- C. Fire Chief amended request - Capital Plan for Fire Department Vehicle Replacement
- D. Wastewater Support Committee request to approve resident mailing
- E. Request from Community Development Partnership for letter of support for Block Grant – Authorize the Chair to sign
- F. Preliminary Draft Warrant
- G. “Encourage all to participate – gender neutral terminology” – request for Harwich to change the name from Board of Selectmen to “Select Board”
- H. Cornelius Pond Purchase and Sale Agreement (P&S) and Conservation Restriction (CR) – *sign Purchase and Sale Agreement*
- I. Participation in the FY 19 Truro Regional CDBG Grant – *approve and authorize the Chair to sign*
- J. Request from Jack Sheeran of Freedom Cruise Line to increase the number of passengers per trip on the Freedom Ferry from 80 to 99

IX. **CONTRACTS**

X. **OLD BUSINESS**

XI. **TOWN ADMINISTRATOR'S REPORT**

- A. Saquatucket RFP (final version)
- B. Mass Office on Disability Project Grant
- C. MassWorks Sidewalk - follow up on denial
- D. Departmental Reports

XII. **SELECTMEN'S REPORT**

XIII. **ADJOURNMENT**

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

Authorized Posting Officer:

Posted by: _____
Town Clerk

Sandra Robinson, Admin. Secretary

Date: _____
January 31, 2019



Town of Harwich COUNCIL ON AGING

Harwich Community Center □ 100 Oak Street □ Harwich, MA 02645
Tel: 508-430-7550 Fax: 508-430-7530

m e m o

TO: Harwich Board of Selectmen

FROM: Emily Mitchell, Council on Aging Director

DATE: January 28, 2019

RE: Request to Accept Gift from Friends of the Harwich Council on Aging

I am writing to request that the Board of Selectmen accept a gift to the Council on Aging in the amount of \$924.00 from the Friends of the Harwich Council on Aging (FHCOA).

The FHCOA has donated these funds to cover the cost of purchasing two SafetyNet Tracking Systems for the COA to incorporate as part of our Durable Medical Equipment loan service. SafetyNet Tracking Systems are bracelet-type devices worn by people who wander – typically folks with Alzheimer's, Dementia, or other cognitive impairments. Each device comes with a unique digital identification code which is registered with the police department. If the person goes missing, public safety officials can locate the device wearer by tracking the radio frequency signal emitted from the device. These have proved to be live-saving devices, but the cost can be prohibitive for some families. With this gift from the FHCOA, the Council on Aging will have two available to loan to Harwich residents at no cost as the need arises.

These new devices will allow us to better serve local seniors, families, and caregivers, and will provide our public safety officers with an additional tool to respond to emergencies where someone has wandered from their home. We are immensely thankful to the Friends for their support which will enable us to provide this resource for our community.

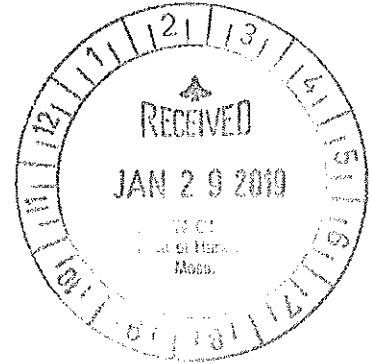
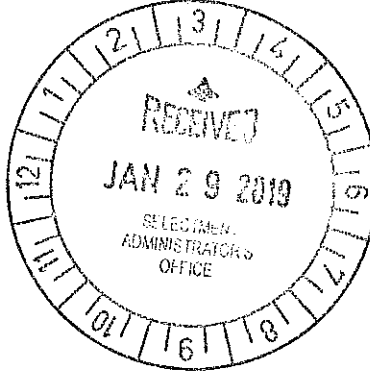
The two SafetyNet Tracking Systems were purchased using funds from the Council on Aging Unclassified Supplies line item. The gift from the FHCOA will be deposited in the same fund to reimburse this cost (015414-558000).

Thank you very much.

Sincerely,

Emily Mitchell, Director
Harwich Council on Aging

Mary A. Maslowski
10 Louis Way
West Harwich, Massachusetts 02671



January 29, 2019

Anita N. Doucette, Town Clerk
732 Main Street – Town Hall
Harwich, MA 02645

Re: Resignation as the Harwich Housing Committee's Representative
To the Community Preservation Committee

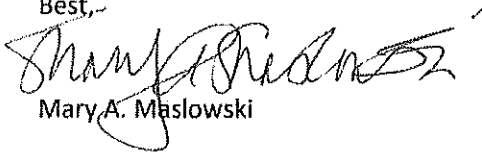
Dear Ms. Doucette:

As you may know, the Board of Selectmen recently confirmed my appointment as the Planning Board's representative on the Community Preservation Committee ("CPC"). As such, I wish to resign from my position as the Harwich Housing Committee's representative to the CPC, so that another member may be appointed in my place. Please note, I am only resigning as the representative to CPC, but intend to remain on the Housing Committee at this time.

Kindly forward my resignation to the Board of Selectmen at your convenience. If you have any questions, please don't hesitate to contact me.

Thank you for your prompt attention to this matter.

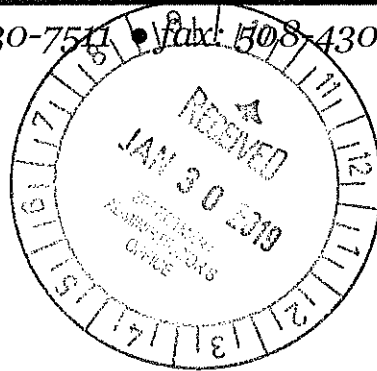
Best,


Mary A. Maslowski

PLANNING BOARD • 732 Main Street, Harwich, MA 02645



ph: 508-430-7511 • fax: 508-430-4703



January 30, 2019

To: Board of Selectmen
From: Planning Board
Re: Proposed Zoning Bylaw

At the duly posted Planning Board meeting held last evening, the Board voted unanimously to refer the attached zoning bylaws to the Board of Selectmen so that the required public hearing process can begin and so that these article are included in the Annual Town Meeting Warrant.

The proposed zoning bylaws include:

1. Single-family dwelling with accessory apartment
2. Freestanding portable signs
3. Retaining walls for septic systems
4. Special provisions for lifting existing structure to new and appropriate elevations

At this time the Planning Board requests that the Board of Selectmen vote to refer these proposed zoning amendments back to the Planning Board so that the Planning Board can begin the required public hearing process pursuant to M.G.L. c.40A §5. Attached please find this provision.

If you have any questions, please do not hesitate to contact the Board or Town Planner Charleen Greenhalgh.

Enc. (5)

ARTICLE: - Zoning Bylaw amendment for single-family dwelling with accessory apartment

To see if the Town will vote to amend the Town’s Zoning Bylaw, as follows:

(i) By amending ARTICLE V, Use Regulation, §325.13.A, Paragraph I, Residential Uses, namely Table 1, Use Regulations, Paragraph I – Residential Uses, Use No. 10, Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

Table 1, Use Regulations

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR	
Paragraph IV – Residential Uses														
10	Single-family dwelling with accessory apartment (§325-51H <u>§325-14.T</u>)	S <u>P</u>	S <u>P</u>	S <u>P</u>	S <u>P</u>	-	-	S <u>P</u>	S <u>P</u>	-	-	S <u>P</u>	S <u>P</u>	S <u>P</u>

and

(ii) By renumbering and repositioning with the Zoning Bylaw ARTICLE X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, as and to ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment; and

(iii) By amending said Article X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, now ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

T. Single-family dwelling with accessory apartment.

- (1) Purpose. The intent of permitting accessory apartments is to:
 - a. Increase the number of small dwelling units available for rent in Town;
 - b. Increase the range of choice of housing accommodations;
 - c. Encourage greater diversity of population with particular attention to young adults and senior citizens; and
 - d. Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods.

(2) Definitions. **OWNER** One or more individuals holding title to the property.

(3) Criteria, ~~for special permit approval. Special permits for single-family dwellings with a~~ **An** accessory apartment **is allowable within a single-family dwelling**, either attached or detached,

may be granted upon determination by the Planning Board that **provided that** the following criteria have been met **satisfied**:

- a. Only one accessory apartment is permitted for each principal dwelling unit.
- b. The accessory apartment may not be held in separate ownership from the principal use.
- c. Only one of the principal dwelling or accessory apartment may be rented at any given time **and, if rented, shall be rented for a term of no less than six (6) consecutive months.**
- d. The accessory apartment shall have a net floor area not exceeding 1/2 of the net floor area of the principal dwelling unit and not more than 900 square feet.
- e. The accessory apartment shall have not more than two bedrooms.
- f. At least one off-street parking space shall be provided for the accessory ~~dwelling unit~~ **apartment.**
- g. The minimum lot area required for a parcel to be eligible for a special permit to allow an accessory apartment shall not be less than 15,000 square feet if the parcel is situated in a RH-1, CV, CH-1, MRL or MRL-1 District; 20,000 square feet if situated in a RL, RM or RR District; and 40,000 square feet if situated in a Water Resource (WR) Overlay District. **For parcels existing within an approved Open Space Residential Development or Cluster Subdivision, the lots size shall be consistent with the endorsed plan.**
- h. The accessory apartment shall be designed so that, to the degree reasonably feasible, the appearance of the property remains that of a single-family property with matching materials, colors, window styles and roof design for one structure, if the apartment is attached, or for both structures, if the apartment is detached.
- i. The principal dwelling unit and accessory apartment shall meet all wastewater treatment requirements for the combined number of bedrooms.
- ~~j. The proposed use shall not create traffic hazards or volume greater than the capacity of the streets affected.~~
- ~~k. The proposed use shall not exceed the building or site coverage for the zoning district.~~
- ~~l. If an addition is to be built for the proposed use, the addition shall be set back from front, side and rear lot lines the distance required in the zoning district for new construction.~~

The Building Commissioner shall determine compliance with said criteria following receipt of the application for a building permit for a change of use and/or for construction of the said accessory apartment.

~~(4) The applicant shall record with the Registry of Deeds for Barnstable County a certified copy of the special permit decision and the special permit shall lapse if it is not so recorded and if it is not duly exercised within two years as provided for under MGL c. 40A, § 9.~~

~~(5) Transfer of ownership. The provisions of the special permit may be transferred with ownership of the property provided the provisions of this section and all other provisions of the Zoning Code of the Town of Harwich and the State Building Code are met and the Planning Department has approved a transfer for the special permit. The new owner also may request a Planning Board certification for the accessory apartment. To obtain such certification, the owner shall submit a written request with a statement that the conditions at the time of the original~~

special permit approval remain unchanged and with a certification of ownership. The Planning Board certification shall be recorded at the Registry of Deeds.

(6) ~~(4)~~ A final determination that the owner has failed to comply with these forgoing criteria provisions or the termination of occupancy by the owner of the subject property shall be evidence that the rights and benefits conferred hereunder the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse are null and void and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted;

or take any other action thereon.

ARTICLE: - Zoning Bylaw Article Freestanding Portable Sign

To see if the Town will vote to amend the Town's Zoning Bylaw §325-2 Word usage and definitions and by addition a new §325-26.K as follows

Within §325-2 delete the existing definition of "A-Frame/Easel/Sandwich-Board Signs" and replace with the following definition:

"FREESTANDING PORTABLE SIGN" – A single or double-faced, self-supporting sign made of wood, cardboard, plastic, metal or other lightweight and rigid material.

And, add a new §325-26.K to read as follows:

K. Freestanding Portable Sign.

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;
- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts (except any necessary hinge to fold and unfold said sign);
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
- (11) The sign shall also comply with the requirements of §325-26.D-G, above;

or take any other action thereon.

ARTICLE: - Zoning Bylaw Article RETAINING WALL(S) FOR SEPTIC SYSTEMS

To see if the Town will vote to amend the Town's Zoning Bylaw §325-16, Table 2 and to add a new subparagraph "R. Retaining Wall(s) for Septic Systems" to §325-18, as follows:

§325-16, Table 2, add a Note "3" to the "Front (feet)", "Side (feet)", and "Rear (feet) columns, which shall read as follows:

"³May be reduced to 10 feet for Septic System pursuant to §325-18.R"

And,

§325-18 add a new subsection "R. Retaining Wall(s) for Septic Systems" to read as follows:

"R. Retaining Wall(s) for Septic Systems. The provisions of §325-17 notwithstanding, on an improved parcel, a retaining wall(s) associated with the installation of a septic system (e.g. mounded septic system) required by the Board of Health and/or Title 5, shall be setback no less than 10 feet to any lot line;

or take any other action thereon.

ARTICLE: _ - Zoning Bylaw Article SPECIAL PROVISIONS FOR LIFTING EXISTING STRUCTURES TO NEW AND APPROPRIATE ELEVATIONS

To see if the Town will vote to amend the Town's Zoning Bylaw Article XVII – Flood Plain Regulations by 1) changing §325-108 Definitions to §325-109 Definitions and 2) adding a new §325-108 “Special Provisions for Lifting Existing Structures to New and Appropriate Elevations” and by adding four new definitions, alphabetically, to the new §325-109 Definitions, and further to amend §325-2 Word usage and Definitions “Building/Structure Height” paragraph B by deleting the existing language and replacing it, as follows:

§325-108 Special Provisions for Lifting Existing Structures to New and Appropriate Elevations

(1) Notwithstanding the provisions of any other provision of the Harwich Zoning By-law to the contrary, except as otherwise provided pursuant to paragraph (3) of this subsection, a person shall be allowed to lift an existing structure located in an Area of Special Flood Hazard to a new and appropriate elevation, or constructing a staircase or other attendant structure necessitated by such raising without the need for Board of Appeals relief, provided, however, this exemption shall apply only to the minimum extent or degree necessary to allow the structure to meet the new and appropriate elevation with adequate means of ingress, egress and accommodation of typical basement facilities.

(2) Appurtenant to lifting an existing structure, the existing structure may be relocated elsewhere on the lot as long as said relocation does not create a new, or increase the intensity of a setback nonconformity.

(3) The exemption established pursuant to paragraph (1) of this subsection shall not be available to a person who has altered or is seeking to alter the original dimensions of a structure if, had the alteration not been made, the structure could have been raised to meet the new and appropriate elevation either without the exemption or with an exemption of lesser degree than is needed with the alteration.

And,

§325-109 Definitions, as the following:

ATTENDANT STRUCTURE means an area to accommodate utilities, laundry facilities or mechanicals which are otherwise typically located within a basement area.

EXISTING STRUCTURE means any commercial or municipal structure or residential dwelling that currently exists, or existed prior to the catastrophic event, at the time a request is made to elevate.

HIGHEST APPLICABLE FLOOD ELEVATION STANDARD means the one-percent (1%) FEMA base flood elevation plus up to an additional three (3) feet.

NEW AND APPROPRIATE ELEVATION means any elevation to which a structure is raised, or is to be raised, that is equal to or higher than the applicable FEMA base flood elevation, provided, however, in no case shall the new and appropriate elevation exceed the highest applicable flood elevation standard.

And,

§325-2 Building/Structure Height

B. For a building or structure located within an area of special flood hazard, refer to §325-108;

or take any other action thereon.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40A	ZONING
Section 5	ADOPTION OR CHANGE OF ZONING ORDINANCES OR BY-LAWS; PROCEDURE

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a

proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



CAPE COD

R E G I O N A L



FY20 Operating Budget

Cape Cod Tech

Finance Committee

Anthony Tullio – Wellfleet (chair)

Dave Bloomfield – Mashpee

Norman Michaud - Yarmouth

Stefan Galazzi – Orleans

Buck Upson – Chatham



Cape Cod Tech's Harwich Representatives – Thank you!

School Committee

Lee Culver

Robert Furtado

School Building Committee

Christopher Clark

Lee Culver

Paul Funk

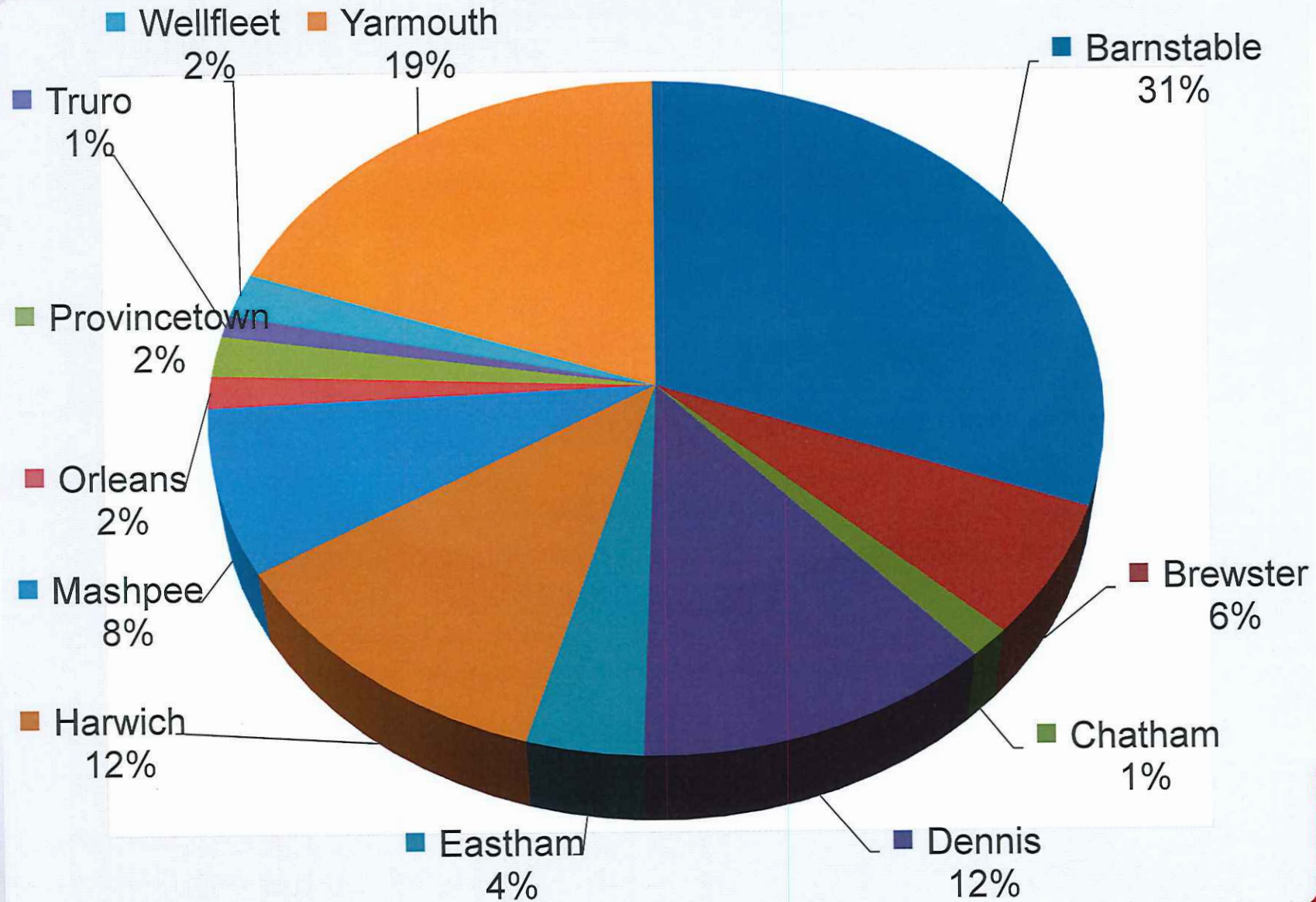
Bruce Young

FY20 Enrollment by Town

Enrollments	Students FY20	Students FY19	Change
Barnstable	176	179	-3
Brewster	36	41	-5
Chatham	8	7	1
Dennis	68	61	7
Eastham	22	22	0
Harwich	67	77	-10
Mashpee	45	53	-8
Orleans	9	11	-2
Provincetown	11	7	4
Truro	6	6	0
Wellfleet	12	13	-1
Yarmouth	110	114	-4
Total	570	591	-21



FY20 Enrollment



*Enrollment as of 10/1/2018



Student Enrollment Trend

	FY16 Students	%	FY17 Students	%	FY18 Students	%	FY19 Students	%	FY20 Students	%
Barnstable	176	27.16%	173	28.0%	183	29.5%	179	30.3%	176	30.9%
Brewster	39	6.02%	43	7.0%	43	6.9%	41	7.0%	36	6.1%
Chatham	17	2.62%	11	1.8%	10	1.6%	7	1.2%	8	1.4%
Dennis	77	11.88%	76	12.3%	67	10.8%	61	10.4%	68	11.6%
Eastham	11	1.70%	16	2.6%	15	2.4%	22	3.7%	22	3.7%
Harwich	73	11.27%	75	12.1%	77	12.4%	77	13.1%	67	11.4%
Mashpee	62	9.57%	59	9.6%	57	9.2%	53	9.0%	45	7.7%
Orleans	14	2.16%	13	2.1%	15	2.4%	11	1.9%	9	1.5%
Provincetown	4	0.62%	3	0.5%	5	0.8%	7	1.2%	11	1.9%
Truro	2	0.31%	1	0.2%	3	0.5%	6	1.0%	6	1.0%
Wellfleet	8	1.23%	7	1.1%	9	1.5%	13	2.2%	12	2.0%
Yarmouth	163	25.15%	141	22.8%	137	22.1%	114	19.4%	110	18.7%
Out-of-District	2	0.31%								
	654		648		621		591		570	

The FY20 Budget

0.96%



\$15,087,000

Six Year History

Fiscal Year	Budget
FY15	2.98%
FY16	4.49%*
FY17	-.50%
FY18	1.89 %
FY19	1.44 %
FY20	0.96 %

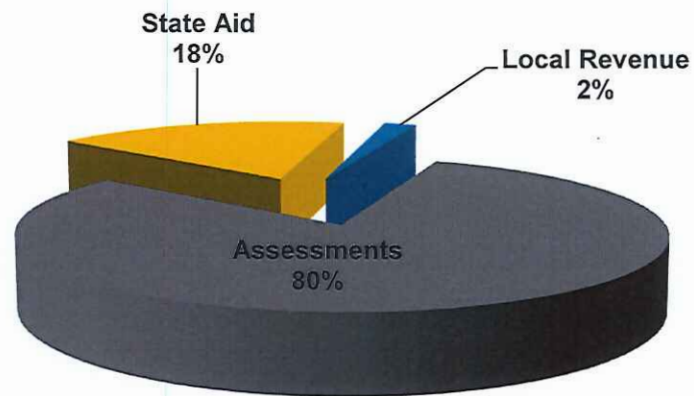


Costs Unique to a Regional H.S. Budget

Budget Categories	FY20 Projected Cost
Insurances property, liability, health, dental unemployment, workers compensation and other fringe benefits	\$2,610,493
Snow Removal and Sanding	\$25,000
School Resource Officer	\$20,000
Equipment Maintenance	\$100,000
Capital Building Improvements	<u>\$130,000</u>
(19.1% of the total operating budget)	\$2,885,493

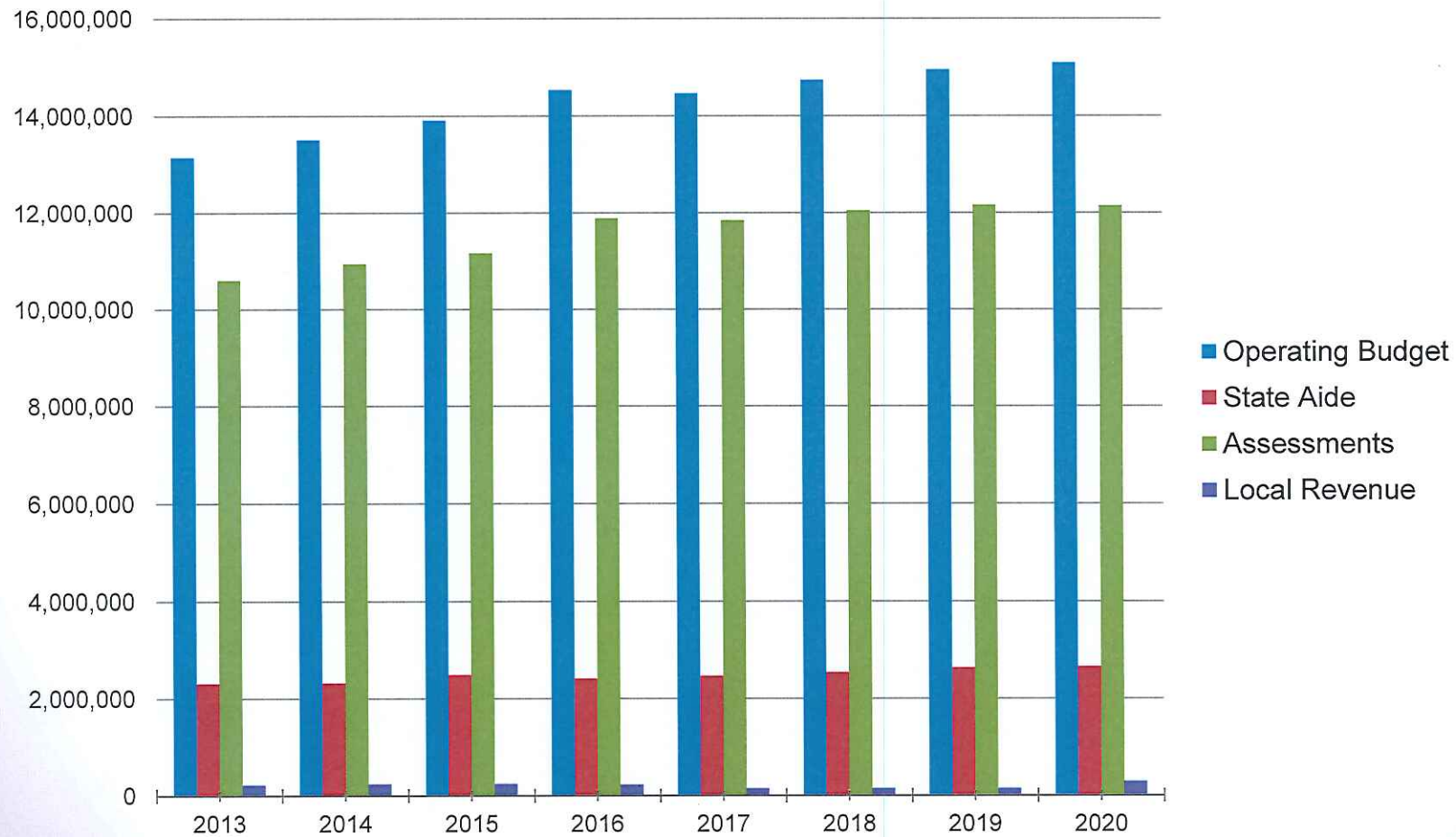


Where Does the Money Come From?



FY20 Revenue Sources	
Assessments	\$ 12,137,867
State Aid	\$ 2,659,133
Local Revenue	\$ 290,000

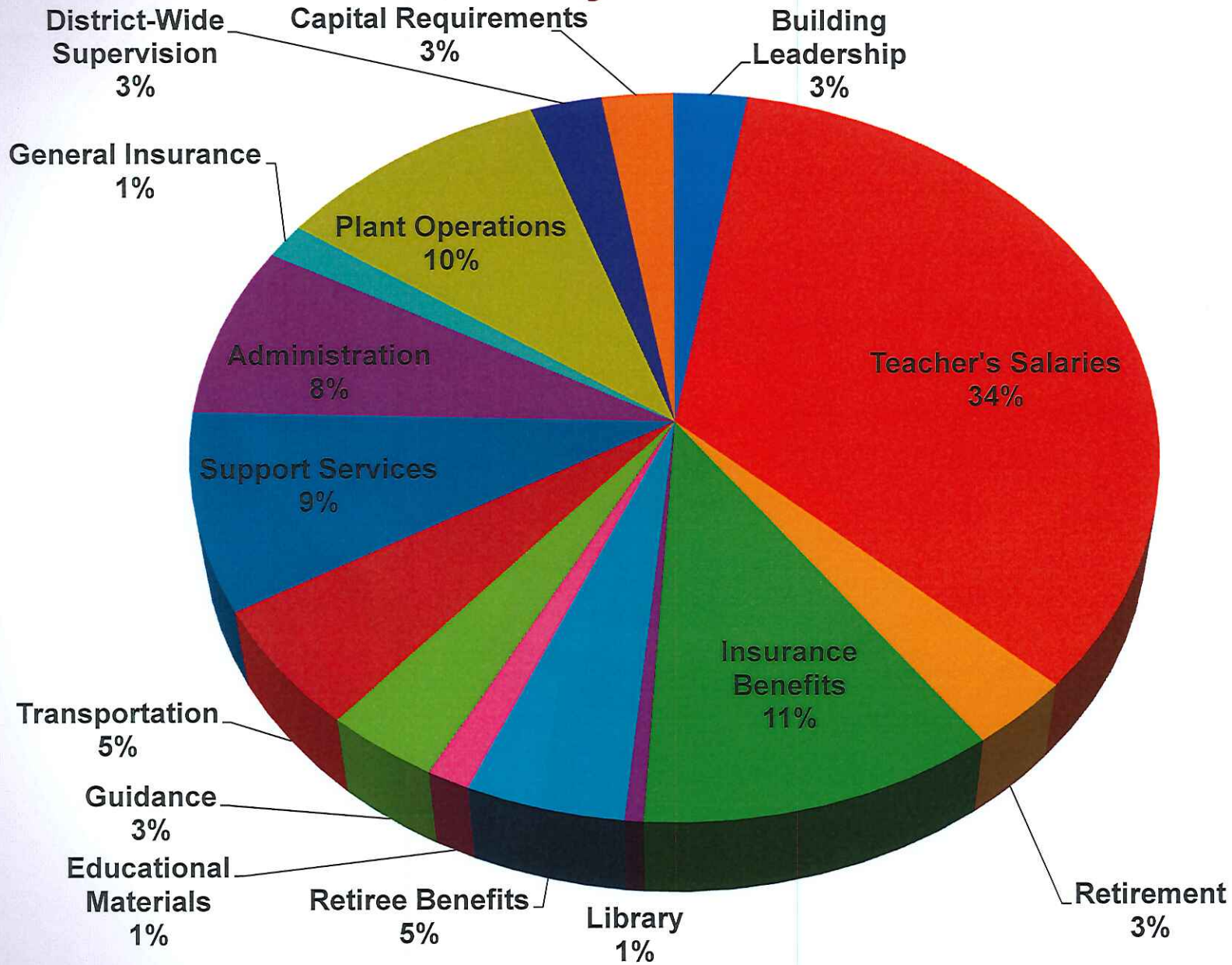
Revenue Source vs. The Operating Budget



Revenue Source vs. The Operating Budget

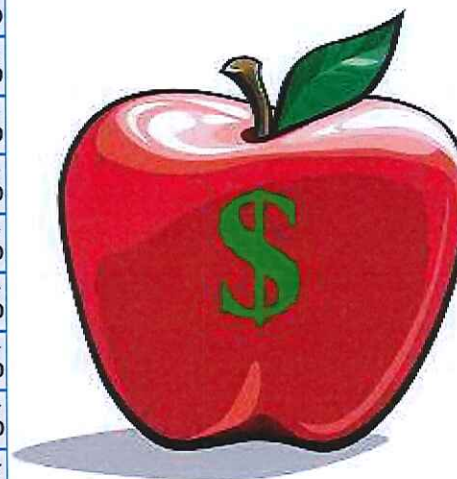
Fiscal Year	Operating Budget	State Aide	Assessments	Local Revenue
2013	13,138,859	2,315,767	10,597,092	226,000
2014	13,505,905	2,324,559	10,940,346	241,000
2015	13,908,300	2,490,657	11,166,643	251,000
2016	14,532,300	2,413,040	11,885,260	234,000
2017	14,459,000	2,466,487	11,844,513	148,000
2018	14,732,000	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

What is the Money Used For?



WHAT IS THE MONEY FOR?

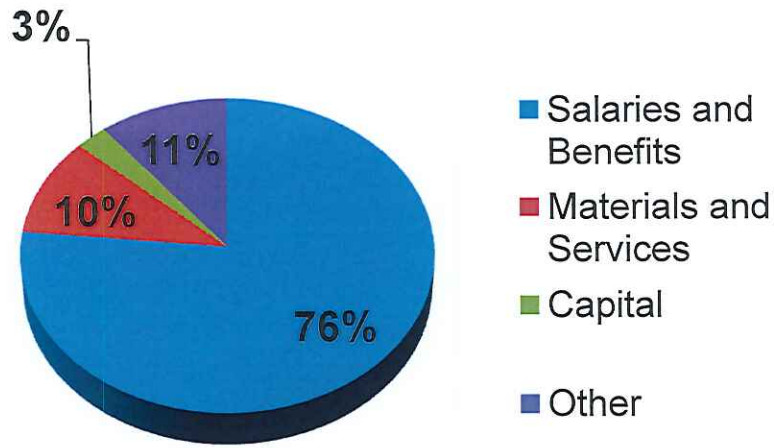
Building Leadership	\$408,272	2.7%
Teacher's Salaries	\$5,161,764	34.4%
Retirement	\$479,921	3.2%
Insurance Benefits	\$1,643,076	10.9%
Library	\$86,098	0.6%
Retiree Benefits	\$733,528	4.9%
Educational Materials	\$199,350	1.3%
Guidance	\$525,212	3.5%
Transportation	\$822,000	5.5%
Support Services	\$1,325,192	8.8%
Administration	\$1,158,784	7.7%
General Insurance	\$233,889	1.6%
Plant Operations	\$1,521,679	10.1%
District-Wide Supervision	\$393,235	2.6%
Capital Requirements	\$395,000	2.6%
	\$15,087,000	



Why a 0.96% Increase?

