

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall*

*732 Main Street, Harwich, MA*

*Regular Meeting 6:30 P.M.*

*Monday, July 1, 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. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

- A. Vote to approve Caleb Chase Fund request in the amount of \$700.00
- B. Approve the re-appointment of Vahan Khachadorian and Fran Crowley as full members of the Recreation and Youth Commission with terms to expire on June 30, 2022

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

**VII. NEW BUSINESS**

- A. Vote to Authorize to Refund Bonds for the Police Station – Carol Coppola, Director of Finance
- B. Vote to Authorize Year-End Budget Transfers – Carol Coppola, Director of Finance
- C. Discussion of the Board of Selectmen's Draft Goals

**VIII. CONTRACTS**

- A. Change Order for Fire Station #2 in the amount of \$40,415.49 – Approve and authorize the Vice Chair to sign

**IX. OLD BUSINESS**

- A. Review of May 2019 Annual Town Meeting Actions – Pass/Fail
- B. Discussion and Possible Vote of the Budget/Warrant Timeline

**X. TOWN ADMINISTRATOR'S REPORTS**

- A. Seaport Economic Council – Meeting and Ribbon Cutting Ceremony – August 27, 2019

**XI. SELECTMEN'S REPORT**

- A. Reminder – Newly created Harwich Ad Hoc Noise Containment Committee is looking for new members

**XII. ADJOURNMENT**

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

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Patricia Macura, Admin. Secretary

**Date:** \_\_\_\_\_  
June 27, 2019



TO: Board of Selectmen  
FROM: Michael MacAskill  
Don Howell  
RE: Annual Committee/Board/Commission Re-appointments  
DATE: July 1, 2019

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The following is a recommendation for reappointments for new 3-year terms beginning on July 1, 2019 and expiring on June 30, 2022.

<u>Committee</u>	<u>First Name</u>	<u>Last Name</u>	<u>New Term</u>
Recreation and Youth Commission	Vahan	Khachadorian	2022
Recreation and Youth Commission	Frank	Crowley	2022



**TOWN OF HARWICH**  
**FINANCE DIVISION**  
**732 MAIN STREET, HARWICH, MA 02645**  
**TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola**  
**Finance Director/Town Accountant**

**Wendy Tulloch**  
**Assistant Town Accountant**

*To: Larry Ballentine, Chairman*  
*From: Carol Coppola*  
*Date: June 26, 2019*  
*RE: Authorize Refunding of 2009 Police Station Bonds*

The results of the most recent General Obligation Bond Sale lead me to inquire if the Town could potentially find savings if any of the existing bonds were refunded. On June 11<sup>th</sup> I received a detailed analysis of the potential savings from the Town's Financial Advisor, Hilltop Securities. The only existing debt that is eligible for refunding is the 2009 Police Station Construction outstanding obligation. Given the current bond market, the town may realize a savings of over \$375,000 in interest costs over the remaining life of the debt (2029). An analysis of the potential savings is attached for your reference as well as a draft timeline of the financing schedule.

Before a refunding can occur the town was required to confirm the expenditure of the 2009 bond proceeds in total, the proceeds were expended within the required and applicable rebate expenditure timeframe (typically 24 months), and the bond proceeds were not used to finance non-municipal use of the building. Bond Counsel has analyzed the existing and potential future solar component at the location and determined it to be de Minimis with respect to the tax exempt status of this refunding series.

If the Board of Selectmen choose to move forward with the refunding, a vote authorizing the Treasurer to begin the process is necessary. I have enclosed Bond Counsel's suggested form of vote for your review, consideration and potential action.

Thank you in advance for your attention to this matter.



**For Discussion Purposes Only**

**Town of Harwich, Massachusetts**

**Tentative Financing Schedule**

**General Obligation Refunding Bonds (the “Refunding Bonds”) of August 2019**

June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

FOMC Meeting
Holiday
MCTA Amherst School

June 25, 2019	Tentative Financing Schedule and draft Preliminary Official Statement (POS) to Town for review and information updates
July 1, 2019	Board of Selectmen votes to authorize the issuance of refunding bonds
w/o July 8, 2019	Send Draft POS to S&P to set up rating call for July 24 – 25
July 12, 2019	Send Draft POS to Bond Counsel for comments
July 18, 2019	S&P distributes questions/topics in advance of rating call
July 23, 2019	Last day for Town to complete POS
July 24 or 25, 2019	S&P rating call ( <b>time to be determined</b> )
July 25, 2019	Clear POS for electronic distribution to prospective bidders
August 1, 2019	S&P rating released
August 6, 2019	Competitive sale; receive bids on the Refunding Bonds
By August 9, 2019	Bond Counsel sends Refunding Bond paperwork to Town
August 12, 2019	Board of Selectmen meets ( <b>confirmed</b> ) to approve the Refunding Bond sale and sign associated paperwork – paperwork requires signatures of a majority of the Board, Town Treasurer and Town Clerk
August 14, 2019	Executed paperwork must be FedEx'd via guaranteed overnight delivery to HilltopSecurities (Boston office)
August 15, 2019	HilltopSecurities hand-delivers securities to US Bank and paperwork to Bond Counsel
August 20, 2019	Dated and delivery date of the Refunding Bonds; Refunding Bond proceeds delivered to refunding escrow account, Costs of Issuance delivered to Town
By August 30, 2019	Paying Agent gives call notice to existing 2009 bondholders
October 1, 2019	Call date of the 2009 bonds; Paying Agent calls in / redeems callable maturities
February 15, 2020	1 <sup>st</sup> debt service payment due on the Refunding Bonds