Category	FY20	FY19	Change	% Change	FY18	FY17	FY16
Salaries	8,603,952	8,486,528	117,424	1.38%	8,230,444	7,984,716	7,819,372
Benefits	2,948,725	3,037,916	-89,191	-2.94%	2,971,380	2,799,120	2,548,493
Materials & Services	1,541,018	1,444,224	96,794	6.70%	1,575,872	1,632,655	1,609,668
Transportation	822,000	830,000	-8,000	-0.96%	762,397	777,016	762,397
Utilities & Heating	542,416	526,016	16,400	3.12%	529,856	511,649	491,749
Insurance	233,889	204,316	29,573	14.47%	204,815	210,691	215,099
TOTAL OPERATING	14,692,000	14,529,000	262,000		14,274,765	13,915,847	13,446,778
Capital Budget	395,000	415,000	-20,000	-4.82%	453,900	527,108	1,055,056
Total Operating & Capital	15,087,000	14,944,000	143,000	0.96%	14,728,665	14,442,955	14,501,834

FY20 Budget Cost Drivers



Budget Cost Drivers	
Salaries and Benefits	\$11,552,677
Materials and Services	\$1,541,018
Capital	\$395,000
Other	\$1,598,305

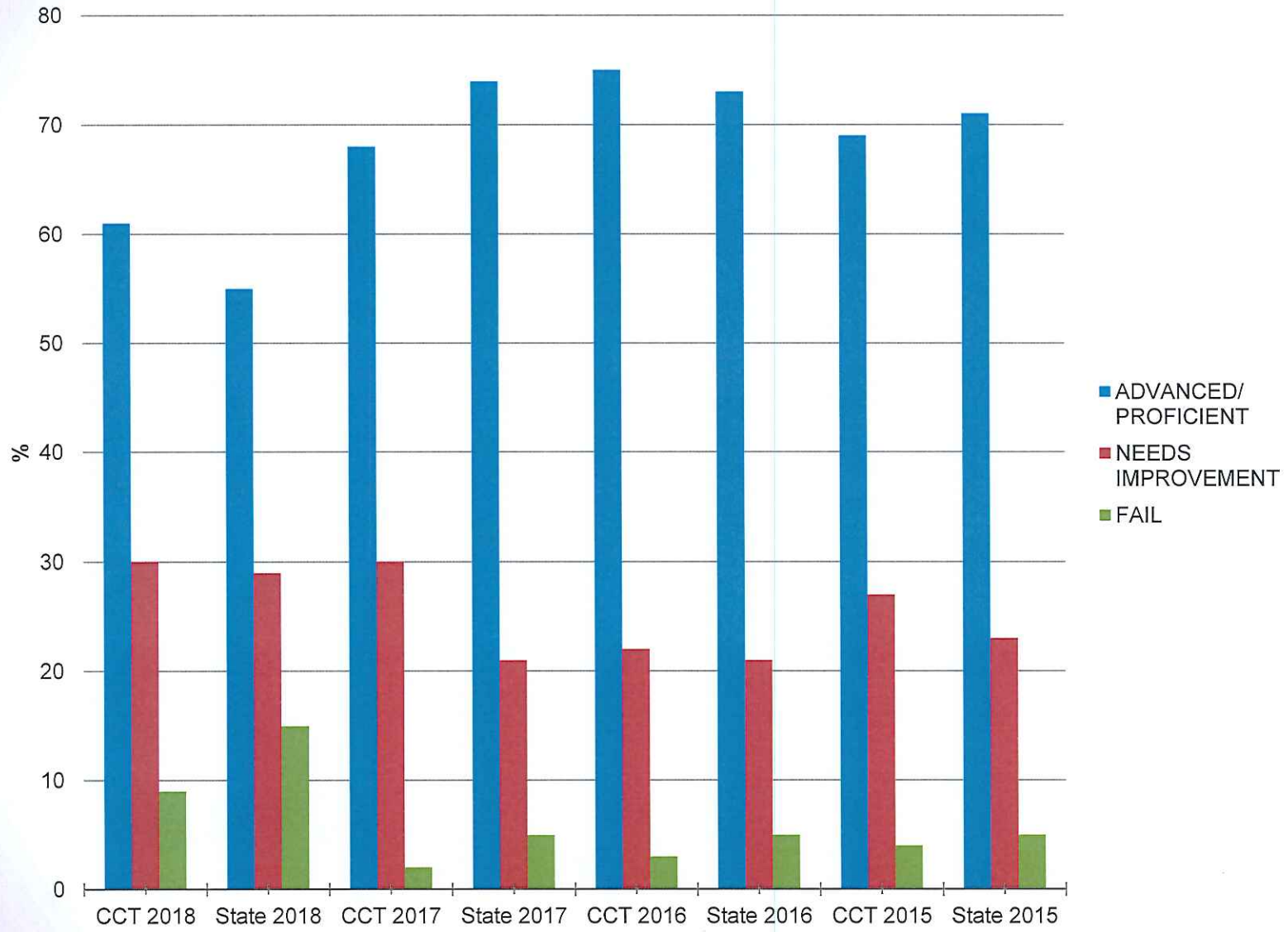
Salaries & Benefits account for 76% of the FY20 budget

Other Post Employment Benefits (OPEB)

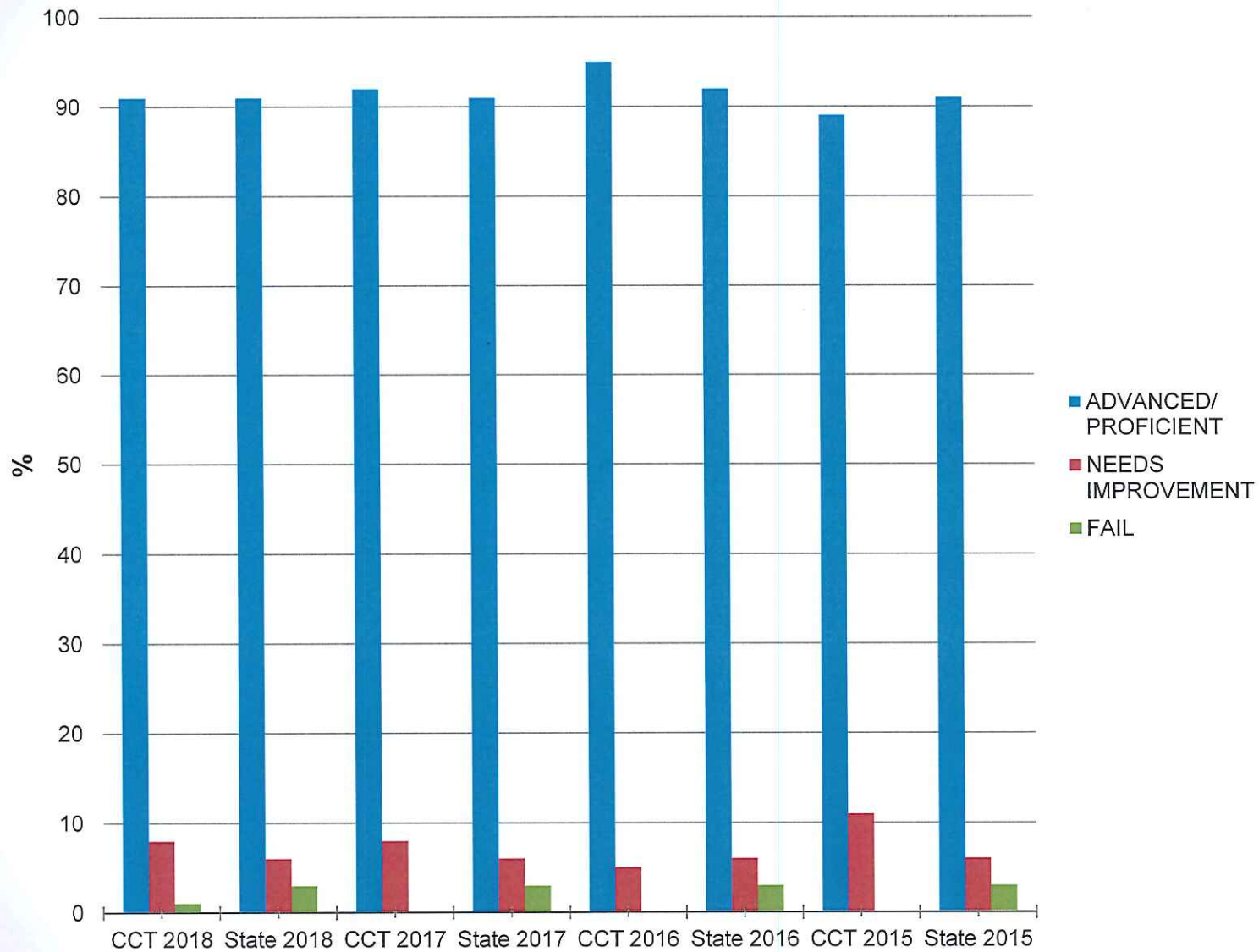
In 2015, Cape Cod Tech joined the Plymouth County OPEB Trust, an IRC Section 115 multiple-employer, irrevocable trust program established by Plymouth County and the County Treasurer to assist public entities in Plymouth County and neighboring counties pre-fund retiree healthcare liabilities. This provides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

Unfunded Actuarial Accrued Liability <small>(2017 GASB Audit)</small>	\$19,310,617
Balance of OPEB Reserve	\$660,931
Proposed FY20 Funding	\$100,000

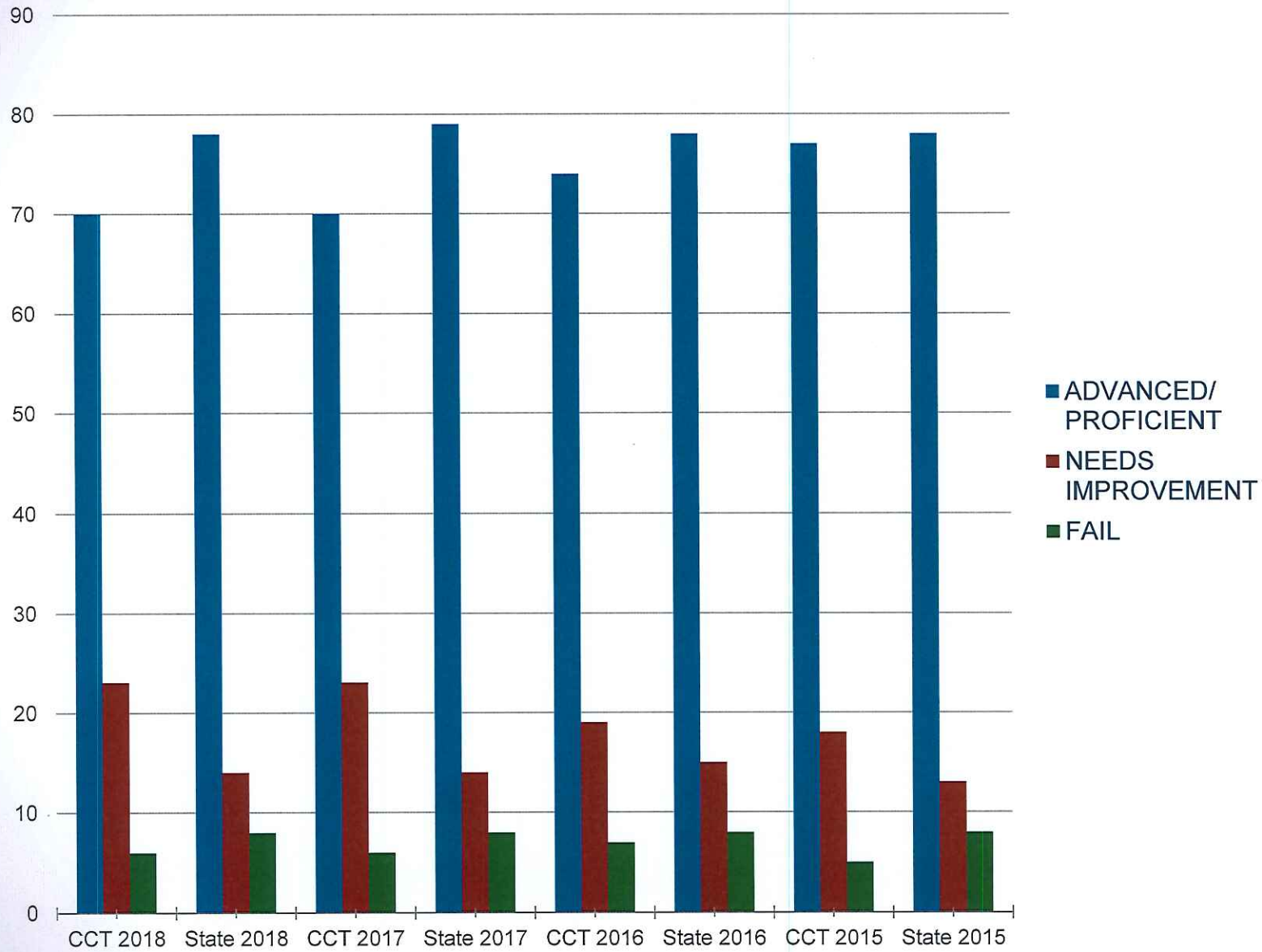
MCAS SCIENCE 2015-2018



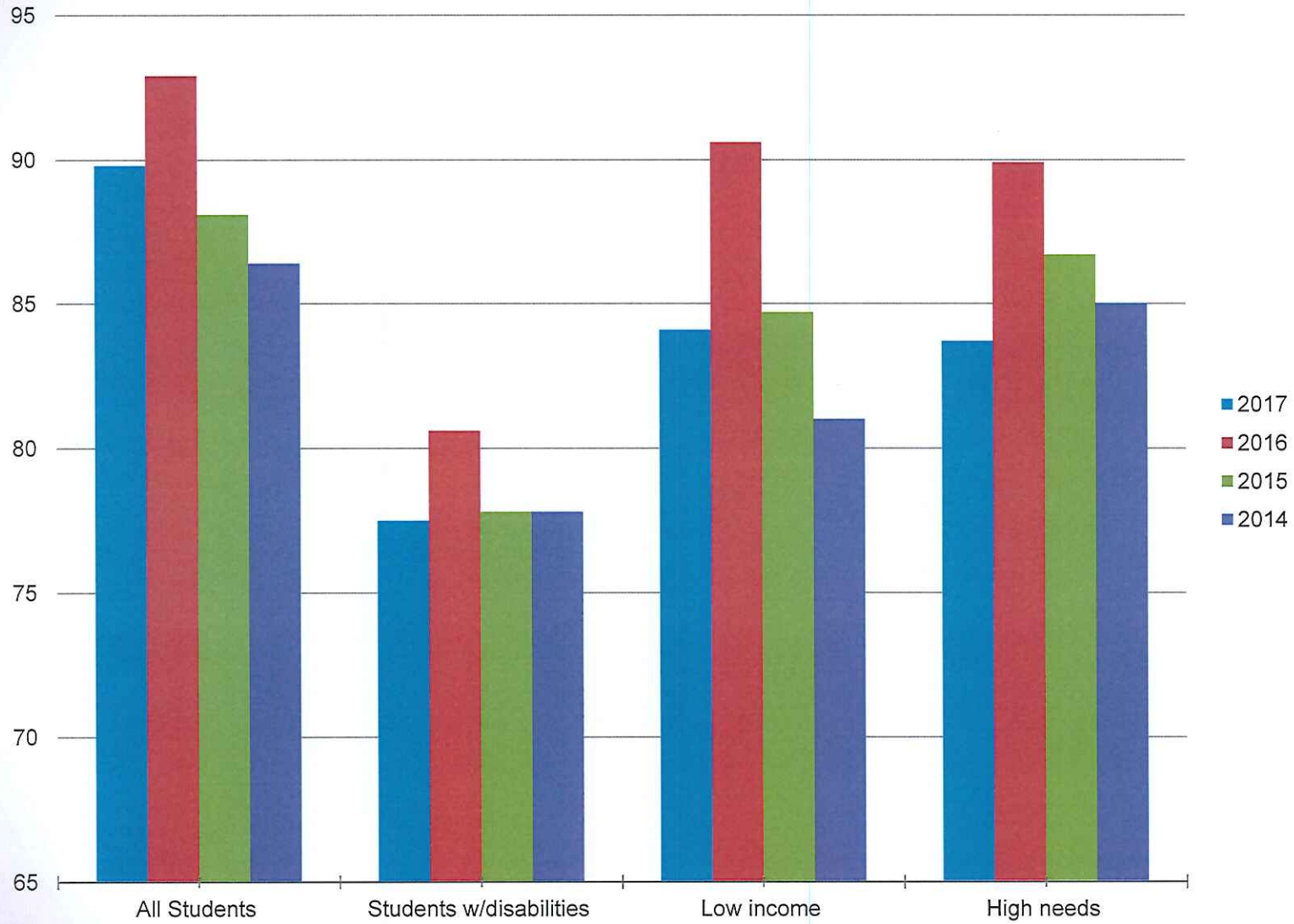
MCAS ELA 2015-2018



MCAS MATH 2015-2018



4 Year Graduation Rate



Breaking Ground on the new CCT



Building Schedule

Building Construction Phase		December 3, 2018 thru October 15, 2021
Start Construction - Notice to Proceed	24 mos.	December 6, Thru December 30, 2018
Submit NPDES NOI (Min. 14days before const. activities)		December
Contractor substantial completion of building		December 4, 2020
FF&E/Move-In	14 mos.	December 4, 2020 thru January 2, 2021
Occupy new building		January 2, 2021
Demo Existing / Finish Site work/Commission		January 2021 - December 2021
Project Close Out		February 15, 2022
LEED-S / NE-CHPS Construction Application		Pending Final Commissioning Report

www.capetech.us/future

Monomoy FY20 DRAFT Budget

January 31, 2019

Scott Carpenter, Superintendent
Katie Iernio, Business Manager

Last updated 1/30/19



Budget Timeline Process

2

ACTIVITY	DATE
Meetings with Town Managers and Finance Directors: Monomoy, Chatham, & Harwich	Monthly and ongoing
Principals and Administrators input FY20 DRAFT Budget information	October 11, 2018
Budget meetings with each Principal and Athletic Director	November 1 through 18, 2019
Meetings with MRSC Budget subcommittee	December 19, 2018 January 10, 2019
First DRAFT Budget to School Committee	December 13, 2019
Budget Discussion at School Committee Meeting	December 13, 2018
Budget Discussion at School Committee Meeting	January 10, 2019
First Draft Budget provided to Towns and placed in Libraries	January 15, 2019
Budget Presentation at School Committee Meeting	January 31, 2019
Presentation to Harwich BOS and FinCom	February 4, 2019
Community Forum at the Harwich Community Center	February 5, 2019
Presentation to Chatham BOS and FinCom	February 11, 2019
FY20 MRSC Budget Public Hearing	February 12, 2019
FY20 MRSC Budget Vote	March 14, 2019
Submit MRSC approved FY20 budget to both Towns	March 15, 2019
Harwich Town Meeting	May 6, 2019
Chatham Town Meeting	May 13, 2019

Monomoy FY20 DRAFT Budget

The 30,000 foot view

- ◆ Significant unavoidable and unpredictable Special Ed Out-of-District (OOD) driver, resulting in an overall 3.0% budget increase
- ◆ Without the OOD increase, the remainder of the budget increases at 1.96%
- ◆ Reduced staff budget, without reduction in services or any programs
- ◆ Health insurance, bus transportation, and contract negotiations have help support this low budget increase
- ◆ The declining number of children in Chatham is largely responsible for a minimum contribution shift towards Harwich

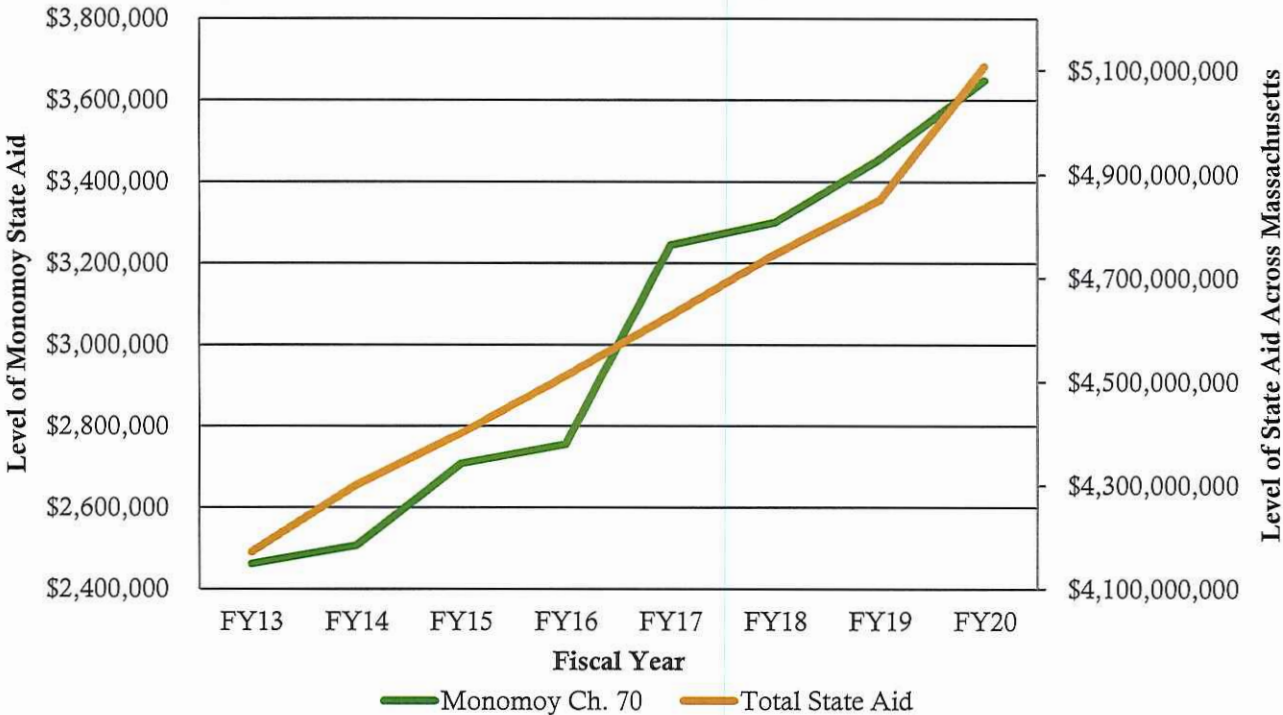
State Aid and Minimum Required Contribution

Chapter 70 Statutory Funding

- ◆ Chapter 70 is the Commonwealth's formula which defines the "foundation budget," the amount which needs to be spent to provide children an adequate education – this can vary based on the demographics and programs offered in districts. The foundation budget is adjusted annually by an "inflation factor."
- ◆ Within this formula is a minimum required contribution, based on a city or town's fiscal ability to provide its children an adequate education. The minimum required contribution is based on a combination of property value and income within the community. The minimum required contribution is adjusted each year by the Municipal Revenue Growth Factor, determined by the State, which is a measure of a community's change in annual revenues.
- ◆ Chapter 70 Aid from the state augments the community's "required minimum contribution" to bring the minimum school funding up to an adequate level (the foundation budget). Many municipalities, like Chatham and Harwich, choose to spend more on schools than their minimum required contribution.
- ◆ $\text{Foundation Budget} = \text{Minimum Required Contribution} + \text{Chapter 70 Aid}$

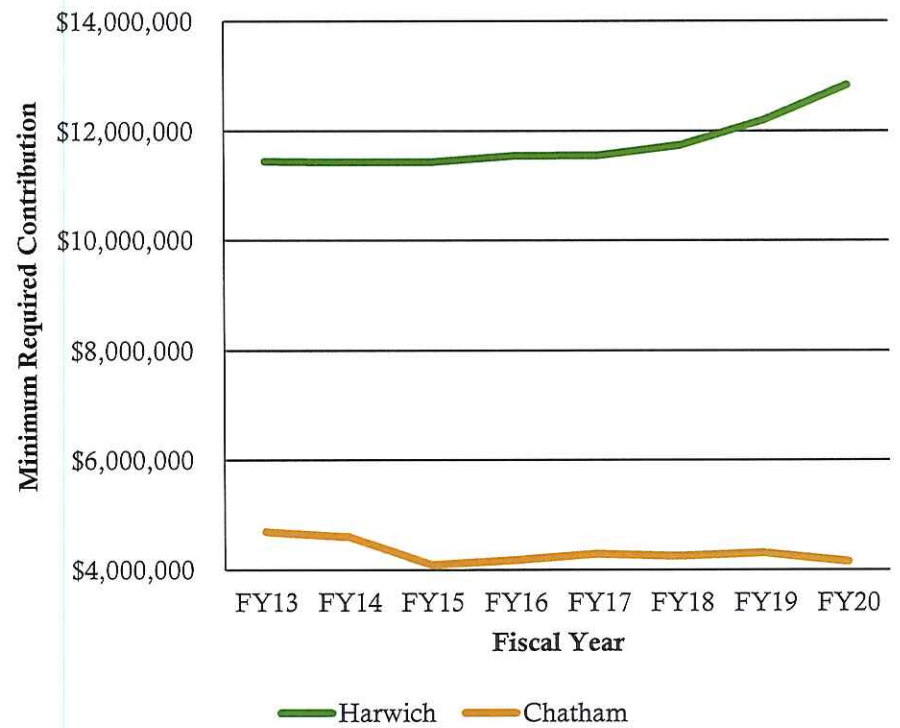
State Aid Trends

Trajectory of Chapter 70 State Aid FY13-FY20



Minimum Required Contribution Trends

Minimum Required Contribution Trends FY13-FY20

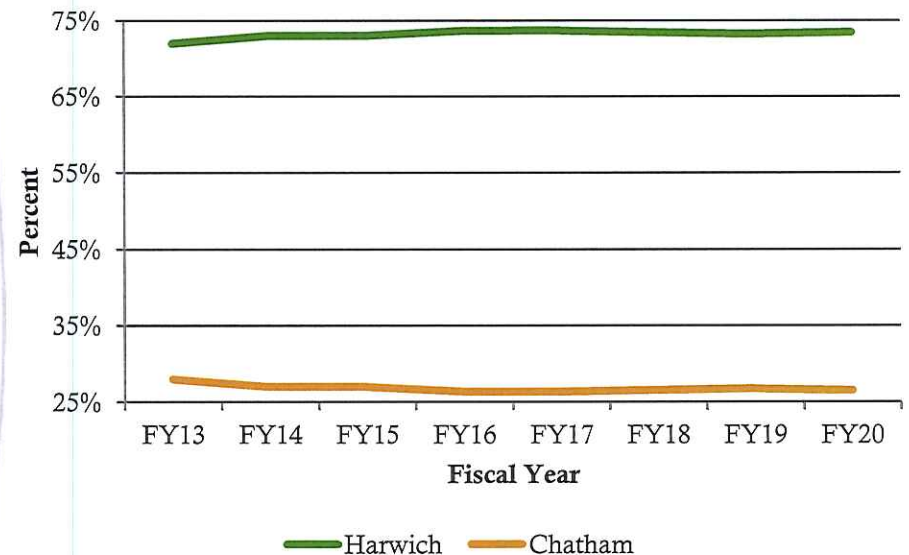


Foundation Enrollment Trends

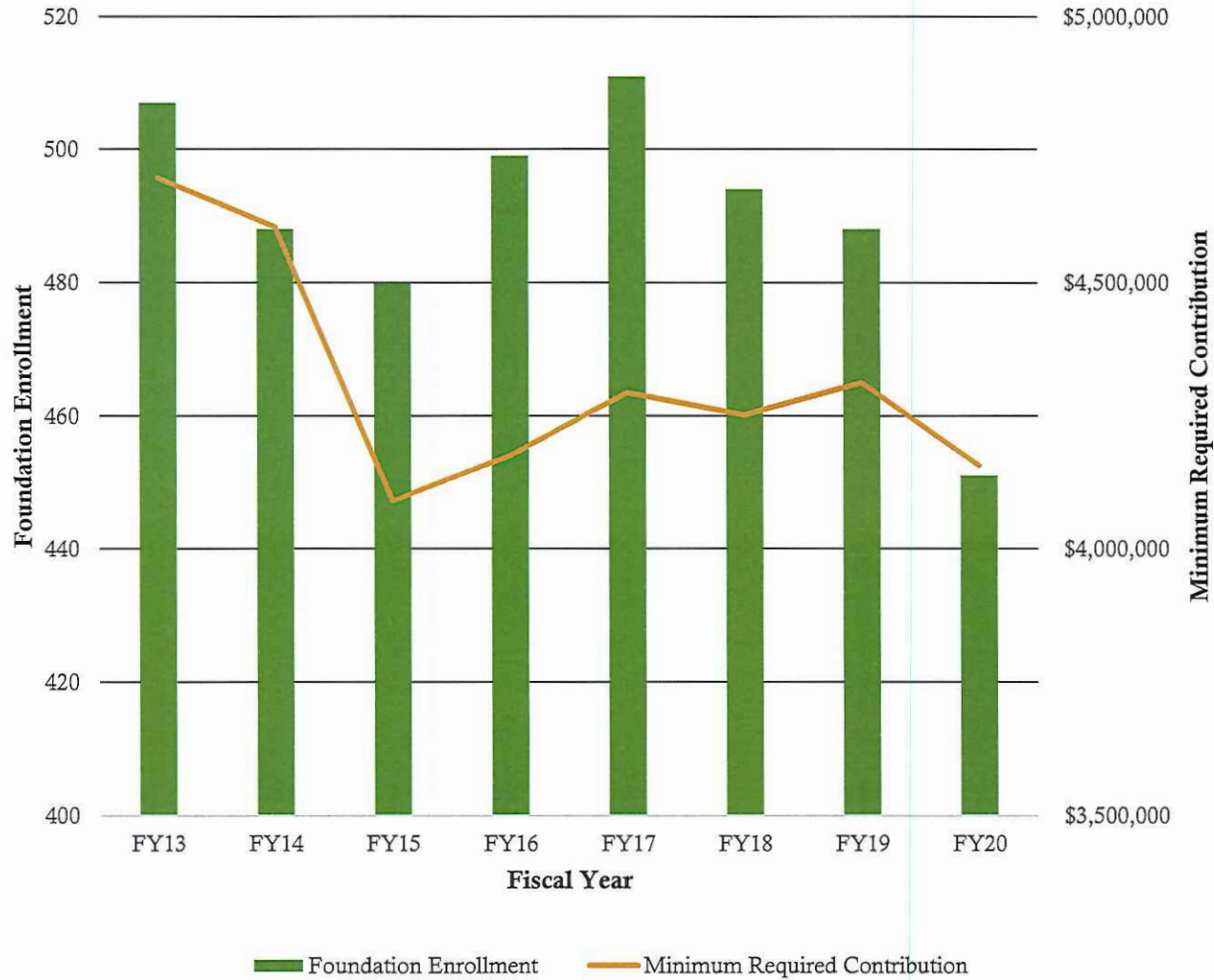
The three-year rolling average for foundation enrollment is used to calculate the Assessment -- this does not include school choice students coming into the district. Foundation enrollment does include school choice students, attending other districts and charter schools, who live in Chatham and Harwich.

Behind the FY20 Budget is a three-year rolling average enrollment split 73.45% Harwich and 26.55% Chatham.

Three-Year Rolling Average of Foundation Enrollment Percentages FY13-FY20 Used in Calculating Assessments

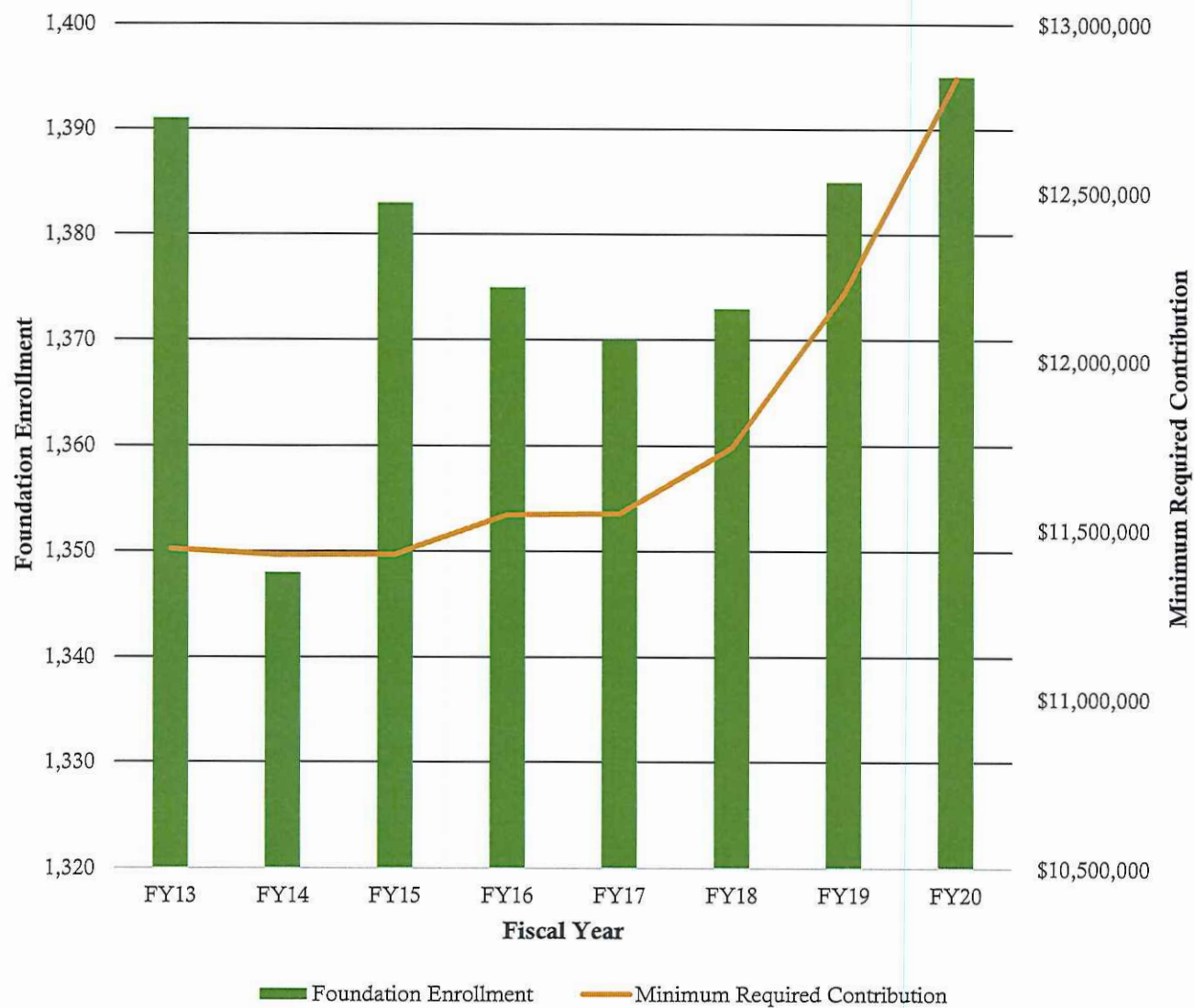


Chatham Foundation Enrollment vs. Minimum Required Contribution FY13-FY20



Chatham

Harwich Foundation Enrollment vs. Minimum Required Contribution FY13-FY20



Harwich

Guidelines and Assumptions

Budget Development Guidelines

- ◆ Support the district's Mission Statement
 - ◆ *Monomoy Regional School District is a community of learners of all ages focused on building knowledge, positive character, and resiliency in a safe, supportive, creative, and challenging environment*
- ◆ Support advancement of the district's new 2018-2022 Strategic Plan Objectives
 - ◆ Expand Community Engagement and Partnerships
 - ◆ Strengthen Social and Emotional Well-Being
 - ◆ Close the Achievement Gap
 - ◆ Improve Curriculum, Instruction and Assessment for All Learners
- ◆ Maintain programs across the grade-levels and educationally supportive class size guidelines of 19±2 students per class at the middle & high school level 18±1 at the elementary level
- ◆ Complementary to the budgets and fiscal circumstances of the Towns of Chatham and Harwich.