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Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

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SOURCES AND USES OF FUNDS

Town of Harwich, Massachusetts  
 General Obligation Refunding Bonds Dated August 28, 2019  
 Cur Ref of 2009 Police Station Bonds  
 Assumes Market Rates as of 6/4/19  
 \*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Sources:	Cur Ref of 2009 Police Station (IE)
<hr/>	
Bond Proceeds:	
Par Amount	3,760,000.00
Premium	618,735.45
	<hr/>
	4,378,735.45
	<hr/> <hr/>
Uses:	Cur Ref of 2009 Police Station (IE)
<hr/>	
Refunding Escrow Deposits:	
Cash Deposit	4,270,822.99
Delivery Date Expenses:	
Cost of Issuance	68,455.00
Underwriter's Discount	<u>37,600.00</u>
	106,055.00
Other Uses of Funds:	
Rounding Amount	<u>1,857.46</u>
	<hr/>
	4,378,735.45
	<hr/> <hr/>

BOND SUMMARY STATISTICS

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19

\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Dated Date	08/28/2019
Delivery Date	08/28/2019
Last Maturity	02/15/2029
Arbitrage Yield	1.400233%
True Interest Cost (TIC)	1.596626%
Net Interest Cost (NIC)	1.776703%
All-In TIC	1.960813%
Average Coupon	5.000000%
Average Life (years)	4.795
Weighted Average Maturity (years)	5.012
Duration of Issue (years)	4.417
Par Amount	3,760,000.00
Bond Proceeds	4,378,735.45
Total Interest	901,461.11
Net Interest	320,325.66
Total Debt Service	4,661,461.11
Maximum Annual Debt Service	547,750.00
Average Annual Debt Service	492,552.39
Underwriter's Fees (per \$1000)	
Average Takedown	-
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	115.455730

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	3,760,000.00	116.456	5.000%	4.795
	3,760,000.00			4.795

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,760,000.00	3,760,000.00	3,760,000.00
+ Accrued Interest	-	-	-
+ Premium (Discount)	618,735.45	618,735.45	618,735.45
- Underwriter's Discount	(37,600.00)	(37,600.00)	
- Cost of Issuance Expense		(68,455.00)	
- Other Amounts	-	-	-
Target Value	4,341,135.45	4,272,680.45	4,378,735.45
Target Date	08/28/2019	08/28/2019	08/28/2019
Yield	1.596626%	1.960813%	1.400233%

SUMMARY OF REFUNDING RESULTS

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Dated Date	08/28/2019
Delivery Date	08/28/2019
Arbitrage yield	1.400233%
Escrow yield	0.000000%
Value of Negative Arbitrage	-
Bond Par Amount	3,760,000.00
True Interest Cost	1.596626%
Net Interest Cost	1.776703%
Average Coupon	5.000000%
Average Life	4.795
Par amount of refunded bonds	4,250,000.00
Average coupon of refunded bonds	4.020847%
Average life of refunded bonds	4.794
PV of prior debt to 08/28/2019 @ 1.960813%	4,647,785.55
Net PV Savings	376,962.56
Percentage savings of refunded bonds	8.869707%
Percentage savings of refunding bonds	10.025600%

SAVINGS

Town of Harwich, Massachusetts  
 General Obligation Refunding Bonds Dated August 28, 2019  
 Cur Ref of 2009 Police Station Bonds  
 Assumes Market Rates as of 6/4/19  
 \*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings
02/15/2020	526,481.25	492,211.11	34,270.14	-
06/30/2020	-	-	-	34,270.14
08/15/2020	74,806.25	83,875.00	(9,068.75)	-
02/15/2021	514,806.25	463,875.00	50,931.25	-
06/30/2021	-	-	-	41,862.50
08/15/2021	67,106.25	74,375.00	(7,268.75)	-
02/15/2022	507,106.25	459,375.00	47,731.25	-
06/30/2022	-	-	-	40,462.50
08/15/2022	58,856.25	64,750.00	(5,893.75)	-
02/15/2023	498,856.25	449,750.00	49,106.25	-
06/30/2023	-	-	-	43,212.50
08/15/2023	50,606.25	55,125.00	(4,518.75)	-
02/15/2024	490,606.25	445,125.00	45,481.25	-
06/30/2024	-	-	-	40,962.50
08/15/2024	41,806.25	45,375.00	(3,568.75)	-
02/15/2025	481,806.25	435,375.00	46,431.25	-
06/30/2025	-	-	-	42,862.50
08/15/2025	33,006.25	35,625.00	(2,618.75)	-
02/15/2026	473,006.25	425,625.00	47,381.25	-
06/30/2026	-	-	-	44,762.50
08/15/2026	24,206.25	25,875.00	(1,668.75)	-
02/15/2027	464,206.25	420,875.00	43,331.25	-
06/30/2027	-	-	-	41,662.50
08/15/2027	15,406.25	16,000.00	(593.75)	-
02/15/2028	455,406.25	411,000.00	44,406.25	-
06/30/2028	-	-	-	43,812.50
08/15/2028	6,056.25	6,125.00	(68.75)	-
02/15/2029	291,056.25	251,125.00	39,931.25	-
06/30/2029	-	-	-	39,862.50
	5,075,193.75	4,661,461.11	413,732.64	413,732.64

Savings Summary

Savings PV date	08/28/2019
Savings PV rate	1.960813%
PV of savings from cash flow	375,105.10
Plus: Refunding funds on hand	1,857.46
Net PV Savings	376,962.56

BOND PRICING

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Premium (-Discount)
Bond Component:						
	02/15/2020	405,000	5.000%	1.260%	101.723	6,978.15
	02/15/2021	380,000	5.000%	1.270%	105.392	20,489.60
	02/15/2022	385,000	5.000%	1.280%	108.993	34,623.05
	02/15/2023	385,000	5.000%	1.300%	112.491	48,090.35
	02/15/2024	390,000	5.000%	1.310%	115.948	62,197.20
	02/15/2025	390,000	5.000%	1.330%	119.278	75,184.20
	02/15/2026	390,000	5.000%	1.380%	122.311	87,012.90
	02/15/2027	395,000	5.000%	1.420%	125.267	99,804.65
	02/15/2028	395,000	5.000%	1.480%	127.904	110,220.80
	02/15/2029	245,000	5.000%	1.550%	130.259	74,134.55
		3,760,000				618,735.45

Dated Date	08/28/2019	
Delivery Date	08/28/2019	
First Coupon	02/15/2020	
Par Amount	3,760,000.00	
Premium	618,735.45	
Production	4,378,735.45	116.455730%
Underwriter's Discount	(37,600.00)	(1.000000%)
Purchase Price	4,341,135.45	115.455730%
Accrued Interest	-	
Net Proceeds	4,341,135.45	

BOND DEBT SERVICE

Town of Harwich, Massachusetts  
 General Obligation Refunding Bonds Dated August 28, 2019  
 Cur Ref of 2009 Police Station Bonds  
 Assumes Market Rates as of 6/4/19  
 \*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	405,000	5.000%	87,211.11	492,211.11	-
06/30/2020	-	-	-	-	492,211.11
08/15/2020	-	-	83,875.00	83,875.00	-
02/15/2021	380,000	5.000%	83,875.00	463,875.00	-
06/30/2021	-	-	-	-	547,750.00
08/15/2021	-	-	74,375.00	74,375.00	-
02/15/2022	385,000	5.000%	74,375.00	459,375.00	-
06/30/2022	-	-	-	-	533,750.00
08/15/2022	-	-	64,750.00	64,750.00	-
02/15/2023	385,000	5.000%	64,750.00	449,750.00	-
06/30/2023	-	-	-	-	514,500.00
08/15/2023	-	-	55,125.00	55,125.00	-
02/15/2024	390,000	5.000%	55,125.00	445,125.00	-
06/30/2024	-	-	-	-	500,250.00
08/15/2024	-	-	45,375.00	45,375.00	-
02/15/2025	390,000	5.000%	45,375.00	435,375.00	-
06/30/2025	-	-	-	-	480,750.00
08/15/2025	-	-	35,625.00	35,625.00	-
02/15/2026	390,000	5.000%	35,625.00	425,625.00	-
06/30/2026	-	-	-	-	461,250.00
08/15/2026	-	-	25,875.00	25,875.00	-
02/15/2027	395,000	5.000%	25,875.00	420,875.00	-
06/30/2027	-	-	-	-	446,750.00
08/15/2027	-	-	16,000.00	16,000.00	-
02/15/2028	395,000	5.000%	16,000.00	411,000.00	-
06/30/2028	-	-	-	-	427,000.00
08/15/2028	-	-	6,125.00	6,125.00	-
02/15/2029	245,000	5.000%	6,125.00	251,125.00	-
06/30/2029	-	-	-	-	257,250.00
	3,760,000		901,461.11	4,661,461.11	4,661,461.11