FY20 Budget Assumptions

This is a Reduced Staff Budget with Level Services

- ◆ Projected level enrollment for the upcoming fiscal year, in light of a **58 student decline since FY16**
- ◆ **Where appropriate, reduce staffing to mirror the enrollment decline, without impacting the educational program**
- ◆ Advance staff with contractually-obligated steps and lanes
- ◆ **Ratification of the agreement reached with the Monomoy Regional Education Association** (Units A & B, anticipated vote on February 12)
- ◆ Chapter 70 State Aid using the FY20 Governor's numbers 1/23/19
- ◆ Minimum required contributions for each town as posted on DESE website 1/23/2019
- ◆ Three-year rolling average for Transportation shifts modestly towards Harwich by .11%
 - ◆ 25.70% (C) 74.30% (H)
- ◆ Three-year rolling average for Operations and Debt shifts modestly again towards Harwich by .20%
 - ◆ 26.55% (C) 73.45% (H)
- ◆ District's OPEB funding at same level as FY19 at \$100,000

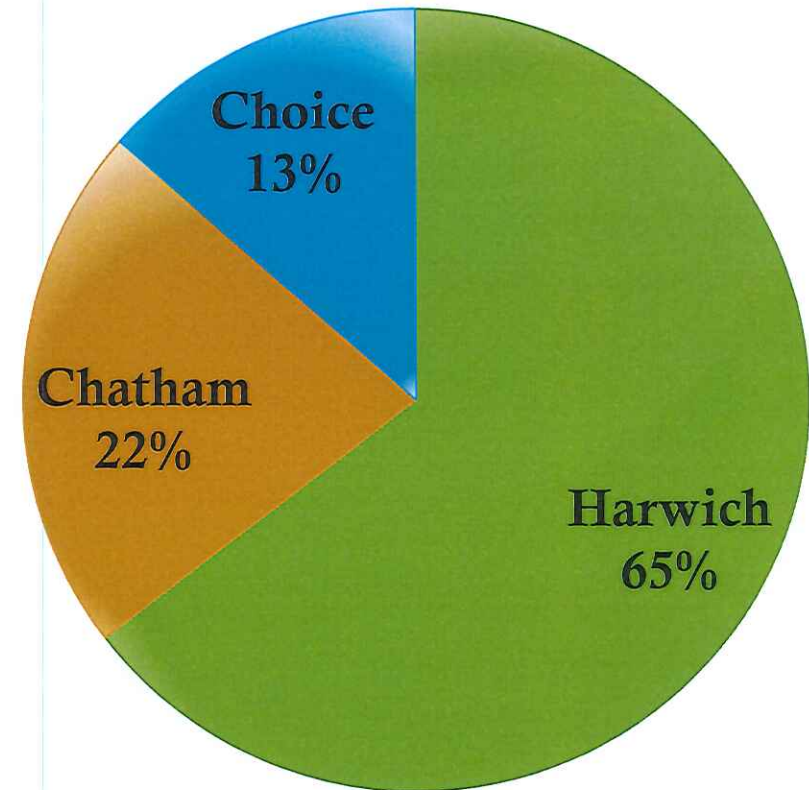
Important Factors Behind School Budgets

- Enrollment
- Class Size
- Staffing
- Out-of-district Placements
- School Choice and Charter School

District Enrollment

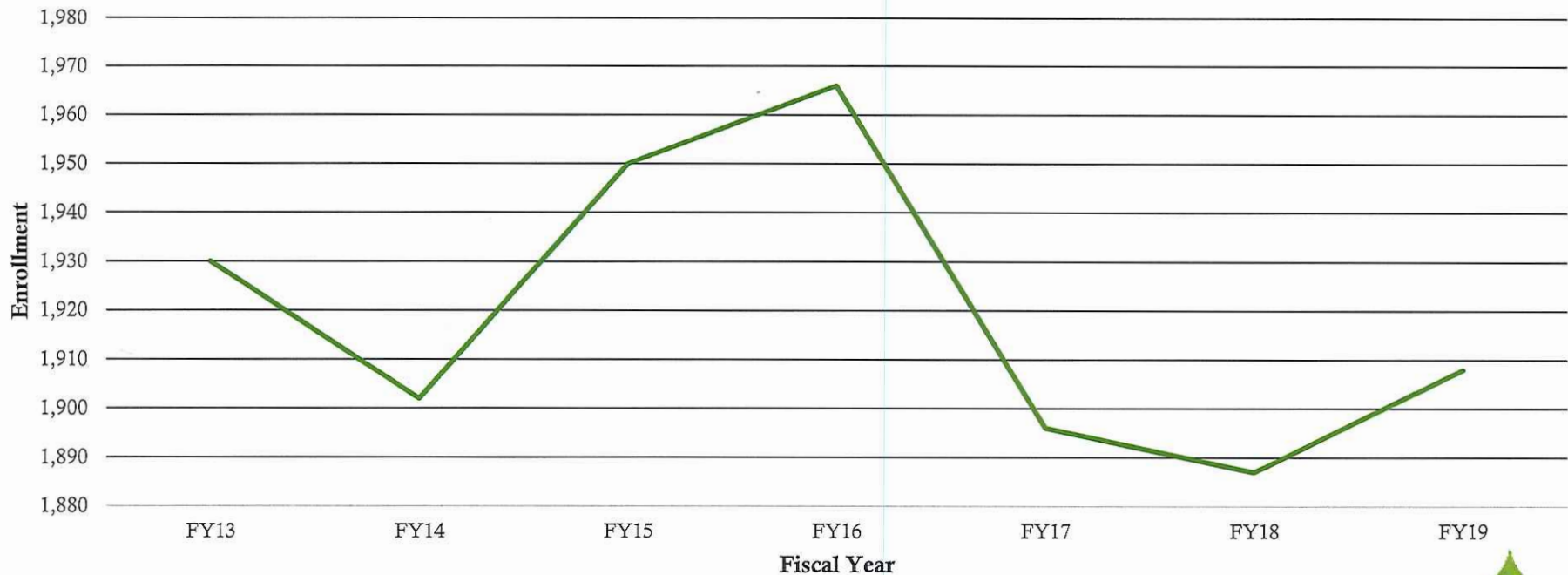
The three-year rolling average for foundation enrollment is used to calculate the Assessment -- this does not include school choice students coming into the district. Foundation enrollment does include school choice students, attending other districts and charter schools, who live in Chatham and Harwich.

Monomoy Enrollment 2018-2019



District Enrollment Trend

**Monomoy October 1 Enrollment FY13-FY20
(includes Preschool and SPED 18-22)**



There has been a 58 student reduction in students attending Monomoy schools since FY16, which mirrors the overall decline in school-aged children on the Cape. The staff reduction in the FY20 Budget parallels the decline in students, maintaining level services and all programs and opportunities.

Staffing Comparisons

FTEs by Category	FY20	FY19 Budget	FY18	FY17	FY16	FY15
School Building Administration	8.0	8.0	8.0	8.0	8.0	8.0
Unit A - Teachers	188.7	190.4	190.4	190.4	191.8	196.0
Unit A - Nurses	5.5	4.5	4.5	4.5	4.5	4.5
Unit B - Instructional Assistants	61.7	68.4	68.4	68.4	67.5	67.7
Unit B – Administrative Assistants	11.8	12.0	12.0	12.0	12.0	12.0
Custodians/Facility Director	20.0	20.0	20.0	20.0	20.0	19.5
Food Services/ Food Service Director	12.0	12.0	12.0	12.0	12.0	13.0
Network Technicians	3.5	4.0	4.0	4.0	4.0	4.0
Program Managers	3.0	3.0	3.0	3.0	3.0	4.7
District Administration	6.0	6.0	6.0	6.0	6.0	6.0
District Administrative Support	7.0	7.0	7.0	7.0	8.0	8.0
District-wide Positions	<u>4.0</u>	<u>4.4</u>	<u>4.4</u>	<u>4.4</u>	<u>3.0</u>	<u>3.0</u>
<i>*The distribution of these FTE may shift slightly between categories</i>	*331.2	*339.7	339.7	339.7	339.8	346.4

Anticipated Average Class Sizes

2019-2020

Chatham Elementary

Kindergarten	17
1st Grade	17
2nd Grade	15.5*
3rd Grade	14
4th Grade	21*

Harwich Elementary

Kindergarten	18*
1st Grade	18*
2nd Grade	18
3rd Grade	16
4th Grade	20.5

Monomoy Regional Middle School

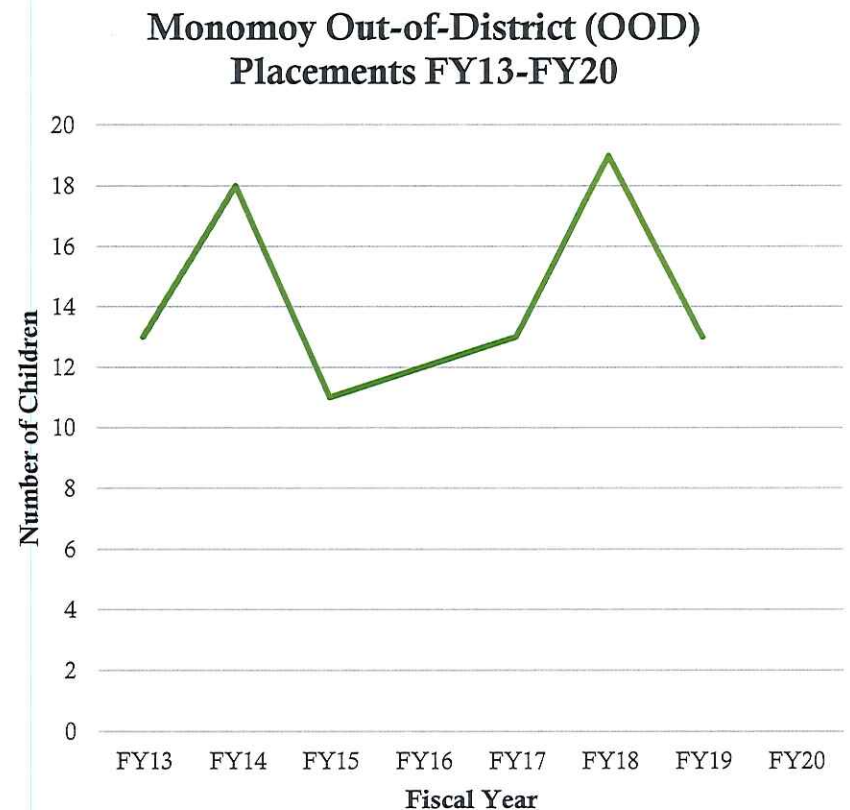
5th Grade	18
6th Grade	16
7th Grade	17

Monomoy Regional High School

8th Grade Core Academic	16
Grades 9-12 Core Academic	15-18

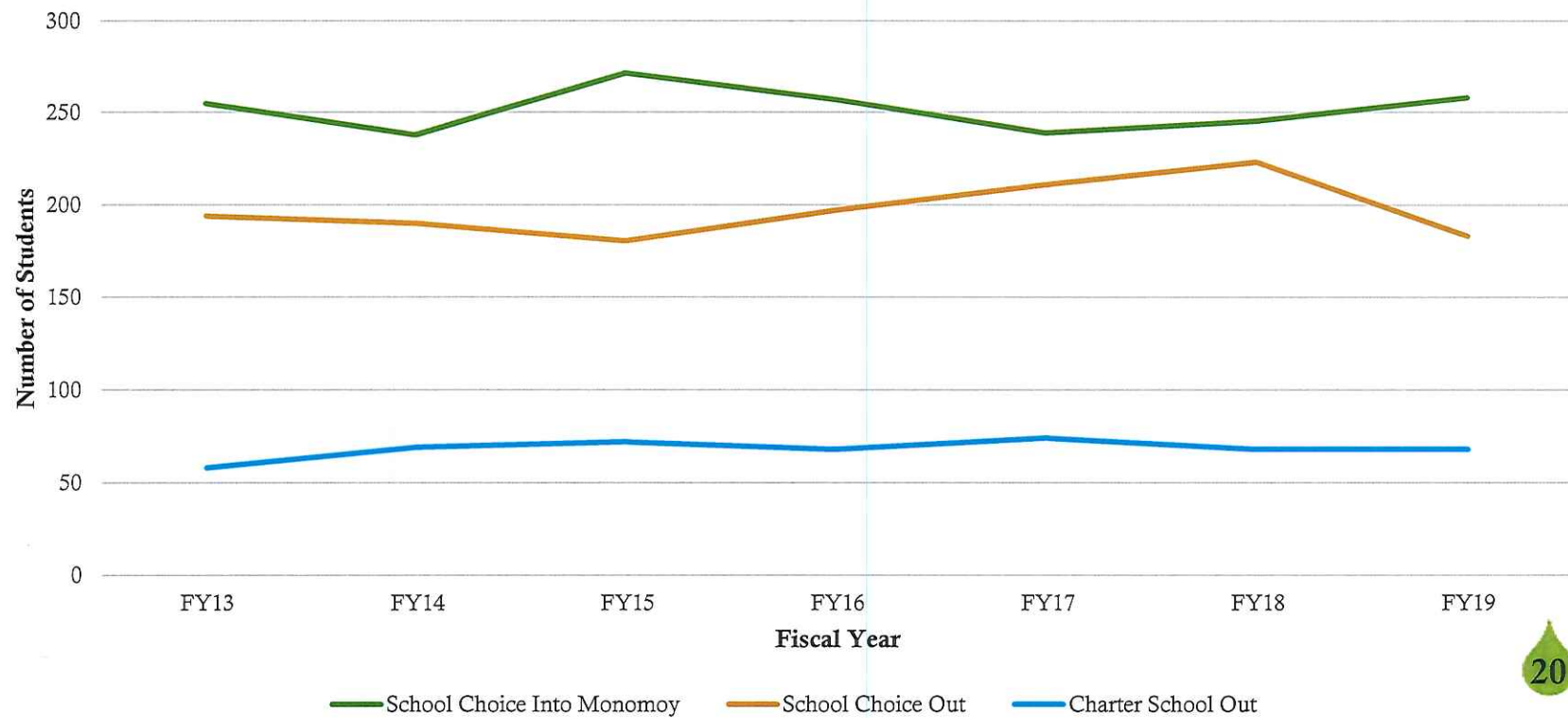
*Indicates resulting class size with FTE reduction at grade level

Special Education Out-of-District Trends



School Choice and Charter School Enrollment Trends

School Choice and Charter School Enrollments FY13-FY19



Budget Offsets & Expenses

- Excess & Deficiency
- School Choice
- Circuit Breaker
- School Choice and Charter School Tuitions

Excess and Deficiency

At the end of every fiscal year, any surplus or deficit in the district's general fund are closed out to the Excess & Deficiency fund (E&D). These are certified by the Department of Revenue annually. If the certified balance exceeds 5% of the proposed budget, the regional school committee must use the amount in excess of 5% as a revenue source to offset its proposed budget.

Fiscal Year	E&D	E&D Used	Fiscal Year offset by E&D (2 years later)
FY13	\$514,648		
FY14	\$1,401,630	\$600,000	to support FY16 Budget
FY15	\$967,615	\$331,821	to support FY17 Budget
FY16	\$1,665,707	\$371,326	to support FY18 Budget
FY17	\$1,891,678	\$705,000	to support FY19 Budget
FY18	\$1,592,984	\$550,000	proposed to support FY20 Budget

School Choice

School Choice	FUND BALANCE	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
Chatham	\$364,000.00								
Harwich	\$1,101,261								
School Choice Revenue	\$1,465,261	\$1,555,378	\$1,507,345	\$1,683,336	\$1,508,000	\$1,359,051	\$1,352,531	\$1,414,608	\$1,352,531
School Choice Expenditures		\$1,817,251	\$1,563,244	\$2,548,062	\$1,474,350	\$1,407,001	\$1,385,274	\$1,259,000	\$1,259,000
Projected Balance									\$484,859

Circuit Breaker

Circuit Breaker	FUND BALANCE	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
Chatham	\$44,909								
Harwich	<u>\$147,903</u>								
Circuit Breaker Revenue	\$192,812	\$454,141	\$525,197	\$492,116	\$348,691	\$359,035	\$186,150	\$191,000	\$191,000
Circuit Breaker Expenditures		\$420,408	\$598,902	\$463,934	\$323,316	\$276,762	\$241,025	\$191,000	\$191,000
Projected Balance									\$233,796

Tuitions Out

General Fund Expenses	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Projected	FY20 Projected
School Choice Tuitions	\$1,072,669	\$1,062,677	\$1,052,745	\$1,474,350	\$1,287,193	\$1,387,208	\$1,287,193	\$1,216,326
Charter School Tuitions	\$707,868	\$996,558	\$1,052,136	\$1,055,982	\$1,218,017	\$1,146,649	\$1,218,017	\$1,218,017
	\$1,780,537	\$2,059,235	\$2,104,881	\$2,530,332	\$2,505,210	\$2,533,857	\$2,505,210	\$2,434,353

FY20 Budget Drivers over the FY19 Budget

- Increases in contractually obligated lines
- Continuation of strategic initiatives
- New strategic improvements

Budget Obligation Drivers

Staff Contractual Obligations	\$369,000
Out-of-District Special Education Tuitions	\$432,500
Health Insurance Retiree – 3.7%	\$35,780
Insurance – Unemployment, Property, Liability, Workers Compensation	\$202,724
Barnstable County Retirement	\$77,220
Essential School Health Grant ends	\$37,981
New Transportation Contract	\$157,977
Final Financing of High School Construction Project (3-Year State House Note)	\$56,780

Compared to past budgets, the FY20 DRAFT Budget greatly benefits from the vote taken January 30 by the Cape Cod Municipal Health Group Board to have a 0% increase in Active employee health and dental insurance for the fiscal year.

Continuation of Strategic Initiatives

Community Engagement Coordinator (and Monomoy Website Manager) – Enhancing communication with our stakeholders, while expanding volunteerism and mentoring within our schools

- Maintain and update the district website, including calendar of events, sports schedules, news, recognitions, and more, and trains staff in the use of this technology
- Ensuring that the entire community is kept up to date on activities happening in the schools, both through the district's own communications and working with local media
- Volunteer recruitment and organization for events and activities within our schools
- Tracking of volunteer hours, both as a way to recognize and celebrate the work done by volunteers in our schools and to quantify that time for potential grant funding
 - More than 700 hours have been donated by school volunteers on the first semester
- Coordination of donations from community organizations, businesses, and individuals for school events and activities
 - For example, local restaurants will be donating food for the MRMS Community Heroes Luncheon in February
- Creation of the Monomoy Lighthouse Leader mentoring program, which matches students with caring adults from the community for one-on-one mentoring.
 - A partial-year pilot program has launched for this school year, and mentor and mentee recruitment will continue over the spring and summer for an even more robust program in the 2019-2020 school year
- Support and facilitation of service projects for students, both within the district and with community organizations.
 - For example, coordinate the MRHS National Honor Society students tutoring before and after school at MRMS

Part of the FY19 Budget Presentations, coupling contractual services funding for website management with \$20,000 in new funds in FY19 to expand to Community Engagement

Expansion of Guided Reading resources to support greater differentiation in English Language Arts instruction at the elementary level, a continuation of K-4 ELA curriculum improvements highlighted in the FY19 Budget

Harwich Elementary \$14,000
Chatham Elementary \$7,950

Strategic Improvements in FY20 DRAFT Budget

<p>Improve district's Science/Engineering focus by shifting from World Language to Science "special" at Elementary level. This will better align our curriculum with the Massachusetts Science and Technology/Engineering Curriculum Framework.</p>	<p>Staffing cost neutral, with science material costs: HES \$10,000 CES \$5,850</p>
<p>Bolster middle school clinical support by expanding position to a full-time clinical counselor (.6 → 1.0 FTE)</p>	<p>\$34,107</p>
<p>Improve special education support at the middle school expanding to a full-time Team Chair (.5 → 1.0 FTE)</p>	<p>\$39,842</p>
<p>Enhance English Language Learner (ELL) supports by adding an additional high school ELL teacher</p>	<p>\$58,015</p>
<p>Additional funding for summer professional development opportunities for teachers, focused on differentiation skills, guided reading proficiency, social-emotional repertoire, and multicultural awareness</p>	<p>\$18,000</p>
<p>Add translation and interpreter services to the school district's budget to support our growing number of ELL families</p>	<p>\$15,000</p>

The DRAFT FY20 Budget

In Detail

Comparative Budgets by Category

		FY20 Draft Budget	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual	FY15 Actual
1000	District Leadership & Administration Salaries & Wages	\$688,653	\$688,653	\$945,064	\$951,887	\$847,951	\$853,512
1000	District Leadership & Administration Expenses	\$415,069	\$410,069	\$382,795	\$346,107	\$284,447	\$409,021
2000	Instruction Salaries & Wages	\$18,549,753	\$18,357,563	\$17,494,093	\$16,728,741	\$16,175,914	\$15,046,779
2000	Instruction Expenses	\$1,003,365	\$944,610	\$846,312	\$1,020,692	\$865,727	\$884,357
3000	Other School Services Salaries & Wages	\$874,710	\$825,456	\$784,806	\$749,295	\$667,226	\$648,333
3000	Other School Services Expenses	\$1,988,970	\$1,801,093	\$1,632,453	\$1,583,843	\$1,628,508	\$1,525,209
4000	Operations & Maintenance Salaries & Wages	\$1,417,113	\$1,471,297	\$1,153,274	\$1,114,073	\$1,035,728	\$1,072,424
4000	Operations & Maintenance Expenses	\$1,880,765	\$1,849,369	\$1,665,347	\$1,663,580	\$1,533,944	\$1,501,620
5000	Fixed Charges	\$7,770,608	\$7,471,900	\$6,990,925	\$6,362,336	\$5,827,507	\$5,864,593
9000	Programs With Other School Districts	\$3,699,790	\$3,299,567	\$3,147,156	\$3,031,165	\$2,835,637	\$2,561,647
	Total General Fund Operating	\$38,289,139	\$37,119,577	\$35,042,225	\$33,556,719	\$31,702,589	\$30,367,495
7000	Capital	\$355,000	\$355,000	\$281,008	\$305,000	\$250,000	\$49,864
8000	Debt Retirement & Service	\$2,257,343	\$2,233,776	\$2,324,931	\$2,411,471	\$2,473,481	\$804,423
		\$2,538,776	\$2,538,776	\$2,605,939	\$2,716,471	\$2,723,481	\$854,287
	Total General Fund	\$40,901,482	\$39,708,353	\$37,648,164	\$36,273,190	\$34,426,070	\$31,221,782

FY20 Maintenance & Technology

Maintenance

Monomoy Regional Middle School	
Parking lot repairs	\$10,000
Replace Carpet in hallways with Carpet Squares	\$5,000
Roof Repairs	\$10,000
	\$25,000
Monomoy Regional High School	
Repaint parking lot lines	\$10,000
Exterior landscaping improvements	\$20,000
Roofing Inspection and Repair as needed	\$5,000
	\$35,000

Technology

Monomoy Regional Middle School	
Complete Network Infrastructure - Wireless Upgrade (after erate reimbursement)	\$16,481
Monomoy Regional High School	
Complete Network Infrastructure - Wireless Upgrade (after erate reimbursement)	\$18,114
Chromebooks/Teacher Laptop Replacements	16,000
MAC Lab, Graphics Lab and Robotics Lab	\$41,177

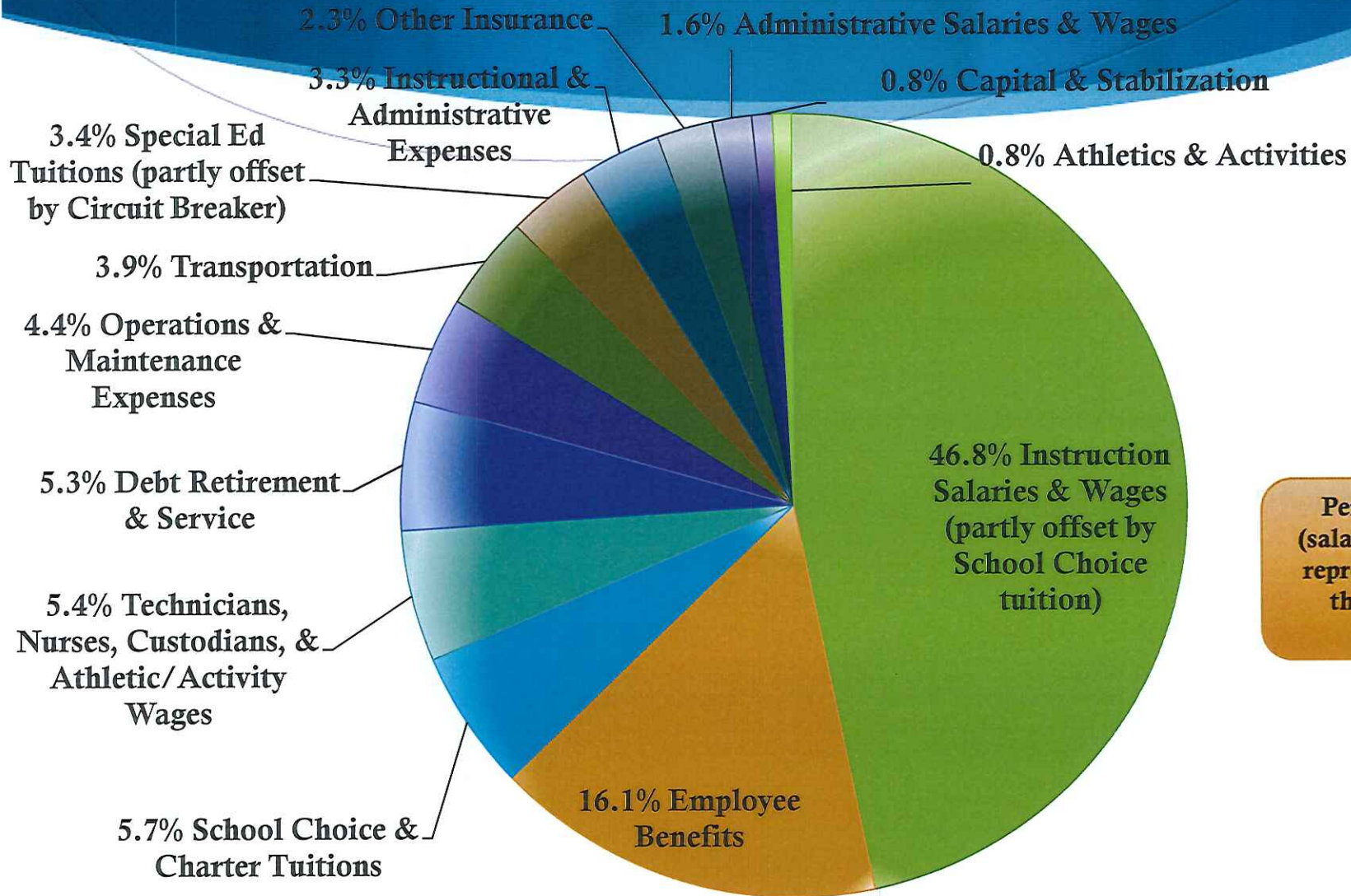
FY20 Maintenance & Technology

Maintenance	
Chatham Elementary School	
Tile classrooms (2 to 4)	\$8,000
Roof repairs	\$10,000
	\$18,000
Harwich Elementary School	
Replace Carpet in Activity Room and Room 11	\$15,000
Replace Roof Top Unit	\$15,000
Roof repairs	\$10,000
	\$40,000

Technology	
Chatham Elementary School	
Complete Network Infrastructure - Wireless Upgrade (after erate reimbursement)	Less than \$1000
Harwich Elementary School	
Complete Network Infrastructure - Wireless Upgrade (after erate reimbursement)	Less than \$1000

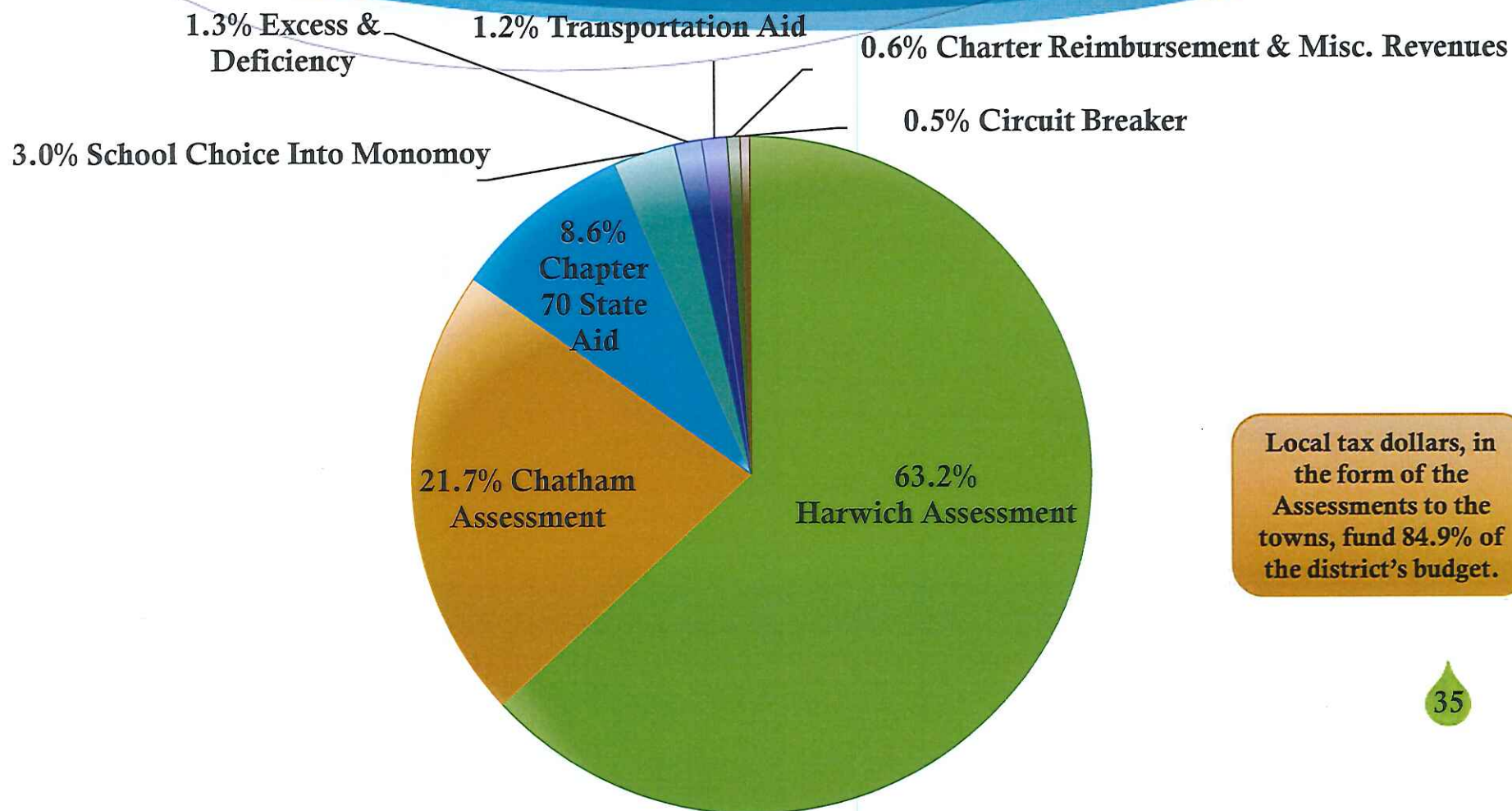
Within the DRAFT FY20 Budget, total combined Maintenance is \$118,000 and Technology is \$187,000 for all four schools. Totaling \$305,000 in addition to \$50,000 Stabilization. Harwich's share of Monomoy's Capital Budget would be \$260,747 and Chatham's \$94,252.

How school funding is used to support the FY20 DRAFT Budget



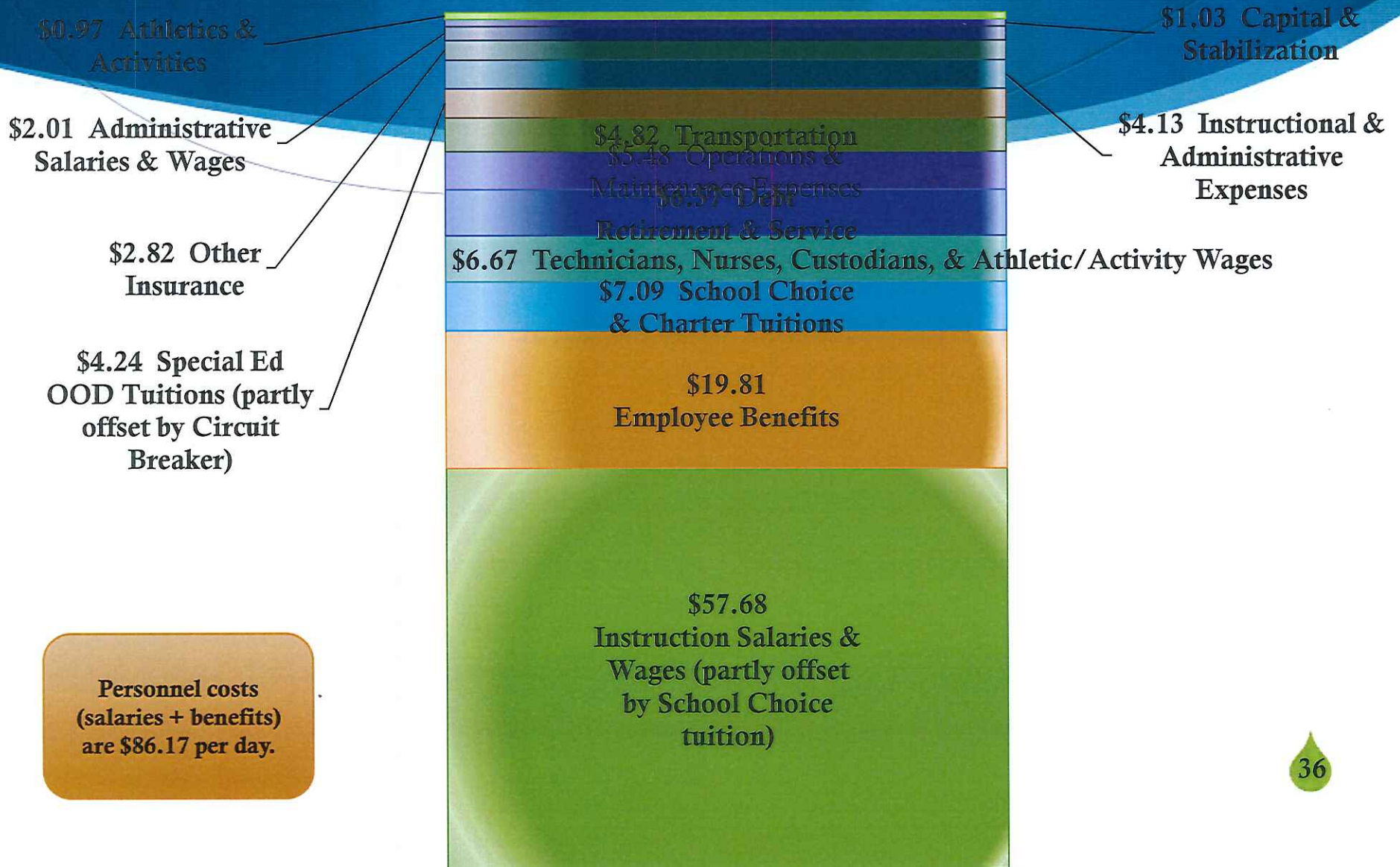
Personnel costs (salaries + benefits) represent 69.9% of the Monomoy budget.

How the DRAFT FY20 Budget is funded



\$123.32

FY20 Daily Cost to Educate a Monomoy Student



Personnel costs (salaries + benefits) are \$86.17 per day.

Comparative Budgets by Category

	FY20 DRAFT Budget	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual	FY15 Actual
Salaries & Wages	\$21,530,572	\$21,342,969	\$20,377,237	\$19,543,996	\$18,726,819	\$17,621,048
Expenses	\$5,288,169	\$5,005,141	\$4,526,907	\$4,619,222	\$4,312,626	\$4,320,207
Fixed Charges	\$7,770,608	\$7,471,900	\$6,990,925	\$6,362,336	\$5,827,507	\$5,864,593
Programs With Other School Districts	\$3,699,790	\$3,299,567	\$3,147,156	\$3,031,165	\$2,835,637	\$2,561,647
	\$38,289,139	\$37,169,577	\$35,042,225	\$33,556,719	\$31,702,589	\$30,367,495
Capital and Debt Retirement & Service	\$2,612,343	\$2,538,776	\$2,605,939	\$2,716,471	\$2,723,481	\$854,287
Total General Fund	\$40,901,482	\$39,708,354	\$37,648,164	\$36,273,190	\$34,426,070	\$31,221,782

Comparative Budgets by Percent by Category

Expenditure Budget By Percent	FY20 Draft Budget	FY19 Budget	FY18 Actual	FY17 Actual	FY16 Actual	FY15 Actual
Salaries & Wages	52.64%	53.75%	54.13%	53.88%	54.40%	56.44%
Expenses	12.93%	12.60%	12.02%	12.73%	12.53%	13.84%
Fixed Charges	19.00%	18.82%	18.57%	17.54%	16.93%	18.78%
Capital and Debt Retirement & Service	6.39%	6.52%	6.92%	7.49%	7.91%	2.74%
Programs With Other School Districts	9.05%	8.31%	8.36%	8.36%	8.24%	8.20%
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Budget Increase Over Prior Fiscal Year

FY20 Draft Budget		FY19 Budget	Δ	%
\$38,289,139	Operating	\$37,119,578	\$1,169,561	3.15%
\$355,000	Capital	\$355,000	\$0	0.0%
<u>\$2,257,343</u>	MRHS Debt	<u>\$2,233,776</u>	<u>\$23,567</u>	<u>1.05%</u>
\$40,901,482		\$39,708,354	\$1,193,128	3.00%

Excluding the unpredictable and unavoidable Out-of-District increases of \$432,500 within this unique budget year, this is only a 1.96% budget increase.