ESCROW REQUIREMENTS

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Period Ending	Interest	Principal Redeemed	Total
10/01/2019	20,822.99	4,250,000.00	4,270,822.99
	20,822.99	4,250,000.00	4,270,822.99



ESCROW COST

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost
08/28/2019	-	4,270,822.99	4,270,822.99
	0	4,270,822.99	4,270,822.99

ESCROW SUFFICIENCY

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
08/28/2019	-	4,270,822.99	4,270,822.99	4,270,822.99
10/01/2019	4,270,822.99	-	(4,270,822.99)	-
	4,270,822.99	4,270,822.99	0.00	

ESCROW STATISTICS

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19

\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Escrow	Total Escrow Cost	Modified Duration (years)	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Cur Ref of 2009 Police Station (IE):	4,270,822.99	-	-	-	4,270,822.99	-	-
	4,270,822.99				4,270,822.99	0.00	0.00

Delivery date 08/28/2019  
Arbitrage yield 1.400233%

PROOF OF ARBITRAGE YIELD

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Date	Debt Service	Total	Present Value to 08/28/2019 @ 1.4002333286%
02/15/2020	492,211.11	492,211.11	489,035.37
08/15/2020	83,875.00	83,875.00	82,754.46
02/15/2021	463,875.00	463,875.00	454,495.80
08/15/2021	74,375.00	74,375.00	72,364.56
02/15/2022	459,375.00	459,375.00	443,850.10
08/15/2022	64,750.00	64,750.00	62,126.77
02/15/2023	449,750.00	449,750.00	428,528.97
08/15/2023	55,125.00	55,125.00	52,158.81
02/15/2024	445,125.00	445,125.00	418,245.29
08/15/2024	45,375.00	45,375.00	42,338.53
02/15/2025	435,375.00	435,375.00	403,415.53
08/15/2025	35,625.00	35,625.00	32,780.38
02/15/2026	425,625.00	425,625.00	388,916.44
08/15/2026	25,875.00	25,875.00	23,479.00
02/15/2027	420,875.00	420,875.00	379,247.18
08/15/2027	16,000.00	16,000.00	14,317.24
02/15/2028	411,000.00	411,000.00	365,217.10
08/15/2028	6,125.00	6,125.00	5,404.87
02/15/2029	251,125.00	251,125.00	220,059.07
	4,661,461.11	4,661,461.11	4,378,735.45

Proceeds Summary

Delivery date	08/28/2019
Par Value	3,760,000.00
Premium (Discount)	618,735.45
Target for yield calculation	4,378,735.45

SUMMARY OF BONDS REFUNDED

Town of Harwich, Massachusetts  
General Obligation Refunding Bonds Dated August 28, 2019  
Cur Ref of 2009 Police Station Bonds  
Assumes Market Rates as of 6/4/19  
\*\*\*PRELIMINARY & SUBJECT TO CHANGE\*\*\*

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Police Station (IE) Bonds Dated 2/15/09, 2009CALL:					
BOND	02/15/2020	3.000%	445,000.00	10/01/2019	100.000
	02/15/2021	3.500%	440,000.00	10/01/2019	100.000
	02/15/2022	3.750%	440,000.00	10/01/2019	100.000
	02/15/2023	3.750%	440,000.00	10/01/2019	100.000
	02/15/2024	4.000%	440,000.00	10/01/2019	100.000
	02/15/2025	4.000%	440,000.00	10/01/2019	100.000
	02/15/2026	4.000%	440,000.00	10/01/2019	100.000
	02/15/2027	4.000%	440,000.00	10/01/2019	100.000
	02/15/2028	4.250%	440,000.00	10/01/2019	100.000
	02/15/2029	4.250%	285,000.00	10/01/2019	100.000
			4,250,000.00		

Vote of Selectmen to Authorize Refunding of  
General Obligation Police Station Bonds dated February 15, 2009

I, the Clerk of the Board of Selectmen of the Town of Harwich, Massachusetts (the “Town”), certify that at a meeting of the board held \_\_\_\_\_, 2019, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund the Town’s \$8,750,000 General Obligation Police Station Bonds dated February 15, 2009, maturing on and after February 15, 2020 in the aggregate principal amount of \$4,250,000 (collectively, the “Refunded Bonds”) and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the authorization of the refunding bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
Clerk of the Board of Selectmen



**TOWN OF HARWICH  
FINANCE DIVISION**

**732 MAIN STREET, HARWICH, MA 02645  
TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola  
Finance Director/Town Accountant**

**Wendy Tulloch  
Assistant Town Accountant**

*To: Larry Ballentine, Chairman  
From: Carol Coppola  
Date: June 27, 2019  
RE: Year-End Budget Transfers*

Within the last two months of the fiscal year as well as the first 15 days of the new fiscal year General Law Part I, Title VII, Chapter 44, Section 33B provides for the ability for cities and towns to transfer appropriations as well as sets forth restrictions for transfers. Effective November 7, 2016 the law states in part "...the selectmen, with the concurrence of the finance committee...may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation".