Moving from Budget to Assessment

The district's \$40,901,482 budget does not cost the towns \$40,901,482.

Budget vs. Assessment

- ◆ The Monomoy FY20 Budget is how much it costs to fund the education of children in Harwich and Chatham.
- ◆ The Assessment is how much each town pays to fund the Monomoy Regional School District according to the formula in the district's Regional Agreement.
- ◆ Chapter 70 State Aid is anticipated to offset the cost of funding our schools by almost \$3.24M. The school district also receives funding from the state to defray the cost of bus transportation, expensive Special Education placements (Circuit Breaker), and a small portion of charter school tuitions.
- ◆ Each town also has a “minimum required contribution,” calculated by the State, using the number of school aged children in the town attending public schools and real estate and income wealth within the town.
- ◆ The enrollment of students attending public schools in each town is calculated using three-year rolling average of the enrollments to determine how much each town pays for the Operating, Transportation, Debt, and Capital portions of the Monomoy budget.

FY20 Assessment Drivers

Disproportionately Impacting Harwich

- While there is a slight increase in the three-year rolling average in enrollment for Harwich, there is a significant increase in the Harwich's foundation enrollment (based on October 1, 2018 enrollments) used to calculate minimum required contribution.
- This causes Harwich's FY20 Assessment percentage increase to be significantly more than Chatham's.

	FY20 Minimum Required Contribution	FY19 Minimum Required Contribution	Increase/Decrease
Chatham	\$4,156,810	\$4,309,339	-\$155,764
Harwich	\$12,839,288	\$12,167,534	\$638,961

DRAFT FY20 ASSESSMENT

		\$40,901,482
Chapter 70 State Aid	(\$3,648,903)	Gov's # 1/23/19
E+D	(\$550,000)	
Charter School	(\$86,206)	
Medicaid	(\$155,000)	
Interest	(\$7,500)	
Misc Revenues	(\$13,562)	
		(\$4,461,171)
Non Operating Expenditures		
Transportation	(\$1,254,698)	
Capital	(\$355,000)	
Debt	(\$2,257,343)	
		(\$3,867,041)
Total Operating Assessment		\$32,573,270

FY20 Budget	
\$38,289,139	Operating
\$355,000	Capital
<u>\$2,257,343</u>	Debt
\$40,901,482	

	Harwich	Chatham	Total
Required Minimum Contribution per DESE posted 1/23/19	\$12,839,288	\$4,156,810	\$16,996,098
	Harwich 73.45%	Chatham 26.55%	
Funds Needed to Support District Budget	\$11,441,433	\$4,135,739	\$15,577,172
Operating Assessment Per Member	\$24,280,721	\$8,292,549	\$32,573,270
	Harwich 74.30%	Chatham 25.70%	
Less State Transportation Aid			<u>\$508,010</u>
Transportation Assessment Per Member	\$554,789	\$191,899	\$746,688
FY20 Debt	Harwich 73.45%	Chatham 26.55%	
MRHS Bond (principal and interest)	\$1,564,577	\$565,548	\$2,130,125
MRHS \$1.5 mil BAN (interest only)	\$30,764	\$11,120	\$41,884
State House Note Year one P and I	<u>\$62,678</u>	<u>\$22,656</u>	<u>\$85,334</u>
Debt	\$1,658,018	\$599,325	\$2,257,343
	Harwich 73.45%	Chatham 26.55%	
Capital/Stabilization Assessment Per Member	\$260,747.50	\$94,252.50	\$355,000

FY20 Assessment

DRAFT FY20 ASSESSMENT

	Harwich	Chatham	Total
Operating Budget	\$24,280,721	\$8,292,549	\$32,573,270
Transportation	\$554,789	\$191,899	\$746,688
Capital	<u>\$260,748</u>	<u>\$94,253</u>	<u>\$355,000</u>
	\$25,096,258	\$8,578,700	\$33,674,958
Debt	<u>\$1,658,018</u>	<u>\$599,325</u>	<u>\$2,257,343</u>
TOTAL FY20 DRAFT ASSESSMENT	\$26,754,276	\$9,178,025	\$35,932,301

FY19 ASSESSMENT

Operating Budget	\$23,282,215	\$8,368,284	\$31,650,499
Transportation	\$430,896	\$149,905	\$580,801
Capital	<u>\$260,038</u>	<u>\$94,963</u>	<u>\$355,000</u>
	\$23,973,149	\$8,613,151	\$32,586,300
Debt	<u>\$1,636,241</u>	<u>\$597,535</u>	<u>\$2,233,776</u>
TOTAL FY18	\$25,609,390	\$9,210,686	\$34,820,076

Δ From FY19 to DRAFT FY20

	Harwich	Chatham	Total
Operating Budget	\$998,506	-\$75,735	\$922,771
Transportation	\$123,893	\$41,994	\$165,887
Capital	<u>\$710</u>	<u>-\$710</u>	<u>\$0</u>
	\$1,123,109	-\$34,451	\$1,088,658
Debt	<u>\$21,777</u>	<u>\$1,790</u>	<u>-\$23,567</u>
	\$1,144,886	-\$32,661	\$1,112,225
	4.47%	-.35%	3.19%

FY20 Assessment

FYI: How the State Calculates Minimum Required Contribution

FY20 Chapter 70 Determination of City and Town Total Required Contribution

55 Chatham

Effort

Goal

1)2018 equalized valuation	7,374,670,100
2)Uniform property percentage	0.3418%
3)Local effort from property wealth	25,205,469
4)2016 income	329,994,000
5)Uniform income percentage	1.4816%
6)Local effort from income	4,889,253
7)Combined effort yield (3 + 6)	30,094,722
8)FY20 Foundation budget	5,180,612
9)Maximum local contribution (82.5% * 8)	4,274,005
10)Target local contribution (lesser of 7 or 9)	4,274,005
11)Target local share (10 as % of 8)	82.50%
12)Target aid share (100% minus 11)	17.50%

FY20 Increments Toward Goal

13)Required local contribution FY19	4,410,094
14)Municipal revenue growth factor (DOR)	4.36%
15)FY20 preliminary contribution (13 raised by 14)	4,602,374
16)Preliminary contribution pct of foundation (15 / 8)	88.84%
<i>If preliminary contribution is above the target share:</i>	
17)Excess local effort (15 - 10)	328,369
18)100% reduction toward target (17 x 100%)	328,369
19)FY20 required local contribution (15 - 18), capped at 90% of foundation	4,274,005
20)Contribution as percentage of foundation (19 / 8)	82.50
<i>If preliminary contribution is below the target share:</i>	
21)Shortfall from target local share (11 - 16)	
22)Added increment toward target (13 x 1% or 2%)*	
<i>*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%</i>	
23)Special increment toward 82.5% target**	
<i>**if combined effort yield > 175% foundation & target local share = 82.5%</i>	
<i>Combined effort yield as % of foundation</i>	
24)Shortfall from target after adding increments (10 - 15 - 22 - 23)	
25)FY20 required local contribution (15 + 22 + 23)	
26)Contribution as percentage of foundation (25 / 8)	

****The Required Minimum Contribution Amount includes Cape Cod Tech For FY20 the amount is Monomoy \$4,156,739 + Cape Tech \$117,195 = \$4,274,005**

FY20 Chapter 70 Determination of City and Town Total Required Contribution

126 Harwich

Effort Goal

FY20 Increments Toward Goal

1)2018 equalized valuation	5,697,974,900	13)Required local contribution FY19	13,269,997
2)Uniform property percentage	0.3418%	14)Municipal revenue growth factor (DOR)	4.13%
3)Local effort from property wealth	19,474,787	15)FY20 preliminary contribution (13 raised by 14)	13,818,048
		16)Preliminary contribution pct of foundation (15 / 8)	82.27%
4)2016 income	438,184,000		
5)Uniform income percentage	1.4816%	<i>If preliminary contribution is above the target share:</i>	
6)Local effort from income	6,492,217	17)Excess local effort (15 - 10)	
		18)100% reduction toward target (17 x 100%)	
7)Combined effort yield (3 + 6)	25,967,004	19) ^{FY20 required local contribution (15 - 18), capped at} 90% of foundation	
		20)Contribution as percentage of foundation (19 / 8)	
8)FY20 Foundation budget	16,796,148		
9) ^{Maximum local contribution (82.5% *} 8)	13,856,822	<i>If preliminary contribution is below the target share:</i>	
		21)Shortfall from target local share (11 - 16)	0.23%
10) ^{Target local contribution (lesser of 7 or} 9)	13,856,822	22)Added increment toward target (13 x 1% or 2%)*	0
		<i>*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%</i>	
11)Target local share (10 as % of 8)	82.50%	23)Special increment toward 82.5% target**	0
12)Target aid share (100% minus 11)	17.50%	<i>**if combined effort yield > 175% foundation & target local share = 82.5%</i>	
		<i>Combined effort yield as % of foundation</i>	
		24) ^{Shortfall from target after adding increments (10 - 15 -} 22 - 23)	38,774
		**25)FY20 required local contribution (15 + 22 + 23)	13,818,048
		26)Contribution as percentage of foundation (25 / 8)	82.27%

****The Required Local Minimum Contribution Amount includes Cape Cod Tech
For FY20 the amounts are Monomoy \$12,839,288 + Cape Tech \$978,760 = \$13,818,048**



February 4, 2019

Wastewater Program Updates

**CDM
Smith**



Agenda

1. Status of Phase 2 Sewer Design, Bidding & Construction
2. Status of Cold Brook Nitrogen Removal Project
3. Update on DHY Clean Waters Community Partnership Discussions
4. Wastewater Support Committee Questions

Phase 2 Schedule

East Harwich Sewer System Phase 2 Proposed Draft Schedule

Task	2017				2018				2019				2020				2021				2022																		
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
Project Schedule																																							
Contract Award																																							
Surveying (Topographic)																																							
Design Alternatives Analysis/ Preliminary Design																																							
Final Intended Use Plan (IUP) Issued by MassDEP																																							
Update Cost Estimate																																							
Town Funding Request ¹																																							
Funding Authorization Required by MassDEP																																							
90% Design (Design Plans, Specifications, Borings)																																							
Project Permitting Completed																																							
SRF Application and 90% Design to MassDEP																																							
Final Design																																							
Bidding																																							
Construction ²																																							
Properties Connect to Sewer																																							

Notes
 1. May 2018 Town Meeting Articles (FY 19):
 Article A: Phase 2 Construction,
 Article B: DHY Special Legislation,
 Article C: Hinkleys Pond.
 2. Potential summer shutdown between Memorial Day and Labor Day.

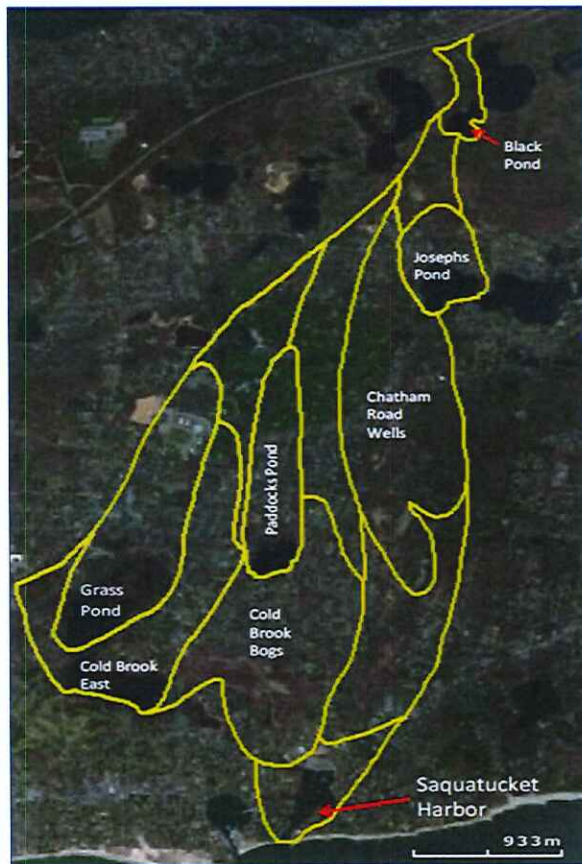
Cold Brook Ecological Restoration Project

Nitrogen Removal

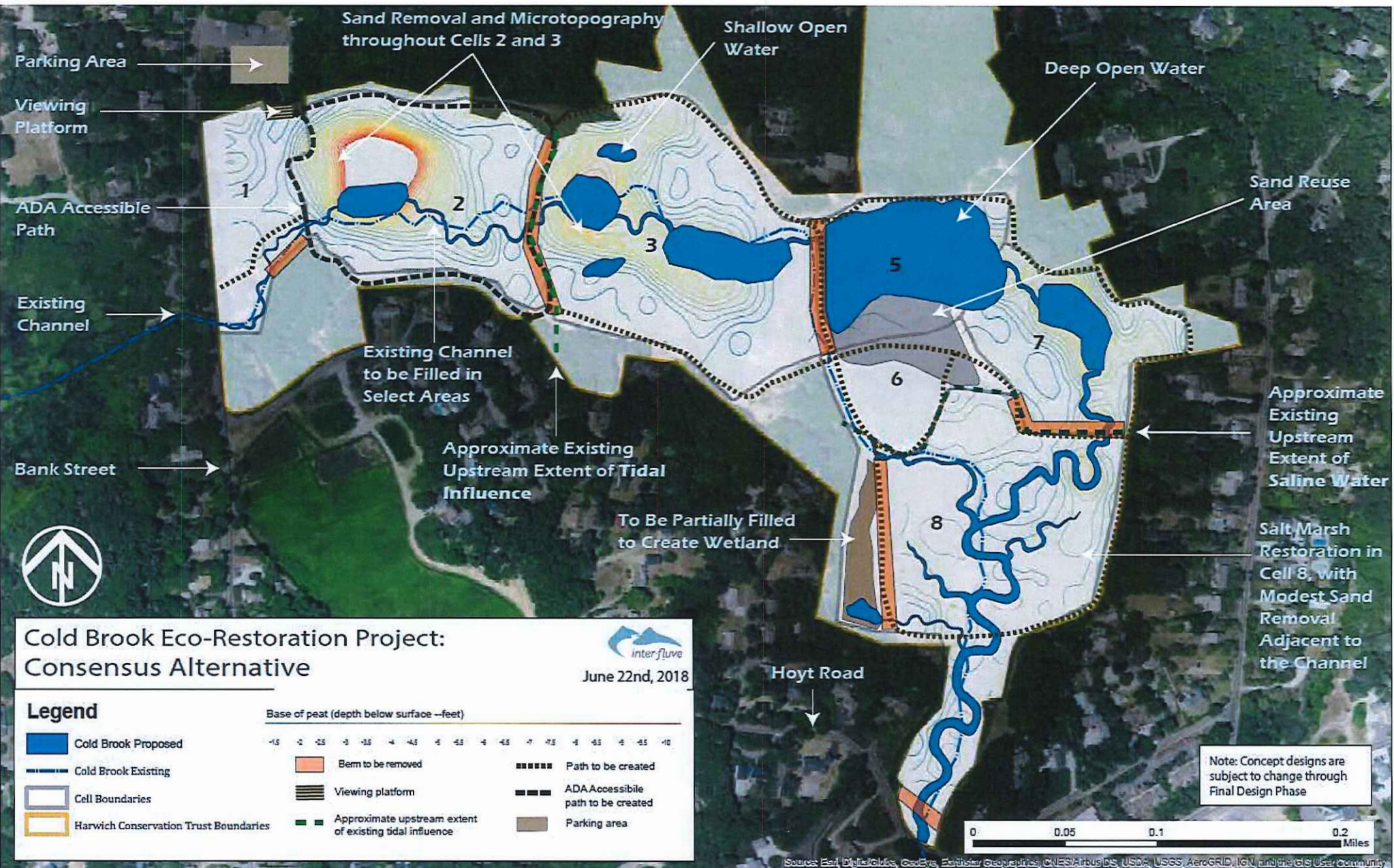
Phase 2 Sewer Program

1. MassDEP is reviewing design documents and State Revolving Fund (SRF) Loan documents.
2. Conservation Commission hearing for two pumping stations on Feb 6th.
3. Will need Zoning Board waiver for lot line setback at two pumping stations.
4. Coordinating project with Chatham for tie-in.
5. Expect to bid two contracts in March, 2019.

Cold Brook – Natural Nitrogen Removal



Cold Brook Eco-Restoration Project



Draft Memorandum of Agreement (MOA)

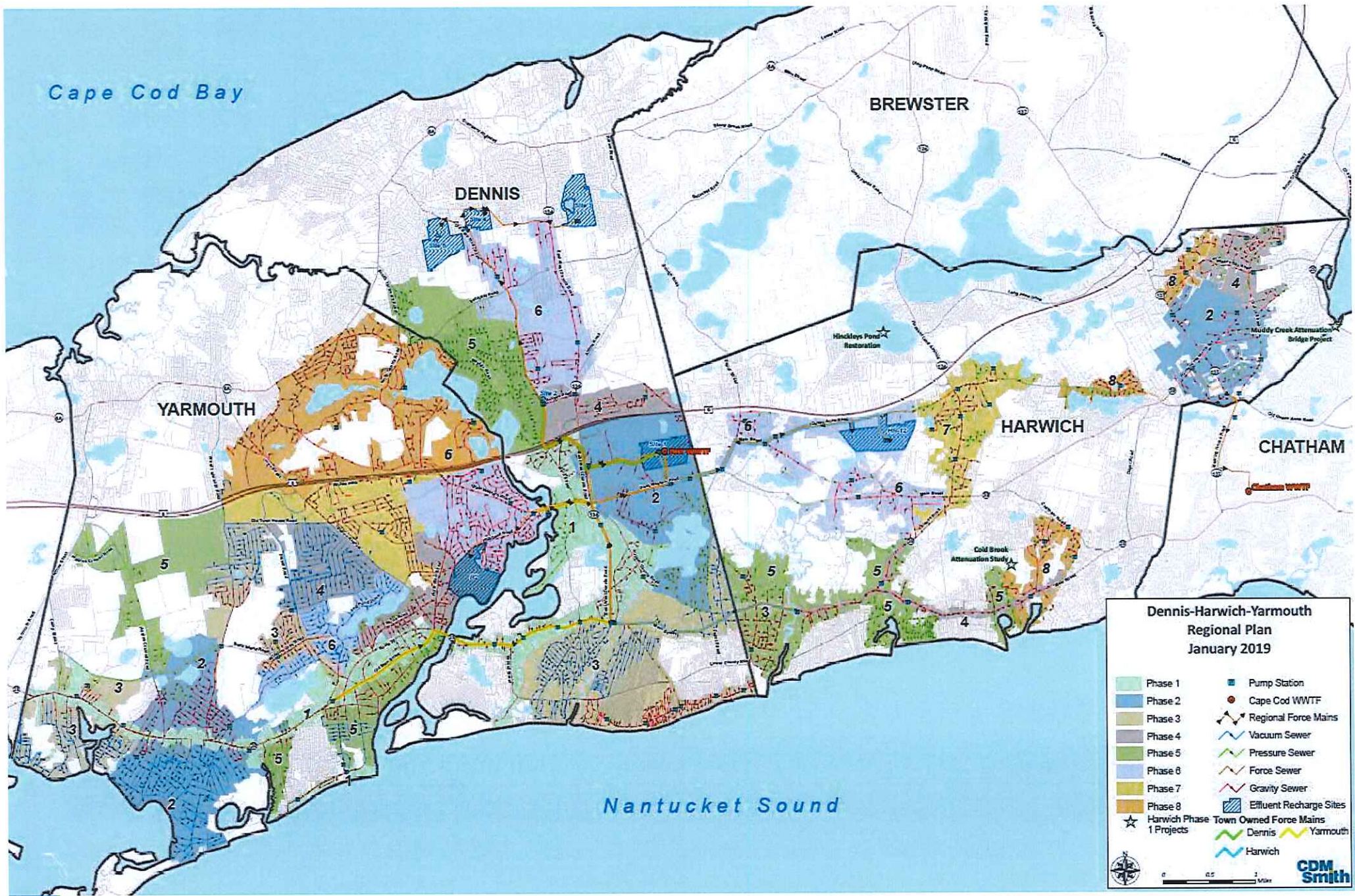
1. Draft between Town and site owner, Harwich Conservation Trust (HCT) is under review.
2. Term of agreement and cost sharing being discussed.
3. Division of Ecological Restoration (DER) is in process of contracting with final design engineer.
4. Construction projected to start fall, 2020 (1-year).

DHY Overview and Draft Costs

Estimated Wastewater Flow by Town

Build-out Annual Average Wastewater Use With I/I (ADF, gpd)					
Phase	Dennis @ DHY WWTF	Harwich @ DHY WWTF	Harwich @ Chatham WWTF	Yarmouth @ DHY WWTF	Total @ DHY WWTF
H1	-	-	0	-	-
H2	-	-	162,000	-	-
DY1/H3	304,375	0	119,000	540,300	844,675
DY2/H4	670,889	188,000	0	482,900	1,998,464
DY3/H5	204,841	196,000	0	453,200	2,656,504
DY4/H6	66,426	172,000	0	292,600	3,203,531
DY5/H7	346,778	204,000	0	278,400	4,024,709
DY6/H8	98,538	218,000	0	509,000	4,804,246
DY7	119,859	0	0	241,300	5,369,405
DY8	145,212	0	0	455,100	6,187,717
Total (Rounded)	1,956,917	978,000	281,000	3,252,800	6,187,717
% of DHY	32%	16%	0%	53%	100%

DHY Clean Waters Community Partnership



Dennis-Harwich-Yarmouth
Regional Plan
January 2019

- Phase 1
- Phase 2
- Phase 3
- Phase 4
- Phase 5
- Phase 6
- Phase 7
- Phase 8
- Harwich Phase 1 Projects
- Dennis
- Yarmouth
- Harwich
- Pump Station
- Cape Cod WWTF
- Regional Force Mains
- Vacuum Sewer
- Pressure Sewer
- Force Sewer
- Gravity Sewer
- Effluent Recharge Sites
- Town Owned Force Mains

Regional Conveyance: North and South Connections

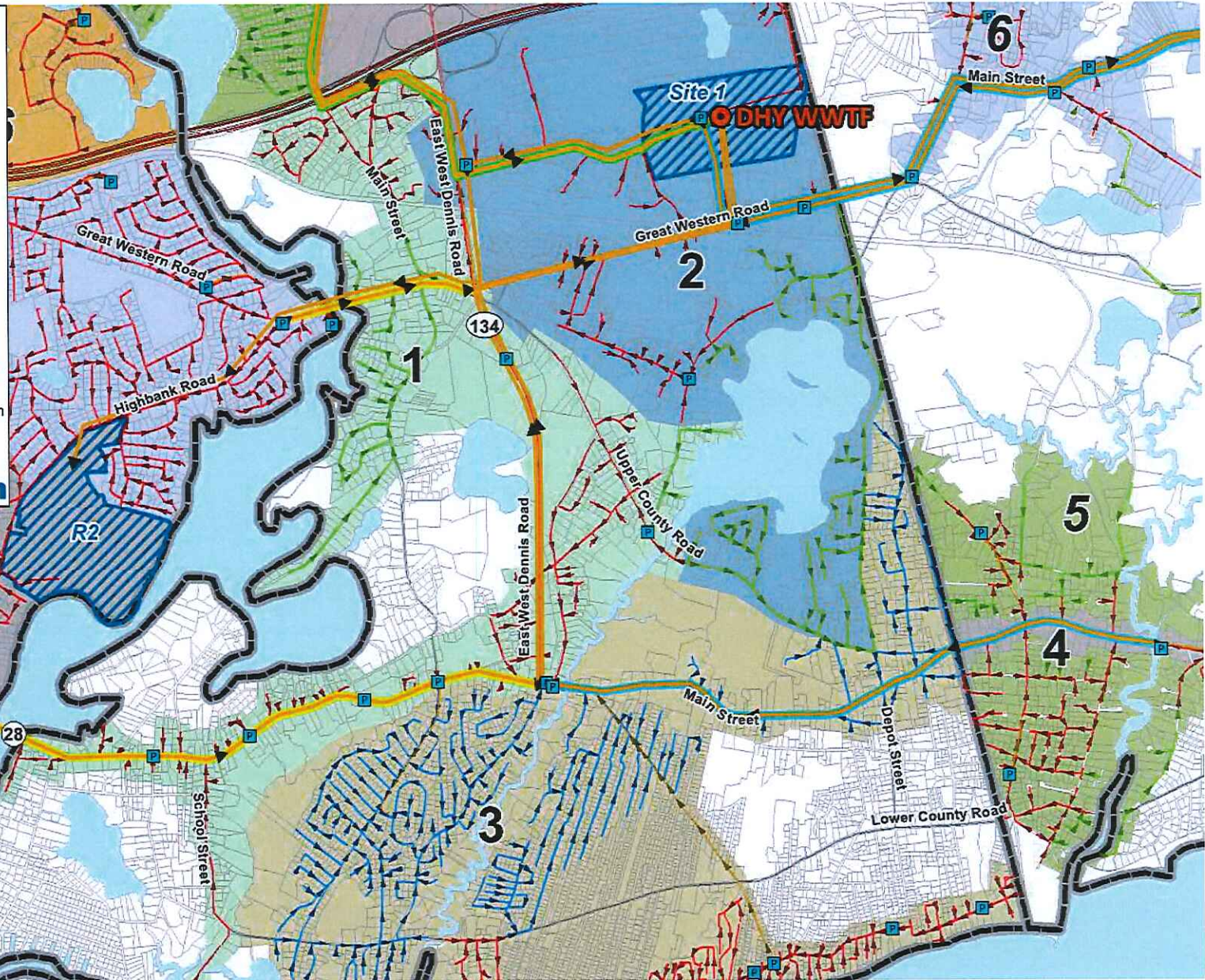
Dennis-Harwich-Yarmouth
Regional Plan
January 2019

- | | | | |
|--|--------------------------|--|-------------------------|
| | Phase 1 | | Pump Station |
| | Phase 2 | | Cape Cod WWTF |
| | Phase 3 | | Regional Force Mains |
| | Phase 4 | | Vacuum Sewer |
| | Phase 5 | | Pressure Sewer |
| | Phase 6 | | Force Sewer |
| | Phase 7 | | Gravity Sewer |
| | Phase 8 | | Effluent Recharge Sites |
| | Harwich Phase 1 Projects | | Town Owned Force Mains |
| | | | Dennis |
| | | | Yarmouth |
| | | | Harwich |

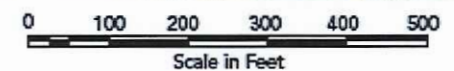
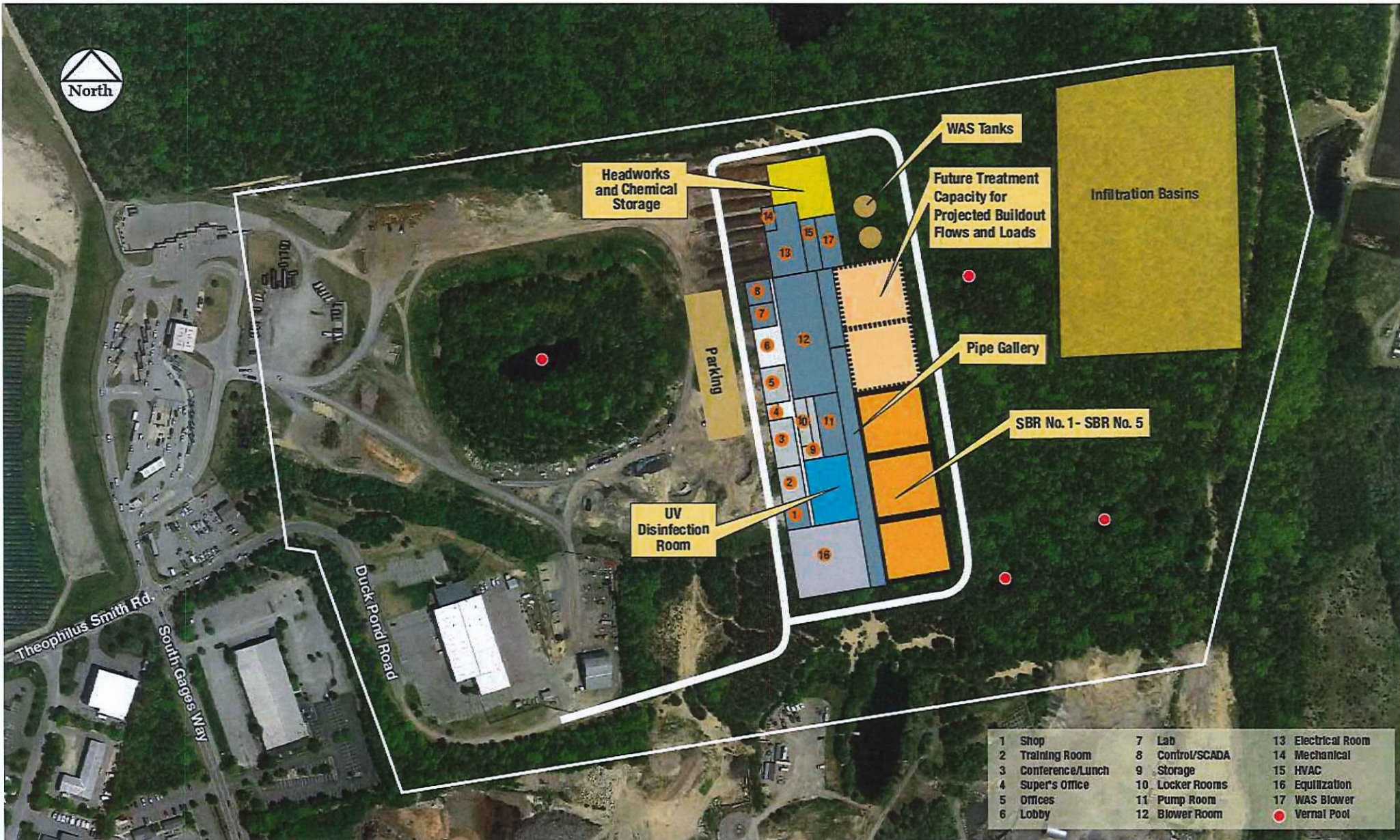


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CDM Smith



Conceptual DHY WWTF at Dennis DPW Site



Shared Infrastructure - Cost Savings

-34%

DHY Shared Infrastructure Costs and Savings

DHY Shared Conveyance, WWTF, and Effluent Recharge Cost Comparison	Capital Costs		O&M Costs		Equivalent Annual Costs*		Annual Savings (Rounded)	
	Town	Regional	Town	Regional	Town	Regional	\$ / year	%
Dennis	\$85 M	\$64 M	\$4.5 M	\$2.3 M	\$8.3 M	\$5.2 M	\$3.1 M	38%
Harwich	\$76 M	\$32 M	\$2.1 M	\$1.4 M	\$5.5 M	\$2.8 M	\$2.7 M	48%
Yarmouth	\$113 M	\$106 M	\$6.3 M	\$3.9 M	\$11.4 M	\$8.6 M	\$2.8 M	25%
Total	\$274 M	\$202 M	\$12.9 M	\$7.6 M	\$25.2 M	\$16.6 M	\$8.6 M	34%

*EAC assumes 30 year loan at 2% interest

Dennis Program Costs	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Collection System	\$194 M	\$190 M	\$2.3 M	\$2.2 M	\$10.9 M	\$10.7 M	\$0.2 M
Shared Conveyance to WWTF	\$0.0 M	\$3 M	\$0 M	\$0.1 M	\$0.0 M	\$0.3 M	-\$0.3 M
WWTF	\$61 M	\$45 M	\$4.3 M	\$2.0 M	\$7.0 M	\$4.0 M	\$3.0 M
Effluent Recharge with PRB	\$25 M	\$16 M	\$0.2 M	\$0.2 M	\$1.3 M	\$0.9 M	\$0.4 M
Non-Traditional Technologies	\$10 M	\$10 M	\$0.1 M	\$0.1 M	\$0.5 M	\$0.5 M	\$0
Total	\$290 M	\$264 M	\$6.9 M	\$4.6 M	\$19.7 M	\$16.4 M	\$3.3 M

Harwich Program Costs	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Collection System	\$212.7 M	\$217 M	\$1.2 M	\$1.2 M	\$10.7 M	\$10.9 M	-\$0.2 M
Shared Conveyance to WWTF	\$0.0 M	\$2 M	\$0.0 M	\$0.1 M	\$0.0 M	\$0.1 M	-\$0.1 M
WWTF	\$71.3 M	\$29 M	\$1.9 M	\$1.3 M	\$5.1 M	\$2.6 M	\$2.5 M
Effluent Recharge with PRB	\$11.5 M	\$8 M	\$0.1 M	\$0.1 M	\$0.6 M	\$0.4 M	\$0.2 M
Non-Traditional Technologies	\$4.4 M	\$4.4 M	\$0.1 M	\$0.1 M	\$0.3 M	\$0.3 M	\$0
Total	\$300 M	\$260 M	\$3.3 M	\$2.7 M	\$16.7 M	\$14.3 M	\$2.4 M

Yarmouth Program Costs	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Collection System	\$294 M	\$299 M	\$3.8 M	\$4.0 M	\$16.9 M	\$17.3 M	-\$0.4 M
Shared Conveyance to WWTF	\$0 M	\$5 M	\$0.0 M	\$0.2 M	\$0.0 M	\$0.5 M	-\$0.5 M
WWTF	\$91 M	\$74 M	\$6.1 M	\$3.3 M	\$10.2 M	\$6.6 M	\$3.5 M
Effluent Recharge with PRB	\$22 M	\$26 M	\$0.3 M	\$0.3 M	\$1.2 M	\$1.5 M	-\$0.2 M
Non-Traditional Technologies	\$0.2 M	\$0.2 M	\$0.1M	\$0.1 M	\$0.1 M	\$0.1 M	\$0
Total	\$407 M	\$404 M	\$10.3 M	\$7.9 M	\$28.4 M	\$26.0 M	\$2.4 M

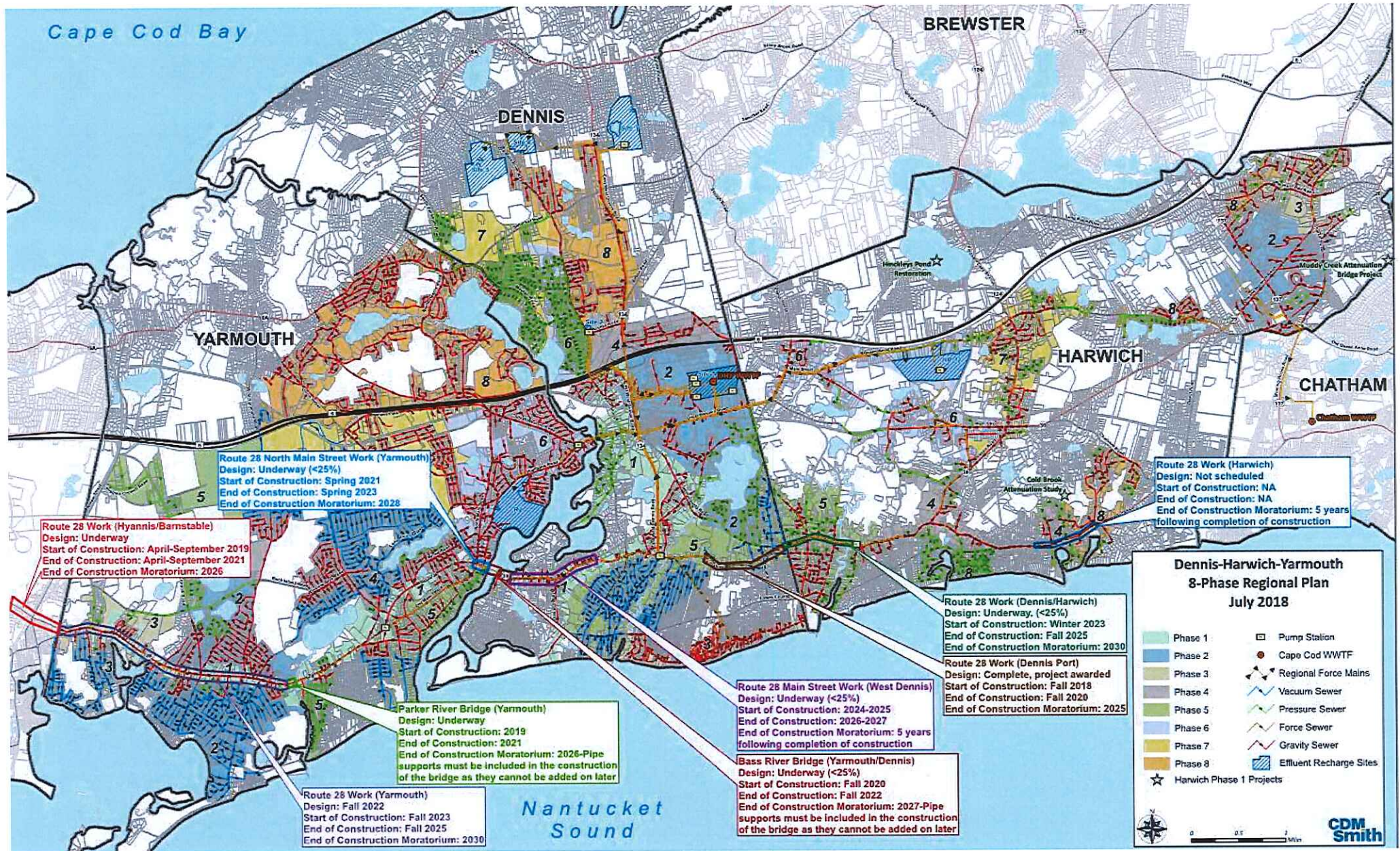
Overall Wastewater Program Costs: Together vs. Go it Alone

Wastewater Program Cost Comparisons	Capital Costs		O&M Costs		Equivalent Annual Costs		Annual Savings
	Town	Regional	Town	Regional	Town	Regional	\$ / year
Dennis	\$290 M	\$264 M	\$6.9 M	\$4.6 M	\$19.7 M	\$16.4 M	\$3.3 M
Harwich	\$300 M	\$260 M	\$3.3 M	\$2.7 M	\$16.7 M	\$14.3 M	\$2.4 M
Yarmouth	\$407 M	\$404 M	\$10.3 M	\$7.9 M	\$28.4 M	\$26.0 M	\$2.4 M
Total	\$997 M	\$928 M	\$20.5 M	\$15.2 M	\$64.8 M	\$56.7 M	\$8.1 M

Potential Future Savings

- Coordination with MassDOT Projects
- Yarmouth tie into Dennis system on Route 28 and Highbank Road at town lines (savings for Dennis and Yarmouth)
- Harwich tie into Dennis system on Route 28 and Great Western Road at town lines (savings for Dennis and Harwich)
- 0% Interest Loans

Coordination with MassDOT Projects



Agreement

Remaining Agreement Discussion Items

- Commission makeup (DHY – 2-2-3) ?
- Annual joint BOS advisory meeting for vote of annual budget
- Others?

Budget Process

- November 1st Draft Fiscal Year budget (majority vote) distributed to three communities. Also 5-yr budget plan.
- Commission discusses budget with communities during November/December.
- Selectmen from each town hold joint meeting to endorse Draft budget by majority vote of those present or reject for further Commission review. If rejected, then the Commission via the Executive Director must respond to issues raised within 15 days.
- January 15th Final Fiscal Year budget (2/3rds vote) adopted by Commission with appropriate revisions incorporated based on Selectmen vote and send to town treasurers by February 1st. Also 5-yr budget plan.

Next Steps - Schedule

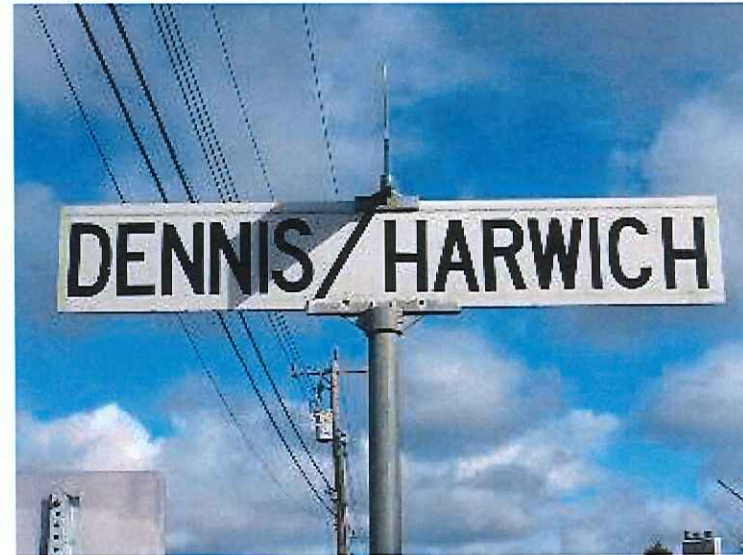
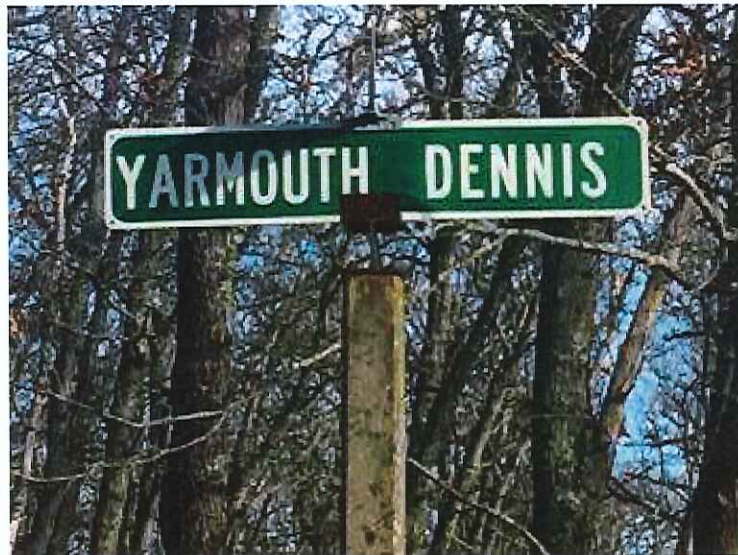
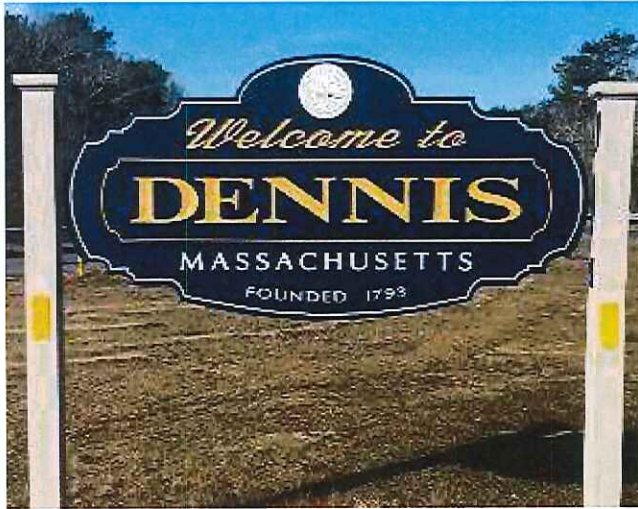
DHY Schedule – May, 2019

- Finalize DHY costs – early January, 2019.
- Joint community BOS meeting – late January , 2018.
- Local Town information meetings – Jan/ Feb, 2019.
- Three Town public information meeting – April, 2019.
- Town Meetings to address Agreement – May, 2019.
 - Article to adopt DHY Agreement;
 - Article to fund completion of CWMP or file NPC;
 - Articles for cost recovery (i.e., Water Infrastructure Investment Fund (WIIF)).
- DHY State Grant closeout – June, 2019.
- Commission established in 2019-2020.
- DHY WWTP design funding – May, 2020.
- Dennis and Yarmouth sewer design funding – May 2020.

Wastewater Support Committee Questions

1. Status of Cape Cod Commission (CCC) Certificate of Compliance.
2. CCC approval of documents.
3. Technical Review Committee (TRC) requirements.
4. Adaptive Management Plan.

Questions and Comments



AUTHORITY TO FILE

Whereas, the Town of Harwich, after thorough investigation, has determined that the work activity consisting of:

Sewer Collection System – Phase 2 (CWSRF 4424)

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Department of Environmental Protection (the "Mass DEP") and the Massachusetts Water Pollution Abatement Trust (the "Trust") of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth ("Chapter 21" and "Chapter 29C") are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by the **Town of Harwich** as follows:

1. That the **Town Administrator** is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

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2. That the purpose of said loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

TOWN PLANNER & FACILITY MAINTENCE MANAGER

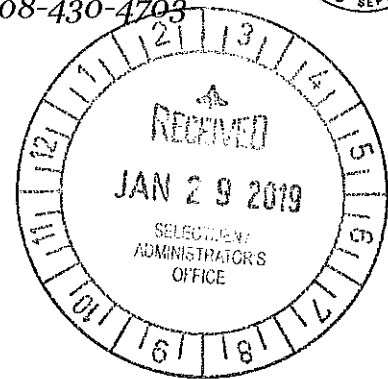
732 Main Street, Harwich, MA 02645



508-430-7511 fax: 508-430-4703

January 29, 2019

To: Board of Selectmen
From: Sean Libby, Facility Maintenance Manager *SL*
Charleen Greenhalgh, Town Planner *CG*
Re: Green Communities Designation Grant Project Application



Attached please find a copy of the Town of Harwich Application for funding from the Green Communities Designation Grant, along with other backup information. As you may recall, the Town received notice of its designation as a Green Community back on December 27, 2018. The next step is to make this grant application for available funds in the amount of \$152,910. This is a non-competitive grant.

We have had several discussions on how to best use these initial grants funds. We have concurred that the Library projects, as described in the grant application, would be the best use of these funds. A number of other project where noted in the Green Communities Designation application, several of these have been completed or are currently in process. At this time the best and most advantageous projects to move forward in the scope of the available funds are those for the Brook Public Library.

We respectfully request your approval and signatures on the Certificate of Application. A proposed motion could be:

Move approval of the Town of Harwich Application for Green Communities Designation Grant for \$152,910 and to sign the required Certificate of Application.

CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

We, the Board of Selectmen for the Town of Harwich, are authorized to execute said Application on behalf of Town of Harwich, the applying municipality and verify that the information in the Green Communities Grant Application is true.

Signature of Julie E. Kavanagh, Chair, Board of Selectmen

Signature of Larry G. Ballentine, Vice-Chair, Board of Selectmen

Signature of Edward McManus, Clerk, Board of Selectmen

Signature of Michael D. MacAskill, Member, Board of Selectmen

Signature of Donald Howell, Member, Board of Selectmen

[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any town, unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the municipality has designated the signatory.

COPY

Designation Grant Project Narrative

TOWN OF HARWICH



FY2019 Application to Green Communities

WINTER 2019

PROJECT 1: CONDENSING BOILER

1. Scope of Project

a. Purpose

The current boiler is a 1,000 MBH atmospheric Hydrotherm boiler, and a more efficient condensing boiler would improve the overall efficiency of the building with two condensing boilers.

Efficiency of code-compliant unit: 85%, but with the replacement, the analysis was done based upon existing boiler that was 82% efficient

Efficiency of proposed unit: 96%

Cost of code-compliant unit: \$72,800

Cost of proposed unit: \$91,000

b. Benefits

The benefit of condensing over standard boilers is that supply water can be preheated by the exhaust combustion air. As such, there are inherent efficiencies in the reduction of gas usage.

c. Timeline

The anticipated timeline is no later than November 2019.

d. Procurement Status

This has not yet been procured.

e. Anticipated Impact

The anticipated impact includes gas use reduction, increased comfort, and the benefit of a planned reduction. Heating system replacements are often done at end of useful life, and this creates a sense of emergency. When this is coupled with the process to acquire capital funds to address an immediate issue such as heat, then there is often a tendency to replace it quickly and not thoughtfully. This replacement aims to have a deliberate approach to efficiency and comfort for library patrons.

2. Project Support for the Five-Year Energy Reduction Plan

While this project has a longer payback, it is coupled with other measures to take a long-term view at the building's needs. With the projects requested in this grant cycle, the measures will holistically address the building's needs. Additionally, it should be noted that 15 of 36 identified measures from the Energy Reduction Plan are either underway or completed since the baseline year of FY18.

3. Accounting/Proposed Budget for Project

a. Total project budget with cost estimate

The total estimate for the installation is \$91,000. This estimate was formulated based upon similar completed installations in the area.

b. Other sources of funding

The other sources of funding include an estimated \$8,000 incentive from National Grid as well as \$8,090 from town funds.

4. References

Please see Appendix A for the Brooks Free Library Audit Report.

PROJECT 2: HOT WATER CIRCULATOR PUMP VARIABLE FREQUENCY DRIVE

1. Scope of Project

a. Purpose

The current hot water circulator pumps have no controls, and the goal is to reduce electric costs related to these pumps.

The control sequence of operations is as follows, but there may be slight variations with final installation:

The two (2) new VFD controls will modulate the motors for heating distribution pumps, labeled P-1 and P-2. Delta T sensors will be provided and installed to provide system feedback. The integral pump control will vary the pump speed according to an adjustable setting which represents a 30 degree offset during the heating mode of operation. It shall be set to decrease the flow rate on a narrowing of the temperatures between the supply and return above the set point of 20 degrees F while retaining the minimum pressure set point at the junction of the end of the supply run at the attic and at the end of the basement supply run. A pressure gauge and a temperature gauge will be installed near each location of the remote pressure sensors. Two (2) remote supply minimum pressure sensors (field adjustable, set at 22 psi) will be installed to maintain the minimum end run supply pressure. The delta T variable speed control will stop modulating if the minimum pressure is not obtained. This will allow the building to operate at the lowest boiler return water temperature within the parameters of proper flow for heating the spaces.

b. Benefits

The proposed controller is designed to manipulate the speed of a circulator pump to better match the true occupant demands.

c. Timeline

The anticipated timeline is no later than November 2019.

d. Procurement Status

RISE Engineering won a competitive bid through Cape Light Compact for municipal retrofit projects, and they are expected to be the lead vendor on this project.

e. Anticipated Impact

The anticipated impact is 7,414 kWh in electric savings.

2. Project Support for the Five-Year Energy Reduction Plan

The electric savings will assist the town in reaching its planned reductions. With the projects requested in this grant cycle, the measures will holistically address the building's needs. Additionally, it should be noted that 15 of 36 identified measures from the Energy Reduction Plan are either underway or completed since the baseline year of FY18.

3. Accounting/Proposed Budget for Project

a. Total project budget with cost estimate

The total estimate for the installation is \$17,500. This estimate was formulated based upon similar completed installations in the area.

b. Other sources of funding

The other sources of funding include an estimated \$2,000 incentive from Cape Light Compact.

4. References

Please see Appendix A for the Brooks Free Library Audit Report.

PROJECT 3: CHILLED WATER PUMP VARIABLE FREQUENCY DRIVE

1. Scope of Project

a. Purpose

The current chilled water pumps have no controls, and the goal is to reduce electric costs related to these pumps.

The control sequence of operations is as follows, but there may be slight variations with final installation:

The two (2) new VFD controls will modulate the motors for cooling distribution pumps, labeled P-1 and P-2. Delta T sensors will be provided and installed to provide system feedback. The integral pump control will vary the pump speed according to an adjustable setting which represents a 10 degree offset during the cooling mode of operation. It shall be set to increase the flow rate when the temperatures between the supply and return exceed the delta T set point of 10 degrees F. It shall be set to decrease the flow rate on a narrowing of the temperatures between the supply and return below the set point of 10 degrees F. In both scenarios, the controls will retain the minimum pressure set point at the junction of the end of supply runs. A pressure gauge and a temperature gauge will be installed near each location of the remote pressure sensors. Two (2) remote supply minimum pressure sensors (field adjustable, set at 22 psi) will be installed to maintain the minimum end run supply pressure. The delta T variable speed control will stop modulating if the minimum pressure is not obtained. This will allow the building to operate at the most efficient chilled water temperatures within the parameters of proper flow for cooling the spaces based upon the particular demand at that point.

b. Benefits

The proposed controller is designed to manipulate the speed of a pump to better match the true occupant demands.

c. Timeline

The anticipated timeline is no later than November 2019.

d. Procurement Status

RISE Engineering won a competitive bid through Cape Light Compact for municipal retrofit projects, and they are expected to be the lead vendor on this project.

e. Anticipated Impact

The anticipated impact is 6,739 kWh in electric savings.

2. Project Support for the Five-Year Energy Reduction Plan

The electric savings will assist the town in reaching its planned reductions. With the projects requested in this grant cycle, the measures will holistically address the building's needs. Additionally, it should be noted that 15 of 36 identified measures from the Energy Reduction Plan are either underway or completed since the baseline year of FY18.

3. Accounting/Proposed Budget for Project

a. Total project budget with cost estimate

The total estimate for the installation is \$17,500. This estimate was formulated based upon similar completed installations in the area.

b. Other sources of funding

The other sources of funding include an estimated \$1,500 incentive from Cape Light Compact.

4. References

Please see Appendix A for the Brooks Free Library Audit Report.

PROJECT 4: ENERGY MANAGEMENT SYSTEM

1. Scope of Project

a. Purpose

The energy management system uses sensors and controls to help manage the building's energy use. The existing controls were retro-commissioned in 2012, but the thermal load for the building is above average for comparable buildings.

- **Current EMS** – There is currently no existing EMS. There are standalone controls for the boiler, chiller, and air handler systems.
- **Number of data points requested** – This is currently estimated to be 45 points.
- **Systems and equipment to be monitored and/or controlled** – A total of one (1) boiler, one (1) chiller, two (2) pumps, and two (2) AHUs
- **Estimated Energy Savings** – 5,734 kWh and 874 therms
- **EMS Manufacturer** – Siemens
- **Whether the EMS remote control units and transducers are interchangeable with EMS main control units from other vendors** – These are interchangeable.
- **Whether the EMS program software is open-source, and whether updates and revisions can be installed by technicians other than the vendor** – This is an open source Niagara platform.
- **The communication protocol** – The communication protocol is BACNET and allows for communications with other vendors' control system.
- **Training on operations, emergencies, adjustments, troubleshooting, maintenance and repairs** – Training will be included.
- **Materials** – Required closing documents will be supplied to the customer (i.e. O&M manuals, as-builts, sequencing, warranties, etc.)

b. Benefits

The EMS system is proposed to help reduce electric and gas usage in the building, but it will also help staff to monitor the equipment to better deduce the reason for the above-average usage in the building.

c. Timeline

The anticipated timeline is no later than November 2019.

d. Procurement Status

RISE Engineering won a competitive bid through Cape Light Compact for municipal retrofit projects, and they are expected to be the lead vendor on this project.

e. Anticipated Impact

The anticipated impact is 5,734 kWh in electric savings and 874 therms.

2. Project Support for the Five-Year Energy Reduction Plan

The electric and gas savings will assist the town in reaching its planned reductions. Other EMS projects as mentioned below have been completed or are in process, so the addition of the EMS system for this building will allow for a more holistic view of the multiple buildings throughout the town. Additionally, it should be noted that 15 of 36 identified measures from the Energy Reduction Plan are either underway or completed since the baseline year of FY18.

3. Accounting/Proposed Budget for Project

a. Total project budget with cost estimate

The total estimate for the installation is \$52,500. This estimate was formulated based upon similar completed installations in the area.

b. Other sources of funding

The other sources of funding include an estimated \$4,800 incentive from Cape Light Compact and an estimated \$1,200 incentive from National Grid.

4. References

Please see Appendix A for the Brooks Free Library Audit Report.

Backup Information
Designation Letter



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Matthew A. Beaton
Secretary

Judith F. Judson
Commissioner

December 27, 2018

Julie E. Kavanagh, Chair, Board of Selectmen
732 Main Street
Harwich, MA 02645

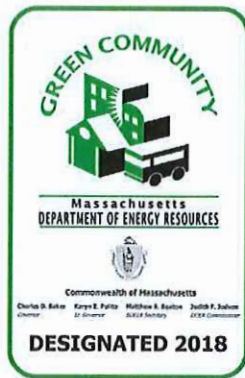
Dear Chairman Kavanagh:

Congratulations on the Town of Harwich's designation as a Green Community! This designation is quite an achievement and reflects the hard work and tireless efforts your community has exhibited in meeting the Green Communities Designation and Grant Program's five criteria. Meeting these criteria is proof of Harwich's position as an energy leader in Massachusetts, poised to reduce its energy costs, improve the local environment and implement energy efficiency and renewable energy projects with funding through the Green Communities Designation and Grant Program. The purpose of this letter is to confirm your Green Community designation in writing and provide you with program information and activities relevant to you as a newly-designated Green Community.

Along with this designation, the Town of Harwich has been awarded a grant of \$152,910. A formulaic allocation has been established that consists of a base grant per community of \$125,000, plus an amount adjusted for population and income. To receive this grant award, the Town of Harwich will be required to submit a project application proposing how these funds will be spent. The Green Communities Division ("Division") will begin accepting grant applications immediately on December 28, 2018 and the deadline for designation grant applications is 5pm on February 8, 2019. The Green Communities grant application guidance with submission instructions is provided as a separate attached document. Please be sure to work with your Regional Coordinator, Seth Pickering at (508) 946-2838, to identify potential energy projects and coordinate with vendors and utility companies.

SIGNS

Each designated Green Community receives four (4) 12" x 18" aluminum signs to be displayed in your community. While you are free to place these signs wherever you choose within your community, the Division recommends installing them in highly-visible, high pedestrian traffic areas (such as near municipal offices, schools, and downtown business districts, and/or within parks and along walking paths). If installed on roadways, the Division recommends hanging them at approximately eye-level for motorists, to maximize readability.



CERTIFICATES

Each Green Community will receive an official certificate for display pronouncing the municipality's designation as a Green Community and including the designation date and signatures of the Governor, Lieutenant Governor, Secretary of Energy and Environmental Affairs, and Commissioner of the Department of Energy Resources.

Again, congratulations on becoming a Green Community. The Division looks forward to working with the Town of Harwich to meet the objectives of the Green Communities Designation and Grant Program and to support you in meeting your local energy goals. Thank you for your commitment to a cleaner energy future for Massachusetts.

Sincerely,



Nicholas Connors
Director, Green Communities Division

Cc: Christopher Clark, Town Administrator

Seth Pickering, Green Communities Regional Coordinator

Backup Information
Energy Reduction Plan
- original Energy
Conservation Measures
Data

Energy Reduction Plan

TOWN OF HARWICH



FY2019 Application to Green Communities

ORIGINAL: OCTOBER 15, 2018
REVISED: NOVEMBER 26, 2018

TABLE 4: ENERGY CONSERVATION MEASURES DATA

[Click here to view a sample version of this table](#)

Table 4 Energy Conservation Measures Data																				
ECMs				Status		Energy Data						Financial Data				Reference Data				
Category (Select one from drop-down)	Building/Site Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Completed with month/year or planned month/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)	Projected Annual Diesel Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings		
Buildings	Harwich Community Center	Condensing Boiler	HVAC	Planned			3,944					\$5,705	\$181,818	TBD	TBD			Harwich Community Center.pdf		
Buildings	Harwich Community Center	High Efficiency AC	HVAC	Planned		32,455						\$4,968	\$204,545	TBD	TBD			Harwich Community Center.pdf		
	Harwich Community Center	Condensing Water Heater	Hot Water	Planned			409					\$470	\$22,703	TBD	TBD			Harwich Community Center.pdf		
Buildings	Harwich Community Center	Energy Management System w/ DCV & Dual Enthalpy Controls	Building Control	Planned		24,303	6,294					\$11,005	\$94,292	TBD	TBD			Harwich Community Center.pdf		
Buildings	Harwich Community Center	AHU Supply Fan VFD	HVAC	Planned		38,805						\$5,705	\$41,633	TBD	TBD			Harwich Community Center.pdf		
Buildings	Harwich Community Center	HW Circulator Pump VFD	Pump/Motor/Drive	Planned		17,792						\$2,758	\$17,900	TBD	TBD			Harwich Community Center.pdf		
Buildings	Harwich Community Center	Low Flow Spray Valve	Hot Water	Planned			114					\$131	\$150	TBD	TBD			Harwich Community Center.pdf		
Buildings	Town Hall	Energy Management System w/ DCV & Dual Enthalpy Controls	Building Control	Planned		16,402	5,538					\$8,911	\$43,214	TBD	TBD			Harwich Town Hall.pdf		
Buildings	Town Hall	RTU Supply Fan VFD	HVAC	Planned		10,760						\$1,658	\$12,283	TBD	TBD			Harwich Town Hall.pdf		
Buildings	Town Hall	Low Flow Spray Valve	Hot Water	Planned			136					\$156	\$64	TBD	TBD			Harwich Town Hall.pdf		
Buildings	Town Hall	Demand Circulator Pumps	Pump/Motor/Drive	Planned		4,236						\$635	\$15,152	TBD	TBD			Harwich Town Hall.pdf		
Buildings	Town Hall	High Efficiency AC	HVAC	Planned		29,690						\$4,454	\$127,273	TBD	TBD			Harwich Town Hall.pdf		
Buildings	Fire Department	Energy Management System w/DCV	Building Control	Planned		4,828	2,183					\$3,259	\$38,000	TBD	TBD			Harwich Fire Department.pdf		
Buildings	Fire Department	Dual Enthalpy Economizer Controls	Building Control	Planned		5,780						\$986	\$8,000	TBD	TBD			Harwich Fire Department.pdf		
Buildings	Fire Department	High Efficiency Split AC w/AHU VFD	HVAC	Complete	Sep-18	3,689						\$553	\$51,750	TBD	TBD			Harwich Fire Station.pdf		
Buildings	Fire Department	Electric DHW fuel switch to gas, Boiler circulator variable speed pumps	Pump/Motor/Drive	Complete	Sep-18	18,124						\$2,719	\$17,648	TBD	TBD			Harwich Fire Station.pdf		
Buildings	Fire Department	Condensing Boiler	HVAC	Complete	Sep-18		2,146					\$2,468	\$98,262	TBD	TBD			Harwich Fire Station.pdf		
Buildings	Police Department	Energy Management System w/DCV	Building Control	Planned		4,919	2,241					\$3,432	\$12,760	TBD	TBD			Harwich Police Department.pdf		
Buildings	Police Department	Condensing Water Heater	Hot Water	Planned			409					\$470	\$22,723	TBD	TBD			Harwich Police Department.pdf		
Buildings	Police Department	Condensing Boiler	HVAC	Planned			2,146					\$2,468	\$129,729	TBD	TBD			Harwich Police Department.pdf		
Buildings	Police Department	High Efficiency AC	HVAC	Planned		6,294						\$944	\$86,485	TBD	TBD			Harwich Police Department.pdf		
Buildings	Cranberry Golf Course	Low Flow Spray Valve	Hot Water	Planned				23				\$411	\$200	TBD	TBD			Cranberry Golf Course.pdf		
Buildings	Cranberry Golf Course	Programmable Thermostat	Building Control	Planned				3				\$58	\$180	TBD	TBD			Cranberry Golf Course.pdf		
Buildings	Cranberry Golf Course	Condensing Boiler	HVAC	Planned					335			\$670	\$30,757	TBD	TBD			Cranberry Golf Course.pdf		
Buildings	Cranberry Golf Course	High Efficiency AC	HVAC	Planned		2,253						\$338	\$27,272	TBD	TBD			Cranberry Golf Course.pdf		
Buildings	Cultural Center	EMS w/DCV	Building Control	Planned		45,128	4,855					\$12,122	\$163,400	TBD	TBD			Harwich Cultural Center.pdf		
Buildings	Cultural Center	Boiler Noiset Control	HVAC	Planned			3,378					\$3,378	\$6,600	TBD	TBD			Cultural Center.pdf		
Buildings	Cultural Center	AHU Supply Fan VFD	HVAC	Planned		89,460						\$13,420	\$79,200	TBD	TBD			Cultural Center.pdf		
Buildings	Cultural Center	Pipe Insulation	Weatherization	Planned			115					\$115	\$578	TBD	TBD			Cultural Center.pdf		
Buildings	Cultural Center	Lighting	Interior Lighting	Planned		43,458						\$20,218	\$116,316		\$116,316			Harwich Cultural Center Lighting.pdf		
Vehicles	Vehicles	Fleet Replacement	Vehicles	Planned		-29,533												Fleet Replacement Harwich.pdf		
Vehicles	Vehicles	Idle/Right	Vehicles	Planned						9,165		\$24,746	\$3,250	TBD	TBD			Idle/Right Harwich.pdf		
Buildings	Brooks Free Library	Condensing Boiler	HVAC	Planned			1,737					\$1,737	\$91,000	TBD	\$8,000			Brooks Free Library.pdf		
Buildings	Brooks Free Library	HW Circulator Pump VFD	Pump/Motor/Drive	Planned		7,414						\$1,112	\$17,500	TBD				Brooks Free Library.pdf		
Buildings	Brooks Free Library	CW Pump VFD	Pump/Motor/Drive	Planned		6,738						\$1,011	\$17,500	TBD				Brooks Free Library.pdf		
Buildings	Brooks Free Library	EMS	Building Control	Planned		5,734	874					\$1,734	\$52,500	TBD	\$6,000			Brooks Free Library.pdf		
To insert additional rows, select this row, right click, and select "Insert"	To insert additional rows, select this row, right click, and select "Insert"																			
TOTAL Projected Savings						386,636	36,319	26	335	13,814	0	144,744	1,832,786	0	139,316	0				
TOTAL MMBtu SAVINGS						6,698		1319.202032	3631.9	3.614	30.485	1712.936	0							

Backup Information - Updated Energy Conservation Measures Data

Category (Select one from drop-down)	Building/Site Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Completed with month/year or planned month/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)	Projected Annual Diesel Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings	
Buildings	Harwich Community Center	Condensing Boiler	HVAC	Planned			3,944					\$5,705	\$181,818	TBD	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	High Efficiency AC	HVAC	Planned		32,455						\$4,868	\$204,545	TBD	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	Condensing Water Heater	Hot Water	Planned			409					\$470	\$22,703	TBD	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	Energy Management System W/ DCV & Dual Enthalpy Controls	Building Control	In process		24,303	6,294					\$11,005	\$94,292	\$0	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	AHU Supply Fan VFD	HVAC	In process		36,805						\$5,705	\$41,633	\$0	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	HW Circulator Pump VFD	Pump/Motor/Drive	In process		17,792						\$2,758	\$17,930	\$0	TBD			Harwich Community Center.pdf	
Buildings	Harwich Community Center	Low Flow Spray Valve	Hot Water	Complete			114					\$131	\$150	\$0	TBD			Harwich Community Center.pdf	
Buildings	Town Hall	Energy Management System W/ DCV & Dual Enthalpy Controls	Building Control	In process		16,402	5,538					\$8,911	\$43,214	\$0	TBD			Harwich Town Hall.pdf	
Buildings	Town Hall	RTU Supply Fan VFD	HVAC	Planned		10,760						\$1,668	\$12,283	\$0	TBD			Harwich Town Hall.pdf	
Buildings	Town Hall	Low Flow Spray Valve	Hot Water	Complete			136					\$156	\$64	\$0	TBD			Harwich Town Hall.pdf	
Buildings	Town Hall	Demand Circulator Pumps	Pump/Motor/Drive	Planned		4,236						\$635	\$15,152	TBD	TBD			Harwich Town Hall.pdf	
Buildings	Town Hall	High Efficiency AC	HVAC	Planned		29,690						\$4,454	\$127,273	TBD	TBD			Harwich Town Hall.pdf	
Buildings	Fire Department	Energy Management System w/DCV	Building Control	In process		4,828	2,183					\$3,259	\$38,000	\$0	TBD			Harwich Fire Department.pdf	
Buildings	Fire Department	Dual Enthalpy Economizer Controls	Building Control	In process		5,780						\$896	\$8,000	\$0	TBD			Harwich Fire Department.pdf	
Buildings	Fire Department	High Efficiency Split AC w/AHU VFD	HVAC	Complete	Sep-18	3,689						\$553	\$51,750	\$0	TBD				
Buildings	Fire Department	Electric DHW fuel switch to gas, Boiler circulator variable speed pumps	Pump/Motor/Drive	Complete	Sep-18	18,124						\$2,719	\$17,648	\$0	TBD				
Buildings	Fire Department	Condensing Boiler	HVAC	Complete	Sep-18		2,146					\$2,468	\$98,292	\$0	TBD				
Buildings	Police Department	Energy Management System w/DCV	Building Control	In process		4,819	2,241					\$3,432	\$12,768	\$0	TBD			Harwich Police Department.pdf	
Buildings	Police Department	Condensing Water Heater	Hot Water	Planned			409					\$470	\$22,723	TBD	TBD			Harwich Police Department.pdf	
Buildings	Police Department	Condensing Boiler	HVAC	Planned			2,146					\$2,468	\$129,729	TBD	TBD			Harwich Police Department.pdf	
Buildings	Police Department	High Efficiency AC	HVAC	Planned		6,294						\$944	\$86,486	TBD	TBD			Harwich Police Department.pdf	
Buildings	Cranberry Golf Course	Low Flow Spray Valve	Hot Water	Complete				23				\$411	\$200	\$0	TBD			Cranberry Golf Course.pdf	
Buildings	Cranberry Golf Course	Programmable Thermostat	Building Control	Complete				3				\$58	\$180	\$0	TBD			Cranberry Golf Course.pdf	
Buildings	Cranberry Golf Course	Condensing Boiler	HVAC	Planned					335			\$670	\$30,757	TBD	TBD			Cranberry Golf Course.pdf	
Buildings	Cranberry Golf Course	High Efficiency AC	HVAC	Planned		2,253						\$338	\$27,272	TBD	TBD			Cranberry Golf Course.pdf	
Buildings	Cultural Center	EMS w/DCV	Building Control	Planned		45,128	4,655					\$12,122	\$163,400	TBD	TBD			Harwich Cultural Center.pdf	
Buildings	Cultural Center	Boiler Reset Control	HVAC	Planned			3,378					\$3,378	\$6,600	TBD	TBD			Cultural Center.pdf	
Buildings	Cultural Center	AHU Supply Fan VFD	HVAC	Planned		89,466						\$13,420	\$79,200	TBD	TBD			Cultural Center.pdf	
Buildings	Cultural Center	Pipe Insulation	Weatherization	Planned			115					\$115	\$578	TBD	TBD			Cultural Center.pdf	
Buildings	Cultural Center	Lighting	Interior Lighting	In process		43,458						\$20,218	\$116,316	\$0	\$116,316			Harwich Cultural Center Lighting.pdf	
Vehicles	Vehicles	Fleet Replacement	Vehicles	Planned		-29,533				4,649				TBD	TBD			Fleet Replacement Harwich.pdf	
Vehicles	Vehicles	IdleRight	Vehicles	Planned						9,165		\$24,746	\$3,250	TBD	TBD			IdleRight Harwich.pdf	
Buildings	Brooks Free Library	Condensing Boiler	HVAC	Planned			1,737					\$1,737	\$91,000	TBD	\$8,000			Brooks Free Library.pdf	
Buildings	Brooks Free Library	HW Circulator Pump VFD	Pump/Motor/Drive	Planned		7,414						\$1,112	\$17,500	TBD				Brooks Free Library.pdf	
Buildings	Brooks Free Library	CW Pump VFD	Pump/Motor/Drive	Planned		6,739						\$1,011	\$17,500	TBD				Brooks Free Library.pdf	
Buildings	Brooks Free Library	EMS	Building Control	Planned		5,734	874					\$1,734	\$52,500	TBD	\$6,000			Brooks Free Library.pdf	
To insert additional rows, select this row, right-click, and select "Insert."	To insert additional rows, select this row, right-click, and select "Insert."																		
					TOTAL Projected Savings	386,636	36,319	26	335	13,814	0	144,744	1,832,706	0	130,316	0			
				TOTAL MMBtu SAVINGS	6,698	1319.20203	3631.9	3.614	30.485	1712.94	0								



Harwich Fire Department



Fire Suppression

Prevention

Emergency Services

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, **Deputy Fire Chief**

January 28, 2019

Fire Department Vehicle Replacement Plan Restructuring

Definitions:

Engine – carries hose and has a pump plus 500 gallons of water. Typically the first arriving unit and is responsible for extinguishing the fire.