Budget transfer requests this year incorporate the pay down of principle for numerous road maintenance projects in lieu of borrowing for Cranberry Valley and Wastewater Construction in the Spring of 2018. When the FY 19 budget was prepared we anticipated the obligation to begin debt service payments for these projects. Bonds to support the Cranberry Valley project were sold earlier this month and funding from the Massachusetts Clean Water Trust (MCWT) in support of wastewater initiatives is anticipated within the next year. There were also timing adjustments for Saquatucket Harbor debt as well as other minor adjustments. All of these adjustments are presented in the attached detail for your review. Moving forward, I do not anticipate a recurrence in the future pertaining to the debt budget, as I believe we have a firmer handle on timing for these projects.

The next section of adjustments support funding for salaries and wages associated with budget shortfalls due to employee's absences, retirements and payout of unused accrued vacation time. Other salary adjustments support the additional need for gas and plumbing inspection time. Adjustments to increase salaries affects the Medicare line as well; 1.45% of wages paid is subject to the town's portion of Medicare. Previous budget transfers associated with salaries & wages have been approved by Town Meeting and the Finance Committee in the form of Reserve Fund Transfers all of these transfers affect the Medicare obligation of the Town. Minor adjustments to support additional advertising costs, CVEC increases and adjustments between County Tax and the Cape Cod Commission complete the list of requests presented within the attachment.

Thank you for your time and consideration while you review this request.

**Town of Harwich  
Year End Budget Transfers**

<b>Shortfalls</b>			<b>Transfer from</b>		
<b>Description</b>	<b>Org/Obj</b>	<b>Amount</b>	<b>Description</b>	<b>Org/Obj</b>	<b>Amount</b>
Road Maint - Prin	017587/591000	87,500	Wastewater Ph 2 Prin	017764/591000	144,313
Road Maint - Int	017587/591500	5,000	Wastewater Ph 2 Int	017764/591500	201,183
Road Maint - Prin	017717/591000	80,000	CVGC Cart Barn - Prin SS	017768/591000	54,000
Road Maint - Int	017717/591500	1,750	CVGC Cart Barn - Int SS	017768/591500	43,200
Road Betterment Prin	017727/591000	4,300	CVGC Cart Barn - Prin	017769/591000	6,000
Road Betterment - Int	017727/591500	68	CVGC Cart Barn - Int	017769/591500	4,800
Road Maint - Prin	017737/591000	180,000	BAN Interest	017997/592500	161,096
Road Maint - Int	017737/591500	5,350			
SAQ Harbor Design Prin	017758/591000	1,500			
SAQ Harbor Design Int	017758/591500	23			
Road Maint - Prin	017759/591000	49,954			
Muddy Creek - Prin	017760/591000	1,300			
Wastewater - Prin	017763/591000	90,500			
Wastewater - Int	017763/591500	28,168			
SAQ Waterside - Prin	017766/591000	44,000			
SAQ Waterside - Prin SS	017767/591000	30,000			
SAQ Waterside - Int SS	017767/591500	721			
SAQ Design - Prin SS	017771/591000	1,500			
SAQ Design - Int SS	017771/591500	28			
Ginger Plum - Int	017772/591500	2,930			
		-			
<b>Total</b>		<b>614,592</b>	<b>Total</b>		<b>614,592</b>

Explanation: Budget transfers to support paydown of short term debt for road maintenance projects (\$413,922)  
Transfers to support Saquatucket Waterside GO Bond Sale in lieu of Cranberry Valley and Wastewater long-term debt.

**Shortfalls**

**Transfer from**



<b>Description</b>	<b>Org/Obj</b>	<b>Amount</b>
Medicare - Town	011482/517500	19,000
Information Tech - S&W	011551/511900	4,000
Community Dev - S&W	011831/511900	5,000
Advertising	011942/534100	1,000
CVEC Electricity	011992/521100	2,215
Plumbing & Gas - S&W	012421/511800	5,000
DPW - S&W	014211/511900	10,000
Cemetery - S&W	014911/511900	200
County Tax	018312/562100	6,059
		-
<b>Total</b>		<b>52,474</b>

<b>Description</b>	<b>Org/Obj</b>	<b>Amount</b>
Group Health Sch Retirees	019142/575040	21,000
Engineer - S&W	014111/511900	4,000
Comm Dev - Office Supp	011832/542000	3,000
Legal Services	011512/530500	1,000
Admin - Maint & Repair	011492/524300	2,215
Electric - S&W	012451/511800	5,000
DPW - Maint & Repair	014212/524300	10,000
Cemetery - Dues	014912/573000	200
Cape Cod Commission	018352/562600	6,059
		-
<b>Total</b>		<b>52,474</b>

Explanation: Budget transfers to support shortfalls in salary lines due to unforeseen absences, increase in gas and plumbing inspections, payout of unused vacation time and other minor differences.