Ladder – Has an aerial device capable of reaching from 75 to 110 feet. Carries additional portable ladders and tools for forcible entry and ventilation.

Tower ladder – like an aerial ladder only has a bucket at the end of the aerial.

Quint – Combination engine and aerial device. Carries all of the same equipment of both vehicles.

ISO – Insurance Services Office. Determines the rating for fire insurance based on Fire Departments capabilities.

Summary:

The fire department would like to re-structure the capital plan to combine the replacement on an engine and ladder with a single multi-purpose quint. This vehicle would have the capabilities of both an engine and ladder. This change would involve the removal of the Engine from this year's plan, moving the ambulance a year forward for FY21 and eliminating the ladder replacement in FY24. A new capital request for \$1,000,000 be added to FY21.

This plan offers the department some additional capabilities by combining two functions into one vehicle while maintaining its ISO rating and operational effectiveness. This plan also offers the town some financial relief by removing \$600,000 from FY20 and \$1.4 million from FY24. Additionally, this plan reduces the Fire Department Fleet by one vehicle and offers additional savings on equipment replacement and maintenance due to having to equip one less vehicle.

Fire Department Vehicle Replacement Plan:

Overall the department vehicle replacement plan replaces engines at 20 years and the ladder at 30 years, this follows an industry standard. There is some variation with this based on use, mileage, and engine hours. Ambulances are replaced every 8 years, through an every other year replacement program. Smaller vehicles are evaluated and replaced as needed, to this point they have typically been below the \$50,000 capital plan threshold.

FY20 Engine Replacement:

The current capital plan reflects the replacement of the 2001 Emergency One engine. This has been on the plan since 2013. This engine is currently 2nd due at headquarters, and while in service and operating, it is reaching the end of its service life.

FY24 Ladder Replacement:

The current plan also reflects the replacement of the 1992 aerial ladder in FY24. This was pushed out two years during last year's budget process to try and better balance upcoming capital expenses. The Ladder was refurbished in 2011, which was part of the overall plan to extend its life to the 30 year mark. In 2023/24 the ladder will be 40 years old and at a point where its replacement is necessary. As part of the needs assessment and looking toward

safer operations and effectiveness, the plan was to replace the 1992 ladder with a tower ladder. With a lower overall ride height, this vehicle offers a better platform for our operations.



2001 Emergency One engine – scheduled for replacement in FY20



1992 Emergency One ladder – scheduled for replacement in FY24

FY21 Proposed Quint:

The Department looked at options as a way of meeting its operational needs, reducing capital requests and fleet size. By purchasing a quint, the department would essentially replace two vehicles with one. The 70 foot tower, with a pump, hose and water would give the department most of the capabilities of the existing ladder, and add the capabilities of an engine as well. One issue that the department would have to address by policy and practice is the shorter length of the aerial. For Harwich aerial length has less to do with the height of the building as it does with how far the building is located from the road. While the quint would offer a shorter length aerial, it is also on a smaller chassis and therefore able to get into driveways and get closer to the building.



The fire department, in order to maintain its current Insurance Services Office Rating must maintain a pumping capacity that is satisfied by 3 engines and also maintain an aerial ladder truck. While ISO rating for residential properties are fixed County wide, for commercial properties the rating has a direct impact on the cost of fire insurance. The department, during a time of failing fleet issues, added a fourth pumper to ensure that three would be in service.

Operationally having and maintaining a ladder is critical to fire department operations at building fires and ventilation and life safety are two of the biggest reasons for a ladder truck at a fire scene. The early arrival of a ladder at a building fire ensures it can be placed close enough to the building to be used effectively.

The concept being put forth represents a change in both departments operations, as well as our planned vehicle replacement, however it also offers the department an opportunity to be just as effective and meets its goals while offering a saving to the overall town budget.

The department can overcome most of the limitations from this concept by policy and training. There may be some additional impact in terms of vehicle maintenance and repair by extending the engine replacement by 1 year, but that should be easily managed within the budget.

This plan offers the department a unique opportunity to become more versatile, maintain its current level of service and still reduce its total capital requests for the next four years.

Current Capital Vehicle Plan – FY20 through FY24

	FY20	FY21	FY22	FY23	FY24
Engine	\$600,000				
Ambulance		\$357,500		\$375,375	
Ladder					\$1,400,000

Revised Capital Vehicle Plan – FY 20 through FY 24

	FY20	FY21	FY22	FY23	FY24
Engine					
Ambulance			\$357,500		\$375,375
Ladder		\$1,000,000			

CAPITAL EQUIPMENT REQUEST for PURCHASE or MAJOR LEASE

1. Department: Harwich Fire Department
 3. Contact Name: Norman Clarke Jr
 Phone #: 508.430.7546
 Email: n.clarke@harwichfire.com

2. Date Prepared: 01.28.2019

4. Item Requested/
Justification:
Quint, substitute replacement

5. Number of Units Requested:

6. Form of Acquisition (x):

7. Department Priority (1-3):
1 highest

8. Cost:

1. Purchase price or annual lease:
Attach lease/Purchase Analysis

2. Plus:
Acquisition, Installation or other costs
(Annual Operating Costs)

3. Less:
Trade-in or other discount:
(Cost Savings/Revenue)

Net purchase cost or annual lease:

Per Unit	Total
1,000,000	1,000,000
0	0
	1,000,000

9. Requested Expenditures for:

2020	2021	2022	2023	2024	2025	2026
	1,000,000					

If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____

10. Purpose of Expenditure:

11. Number of Similar Items in Current Inventory: 0

12. Estimated Use of Requested Item(s):

52 Weeks per year (or months if seasonal)

7 Average days per week

 Average hours per day used

Estimated useful life in years: 20

13. Items to be Replaced:

	Item	Model	Fixed Asset Number	Year Acquired	Mileage/ Hours used	Prior Fiscal Year's	
						Maintenance Cost	Lease Cost
a.	Pumper	E-One Protector	1	2000			
b.	Ladder	E-One	1	1992			
c.							
d.							

14. Recommended Disposition of Replaced Item(s) :

Sell, Trade, Repurpose, Transfer outside of Town

Reserved:

Committee Sign-Off: _____

Town Administrator Sign-Off: _____

COC Sign-Off: _____

Wastewater News—How Would You Like to be Contacted?

Please complete and return postage-paid card.

Address ID: Account # 1234 56 Pleasant Street

Receive Wastewater project information electronically? **Yes / No**

Email: _____

Receive Wastewater project information by phone? **Yes / No**

Cell: _____ **Home Phone:** _____

Be added to the Town's pre-recorded phone message system for Town news as well as Construction and Project updates? **Yes/No**

Cell: _____ **Home Phone:** _____

Are you a Seasonal Resident? **Yes / No**

Are you part of a Homeowners' Association? **Yes / No**

If Yes, Name of Group: _____

Wastewater Contact Methods and Information

The Wastewater Support Committee is requesting information from you in order to facilitate communication as the Phase 2 project proceeds.

For questions regarding this or anything else related to the Wastewater project, please send email to

wastewater@townofharwich.us

Please complete and return the enclosed postage-paid card.

We thank you in advance for your cooperation.

Phone Contacts: Dan Pelletier, Water/Wastewater Superintendent 508 432-0304
Health Department 508 430-7509

Sandy Robinson

From: Christopher Clark
Sent: Thursday, January 24, 2019 2:05 PM
To: Sandy Robinson
Subject: FW: Community Development Block Grant Letter of Support

Importance: High

From: Jay Coburn [mailto:jay@capecdp.org]
Sent: Tuesday, January 22, 2019 6:27 PM
To: Julie Kavanagh <jkavanagh@townofharwich.us>; Christopher Clark <cclark@town.harwich.ma.us>
Cc: Elaine Banta <ebanta@town.harwich.ma.us>
Subject: FW: Community Development Block Grant Letter of Support
Importance: High

Apologies for the error in the message below.

Our request is for a letter of support from the Chair or the full Board of Selectmen.

Thanks so much

Jay

Jay Coburn

Chief Executive Officer

Community Development Partnership

Capecdp.org | (508) 240-7873 x16 | jay@capecdp.org



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From: Jay Coburn
Sent: Tuesday, January 22, 2019 6:22 PM
To: 'jkavanagh@townofharwich.us' <jkavanagh@townofharwich.us>
Cc: 'cclark@town.harwich.ma.us' <cclark@town.harwich.ma.us>; 'Charleen Greenhalgh' <cgreenhalgh@town.harwich.ma.us>
Subject: Community Development Block Grant Letter of Support
Importance: High

Dear Chairperson Kavanagh:

The Community Development Partnership has been providing Community Development Block Grant funded Housing Rehabilitation Programs on the Lower Cape for nearly twenty years. These programs play a vital role in preserving the affordable homes of low- to moderate-income homeowners in our community and helping local contractors build their businesses by making CDBG funded repairs for eligible homeowners.

We are in the process of preparing our FY19 Grant Application to the Department of Housing & Community Development. We will again offer Housing Rehab programs for Harwich residents.

We would appreciate a letter of support from Rep. Peake again this year.

A template is attached to assist you in crafting such a letter.

We need a signed pdf version of the letter emailed to us by February 1st. We do not need a printed copy of the letter.

Please email a pdf of the signed letter to Terri Barron, Director of Housing Rehab at the CDP: terri@capecdp.org

I will be out of the office on sabbatical from January 25th to March 8th. Should you have questions, please contact Terri.

Thanks for your help,

Jay

Jay Coburn

Chief Executive Officer

Community Development Partnership

Capecdp.org | (508) 240-7873 x16 | jay@capecdp.org



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COPY

February 15, 2019

Janelle Chan, Undersecretary
Department of Housing and Community Development
Commonwealth of Massachusetts
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: CDBG Housing Rehabilitation Application for FY19

Dear Ms. Chan,

I am writing in support of the FY19 Community Development Block Grant (CDBG) application to the MA Department of Housing and Community Development (DHCD) from the Town of Truro (including Eastham, Harwich, Truro and Provincetown).

This grant will allow the towns to continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents of the lower and outer Cape Cod region. The Truro Regional grant will benefit the towns of Truro, Provincetown, Eastham and Harwich, and provide funds for approximately 22 homes to be rehabbed and childcare vouchers for 75 families.

The affordable housing and economic development challenges of the lower and outer Cape are well documented. CDBG funding is a vital resource for stabilizing and preserving existing homes in our region and ensuring that working families have affordable child care. The housing rehab programs provide homeowners earning less than 80% of the area median income with an opportunity to address the safety and energy upgrades to their homes. Currently, the Community Development Partnership (CDP) is working on 18 rehab projects for the Truro Regional grant serving Truro and Provincetown, Eastham and Harwich.

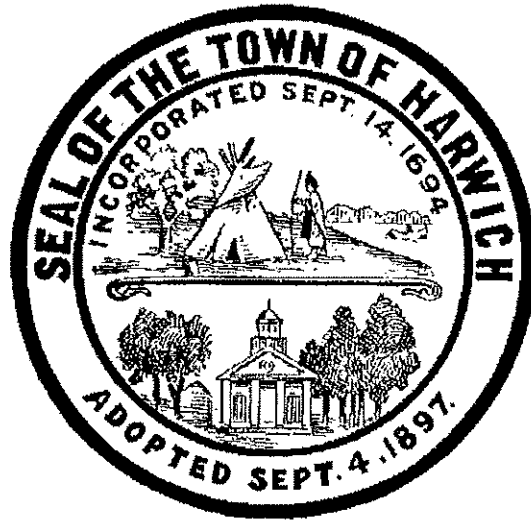
In addition, the childcare component of the grants provides financial assistance for the cost of childcare for LMI families who rely on local licensed childcare providers to care for their children while they are at work. The FY18 programs are already filling up and will be at full capacity early in 2019. Both of these programs are playing a vital role in stabilizing the year-round families living in these towns.

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

Sincerely,

Julie E. Kavanagh, Chair
Board of Selectmen

**ANNUAL TOWN MEETING
WARRANT
With
RECOMMENDATIONS**



MAY 6, 2019

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May 6, 2019**

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APPENDIX A – Sample Ballot

APPENDIX B – Budget

Draft

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
ANNUAL TOWN MEETING
May 6, 2019**

BARNSTABLE, ss:

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

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in elections and Town affairs to meet in the Community Center Gymnasium, 100 Oak Street in said Town on May 6, 2019 at 7:00 P.M., then and there to act on the following articles:

ARTICLES

TOWN OFFICERS AND COMMITTEES

ARTICLE 1: To choose various Town Officers and Committees. Customary Article

REPORTS OF TOWN OFFICERS AND COMMITTEES

ARTICLE 2: To hear reports of all Town Officers and Committees for the year 2018. Customary Article

ELECTED OFFICIALS 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, 2019 and ending June 30, 2020 as follows and to act fully thereon. Estimated cost: \$ _____

Selectmen (5)	\$2,400 each
Moderator	\$1,000
Water Commissioners (3)	\$1,000 each
Library Trustees (7)	\$1,000 each
Town Clerk	\$101,474

TOWN OPERATING BUDGET

ARTICLE 4: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Town charges for Fiscal Year 2020, and to act fully thereon. By request of the Board of Selectmen. (BUDGET – SEE APPENDIX B). Estimated cost: \$ _____.

Free Cash	
Water Enterprise	
CPA	
Betterment	
Golf Improvement	
Waterways & Mooring	
FEMA	
Town Clerk State Aid	
Total	
Local Receipts	
Taxes	
Operating Budget	

MONOMOY REGIONAL SCHOOL DISTRICT BUDGET

ARTICLE 5: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to pay for the Monomoy Regional School District Assessment for Fiscal Year 2020, the capital portion of the appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation of total taxes imposed by M.G.L. c.59, §21C (Proposition 2 ½) the amount required to pay for the capital exclusion authorized by this vote, and to act fully thereon. By request of the Monomoy Regional School Committee and Superintendent. Estimated cost: \$ _____.

Operating Budget	
Transportation	
Capital	
Restrooms	
Stabilization	
Debt – Middle School	
Debt – High School	
Total	

CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT BUDGET

ARTICLE 6: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money as may be required to pay for the Cape Cod Regional Technical High School District Assessment for Fiscal Year 2020, and to act fully thereon. By request of the Cape Cod Regional Technical High School District. Estimated cost: \$ _____.

WATER BUDGET

ARTICLE 7: To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be required to defray Water Department Operating Budget for Fiscal Year 2020, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$ \$ _____.

ADOPT THE CAPITAL PLAN

ARTICLE 8: To see if the Town will vote to adopt the Capital Plan for the ensuing seven year period as adopted last year by the Town Meeting with new fiscal year 2026 as proposed by the Board of Selectmen and set forth below or as amended by vote of the Town Meeting, and to act fully thereon. By request of the Board of Selectmen.
(See Appendix C)

MUNICIPAL FINANCE TERMS RELATED TO CAPITAL IMPROVEMENTS

Capital Planning: (See Capital Improvements Program)

Capital Budgeting An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Asset, Fixed Asset)

Capital Outlay The exchange of one asset (cash) for another (capital asset), with no ultimate effect on net assets. Also known as "pay as you go," it is the appropriation and use of available cash to fund a capital improvement, as opposed to incurring debt to cover the cost.

Capital Assets – All tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Asset)

Capital Improvements Program – A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.

Fixed Assets – Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Draft

INSERT CAPITAL PLAN

ADMINISTRATION

CAPITAL ITEMS FUNDED FROM FREE CASH – ITEMS UNDER \$50,000

ARTICLE 9: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to fund the items in the table below included in the FY 20 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost: \$ _____.

1	ADA Compliance Plan Improvements	\$20,564
2	Community Center Compressors	\$20,000
3	Phase III Town-wide Radio System	\$40,000
4	Auto Extraction Equipment (Town)	\$5,000
5	Taser Replacement (5-yr program)	\$14,910
6	Traffic Speed Monitoring Radar	\$26,400
7	Pup Trailer for DPW	\$40,000
	TOTAL	\$166,874.00

FACILITY MAINTENANCE AND REPAIR FUND

ARTICLE 10: 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 defray costs related to Facility Maintenance and Repair included in the FY 20 Capital Plan, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$ _____.

1	Highway Barn Metal Roof	260,750
2		
3		
4		
5		
6		
	TOTAL	

FUND SNOW AND ICE DEFICIT FOR FY19

ARTICLE 11: To see if the Town will vote to transfer from available funds a sufficient sum of money to fund the Fiscal Year 2019 Snow and Ice Deficit Account, and to act fully thereon. By request of the Board of Selectmen. Estimated cost \$ _____.

FUND BUDGET SHORTFALLS IN BUDGET TRANSFERS FOR FY19

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to fund shortfalls in various FY 19 budget and fund transfers, and to act fully thereon. By request of the Town Administrator and Finance Director. Estimated cost: \$ _____.

WATER DEPARTMENT

PURCHASE/REPLACE MINI EXCAVATOR FOR WATER DEPARTMENT

ARTICLE: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to purchase/replace a John Deere 35D Mini Excavator, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$50,000.00

Explanation: The existing John Deere 35D was purchased in 2005 and has over 5000 hours of use. It has been determined the Pins/Turntable need to be replaced which will cost more than \$11,000. The current trade in value for the machine is \$15,000

REPLACEMENT OF SECTION OF WATER MAIN ENTERING TANK

ARTICLE: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to replace approximately 200 feet of water main entering the tank, 130 feet of vertical pipe in the base of the tank, and minor structural modifications to accommodate the larger diameter pipe, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$300,000

Explanation: The existing 12" pipe fill pipe is undersized. When attempting to fill the tank pressure in the distribution system can exceed 120 PSI. As a result, the tank cannot be filled to its 1.5 million gallon capacity and limits the ability to utilize the tank to control pumping operations.

REPLACE THE T1 MAIN FACILITY GENERATOR

ARTICLE: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to replace the T1 Main Facility Generator, and to act fully thereon. By request of the Water Commissioners and Superintendent. Estimated cost: \$65,000

Explanation: The existing generator was installed in 2005 and has failed to operate in critical times of need multiple times in the past year. This generator is responsible for providing backup power to the SCADA System (controls, monitors, & alarms for the water system) and 3 water production wells.

PURCHASE A 2019 FORD F-550 TRUCK

ARTICLE: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sufficient sum of money to purchase a 2019 Ford F-550, and to act fully thereon. This vehicle will replace a 2005 F-350 Dump Truck. By request of the Water Commissioners and Superintendent. Estimated cost: \$70,000

Explanation: The Vehicle to be replaced has considerable rot to the frame & dump body. In the past year the oil pan and PTO that controls the dump body had to be replaced. It has been determined by the DPW's vehicle maintenance division the F-350 should be replaced due to the following:

- Frame and body rust/rot is progressing rapidly.
- Seat and seat belt attaching points are rotting.
- The dump body has holes in the floor that will get larger with use.
- The tailgate on the dump body does not fit correctly.
- The subframe for the dump body is rotting.
- The oil pan is rusty/flaking, will need replacement. Cab off procedure.

DEPARTMENT OF PUBLIC WORKS

PURCHASE AND EQUIP VEHICLES FOR THE DPW

ARTICLE: To see if the Town will vote to raise and appropriate a sufficient sum of money to purchase and equip the following vehicles:

(1) One Ton Dump Truck (Highway)	\$ 80,000
(1) Johnston Sweeper Body/Pony Motor (Highway)	\$ 125,000
(2) C&D Trailers (Disposal)	\$ 150,000
(1) Rolloff Pup Trailer (Disposal)	<u>\$ 40,000</u>
	\$395,000

and to further authorize the trade-in or sale of the following old vehicles toward the purchase price, where the Board of Selectmen find that the vehicles cannot be utilized elsewhere in Town:

- 1999 Ford F-350 Dump Truck
- 2009 Great Lakes Pup Trailer

and to act fully thereon. By request of the DPW Director. Estimated cost: \$395,000

Explanation:

One Ton Dump Truck - The current 1999 Ford dump truck has approximately 160,600 miles on it, is in poor condition, and is a front line vehicle used for snow removal and moving personnel and equipment.

Johnston Sweeper Body/Pony Motor - The truck/chassis of our 2007 Johnston Sweeper are in good condition, while the sweeper body and pony motor are failing. Replacing the body and pony motor would save us in excess of \$150,000 over purchasing a new sweeper, while prolonging the life for another 10-15 years.

C&D Trailers - This request is to add to our existing fleet of C&D trailers, which are utilized daily to transport C&D waste off-Cape. The additional trailers would enable us to

better manage that function, which provided the Town with approximately \$1.45 million in gross revenue in FY18.

Rolloff Pup Trailer - *We will soon be facing major maintenance on our current 10 year old pup trailer, which is used to transport our recycling products off-Cape. Given the age and amount of use this trailer gets, we feel it is not worth spending the money required for the necessary maintenance.*

RECONSTRUCTION OF LOWER COUNTY ROAD

ARTICLE: To see if the Town will vote to raise and appropriate and/or transfer from available funds in accordance with Ch.44 of the M.G.L., or any other authorizing authority, the sum of \$4,500,000 to fund the Reconstruction of Lower County Road as requested in the Capital Plan for FY20. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article, and to act fully thereon. By request of the DPW Director. Estimated cost: \$4,500,000

Explanation:

The road is in poor condition, with structural defects in its base and a sidewalk that is not ADA compliant. The sheer scope of the project is more than we could handle under our County Bid Road Construction items and the cost is more than could be absorbed within our road maintenance plan. Although Lower County Road is eligible for State funding in the Transportation Improvement Program, there is no way to meet the Complete Streets criteria (sidewalks and bike lanes on both sides of the street) within the Town's 40' right of way. Since the Water Department completed the \$1.2M worth of water main replacements, the road is in utter shambles and in dire need of this project.

PURCHASE OF A MOBILE LIFT SYSTEM

ARTICLE: To see if the Town will vote to raise and appropriate a sufficient sum of money to purchase and equip the following:

Mobile Lift System (Vehicle Maintenance)

and to act fully thereon. By request of the DPW Director. Estimated cost: \$90,475

Explanation:

Mobile Lift System - Our current lifts are unable to lift larger vehicles, such as fire trucks and road tractors and waste trailers, complicating required maintenance. The mobile lift system would allow us to safely elevate all vehicles in the Town fleet.

ROAD MAINTENANCE PROGRAM

ARTICLE: To see if the Town will vote to raise and appropriate and/or transfer from available funds in accordance with Ch.44 of the M.G.L., or any other authorizing authority, the sum of \$700,000 to fund the Road Maintenance Program as requested in the Capital Plan for FY20. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article, and to act fully thereon. By request of the DPW Director. Estimated cost: \$700,000

Explanation:

The capital request for road maintenance is for \$700k for FY20, which we anticipate being augmented by approximately \$700k in Chapter 90 funds. The capital project request form lists 5 years of our road maintenance plan with cash flows of approximately \$1.4M each year and has our 5 year Road Maintenance Plan attached.

such premium so applied, and to act fully thereon. By request of the DPW Director. Estimated cost: \$_____.

INTERSECTION RECONFIGURATION AT CHATHAM ROAD AND ROUTE 39

ARTICLE: To see if the Town will vote to raise and appropriate and/or transfer from available funds in accordance with Ch.44 of the M.G.L., or any other authorizing authority, the sum of \$4,500,000 to fund the Intersection Reconfiguration at Chatham Road and Route 39. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. c.59 § 21c (Proposition 2 ½) the amounts required to pay the principal of and the interest on any borrowing authorized under this article, and to act fully thereon. By request of the DPW Director. Estimated cost: \$100,000

Explanation:

Although this is not a high accident location, it is one of the most difficult to navigate intersections in Town, due to the steep angle at which the roads meet. The Traffic Safety Committee has identified this intersection as a high priority to correct.

ZONING/PLANNING BOARD

SINGLE FAMILY DWELLING WITH ACCESSORY APARTMENT

ARTICLE: To see if the Town will vote to amend the Town's Zoning Bylaw, as follows:

- (i) By amending ARTICLE V, Use Regulation, §325.13.A, Paragraph I, Residential Uses, namely Table 1, Use Regulations, Paragraph I – Residential Uses, Use No. 10,

Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

Table 1, Use Regulations

Use	RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR	
Paragraph IV – Residential Uses														
10	Single-family dwelling with accessory apartment (§325-51.H §325-14.T)	S P	S P	S P	S P	-	-	S P	S P	-	-	S P	S P	S P

and

(ii) By renumbering and repositioning with the Zoning Bylaw ARTICLE X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, as and to ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment; and

(iii) By amending said Article X, Administration and Enforcement, §325-51.H, Single-family dwelling with accessory apartment, now ARTICLE V, Use Regulation, §325-14.T, Single-family dwelling with accessory apartment, as follows (deletions shown in ~~strike-through~~ and proposed language in **bold underline**):

T. Single-family dwelling with accessory apartment.

- (1) Purpose. The intent of permitting accessory apartments is to:
 - a. Increase the number of small dwelling units available for rent in Town;
 - b. Increase the range of choice of housing accommodations;
 - c. Encourage greater diversity of population with particular attention to young adults and senior citizens; and
 - d. Encourage a more economic and energy-efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods.
- (2) Definitions. **OWNER** One or more individuals holding title to the property.
- (3) Criteria, ~~for special permit approval. Special permits for single-family dwellings with a~~ **An accessory apartment is allowable within a single-family dwelling,** either attached or

detached, ~~may be granted upon determination by the Planning Board that~~ **provided that** the following criteria have been met **satisfied**:

- a. Only one accessory apartment is permitted for each principal dwelling unit.
- b. The accessory apartment may not be held in separate ownership from the principal use.
- c. Only one of the principal dwelling or accessory apartment may be rented at any given time **and, if rented, shall be rented for a term of no less than six (6) consecutive months.**
- d. The accessory apartment shall have a net floor area not exceeding 1/2 of the net floor area of the principal dwelling unit and not more than 900 square feet.
- e. The accessory apartment shall have not more than two bedrooms.
- f. At least one off-street parking space shall be provided for the accessory dwelling unit **apartment.**
- g. The minimum lot area required for a parcel ~~to be eligible for a special permit to~~ allow an accessory apartment shall not be less than 15,000 square feet if the parcel is situated in a RH-1, CV, CH-1, MRL or MRL-1 District; 20,000 square feet if situated in a RL, RM or RR District; and 40,000 square feet if situated in a Water Resource (WR) Overlay District. **For parcels existing within an approved Open Space Residential Development or Cluster Subdivision, the lots size shall be consistent with the endorsed plan.**
- h. The accessory apartment shall be designed so that, to the degree reasonably feasible, the appearance of the property remains that of a single-family property with matching materials, colors, window styles and roof design for one structure, if the apartment is attached, or for both structures, if the apartment is detached.
- i. The principal dwelling unit and accessory apartment shall meet all wastewater treatment requirements for the combined number of bedrooms.
- ~~j. The proposed use shall not create traffic hazards or volume greater than the capacity of the streets affected.~~
- ~~k. The proposed use shall not exceed the building or site coverage for the zoning district.~~
- ~~l. If an addition is to be built for the proposed use, the addition shall be set back from front, side and rear lot lines the distance required in the zoning district for new construction.~~

The Building Commissioner shall determine compliance with said criteria following receipt of the application for a building permit for a change of use and/or for construction of the said accessory apartment.

~~(4) The applicant shall record with the Registry of Deeds for Barnstable County a certified copy of the special permit decision and the special permit shall lapse if it is not so recorded and if it is not duly exercised within two years as provided for under MGL c. 40A, § 9.~~

~~(5) Transfer of ownership. The provisions of the special permit may be transferred with ownership of the property provided the provisions of this section and all other provisions of the Zoning Code of the Town of Harwich and the State Building Code are met and the Planning Department has approved a transfer for the special permit. The new owner also~~

may request a Planning Board certification for the accessory apartment. To obtain such certification, the owner shall submit a written request with a statement that the conditions at the time of the original special permit approval remain unchanged and with a certification of ownership. The Planning Board certification shall be recorded at the Registry of Deeds.

(6) ~~(4)~~ A final determination that the owner has failed to comply with these forgoing criteria ~~provisions or the termination of occupancy by the owner of the subject property~~ shall be evidence that the rights and benefits conferred hereunder ~~the special permit were abandoned or otherwise surrendered and discontinued by the owner and all such rights and benefits shall lapse~~ are null and void and the elements that make the accessory apartment a separate dwelling unit shall be removed from the property within 90 days of said final determination, with the owner to comply with all requirements of the State Building Code and Town Zoning in removing elements determined to be unpermitted; and to act fully thereon. By request of the Planning Board

FREE-STANDING PORTABLE SIGNS

ARTICLE: To see if the Town will vote to amend the Town's Zoning Bylaw §325-2 Word usage and definitions and by addition a new §325-26.K as follows

Within §325-2 delete the existing definition of "A-Frame/Easel/Sandwich-Board Signs" and replace with the following definition:

"FREESTANDING PORTABLE SIGN" – A single or double-faced, self-supporting sign made of wood, cardboard, plastic, metal or other lightweight and rigid material.

And, add a new §325-26.K to read as follows:

K. Freestanding Portable Sign.

- (1) A sign permit from the Building Department shall be required;
- (2) The area of the sign shall be no more than six (6) square feet per side;
- (3) The sign height above the ground shall not exceed three (3) feet;
- (4) The sign width shall not exceed three (3) feet;
- (5) The sign shall be unlit, shall be inaudible, and shall have no moving parts (except any necessary hinge to fold and unfold said sign);
- (6) The sign shall be stable and have no external supports;
- (7) The sign area (one side only) shall count towards the total allowable sign area (in square feet) for the business, pursuant to §325-27
- (8) The sign shall indicate no more than the name of the business, a special event, hours of operation, sale of a product or service, and price;
- (9) Only one (1) freestanding portable sign per business may be located on a property; a business with street frontage on two (2) streets may have no more than one (1) such sign on each street front; however, if there are multiple businesses on a property, there shall be no more than one (1) such sign per business, regardless of the street frontage;
- (10) The sign may only be displayed up to two (2) hours before the business is open to the general public and during the time business is open to the general public; and
- (11) The sign shall also comply with the requirements of §325-26.D-G, above;

and to act fully thereon. By request of the Planning Board

RETAINING WALLS FOR SEPTIC SYSTEMS

ARTICLE: To see if the Town will vote to amend the Town's Zoning Bylaw §325-16, Table 2 and to add a new subparagraph "R. Retaining Wall(s) for Septic Systems" to §325-18, as follows:

§325-16, Table 2, add a Note "3" to the "Front (feet)", "Side (feet)", and "Rear (feet)" columns, which shall read as follows:

"³May be reduced to 10 feet for Septic System pursuant to §325-18.R."

And,

§325-18 add a new subsection "R. Retaining Wall(s) for Septic Systems" to read as follows:

"R. Retaining Wall(s) for Septic Systems. The provisions of §325-17 notwithstanding, on an improved parcel, a retaining wall(s) associated with the installation of a septic system (e.g. mounded septic system) required by the Board of Health and/or Title 5, shall be setback no less than 10 feet to any lot line;

and to act fully thereon. By request of the Planning Board

SPECIAL PROVISIONS FOR LIFTING EXISTING STRUCTURE TO NEW AND APPROPRIATE ELEVATIONS

ARTICLE: To see if the Town will vote to amend the Town's Zoning Bylaw Article XVII – Flood Plain Regulations by 1) changing §325-108 Definitions to §325-109 Definitions and 2) adding a new §325-108 "Special Provisions for Lifting Existing Structures to New and Appropriate Elevations" and by adding four new definitions, alphabetically, to the new §325-109 Definitions, and further to amend §325-2 Word usage and Definitions "Building/Structure Height" paragraph B by deleting the existing language and replacing it, as follows:

§325-108 Special Provisions for Lifting Existing Structures to New and Appropriate Elevations

(1) Notwithstanding the provisions of any other provision of the Harwich Zoning By-law to the contrary, except as otherwise provided pursuant to paragraph (3) of this subsection, a person shall be allowed to lift an existing structure located in an Area of Special Flood Hazard to a new and appropriate elevation, or constructing a staircase or other attendant structure necessitated by such raising without the need for Board of Appeals relief, provided, however, this exemption shall apply only to the minimum extent or degree

necessary to allow the structure to meet the new and appropriate elevation with adequate means of ingress, egress and accommodation of typical basement facilities.

(2) Appurtenant to lifting an existing structure, the existing structure may be relocated elsewhere on the lot as long as said relocation does not create a new, or increase the intensity of a setback nonconformity.

(3) The exemption established pursuant to paragraph (1) of this subsection shall not be available to a person who has altered or is seeking to alter the original dimensions of a structure if, had the alteration not been made, the structure could have been raised to meet the new and appropriate elevation either without the exemption or with an exemption of lesser degree than is needed with the alteration.

And,

§325-109 Definitions, as the following:

ATTENDANT STRUCTURE means an area to accommodate utilities, laundry facilities or mechanicals which are otherwise typically located within a basement area.

EXISTING STRUCTURE means any commercial or municipal structure or residential dwelling that currently exists, or existed prior to the catastrophic event, at the time a request is made to elevate.

HIGHEST APPLICABLE FLOOD ELEVATION STANDARD means the one-percent (1%) FEMA base flood elevation plus up to an additional three (3) feet.

NEW AND APPROPRIATE ELEVATION means any elevation to which a structure is raised, or is to be raised, that is equal to or higher than the applicable FEMA base flood elevation, provided, however, in no case shall the new and appropriate elevation exceed the highest applicable flood elevation standard.

And,

§325-2 Building/Structure Height

B. For a building or structure located within an area of special flood hazard, refer to §325-108;

And to act fully thereon. By request of the Planning Board

CEMETERY

GOLF DEPARTMENT

LEASE OF EQUIPMENT FOR THE GOLF DEPARTMENT

ARTICLE: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to enter into a 5-year lease with an option to own at the end of the lease for \$1.00 the following equipment, and to act fully thereon. By request of the Golf Director and Golf Committee

<u>Equipment</u>	<u>Est. Lease Cost</u>	<u>Est. Total Cost</u>
2500B Gas Greens Mower or equivalent		
2500B Gas Tee Mower or equivalent		
750A Fairway Mower or equivalent		
8800A Terrain Cut Rough Mower or equivalent		
1200A Bunker and Field Rake machines or equivalent		
1550 Terrain Cut Commercial Front Mower (less deck) or equivalent		
2020A Proerator Gas or equivalent		
800 Aercore Aerator or equivalent		

HARBORMASTER DEPARTMENT

CHARTER AND BY-LAW AMENDMENTS

AMEND THE TOWN OF HARWICH - CHARTER TO CHANGE THE NAME OF WATER COMMISSION TO WATER/WASTEWATER COMMISSION

ARTICLE: To see if the Town will vote pursuant to M.G.L. c.43B, §10 to amend Chapters 6 and 10 of the Town Charter, which amendment will be subject to approval by the voters at the 2020 Annual Town Election, as set forth below, with strikethrough text to be deleted and bold text to be inserted:

1. Amend Chapter 6, subsection 6-1-1, General Provisions, as follows:

6-1-1 The officers and town agencies to be elected by vote of the town shall be: a moderator, a town clerk, a board of selectmen as provided in chapter 3, members of the Monomoy regional school district committee, a water **and wastewater** commission, a board of library trustees, and a housing authority.

2. Amend Chapter 6, Section 6, Water Commission, as follows:

Section 6. Water **and Wastewater** Commission

6-6-1 A water **and wastewater** commission of ~~3~~ **5** members shall be elected for 3-year overlapping terms.

6-6-2 The water and wastewater commission shall possess and exercise all powers given to this the board of water commissioners under chapter 165 of the acts of 1935, and boards of sewer commissioners under chapter 83 of the General Laws. The water and wastewater commission shall be responsible for the administration, maintenance and operation of the water and sewer systems and facilities.

6-6-3 The water and wastewater commission shall appoint a water and wastewater superintendent, and shall request this officer to cooperate with, and be responsive to, requests from who shall work cooperatively with the town administrator. the town administrator's office.

6-6-4 Notwithstanding any other provision of this section to the contrary, the board of selectmen shall be responsible for the design and construction of the town sewer systems and for implementation of the comprehensive wastewater management plan.

3. Amend Chapter 10, Additional Provisions, by inserting the following new section:

Section 4. Water and Wastewater Commission Transition

10-4-1 The vote of the May 6, 2019 Annual Town Meeting to amend Section 6 of the Town Charter shall take effect upon approval by the voters at the 2020 Annual Town Election ("amendment").

10-4-2 As of the effective date of the amendment, the water commission shall have the additional powers, duties and responsibilities of a sewer commission under the general laws, except as otherwise specified in the amendment. No contracts or liabilities in force on the effective date of the amendment shall be affected by the expansion of the powers and duties of the water commission, and the newly established water and wastewater commission shall in all respects be the lawful successor of the water commission. All records, property and equipment whatsoever of the water commission shall be assigned to the water and wastewater commission, and any appropriation for the operations of such water commission and water system, and for the sewer system, shall be available for expenditure by the water and wastewater commission consistent with the purposes for which such funds were appropriated.

10-4-3 Any incumbent elected water commissioner shall serve as a member of the water and wastewater commission for a period equivalent to the remainder of their elected term, and shall be entitled to have the words "candidate for re-election" appear next to their name on the ballot if they choose to run for election to the water and wastewater commission while serving in that capacity. At the first annual town election held after the effective date of this Charter amendment, two additional offices of water and wastewater commissioner shall be included on the election warrant, one for a two-year term and one for a three-year term; provided, however, that until

said election, the water and wastewater commission shall be deemed to consist of three members.

And to act fully thereon. By request of the Board of Selectmen and Water Commissioners.

LAND MATTERS

HARWICH AFFORDABLE HOUSING TRUST FUND

ARTICLE: To see if the Town will vote to vote to transfer the care, custody and control of the parcels of land described below, if applicable, from the tax custodian or other board or officer having custody thereof for tax title purposes or other purposes for which they are currently held to the Board of Selectmen for affordable housing purposes and for the purpose of conveyance, and authorize the Board of Selectmen to take said parcels by by eminent domain for affordable housing purpose and confirming the Town's title thereto, and, further, to authorize the Board of Selectmen to convey to the Harwich Affordable Housing Trust and/or others, for affordable housing purposes, the fee or long term (99 year) leases in said parcels on such terms and conditions and for such consideration, which may be nominal consideration, as to Board of Selectmen deems appropriate, and to enter into any and all documents and take any and all action as may be necessary or convenient to accomplish the foregoing purposes, which parcels of land are described more particularly as follows:

- (a) Two parcels of land located on Oak Street, identified by the Assessors as Parcel 61-B1-A (containing 1.58 acres, more or less) and Parcel 61-B1-B-0 (containing 1.32 acres, more or less), shown on a plan recorded with the Barnstable Registry of Deeds in Plan Book 337, Page 62, and being the premises described in a deed recorded in Book 6233, Page 206;
- (b) The parcel of land located at 1 Earl Road, identified by the Assessors as Parcel 5-D3-0 (containing 6.77 acres, more or less), shown on a plan recorded in Plan Book 77, Page 73, and described in instruments recorded in Book 652, Page 71 and Book 16545, Page 42;
- (c) The parcel of land located on Depot Street, identified by the Assessors as Parcel 56-P12-0 (containing one acre, more or less), and being the premises described in Foreclosure in Tax Lien Case recorded in Book 21728, Page 319;
- (d) The parcels of land located on or near Depot Street and Orleans Road, identified by the Assessors as Parcel 63-J1-0 (containing 1.41 acres, more or less); Parcel 63-J2-0 (containing 4.59 acres, more or less, and shown on a plan in Plan Book); Parcel 63-J3-0 (containing 17.35 acres, more or less); Parcel 63-J4-0 (containing 2.7 acres, more or less); Parcel 63-J6-0 (containing 2.06 acres, more or less), all as shown on a plan recorded in Plan Book 491, Page 4;
- (e) A portion of the property located at 728 Main Street, identified by the Assessors as Parcel 41-B8-0 (containing 1.38 acres, more or less), and described in a deed recorded in Book 1368, Page 738; and

- (f) A portion of the property located at 265 Sisson Road, identified by the Assessors as Parcel 40-Z5-0 (containing 1.11 acres, more or less), and described in instrument recorded in Book 9770, Page 13.

By request of the _____

COMMUNITY PRESERVATION

**RESERVE FOR FUTURE APPROPRIATION AMOUNTS FROM FY 2018
COMMUNITY PRESERVATION FUND ESTIMATED ANNUAL REVENUES**

ARTICLE: To see if the Town will vote to reserve for future appropriations amounts from the FY 2019 Community Preservation Act Fund estimated annual revenues as recommended by the Community Preservation Committee as follows:

- A sum of money for the acquisition, creation and preservation of open space;
- A sum of money for the acquisition, preservation, restoration and rehabilitation of historic resources;
- A sum of money for the acquisition, creation, preservation and support of community housing; and
- A sum of money for the Community Preservation Act Fund FY 2018 Undesignated Fund Balance

And to act fully thereon. By request of the Community Preservation Committee.

PRIVATE PETITIONS

**DEFRAY THE EXPENSES OF THE CHASE LIBRARY AND HARWICH PORT
LIBRARY**

ARTICLE: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,000 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 Trustees, and to act fully thereon. By Petition.
Estimated cost: \$20,000

Explanation: Chase Library and Harwich Port Library are free, publicly supported libraries. Town funds have been appropriated either through the general budget or by articles since 1911 (Chase) and 1926 (Harwich Port). These funds are essential for continued operation and for the customary State reimbursements.

PROMOTE THE TOWN OF HARWICH

ARTICLE#: 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 petition. Estimated cost: \$30,000

Explanation: For more than 60 years, Harwich Chamber of Commerce (HCC) has worked in the best interest of Harwich and for the people living in, working in and visiting the Town of Harwich. Since 1995, the citizens of Harwich, through the annual Town Meeting, have voted to fund warrant articles submitted by the Harwich Chamber of Commerce in support of its work promoting the community, providing needed informational services, and developing and advancing economic sustainability and development strategies. We are again requesting the Town's support for the Chamber's efforts in:

- (a) providing year-round informational services to residents, visitors, second homeowners, and businesses (over 78,000 visits to our Information Center in 2018)
- (b) Support of the Chamber's efforts, in partnership with the Town of Harwich, to develop and implement economic development initiatives to benefit the Town as defined by objectives in the Town's Local Comprehensive Plan, and marketing Harwich's Cultural Districts; the simultaneous designation of both Harwich Port and Harwich Center in 2019.
- (c) Promoting the Town of Harwich and its brand: The Warm Side of the Cape, thereby continuing to grow the vitality and economy in the community.

(a) **Year-Round Information Services:** Harwich's Information Center is open 52 weeks a year. Combining this valuable resource with the Chamber's internet/website portals, New explore boards located at Logan Airport, North and South Stations as well in many locations throughout Massachusetts, New England and Nationally and continued telephone and mail inquiries, Harwich Chamber annually provides more than 320,000 instances of contact with visitors, seasonal and year-round homeowners and residents, organizations and businesses. These connections offer the opportunity to market and promote the Town utilizing our new brand "The Warm Side of the Cape." By being available to meet the needs of our "customers" we are able to encourage patronage of our local amenities and businesses and to connect individuals and businesses with the appropriate Town offices and officials 12 months a year in a friendly, warm and upbeat fashion.

(b) **Promoting the Town of Harwich:** The Harwich Chamber continues to be the lead force in promoting the Town of Harwich. By utilizing a multi-faceted approach, HCC strives to position Harwich as a premier destination for local, regional, national and international individuals and families. The marketing strategies are aimed at encouraging residents, second homeowners (current and potential), and visitors to avail themselves of Harwich's recreational amenities, as well as for shopping, dining, vacations, day trips, events and festivals. The plan, which positions Harwich as a desired vacation destination and an outstanding place in which to live and work, includes:

1. The 2019 Harwich Magazine will celebrate our history and our future as well as continue to share our Arts and Culture, the Town's primary comprehensive printed and online publication for attracting visitors to Harwich, and a year round resource for our residents, second home-owners and businesses.

2. The HCC website's robust content complements the Magazine and links to a wide range of Town resources.
3. Ancillary printed and on-line pieces, including specialized maps (cranberry bogs, lodging locator, dining locator, beaches, bike trail) that target market segments and interests. As well as the new Cultural District maps for Harwich Port and Harwich Center.
4. Media placements in local, regional and national publications.

Special events and festivals are about more than attracting people to town to enjoyable experiences. They are about defining key elements of Harwich's brand and about parlaying those assets into support for our businesses, non-profit organizations, and the community. In 2017 the Harwich Chamber of Commerce in partnership with sponsorships from Harwich Chamber of Commerce members we brought back after a 10 year absence the much loved Fireworks as part of the Harwich Cranberry Festival and continues to grow today. In addition, Fall for Harwich provided the umbrella under which thousands of people were invited to participate in a wide array of more than 30 events, including the half-marathon road race, music festival, bog walks, concerts, teas, arts & crafts, our second sidewalk sale and more. Fall for Harwich and Christmas in Harwich also provide opportunities for our local non-profits to raise much needed funds and increase their visibility. In addition, the Chamber continues to actively engage in creating and implementing new events as well as expanding existing events. In 2018, the Chamber coordinated ten Port Summer Night Musical Strolls in Harwich Port, (traditionally every Wednesday in July & August in 2018 we added the last Wednesday in August and the first Wednesday in September as a thank you to our residents) several musical concerts that combined opportunities with restaurants and other businesses to increase meals, shopping and a night out with a show. We look forward to continuing to expand these offerings in 2019.

Economic Development: HCC will continue to collaborate with the Town on economic development strategies and initiatives. Over this past year, HCC has worked tirelessly on behalf of the Town and its businesses and continues to do so with sponsoring gatherings with key partners at the state level bringing them into our town. The Chamber has also provided training, counsel and support to dozens of small businesses challenged to survive in the current economic climate, and has met with several individuals considering locating their business in Harwich.

HCC continues to strengthen its collaboration with other local chambers of commerce through the Local Cape Chambers Collaborative (LC3) and the Lower Cape Chambers group. Among the many activities currently underway are:

- With LC3 meeting with the Economic Development Council on regional economic development priorities, identified by local chambers in consultation with town officials
- With LC3 continued advocacy on transportation issues, including real time information, bridge issues, issues relating to drug use, attracting more traffic to the Regional Airport and more.
- With Lower Cape Chambers hosting the Annual Lower Cape Home & Garden Show this year again to be held at the Cape Cod Tech, trainings, inter-chamber networking (giving greater business-to-business opportunities)
- Parking and Connectivity continue to explore opportunities for remote parking lots and transit service for harbors, beaches and other sites with high seasonal demand

The Chamber is honored to partner with the Town on building a better community, but the Chamber relies on the Town's support to help achieve its goals. Without this support, the Chamber's marketing activities will be significantly reduced. We appreciate the past support of the Town of Harwich and request funding for these important, revenue-generating initiatives. Thank you for your consideration

SUPPLEMENT ANNUAL ALLOCATION OF MASS CULTURAL COUNCIL FOR
LOCAL CULTURAL COUNCIL GRANTS

ARTICLE: To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money to supplement the Massachusetts Cultural Council annual allocation for community grant awards to artists, performers, and interpretive scientists who bring events and programs to local venues which enhance the cultural experience of Harwich citizens of all ages, and to act fully thereon. By request of the Harwich Cultural Council. Estimated Cost: \$3,600.

PLEASANT BAY RESOURCE MANAGEMENT PLAN UPDATE

ARTICLE: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$26,170 to cover the Town's share of matching funds for conducting an update of the Massachusetts Estuaries Project Linked Watershed Model for Pleasant Bay. The funds will be combined with a total of \$119,220 in matching funds from the Towns of Brewster, Chatham and Orleans, and \$72,610 from the Southeast New England Estuaries Program Watershed Grant awarded to the Pleasant Bay Alliance. The model update is an implementation activity specified in the Pleasant Bay Watershed Permit issued to the Town by Massachusetts Department of Environmental Protection, and to act fully thereon. By request of the Pleasant Bay Alliance. Estimated cost: \$26,170.

REFRAIN FROM USING TOWN FUNDS/RESOURCES TO ENFORCE FEDERAL
IMMIGRATION LAWS

ARTICLE: To see if the Town of Harwich will vote to request the Selectmen to authorize Town law enforcement and Town officials to refrain from using Town funds and/or other Town resources to enforce federal immigration laws to the extent permissible by law, including, but not limited to, 8 U.S.C. §1373 and 8 U.S.C. §1644, in keeping with current practices, unless presented with a criminal warrant, court order or other evidence of probable cause as required by the Fourth Amendment of the United States Constitution, and to act fully thereon. (Non-binding resolution) By Petition. No funding requested

Explanation:

This article is a non-binding resolution that asks the Town of Harwich to affirm its current policy regarding immigration enforcement and its Police Mission Statement to provide "legitimate and equitable law enforcement with a strong focus on active community engagement and community service." When everyone feels free to approach police or other officials, including people concerned about their immigration status, then it is more likely that suspicious activity will be reported, that people will step forward as witnesses,

that an abused woman will come for help, that people will call in an emergency. This approach has already been favored in several Cape Cod towns, and also by police chiefs throughout the country.

**AMEND THE CODE OF THE TOWN OF HARWICH TO PROHIBIT THE
PROCUREMENT OR DISPENSING OF BEVERAGES IN PLASTIC CONTAINERS**

ARTICLE: To see if the Town will vote to adopt the following as a General Bylaw and to insert it into the Cod of the Town of Harwich as Chapter 125, Article I, §125-1:

The procurement by the Town of Harwich of either water or any other beverage in plastic containers of any size is prohibited, and the dispensing of water or any beverage in plastic containers is prohibited on Town property, and to act fully thereon. By Petition.

Explanation: The by-law is a municipal by-law. It eliminates town procurement and distribution of plastic bottled beverages. It is not a commercial ban. We are taking the perspective that the town, being a government entity, has within its oversight the responsibility to protect human and environmental health, with the latter also having a relationship to human health. Arguably, plastic is a known human health issue based on the fact that it cannot biodegrade and will enter the human food chain. Further, plastic production relies on non-renewable resources and creates toxic emissions at the point of production, recycling and incineration-based waste disposal. Also, there is evidence that chemicals within plastic leach into the beverage within a bottle thereby presenting yet another entry point for adverse health consequences.

REVOLVING/STABILIZATION/OPEB FUNDS

**AMEND THE CODE OF HARWICH GENERAL BY-LAWS – CHAPTER 8
DEPARTMENTAL REVOLVING FUNDS § 8-1. FUNDS ESTABLISHED.**

ARTICLE XX : To see if the Town will vote to amend the Departmental Revolving Funds By-law by amending the revenue source of the Golf Infrastructure fund to include a portion of membership fees and by inserting the following Revolving Funds Middle School, Sidewalks and Tax Title previously approved at various Annual Town Meetings; and to act fully thereon. By request of the Finance Director

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>
Golf	Director, Golf Committee & ATA	Golf Lessons and Pro Shop Sales	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor
Golf Infrastructure fund	Director, Golf Committee	Surcharge on all green fees and cart fees as well as a portion of golf membership fees.	CVGC Infrastructure including Club House facilities, maintenance facilities

Council on Aging	Director & Council on Aging	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance of town cemeteries
Community Center	Director & Facilities Committee	Fees from use of the weight room	Weight Room Equipment (and repair)
Recreation	Director & Rec & Youth Commission	Fees from recreation and youth programs	Recreation and youth programs
Albro House	Town Planner & Historic District/Hist. Commission	Fees from receipts of lease or fees for short term rooms use and rental	Restorations, maintenance, care and support of town-owned property
ADA	Town Administrator	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA
Wetlands	Conservation Commission	Notice of Intent filing fees	Consultants and wetland and buffer zone management and restoration projects
<u>Middle School</u>	<u>Community Center Director and Facilities Manager</u>	<u>Funds generated from receipt of lease or fees collected for short term, year-round, temporary or otherwise, room (s) use and rental</u>	<u>Funding restorations, maintenance, care and support</u>
<u>Sidewalks</u>	<u>Town Planner and Planning Board</u>	<u>Sidewalk improvements including consulting services and construction</u>	<u>Monies generated from receipts paid to the Town in lieu of sidewalks required to be installed in new subdivisions</u>
<u>Tax Title Collection</u>	<u>Treasurer/Collector</u>	<u>Fees collected for certain costs, charges, and fees incurred by the Treasurer/Collector and collected upon redemption of tax titles or sales of real property acquired through foreclosures of tax titles</u>	<u>To offset expenses incurred in connection with tax takings or tax title foreclosures</u>

Explanation: The golf department would like to establish a portion of membership fees that should support the ongoing infrastructure needs of the golf course. The Municipal Modernization Act requires Revolving funds to be established by by-law or ordinance, the Middle School Revolving Fund was established by vote of ATM 17 Article #46, the Sidewalk Revolving Fund was established by vote of ATM 17 Article #47 and the Tax Title Revolving Fund was established by vote of ATM 18 Article #65.

RESCIND THE ESTABLISHMENT OF THE CAPITAL INFRASTRUCTURE
REVITALIZATION FUND AT CRANBERRY VALLEY GOLF COURSE

ARTICLE XX: To see if the Town will vote to rescind the establishment of a Capital Infrastructure Revitalization Fund at Cranberry Valley Golf Course which was established pursuant to the provisions of Massachusetts General Laws Chapter 40 5F originally established by vote at the Annual Town Meeting 2016 by Article 15; and to act fully thereon. By request of the Finance Director

Explanation: The Capital Infrastructure Revitalization Fund was subsequently established as a revolving fund by vote at the Annual Town Meeting 2017 Article 48 therefore this fund is no longer necessary.

DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE XX: To see if the Town will vote to set spending limits for various revolving funds that have been authorized pursuant to Section 8.1 of the Town Code: and to act fully thereon. By request of the Finance Director

<u>Revolving Fund</u>	<u>Authorize to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Fund</u>	<u>FY 19 Spending Limit</u>	<u>Disposition of FY18 Fund balance</u>
Golf	Director, Golf Committee & ATA	Golf Lessons and Pro Shop Sales	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, and lessons instructor	\$250,000	Available for expenditure
Golf Infrastructure fund	Director, Golf Committee	New surcharge on all green fees and cart fees	CVGC Infrastructure including Club House facilities, maintenance facilities	\$100,000	Available for expenditure
Council on Aging	Director & Council on Aging	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs	\$125,000	Available for expenditure
Cemetery	Administrator & Cemetery Commission	90% of Lot Sales, 100 % of all Cemetery Services and Fees	Maintenance of town cemeteries	\$100,000	Available for expenditure
Community Center	Director & Facilities Committee	Fees from use of the weight room	Weight Room Equipment (and repair)	\$100,000	Available for expenditure
Recreation	Director & Rec & Youth Commission	Fees from recreation and youth programs	Recreation and youth programs	\$125,000	Available for expenditure
Albro House	Town Planner & Historic District/Hist. Commission	Fees from receipts of lease or fees for short term rooms use and rental	Restorations, maintenance, care and support of town-owned property	\$10,000	Available for expenditure
ADA	Town Administrator	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA	\$2,500	Available for expenditure
Wetlands	Conservation Commission	Notice of Intent filing fees	Consultants and wetland and buffer zone	\$6,000	Available for expenditure

			management and restoration projects		
Middle School	Community Center Director and Facilities Manager	funds generated from receipt of lease or fees collected for short term, year-round, temporary or otherwise, room(s) use and rental	funding restorations, maintenance, care, and support	\$100,000	Available for expenditure
Sidewalks	Town Planner and Planning Board	sidewalk improvements including consulting services and construction	monies generated from receipts paid to the Town in lieu of sidewalks required to be installed in new subdivisions	\$50,000	Available for expenditure
Tax Title Collection	Treasurer/Collector	Fees collected for certain costs, charges, and fees incurred by the Treasurer/Collector and collected upon redemption of tax titles or sales of real property acquired through foreclosures of tax titles	To offset expenses incurred in connection with tax takings or tax title foreclosures	\$36,000	Available for expenditure

STABILIZATION FUND

ARTICLE: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the Stabilization Fund, and to act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$500,000

OPEB TRUST FUND

ARTICLE: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to be added to the OPEB Trust Fund, and to act fully thereon. By the request of the Board of Selectmen. Estimated cost: \$500,000

FUND PRIOR YEAR'S UNPAID BILLS

ARTICLE XX: To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money to pay unpaid bills of prior years as provided for in M.G.L. Ch. 44, Section 64, and to act fully thereon. By request of the Finance Director. Estimated cost: \$1,000

Explanation:

*Water Department \$90.70
MA Frazier Inc. \$128.00
Duffy Health Center \$250.00*

Monomoy Regional School District \$401.65 (to be funded from School Trust Funds)

CUSTOMARY

HERRING FISHERIES

ARTICLE: To see what action the Town will take in regard to the Herring Fisheries and to act fully thereon. Customary Article.

Draft

Sandy Robinson

From: Amy Harris <amyharrisjge@gmail.com>
Sent: Friday, January 25, 2019 12:39 PM
To: Sandy Robinson
Subject: Re: Select Board

Hi Sandy. When will this be placed on the agenda? Call it "Encourage all to participate - gender neutral terminology."

Amy
508-432-0763

On Thu, Jan 24, 2019 at 3:49 PM Julie Kavanagh <jkavanagh@townofharwich.us> wrote:
Hello Amy,

Thank you for your email. Please reach out to Sandy Robinson in the Town Administrator's office (copied above) to determine a date to be placed on the agenda.

Thank you,

Julie Kavanagh

Sent from my iPhone

On Jan 22, 2019, at 5:21 PM, Amy Harris <amyharrisjge@gmail.com> wrote:

Dear Select People:

How do we get Harwich to change the name to "Select Board" rather than "Board of Selectmen?"

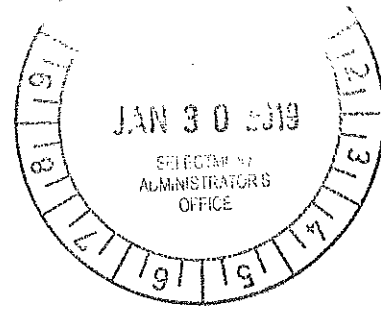
Amy Harris
4 Chapel Hill Lane

SELECT BOARDS IN MASSACHUSETTS 76 towns

Amherst, Arlington, Ashfield, Bernardston, Blandford, Boxborough, Brewster, Brookline, Buckland, Charlemont, Chesterfield, Clarksburg, Colrain, Concord, Conway, Dalton, Dartmouth, Deerfield, Dunstable, Gill, Goshen, Granby, Granville, Groton, Great Barrington, Hadley, Harvard, Hinsdale, Holland, Hull, Ipswich, Leicester, Leverett, Longmeadow, Mansfield, Middlefield, Milton, Monroe, Montague, Monterey, Mount Washington, Nantucket, Needham, New Braintree, New Salem, Northfield, North Reading, Petersham, Phillipston, Plainfield, Plymouth, Princeton, Provincetown, Reading, Rowe, Royalston, Russell, Shelburne, Sherborn, Shutesbury, South Hadley, Southampton, Southwick, Truro, Wales, Warwick, Washington, Wellfleet, Wendell, Westhampton, Wales, Whately, Williamstown, Winchester, Windsor, Worthington.

Hopkinton will vote on the change to Select Board at their May 2019 Annual Town Meeting

<https://hopkintonselectboard.org/>



Memorandum

To: Harwich Board of Selectmen
CC: Christopher Clark, Town Administrator
From: Alice Boyd, Bailey Boyd Associates, Inc.
Subject: Participation in FY19 Truro Regional CDBG Grant
Date: January 26, 2019

The Town of Truro will once again be submitting a regional Community Development Block Grant requesting funds for housing rehabilitation and childcare subsidies. In recent years the Truro Board of Selectmen have invited the towns of Provincetown, Eastham and Harwich to participate with Truro. This is the 30th year that we are submitting a lower/outer Cape CDBG grant application. While this is a highly competitive grant application and there is no guarantee of funding, we have been funded 28 of the past 29 grant rounds.

The Housing Rehabilitation Program will fund 18 households with a 0% interest deferred payment forgivable loan or grant, making repairs of up to \$40,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization and health and safety violations will be the priority of the program. All applicants are accepted on a first come/first served basis.

The Childcare Subsidy Program will provide up to \$6,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

The Housing Rehab and Childcare Subsidy programs are also an important economic catalyst as the majority of contractors and all of the childcare providers are local.

It is anticipated that Harwich residents will utilize an average of \$255,000 in housing rehab loans and \$85,000 in childcare subsidies based upon recent history.

If the town of Harwich would like to participate in the FY19 joint application being submitted please sign two copies of the attached DHCD Joint Authorization Form and return them to me by February 25, 2019 in the attached stamped self addressed envelope.

As always there is no cost to the town and an enormous benefit to local residents, contractors and childcare providers. I'd be glad to answer any questions that you may have.



1/30/2019

To: Sandy Robinson, Town of Harwich

From: Jack Sheeran, Freedom Cruise Line

Re: Request to be put on Board of Selectmen Agenda

Dear Sandy,

Please accept this request to be put on the Board of Selectmen Agenda. I request to increase the number of passengers per trip on the Freedom Ferry from 80 to 99. Please see attached letters from Harbormaster, Chairman of the Waterways Committee, and Copy of Minutes from the Steamship Authority meeting approving my license amendment.

My request is to be on the agenda at the next BOS meeting. If you have any questions, please let me know.

Sincerely,

Jack Sheeran

President


Freedom Cruise Line Inc.

508-241-1344 cell

jack@freedomferry.com

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: Chairman, Board of Selectmen
Via: Christopher Clark, Town Administrator
From: John C. Rendon, Harbormaster 
Date: January 29, 2019
Subject: Freedom Ferry

Ref: (a) Harbor Management Plan

I fully support Mr. Jack Sheeran's request to increase the total number of passengers allowed per trip on board the Freedom Ferry. Currently, as outlined in reference (a), the ferry is authorized to carry up to 80 passengers per trip. Mr. Sheeran's request to increase to 99 passengers per trip will certainly benefit his business and will have only a minimal impact relating to additional parking needs. Mr. Sheeran has received requisite approval from Steamship Authority to increase passenger load to 99, and this increase is within the allowed passenger total defined in the vessel's Coast Guard Certificate of Compliance.




TOWN OF HARWICH
WATERWAYS COMMITTEE

To whom it may concern:

At a regular scheduled Harwich Waterways Meeting on January 16, 2019, the management of the Freedom Ferry came before the committee to request an increase of passenger capacity on the Harwich to Nantucket Freedom Ferry; that is seasonally docked at the Saquatucket Marina, to increase the approved capacity to 99 passengers from the previous amount of 80.

The Waterways Committee reviewed the request and unanimously approved that requested increased for the Freedom Ferry passenger and Saquatucket Parking capacity request beginning in 2019.

Posted By: 
W. Matthew Hart WWC Chairman
Signed Date: 1/25/2019



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SUMMARY OF THE MEETING OF THE WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

December 18, 2018

The members of the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA" Board held their monthly meeting Tuesday, December 18, 2018 in the second-floor meeting room of its terminal building in Hyannis. Five members were in attendance: Chairman Robert F. Ranney (Nantucket); Vice Chairman Robert R. Jones (Barnstable); Secretary Marc N. Hanover (Martha's Vineyard), Elizabeth H. Gladfelter (Falmouth); and Moira E. Tierney (New Bedford).

1. General Manager Robert B. Davis provided an update on the status of the Woods Hole terminal reconstruction project. Jay Cashman Inc. has continued work on the new bulkhead over the past few weeks and, as of the end of last week, finally made the corner at the north side of the wharf. They also dredged the remaining wharf area for the new slip. The larger crane completed the installation of the falsework for the 96-inch monopiles but Cashman was unable to start the monopile driving this past week. Lawrence Lynch Corp. supported Cashman with the removal of excavated materials from the site.

Cashman is planning to continue work on the new bulkhead and the corresponding deadman wall. They expect to start driving the first three monopiles on today until the end of the week. Manchester Awning also will be installing the canopy frame and roof sections for the new passenger tents at the vessel loading area.

Thus far, the Authority has sent out 39 Community Emails on what to expect in the coming weeks.

2. The board authorized Mr. Davis to approve the three-year license amendment with Freedom Cruise Line with the same terms and conditions as Freedom's current license agreement. The amendment allows Freedom to increase its maximum per-trip passenger capacity from eighty (80) passengers to ninety-nine (99) passengers aboard its vessel, the *M/V Freedom*, in connection with its passenger-only ferry service between Harwichport

and Nantucket. An amendment to the license agreement was also necessary to reflect Freedom's new ownership by John "Jack" Sheeran III.

3. The Board authorized Mr. Davis to award two contracts:
 - Dry-dock and overhaul services for the *M/V Sankaty* to the lowest responsible and eligible bidder, Thames Shipyard of New London, Connecticut, for a total contract price of \$2,463,663.
 - Ultra-low sulfur dyed diesel fuel suitable for marine service to the lowest responsible and eligible bidder, Diesel Direct Inc. of Stoughton, Massachusetts, for a \$0.05 markup per gallon over the Providence, Rhode Island average rack price for gross ultra-low sulfur red dye diesel as reported by the Oil Price Information Service.
4. The Board authorized Mr. Davis to purchase four (4) 40-foot, low-floor shuttle buses from the lowest responsive HGACBuy contractor for a total price not to exceed \$450,000, or a total price of \$1,800,000. These buses will be significantly easier to get into because there is only one step, there are two doors for entrance and egress and they are equipped with a wheelchair ramp. The buses will have perimeter seating and an interior luggage rack for storing bulky items. The buses are expected to be ordered by the end of the year and have a 12-18 month lead time.
5. The Board elected new officers for the 2019 year. They are:
 - Robert Jones (Barnstable), chairman;
 - Marc Hanover (Martha's Vineyard), vice chairman; and
 - Elizabeth Gladfelter (Falmouth), secretary.

The Board also approved its schedule for their 2019 meetings. The Board typically meets on the third Tuesday of the month; the Members elected to change proposed meeting dates in January and October. Therefore, the 2019 meeting schedule is as follows:

- Tuesday, January 22, 2019: the Authority's administration offices, Falmouth
 - Tuesday, February 19, 2019: the Authority's administration offices, Falmouth
 - Tuesday, March 19, 2019: the Authority's administration offices, Falmouth
 - Tuesday, April 16, 2019: New Bedford (location TBD)
 - Tuesday, May 21, 2019: Nantucket Whaling Museum
 - Tuesday, June 18, 2019: the Authority's Hyannis terminal
 - Tuesday, July 16, 2019: Tisbury EMS Building, Martha's Vineyard
 - Tuesday, August 20: the Authority's Hyannis terminal
 - Tuesday, September 24, 2019: Nantucket Whaling Museum
 - Tuesday, October 15, 2019: Oak Bluffs Public Library, Martha's Vineyard
 - Tuesday, November 19, 2019: the Authority's administration offices, Falmouth
 - Tuesday, December 17, 2019: the Authority's administration offices, Falmouth
6. The Board discussed the result of the comprehensive review of our operations by HMS Associates, Glostten Associates and Rigor Analytics, which were presented at a special Board Meeting on Monday, December 17, 2017. The Members decided they would hold

**TOWN OF HARWICH
REQUEST FOR PROPOSALS
SAQUATUCKET MUNICIPAL MARINA SNACK SHACK**

The Town of Harwich is seeking sealed proposals under Chapter 30B, Massachusetts General Laws, from persons, partnerships, or corporations (Proposer) in leasing the "Snack Shack" building at Saquatucket Municipal Marina. The Town Administrator seeks proposals, which shall ensure that food services are available at Saquatucket Municipal Marina from Memorial Day weekend through Columbus Day weekend. The length of the lease will be from May 15, 2019 through November 15, 2024, with an option for an additional five year term ending November 15, 2029 at the sole option of the Town.

Objective: To receive proposals which outline a plan for the operation of a Snack Shack for the sale of food, drinks, ice cream and seasonal sundry items (i.e. suntan lotion) at a reasonable rate with a fair and equitable return of payment to the Town of Harwich.

Request to Proposal Requirements: The proposal shall include all items in the RFP including price.

Minimum Proposal Requirements: Each Proposer submitting a proposal requirement must meet each one of the requirements or their proposal shall be eliminated from consideration. Proposals may include more than the minimum requirements.

The following is a list of minimum requirements.

1. A resume of the Proposer submitting the proposal with a special emphasis placed on food service experience. A minimum of two year's experience managing and operating a restaurant or concession stands with a gross income in excess of \$150,000. OR
The proposal must be from an established corporation, partnership, firm, or individual who normally furnishes such services as the principal business for which the corporation or firm is formed or has a minimum of two (2) years' experience in managing a similar food service business with gross income in excess of \$150,000 per year.
2. Two years of previous financial statements prepared by an independent CPA or financial professional.
3. A business plan for the proposed operation.
4. The Proposer must provide a list of the names and titles of personnel who will be assigned to represent the business and who will be the principals and key personnel. Include resumes with their experience and qualifications.

5. A sample menu to include proposed prices. The menu must include at a minimum the following:

Clam Chowder

Fried food: Fish, French-fries, Chicken Fingers

From the grill: Hot dogs, ¼ lb. Hamburger, ¼ lb. Cheeseburger, Chicken, Grilled Cheese

Rolls or sandwiches: 3 types (i.e. lunch meat, chicken salad, tuna fish)

One Healthy/Low Calorie Option (vegetarian/salad)

One Kids Meal Option

Breakfast Items: Eggs, Bacon, Sausage, Bagels

Cold drinks: Cola products, bottles water, iced tea, juice (small/large).

Hot drinks: Coffee, decaf coffee, tea, hot chocolate (small/large).

The above items must be available from the third weekend in June through Labor Day. A smaller menu may be offered during the pre and post season with prior approval from the Harbormaster.

6. Seasonal Sundry Items (a minimum): Suntan Lotion, Chap Stick, Hand Sanitizer, over-the-counter Aspirin, Motion Sickness medicine.
7. Lessee may petition the Board of Selectmen to allow the seasonal sale of Beer and Wine under the lease agreement for this property in a designated location per the attached site plan (encl 1).
8. Proposed schedule of days of operation: At a minimum, the Snack Shack shall be open weekends Memorial Day until the second weekend of June, seven days a week commencing on the third weekend of June through Labor Day Weekend and weekends commencing the weekend following Labor Day until Columbus Day.

The days of operation may be reduced with permission from the Harbormaster during the season due to inclement weather.

9. Proposed schedule of daily operation. The minimum hours of operation shall be:
- 11 am - 5 pm, weekends Memorial Day until the 2nd weekend in June;
 - 7 am – 6 pm, 7 days per week from the 3rd weekend in June through June 30;
 - 7 am - 8 pm, 7 days per week from July 1 through Labor Day;
 - 11 am - 2 pm, weekends after Labor Day through Columbus Day weekend.