**OFFICE OF THE TOWN ADMINISTRATOR**

Phone (508) 430-7513

Fax (508) 432-5039



**Christopher Clark**, *Town Administrator*  
**Joseph F. Powers**, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

# MEMO

TO: **Board of Selectmen**  
Christopher Clark, Town Administrator

FROM: Joseph F. Powers, *JFP* Assistant Town Administrator

CC: Norman R. Clarke, Jr., Chief, Harwich Fire Department

RE: Change Order #005 Dated June 19, 2019 – Fire Station #2

DATE: June 25, 2019

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The attached change order request and supporting documentation was presented to the Administration Department yesterday (June 24<sup>th</sup>), by Chief Clarke for review and placement on the July 1, 2019 Board of Selectmen agenda.

I have reviewed the request and it appears to be in good order and does not exceed the appropriated amount.

Given that Board of Selectmen Chair Ballantine has indicated he will be away during the meeting of July 1, 2019, I believe it is appropriate to have Vice Chairman McManus authorized to sign in his capacity as Chair at that meeting.

**Recommendation:** I recommend that the Board of Selectmen approve this procurement as outlined and authorize the Vice Chairman to sign.

*“Change Order for Fire Station #2 in the amount of \$40,415.49 – Approve and authorize the Vice Chair to sign.”*



# AIA Document G701™ - 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Harwich Fire Station #2_17032.00 Harwich, MA 02645	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: 06/01/2018	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005 Date: June 19, 2019
<b>OWNER:</b> <i>(Name and address)</i> Harwich Fire Department Harwich, MA 02645	<b>ARCHITECT:</b> <i>(Name and address)</i> Kaestle Boos Associates, Inc. Foxborough, MA 02035	<b>CONTRACTOR:</b> <i>(Name and address)</i> Mill City Construction Lincoln, RI 02865

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

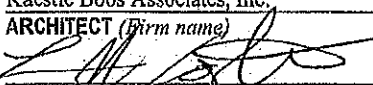
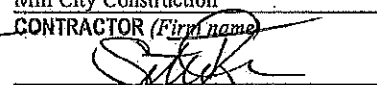
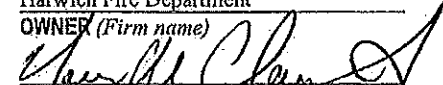
COP	Description	Amount
COP#029R2	Door Opening Clarifications	\$4,327.14
COP#039R2	Add 10 Sheets of 3/4" Plywood	\$2,984.22
COP#047	Alerting System Electrical	\$31,854.38
COP#054	Sx Time Extension	\$1,249.75
<b>TOTAL</b>		<b>\$40,415.49</b>

The original Contract Sum was	\$	5,640,812.00
The net change by previously authorized Change Orders	\$	97,275.94
The Contract Sum prior to this Change Order was	\$	5,738,087.94
The Contract Sum will be increased by this Change Order in the amount of	\$	40,415.49
The new Contract Sum including this Change Order will be	\$	5,778,503.43

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Kaestle Boos Associates, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Mill City Construction</u> CONTRACTOR <i>(Firm name)</i>	<u>Harwich Fire Department</u> OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Todd M. Costa, AIA Associate Principal, Associate Principal PRINTED NAME AND TITLE	Stephen Traghella, LEED AP Project Manager PRINTED NAME AND/TITLE	Chief Norman M. Clarke, Jr. PRINTED NAME AND TITLE
<u>5/7/19</u> DATE	<u>6/19/19</u> DATE	<u>6/19/19</u> DATE

Edward McManus

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# RCOP – RESPONSE TO CHANGE ORDER PROPOSAL

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**HARWICH FIRE STATION 2**  
Harwich, MA

KBA # 17032.00  
Page: 1 of 1

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**CONTRACTOR:** Mill City Construction  
7 Old Great Rd.  
Lincoln, RI 02865  
Attn: Avanthi Kusumba

**RCOP NO.** 029R2

**ISSUED BY:** Pete Gaudreau  
Construction Administrator

**COPIES TO:**

- KBA – CT/MA/NH
- Owner
- Official
- Consultant
- Consultant

**DATE:** July 9, 2018  
6/18/19

- 
- Change Order Proposal has been reviewed by the Architect and is recommended to the Owner for approval.**
- Change Order Proposal is rejected.**
- Owner will not require the Contractor to proceed with the Work described in Change Order Proposal*
  - Work described in Change Order Proposal is required by the Contract Documents.*     *Refer to comments below.*
- Revise and resubmit Change Order Proposal.**
- Overhead/Profit is incorrect.*                       *Labor and material costs breakdown is insufficient.*
  - Backup documentation is insufficient.*        *Refer to comments below.*

---

**Description:**

KBA has reviewed PCO#029R2 and finds it to be fair and reasonable.  
KBA recommends approval of PCO#029R2 to the Owner.

**Attachments:** COP No.



5/13/2019

Todd Costa  
Kaestle Boos Associates, Inc.  
325 Foxborough Blvd. Ste. 100  
Foxborough, MA 02035

**Re: Harwich Fire Station #2 - Harwich, MA  
149 Route 137, Harwich, MA 02645  
Change Order Request #29R2 - Door Opening Clarifications**

Todd,

Attached is a breakdown of costs for the requested work per ASI-005 received via Submittal Exchange on 1/9/19 and the response t  
COR #29R1 received via Submittal Exchange on 4/10/19.

Items included in this COR are as follows:

- Please see the attached proposal from Building Specialties Architectural Hardware, Inc. for the added changes to the schedules for openings.

Please be advised that this COR will add 0 working days to the contract time schedule unless there is a lead time on the added hardware. Please sign and return at your earliest convenience.

The total cost of this change is **\$4,327.14**

Respectfully Submitted,

Digitally signed by Stephen Traghella  
DN: cn=Stephen Traghella, o=Mill City  
Construction, Inc., ou,  
email=straghella@mill-city.com, c=US  
Date: 2019.05.13 16:55:48 -04'00'

Stephen Traghella, LEED AP  
Project Manager

CC: File

Owner Approval

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Change Order Request #29R2													
Breakdown of costs for the Door Opening Clarifications													
Item #	Description	Subcontractor	Material	Unit	Material	Total	Labor	Labor	Total	Equipment	Equipment	Total	Totals
		Costs	Quantity		Cost	Material	Hours	Cost	Labor	Hours	Unit	Equipment	
1	Mill City Construction, Inc. - Labor	\$ -			\$ -	\$ -	0	\$ 89.34	\$ -			\$ -	\$ -
2	Building Specialties Architectural Hardware	\$ -	1 LS		\$ 3,890.00	\$ 3,890.00						\$ -	\$ 3,890.00
3		\$ -			\$ -	\$ -						\$ -	\$ -
4		\$ -			\$ -	\$ -						\$ -	\$ -
5		\$ -			\$ -	\$ -						\$ -	\$ -
6		\$ -			\$ -	\$ -						\$ -	\$ -
7		\$ -			\$ -	\$ -						\$ -	\$ -
8		\$ -			\$ -	\$ -						\$ -	\$ -
9		\$ -			\$ -	\$ -						\$ -	\$ -
10		\$ -			\$ -	\$ -						\$ -	\$ -
11		\$ -			\$ -	\$ -						\$ -	\$ -
12		\$ -			\$ -	\$ -						\$ -	\$ -
13		\$ -			\$ -	\$ -						\$ -	\$ -
14		\$ -			\$ -	\$ -						\$ -	\$ -
15		\$ -			\$ -	\$ -						\$ -	\$ -
16		\$ -			\$ -	\$ -						\$ -	\$ -
17		\$ -			\$ -	\$ -						\$ -	\$ -
18		\$ -			\$ -	\$ -						\$ -	\$ -
19		\$ -			\$ -	\$ -						\$ -	\$ -
20		\$ -			\$ -	\$ -						\$ -	\$ -
21		\$ -			\$ -	\$ -						\$ -	\$ -
22		\$ -			\$ -	\$ -						\$ -	\$ -
23		\$ -			\$ -	\$ -						\$ -	\$ -
24		\$ -			\$ -	\$ -						\$ -	\$ -
25		\$ -			\$ -	\$ -						\$ -	\$ -
26		\$ -			\$ -	\$ -						\$ -	\$ -
27		\$ -			\$ -	\$ -						\$ -	\$ -
28		\$ -			\$ -	\$ -						\$ -	\$ -
29		\$ -			\$ -	\$ -						\$ -	\$ -
30		\$ -			\$ -	\$ -						\$ -	\$ -
	<b>SUB TOTALS</b>	\$ -			\$ 3,890.00	\$ 3,890.00			\$ -			\$ -	\$ 3,890.00
	5% Profit on Sub.												\$ -
	10% OH&P on G.C.												\$ 389.00
	Bond Cost Increase (\$1.25 per \$1,000)												\$ 48.14
	<b>TOTALS</b>											<b>Grand Total</b>	\$ 4,327.14





**Building Specialties  
Architectural Hardware, Inc.**  
P.O. Box 2581 Springfield, MA 01101  
(413) 788-9686 FAX (413) 788-9689

# CHANGE ORDER

Number \_\_\_\_\_

TO Mill City Construction  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE	DATE 01/14/19
JOB NAME/LOCATION Harwich Fire Station #2	
JOB NUMBER J18-066	JOB PHONE
EXISTING CONTRACT NO.	DATE OF EXISTING CONTRACT