The daily operation of hours may be reduced with permission from the Harbormaster during the season due to inclement weather.

10. A list of equipment to be used in food preparation to include sizes and numbers of each piece of equipment.
11. The number of cash registers: Cash registers must be computerized to register the number of each item sold and amount of funds taken in on a daily basis; daily/monthly/annual receipts will be subject to audit.
12. A detailed description of how you will account for all monies taken in from Snack Shack sales.
13. The Town shall have the right to audit the books and records of the Tenant related to receipts generated from operations. On request of the Town, Tenant shall make all such books and records available for examination at the premises. If the Town should have an audit made for any year and the audit revealed understated income by more than five percent (5%) or contain any willful inaccuracies, then, in addition to immediately paying the Town the full amount of the understated income percentage, Tenant shall pay to the Town the cost of the audit.
14. Plan of service: All persons submitting a proposal must submit the following:
- a. Name of manager to be on the premises.
 - b. Total number of personnel to be employed to be broken down into number of counter personnel, fry cooks, and prep personnel.
 - c. Schedule of how many employees will be on at one time throughout the hours of operation for the period of the third week in June through Labor Day and for the pre and post season schedule.
 - d. A description of how you will provide fast food service and keep the leased area clean and presentable on a daily basis.

15. Each person submitting a proposal must state the amount of money the Town of Harwich will be paid on a yearly basis, using enclosure (2).
16. Confirmation of ServSafe and TIPS certification as applicable.
17. Proof of financial ability and stability to complete and operate concession.
18. A security deposit in the form of cash or irrevocable standby Letter of Credit in a form and from a financial institution with a local branch as approved by the Town, will be required by the lessee in an amount of Two Thousand Five Hundred Dollars (\$2,500).
19. A financial statement must be provided to the Town for the period ending December of each year or at the end of the Lessee's fiscal year end. The financial statement will be reviewed for the purpose of determining whether the terms of the offer are likely to be achieved.
20. For the first five years, offers shall include a minimum seasonal payment to the Town in the amount of 8 percent of the gross seasonal receipts or \$16,000, whichever is greater.
21. If the Town, at its sole discretion, grants an additional five year lease period, offers shall include a minimum seasonal payment to the Town in the amount of 9 percent of the gross seasonal receipts or \$18,000 whichever is greater.
22. Written acknowledgement to the Town that all necessary permits have been obtained prior to opening.
23. The Town of Harwich will not allow lessee to sublease the snack shack in whole or any portion of the area under any circumstances.
24. Any substantial improvements to the property that will be paid by the lessee.

Proposals meeting the minimum requirements will be ranked according to the following criteria:

1. The length and applicability of the applicant's prior food service experience.
 - a. Highly advantageous: 10 or more years operating and managing a restaurant or a seasonal concession stand.
 - b. Advantageous: 5 or more years operating and managing a restaurant or a seasonal concession stand.

- c. Not advantageous: 2 - 5 years operating and managing a restaurant or a seasonal concession stand.
2. Management and adequacy of staff.
 - a. Highly advantageous: Manager is lessee, has 10 years of experience managing a concession stand or restaurant and is part of staff on premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 - b. Advantageous: Manager is lessee, has 5 years of experience managing a concession stand or restaurant and is part of the staff on premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 - c. Not advantageous: Manager is not lessee, has 2-5 years of experience managing a concession stand or restaurant and is part of the staff on the premises during operation of the concession stand. Sufficient grille/fry cooks, counter and prep personnel to service the public without long waits.
 3. Quality of the proposed Menu:
 - a. Highly advantageous: In addition to the minimum menu items listed under Minimum Proposal Requirements Item #2, the following additional menu items shall be included:
 - Lobster Roll
 - Fried Food: Whole Clams or Clam Strips, Scallops, Shrimp, Onion Rings
 - Grilled Fish
 - Two Kids Menu Options
 - Ice Cream
 - Cold Drinks: Iced Coffee
 - Beer and Wine
 - b. Advantageous: In addition to the minimum menu items listed under Minimum Proposal Requirements Item #2, the following additional menu items shall be included:
 - Lobster Roll
 - Fried Food: Onion Rings
 - Grilled Fish
 - Ice Cream
 - Beer and Wine

c. Not Advantageous: Minimum menu items listed under Minimum Proposal Requirements Item #2.

4. Quality of the proposal regarding Price issues:

Payment schedule shall include 4 equal progress payments calculated based on the agreed fixed price. Payments will be due to the Town no later than the last day of the month of June, July, August and September. After final reconciliation of total gross seasonal receipts, a final payment will be due to the Town no later than 30 November of each year, should the agreed upon percent of gross seasonal revenue exceed the fixed price.

- a. Highly advantageous: For the first five years, offers shall include a seasonal payment to the Town of 15 percent of the gross seasonal receipts or \$30,000 whichever is greater. For the last five years, offers shall include a minimum seasonal payment to the Town of 16 percent of the gross seasonal receipts or \$32,000 whichever is greater.
- b. Advantageous: For the first five years, offers shall include a seasonal payment to the Town of 10 percent of the gross seasonal receipts or \$20,000 whichever is greater. For the last five years, offers shall include a minimum seasonal payment of 11 percent of the gross seasonal receipts or \$22,000 whichever is greater.
- c. Not advantageous: For the first five years, offers shall include a seasonal payment to the Town of 8 percent of the gross seasonal receipts or \$16,000 whichever is greater. For the last five years, offers shall include a minimum seasonal payment to the Town of 9 percent of the gross seasonal receipts or \$18,000 whichever is greater.

Rating of proposals. Each proposal will be rated as follows:

- a. Highly advantageous = 4 points
- b. Advantageous = 2 points
- c. Not advantageous = 0 points

Details for potential operators:

Electric service	200 amp
Piped for Propane Gas Service	Lessee to obtain Service Provider
Building size	approx. 540 square feet
Fenced Outdoor Storage	approx. 200 square feet
Deck Area (outdoor seating)	approx. 600 square feet
Town provided Equipment	- 3 Bay Stainless Steel Sink - Cooking Exhaust w/ Ansul Fire Protection

Equipment (lessee provided)	- Wall Mounted Hand Sink - Coiling Service Counter Door - Floor Grease Interceptor - Grease Tank Cooking & Refrigeration Appliances, Food Prep Tables, Shelving,
Type of services	Paper (not Styrofoam)

1. Lessee provided equipment is subject to town approval.
2. All food & equipment deliveries on site must be completed no later than 6:00 am daily due to parking and pedestrian demands.

Responsibility of Lessee:

1. Pumping grease pit twice annually (August 1 and November 1) and maintenance of septic pump unit (unless required to do more by the Board of Health).
2. Daily trash pickup and removal from leased area.
3. Provide (at least 6) picnic tables or similar outdoor tables and chairs.
4. Sufficient covered trash containers in area of order/pickup windows and picnic tables.
5. All plumbing repairs or replacements of pipes and fixtures.
6. All electric repairs or any new service needed for additional equipment.
7. Daily cleaning of the interior and exterior of the building.
8. Normal maintenance of the building to include replacement of screens, counter tops, shelves, and other portion of the inside of the building that needs repairing.
9. Utility Costs – Electric, Water, Phone

If the Lessee fails to keep the grounds and building in good repair and clean condition, the Town of Harwich, after written notice to the Lessee, can repair or clean the building or grounds and bill the Lessee for the work completed.

Requirements of the Town for the duration of the contract:

1. Provide two designated parking spaces for staff.
2. Annually fund Wireless Internet

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 supplies 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, if applicable.

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.

Schedule:

Proposals are due on or before 2:00 p.m. on February 28, 2019.
Proposal award shall be on or before March 21, 2019.

Miscellaneous:

Successful proposer will be expected to adhere to all appropriate federal state and local regulations.

Acceptance of any proposal will be contingent upon execution of a lease agreement satisfactory to the Town. The Town reserves the right to reject any and all proposals if it is the interest of the Town to do so. The Town also reserves the right to waive any minor informality or omissions required by the Town and not by statute and may request vendors to provide supplementary information to assist in the evaluation. Any questions, which arise during the preparation of the proposal, shall be addressed to the Town Administrator's Office.

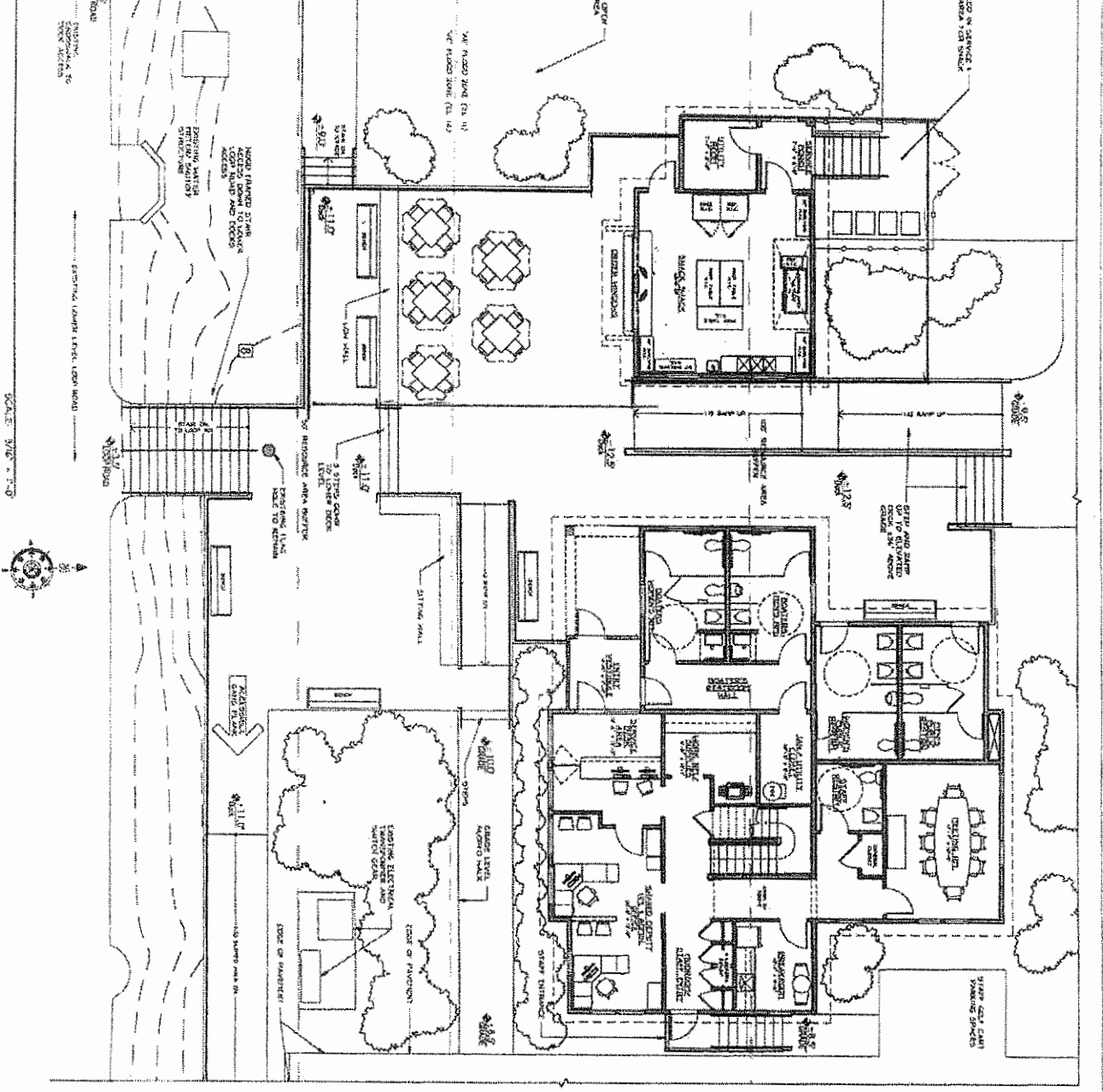
Questions regarding this Request for Proposal should be sent in writing to the Harbormaster. Inspection of the premises shall be by appointment only by contacting the Harbormaster at (508) 430-7532 or by email jrendon@town.harwich.ma.us.

- Enclosure: (1) Site Plan
(2) Price Proposal Form
(3) Certification of Good Faith
(4) Tax Compliance Certification
(5) Corporate Resolution
(6) Disclosure of Beneficial Interests
(7) Lease of Snack Shack

HarborMaster Building	41,148 SQ FT
• MAIN LEVEL AREA	41,148 SQ FT
• UPPER LEVEL AREA	7,500 SQ FT
• TOTAL BUILDING AREA	48,648 SQ FT
Snack Shack Building	1,600 SQ FT
• TOTAL BUILDING AREA	1,600 SQ FT
Elevated Deck & Boardwalk	85,200 SQ FT
• TOTAL AREA	85,200 SQ FT

(INCLUDES OF ALL DECKS, STAIRS, AND QUAYS & HANDRAILS IN CAFE BUILDINGS AND ACCESS DOWN TO THE WATER FROM STAIRS)

1 HARBORMASTER AND CAFE BUILDING PLANS



A3.0	DATE PLOTTED: 11/11/17	SAQUATUCKET HARBOR LANDSIDE IMPROVEMENTS 715 MAIN STREET HARWICH PORT, MA 02646	 BROWN LINDQUIST FENWICK & BAKER ARCHITECTS, INC. 100 WASHINGTON STREET, 10TH FLOOR BOSTON, MA 02110
	DESIGNED BY: [Name]		
	CHECKED BY: [Name]		
	SCALE: 3/16\"/>		

ENCLOSURE (1)

PRICE PROPOSAL

The vendor agrees to pay the Town of Harwich seasonal lease payments in the following amounts.

FIRST FIVE YEARS OF CONTRACT

Seasonal Lease Payment

_____ PERCENT OF GROSS SEASONAL RECEIPTS OR

_____ DOLLARS (WHICHEVER IS GREATER)

OPTION PERIOD - YEARS FIVE TO TEN OF CONTRACT

Seasonal Lease Payment

_____ PERCENT OF GROSS SEASONAL RECEIPTS OR

_____ DOLLARS (WHICHEVER IS GREATER)

AUTHORIZATION

Authorized Signature of Bidder

Company Name

Typed Name

Street Address

Title

City, State Zip

Dated

Phone (or Toll Free) Number

This proposal must bear the written signature of the VENDOR or an authorized agent of the VENDOR bidding on this concession. If the VENDOR is a corporation or by a partner and the title of such officers must be stated on the attached Corporate Resolution Letter

Enclosure (2)

TOWN OF HARWICH

CERTIFICATION OF GOOD FAITH

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean and natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of individual submitting bid or proposal

Name of business

Address

Phone

Date

Enclosure (3)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. CH. 62C&49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Authorized signature

Date

Name of person signing above (print)
Acknowledgment of Addendum(s)

Name of Business

Business Address

City/State/ Zip Code

Telephone Number

Enclosure (4)

CORPORATE RESOLUTION

Corporate Name
Address

I, _____, certify that I am (secretary)(clerk) of the above named corporation organized under the laws of Massachusetts, Federal Employer I.D. Number (# _____) engaged in business under the trade name of (_____), and that the following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on (date, _____). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Be it resolved that, the Board of Directors hereby appoints (name, _____) to act as manager and principal representative in all matters relative to the operation and management of the Saquatucket Municipal Marina Snack Shack at 715 Main Street, Harwich Port, MA.

This resolution shall continue to have effect until the Directors make, amend, or repeal this resolution in whole or in part.

I certify that the board of Directors of this corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and confer the powers granted to the person named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of this corporation on:

Date

Attest by

Secretary

Enclosure (5)

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Divisions of Capitol Planning and Operations, as required by M.G.L. c. 7, sec 40 J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of Harwich

2. Complete legal description of the property:

The premises located at the Saquatucket Municipal Marina Snack Shack at 715 Main Street Harwich Port, for the purpose to operate a seasonal food and beverage service at said municipal marina that can serve the boating community and the general public for a sixty (60) month period, with a single sixty (60) month optional period.

3. Type of transaction: Lease or rental for five years with an additional five year option:

4. Lessor: Town of Harwich

Lessee(s): _____

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. *Note: If a corporation has or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not to be disclosed.*

Name

Address

Name	Address

(Continued on next page)

Enclosure (6)

5. Continued

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

TOWN OF HARWICH – LEASE OF SNACK SHACK

1. SUMMARY

DATE OF LEASE: _____, 2019

LESSOR: Town of Harwich (herein "Lessor" or "Town")

LANDLORD'S ADDRESS: Town of Harwich
732 Main Street
Harwich, MA 02645

LESSEE: _____ (herein "Lessee" or "Concessionaire")

LESSEE'S ADDRESS: _____

PREMISES: 540 sq/ft Building and site as detailed in the Request for Proposal

Saquatucket Municipal Marina
715 Main Street
Harwich Port, MA 02646

LEASE COMMENCEMENT DATE: May 15, 2019

2. TERM AND SCOPE OF SERVICES

The Lessee contract will be for an *initial* term commencing upon execution on or before _____, 2019 and terminating on _____, 2024 with one (1) option to renew up to five (5) years may be granted at the Town's sole discretion. Notice of the Lessee's desire to renew shall be submitted to the Town in writing no later than May 15, 2024. Pursuant to said contract, the Lessee, acting as an independent contractor, shall be responsible for the day to day operation of the food and beverage service. Lessee must comply with all conditions as detailed in the Request for Proposal.

3. PURPOSE

It is agreed and understood by and between the parties hereto that the lessee is leasing the demised premises for, and that said premises shall be used exclusively for the operation of a food and beverage concession facility upon the terms and conditions set forth herein.

4. EXCLUSIVITY

The Lessor, in consideration of the Lessee's within agreements and covenants, agrees:

- a. To permit the Lessee to have the exclusive use of all refrigeration, cooking, cooling, warming, preparing, storing, cleaning and servicing equipment contained within the premises. The maintenance and repair of said equipment shall be the sole responsibility of the Lessee.
- b. To permit the Lessee to have exclusive permission to sell candy, ice cream, food and beverages of all kinds, including alcoholic beverages (subject to the Lessee's acquisition and continued maintenance of appropriate licenses) in or on the leased premises.

Enclosure (7)

5. RENT

The lessee agrees to pay the Lessor a seasonal rent, payable as listed below. Payment schedule shall include 4 equal progress payments calculated based on the agreed fixed price. Payments will be due to the Town no later than the last day of the month of June, July, August and September. After final reconciliation of total gross seasonal receipts, a final payment will be due to the Town no later than 30 November, should the agreed upon percent of gross seasonal revenue exceed the fixed price.

a. Initial Term

Seasonal Payment:

_____ percent of the gross seasonal receipts OR

\$_____ dollars (whichever is greater)

b. Option Period, if exercised by the Lessor, Lessee further agrees to pay Lessor a seasonal rent in an amount as submitted below.

Seasonal Payment:

_____ percent of the gross seasonal receipts OR

\$_____ dollars (whichever is greater)

6. COORDINATION WITH TOWN, OPERATING HOURS

The minimum hours of operation shall be:

- 11 am - 5 pm, weekends Memorial Day until the 2nd weekend in June;
- 7 am – 6 pm, 7 days per week from the 3rd weekend in June through June 30;
- 7 am - 8 pm, 7 days per week from July 1 through Labor Day;
- 11 am - 2 pm, weekends after Labor Day through Columbus Day weekend.

The daily operation of hours may be reduced with permission from the Harbormaster during the season due to inclement weather.

7. FUNCTIONS AND SPECIAL EVENTS

The Lessee agrees and acknowledges that it will neither schedule, nor in any manner provide food and beverage service to any function or special event without first obtaining the prior approval of the Town.

8. MAINTENANCE

- a. The Lessee will be responsible for maintenance and minor repairs within the Snack Shack. Major or structural repairs shall be the responsibility of the Town. The Lessee shall also be responsible for interior cleaning, including the control of litter. All refuse shall be contained in the provided dumpster daily.
- b. The Lessee shall be solely responsible for maintaining the Snack Shack, Deck Area and Restrooms in a neat and clean condition, free of debris, and any other foreign matter, and in full compliance with all applicable federal and state laws, rules and regulations, including but not limited to, the State sanitary code, Board of Health regulations, building code, and fire prevention regulations.

9. UTILITIES

- a. Lessee shall arrange and pay for all utilities, with the exception of wireless internet provided by Lessor.

10. PERSONNEL

The Lessee agrees and represents that either its owner or a duly authorized manager, if any, must:

- a. Be present on the premises for no less than 48 hours per week during the season.
- b. Actively participate in the operation and management of the services permitted by this contract when present.
- c. Possess a minimum of 5 years experience in the operation and management of a food and beverage service.
- d. Be responsible for securing and maintaining all licenses necessary for the operation of the food and beverage service.

11. STAFF

- a. The Lessee in order to perform the above described duties, shall employ such staff as deemed necessary. Salary and wages for such employees are the responsibility of the Lessee under this contract. Any such employees shall be agents of the Lessee and not of the Town, and no additional compensation shall be provided by the Town to any employee.
- b. The Lessee must supply all staff and management with proper working attire.
- c. All staff and employees must be Safe Serve and TIPS Certified (if alcohol is served). Proper identification of TIPS certified personnel must be obtained through the Harwich Police Department.
- d. All employees are subject to CORI review.

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 supplies 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.

13. INDEMNIFICATIONS AND LIABILITIES

The Lessee further covenants and agrees with the Lessor that:

- a. The Lessee shall save the Lessor as owner of the premises harmless and indemnified from and against any claim or damage on account of any injury to a person or property occurring on or about the premises, or off the premises, however caused, and from any and all claims, loss, damage or liability arising from any act, omission, neglect or default of the lessee, including without limitation, any liability arising out of the Lessee's sale or service of alcoholic beverages pursuant to this lease.
- b. The lessee shall pay the lessor on demand for any damage caused to any portion of the premises or the equipment or furnishings contained therein incurred as a result of the Lessee's operation, and or occupancy, of the premises.

14. LESSEE'S DEFAULT

In the event that:

- a. The lessee shall default in the payment of any installment of rent or additional rent or other sum herein specified or any part thereof and such default shall continue for ten days after written notice thereof or,
- b. The lessee shall default in the observance or performance of any of the lessee's covenants, agreements, or obligations herein contained, except default in the payment of base rent or additional rent as set forth in paragraph a. above, and such default shall not be corrected within twenty days after written notice thereof or,
- c. The lessee shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of lessee's property for the benefit of creditors, or a receiver, guardian, conservator or other similar officer shall be appointed to take charge of all, or any portion of the lessee's property by a court of competent jurisdiction. Then the lessor shall have the right thereafter, while such default continues, to re-enter and take complete possession of the premises, to declare the term of this lease ended, and remove the Lessee's effects without prejudice to any remedies which might be otherwise used for arrears or other default. The lessee shall also indemnify the lessor against all loss of rent and other payment, which the lessor may incur by reason of such termination during the remaining term of the lease term including, without limitation, reasonable attorney fees in instituting, prosecuting or defending any action or proceeding, with interest at the

rate of 12% per annum and costs. If the lessee shall default in the observance or performance of any conditions or covenants on lessee's part to be observed or performed under or by virtue of any of the provisions in any section of this lease, the lessor, without being under any obligation to do so and without thereby waiving such default, may, after reasonable notice thereof, remedy such default at the expense of the lessee. If the lessor makes expenditures or incurs any obligations for the payment of money in connection with or defending any action or proceeding, such sums paid or obligations incurred, with interest at the rate of 12% per annum and costs, shall be paid to the lessor by the lessee as additional rent.

Suspension or termination of any license or permit required for the operation of the concession permitted by this lease, including specifically any violation of the terms of this alcoholic beverage license.

15. LESSOR WARRANTIES

The Lessee understands that the premises are leased in "as-is" where-is condition with Lessor makes no guarantees or warranties concerning the condition of the premises or the public's use thereof; and the premises are leased in as-is condition.

16. FINANCIAL REPORTS

- a. The Lessee is responsible for accurately maintaining all records required by local, state, and federal authorities for the conduct of business.
- b. The Lessee shall provide to the Lessor no later than 60 days after the end of each calendar year financial statements including, without limitation, a balance sheet and related statements of income, retained earnings, and cash flows for the year ended, that have been reviewed by a CPA and contain, at a minimum, a report from the CPA stating that no material modifications should be made to the financial statements for such statements to be in conformity with generally accepted accounting principles.
- c. The Lessor also reserves the right to require the Lessee, at Lessee's expense, to provide audited financial statements if deemed necessary by the Lessor's at Lessor's sole discretion.

17. FACILITIES AND EQUIPMENT

- a. The Lessee must provide the Lessor for approval a written formal sanitation program that meets or exceeds the minimum requirements of state, federal, municipal or other agencies authorized to inspect and/or accredit restaurants and their food services each year and shall operate the premises in compliance with the approved program.
- b. The Lessee shall at their expense have the premises exterminated if deemed necessary by the Lessor.
- c. All equipment in the kitchen and related areas shall remain the property of the Lessor, excluding any equipment purchased by the Lessee.
- d. The Lessee shall be responsible for providing to the Lessor for approval a detailed plan of preventative maintenance for all equipment including the costs of services and maintenance.

- e. The Lessee and Lessor agree that primary responsibility for obtaining kitchen equipment will rest with the Lessee.
- f. The Lessee agrees that the Lessor must be contacted whenever repairs to basic services of the premises are to be done.
- g. The Lessee shall purchase and control utilization of all food items, housekeeping supplies, dishwashing supplies, utensils, pots and pans, office supplies, sanitation supplies, food service equipment rental, outdoor tables and chairs, paper supplies, menus, trash can liners, or other ancillary supplies.
- h. Lessee shall provide and pay for its own telephone service independent of Lessors.

18. SUBORDINATION

This lease shall be subject and subordinate to any and all mortgage, deeds of trust and other instruments in the nature of mortgage, now or at any time hereafter, a lien or liens on the property of which the premises are part and the Lessee shall, when requested, promptly execute and deliver such written instruments as shall be necessary to show the subordination of this Lease to said mortgages, deeds of trust or other instruments in the nature of a mortgage.

19. LESSORS ACCESS

The Lessor or his designee may at reasonable times enter to view the leased premises and may remove placards and signs not approved and affixed as herein provided, and make repairs and alterations as lessor shall elect to do.

20. BREACH-EFFECT

The breach by Lessee of any term, covenant or condition of this lease shall be deemed to be a breach of the entire lease agreement and if not cured pursuant to the terms of this lease shall be sufficient cause for lessor to declare this lease agreement to be terminated. No waiver, either expressed or implied, by Lessor of any breach of any term, condition, covenant, agreement or duty required under this lease on the part of, the Lessee, shall be deemed a waiver of any other breach of the same or any other term, condition, covenant, agreement, or duty.

21. SEVERABILITY

If any provision, or any portion of any provision of this lease or any application thereof to any person or circumstance, is held invalid, the remainder of such provision and the remainder of this lease, and the application thereof, both as between the parties hereto and to other persons and circumstances shall not be affected thereby.

22. MODIFICATIONS

This lease may not be modified under any condition except by a written memorandum, amendment, or notice duly executed by the parties hereto.

23. SURRENDER

The lessee shall, at the expiration or other termination of this lease, surrender the liquor license, remove all goods, and effects, excluding, of course, all equipment and fixtures which are or may at the time of said surrender, have, by operation of the terms and conditions of this agreement, become the sole and exclusive property of the lessor, from the premises, including, but only if Lessee so

requests, without hereby limiting the generality of the foregoing, all signs and lettering affixed or painted by the lessee, either inside or outside the leased premises. Lessee shall deliver to the lessor the premises and all keys, locks thereto, and addition made to or upon the premises, in the same condition as they were at the commencement of the term, reasonable wear and tear expected. In the event lessee shall fail to remove any lessee's property from the premises, lessor is hereby authorized, without liability to lessor for loss or damage thereto, and at the sole risk of the lessee, to remove and store any of the property at lessee's expense, or to retain same under lessor's control or to sell at public or private sale, any or all of the property not so removed and to apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.

24. HOLDING OVER

If lessee holds over or remains in possession of the premises after expiration of the original term or extension thereof, without any new lease of said premises being entered into between the parties hereof, or any option herein contained being exercised by written notice, such holding over or continued possession shall create a tenancy at will only at the last monthly rental and upon the terms herein specified, which may at any time be terminated by either party by one months written notice to the other party.

25. COMPLIANCE WITH LAWS

The lessee acknowledges that no trade or occupation shall be conducted in the premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law or any municipal bylaw rules or regulations in force in the Town in which the premises are situated.

26. CERTIFIED VOTE OF LESSEE CORPORATION

If Lessee is a corporation, Lessee shall provide the lessor with a vote of the majority of the corporate directors certified by its clerk authorizing the signatures on this agreement to commit the corporation. Said certified vote shall be attached to proposal. Any change in corporation partnership must be approved in writing by the Cedar Hill Operations Committee. In the event of any sale of the majority ownership of the corporation, the continuation of the lease term shall be subject to the approval of the Lessor.

27. DISCLOSURE OF BENEFICIAL INTERESTS

Lessee shall have complied with the disclosure provisions of G.L. c. 7C, §38, and Landlord and Lessee agree to diligently pursue full compliance with said statute. Lessee hereby agrees to execute a "Disclosure of Beneficial Interests in Real Property Transaction" certificate as required by G.L. c. 7C, §38.

28. INTEGRATION

All prior understandings and agreements between the parties with respect to this Lease are merged within this Lease, which alone fully and completely sets forth the understanding of the parties, including but not limited to, the Lessee's proposal to the Town. To the extent there is any conflict between the Proposal and this Lease, the Lease provisions shall govern.

29. GOVERNING LAW

This Agreement shall be governed exclusively by the provisions of the laws of the Commonwealth of Massachusetts, and any actions, suits or other claims pertaining or relating to this Lease shall be brought within the courts of the Commonwealth of Massachusetts.

DATED this _____ day of _____, 2019

LESSOR (Town of Harwich)

Town Administrator

LESSEE:

Authorized Representative



Massachusetts Office on Disability

One Ashburton Place, Room 1305
Boston, MA 02108

Charles D. Baker, Governor
Karyn E. Polito, Lt. Governor
Evan C. Bjorklund, Interim Director

617-727-7440 voice & TTY
800-322-2020 voice & TTY
617-727-0965 FAX
Web: <http://www.mass.gov/mod>
Jeff.Dougan@state.ma.us

December 20, 2018

Christopher Clark
ADA Coordinator
Town of Harwich
732 Main Street
Harwich, MA 02645



Dear Christopher:

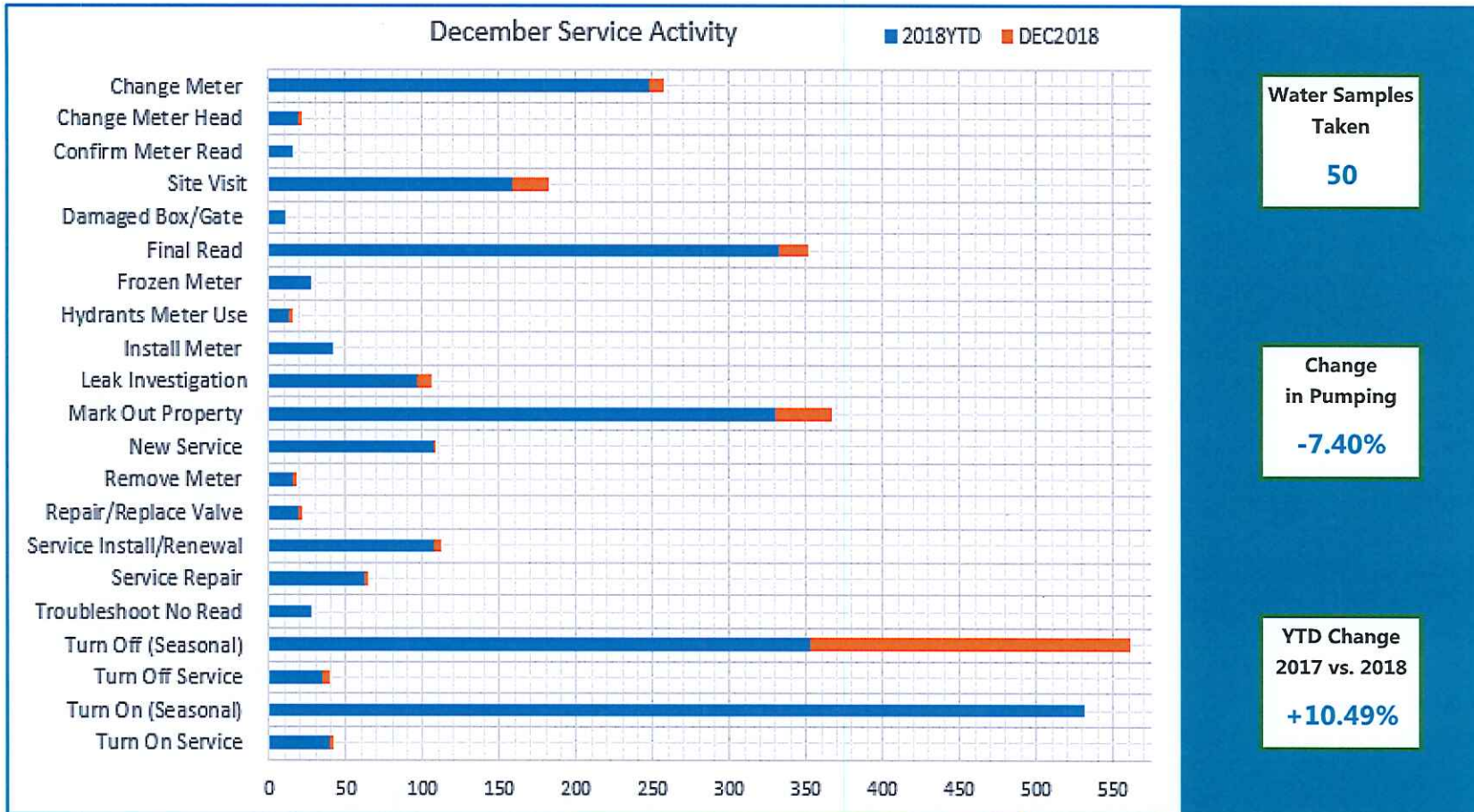
Thank you for submitting your **Project Grant** application for the FY19 round of the Municipal Americans with Disabilities Act (ADA) Improvement Grant Program.

We regret to inform you that your request for **\$250000** in funding related to the submitted **Project Grant for Harwich** was not awarded at this time. While the first round of award letters will be going out shortly to those communities who were awarded funding, if funding should become available, we will reach out to you directly.

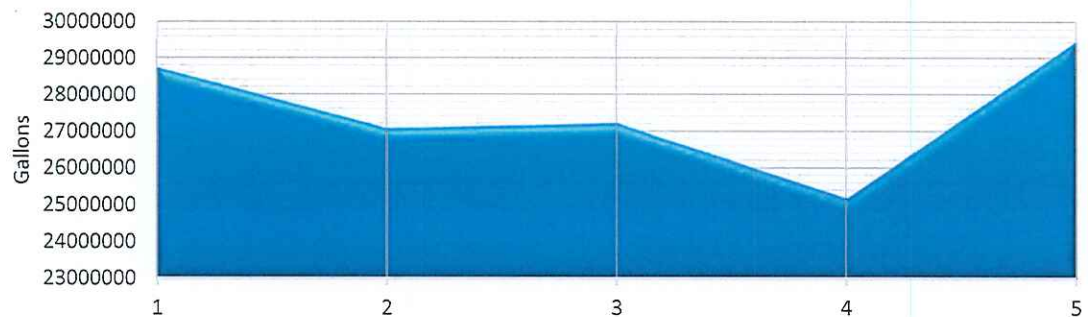
We hope to continue to receive funding for the FY20 round of the Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. If so, details on the FY20 application process will be provided at www.mass.gov/mod/adagrant in early July of next year.

Sincerely,


Jeffrey L. Dougan
Assistant Director for Community Services



December Pumpage History



Quarterly Billing