**We hereby agree to make the change(s) specified below:**

ADD for door #A139:	
1- Hollow Metal Frame (185.00)	
1- Hollow Metal Door (325.00)	
1- Hardware Set 402.1 (540.00)	
ADD for door #A203:	\$1,050.00
1- Hollow Metal Frame (185.00)	
1- Hollow Metal Door (325.00)	
1- Hardware Set 401.1 (535.00)	
ADD for door #A204:	\$1,045.00
1- Hollow Metal Frame (185.00)	
1- Hollow Metal Door (325.00)	
1- Hardware Set 401.1 (535.00)	
Change on door #A136 Mortise lock to exit device	\$1,045.00
and add a kickplate	\$ 450.00
Change Door #A129 from 3'-0" to 3'-8"	\$ 25.00
New Frame (Frame Already made)	\$ 75.00
Change Kick Plate Width	\$185.00
	\$15.00

**NOTE: This Change Order becomes part of and in conformance with the existing contract.**

**WE AGREE** hereby to make the change(s) specified above at this price  Add:

\$ 3,890 00

DATE	PREVIOUS CONTRACT AMOUNT	\$	
AUTHORIZED SIGNATURE (CONTRACTOR)	REVISED CONTRACT TOTAL	\$	

**ACCEPTED** — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance \_\_\_\_\_

Signature \_\_\_\_\_  
(OWNER)

## SCHEDULES FOR OPENINGS - ADDENDA 1

DOOR								FRAME					FIRE RATING		HARDWARE - SEE SPECIFICATIONS										<ul style="list-style-type: none"> <li>● NEW WORK</li> <li>○ EXISTING</li> <li>□ RELOCATE / REUSE EXIST'G</li> <li>"S" SMOKE GASKET</li> <li>ACCESSIBLE THRESHOLD NOTED FOR SADDLE ONLY. REFER TO THRESHOLD DETAILS. (FLOOR FINISH AT ALL DOORS PROVIDE FLUSH CONDITION)</li> </ul>	
OPENING NUMBER	SHEET NUMBER	SINGLE DOOR LEAF	DOUBLE DOOR LEAF	ACTIVE LEAF	ACTIVE / INACTIVE LEAF	HEIGHT	THICKNESS	HANDING	SEE DRAWINGS FOR ELEVATIONS AND DETAILS					U. L. RATING (IN MINUTES)	GASKETS AND SMOKE SEALS	FIRE CODE					DISABLED REQUIREMENTS					
									DOOR MATERIAL	FRAME MATERIAL	HEAD DETAIL	JAMB DETAIL	SILL / THRESHOLD DETAIL			PANIC RELEASE HARDWARE	POSITIVE LATCHING	AUTOMATIC CLOSING	ELECT. MAG. DOOR RELEASE	PUSH / PULL	"U" HANDLE / LEVER HANDLE	MOP, KICK, & ARMOR PLATES	TACTILE WARNING	ACCESSIBLE THRESHOLD		ELECTRICAL / SECURITY
DRAWING NO: <b>A1.01</b> <b>MAIN LEVEL &amp; LARGE SCALE FLOOR PLANS</b>																						<b>REMARKS / NOTES</b>				
A129	A1.01	●	3'- 8"		7'- 0"	1-3/4"	LHR	WD-1	HMF-1	H-2	J-2	T-2			●	●			●	●	●	026	AC, EU.06.4PL, PS2, E1,			

Hardware Set		026
1	Hinge, Continuous Geared	780 - 224 HD - 83" - CLEAR - Concealed Leaf - RETW-QC (10-Wire) Roton
1	Mortar Box	430 Hager
1	Electrically Unlocked	M9080EURXLM - LRB - 626 (FAIL SECURE) (24 VDC regulated, filtered; Current: 0.21A) Dorma
1	Closer, Overhead Parallel Arm	8916 - FHP - FC - SN1 - 689 - 180 Degree Swing Dorma
1	Kick Plate	K1050 - 16" x 42" - 18 ga. - US32D Rockwood
1	Sound Gasket	S773D x S44D ( Gasket, Sound Seals ) - 44" x 84" Pemko
1	Power Supply, Shared	Power Supply (Shared) - See Opening "A104" -
1	Diagrams	Diagrams - Elevation and Riser By MFR
1	Diagrams	Diagrams - Point To Point By MFR



## SCHEDULES FOR OPENINGS - ADDENDA 1

DOOR								FRAME					FIRE RATING		HARDWARE - SEE SPECIFICATIONS										<ul style="list-style-type: none"> <li>● NEW WORK</li> <li>○ EXISTING</li> <li>□ RELOCATE / REUSE EXIST'G</li> <li>"S" SMOKE GASKET</li> </ul> <p>ACCESSIBLE THRESHOLD NOTED FOR SADDLE ONLY. REFER TO THRESHOLD DETAILS. (FLOOR FINISH AT ALL DOORS PROVIDE FLUSH CONDITION)</p>		
OPENING NUMBER	SHEET NUMBER	SINGLE DOOR LEAF	DOUBLE DOOR LEAF	ACTIVE LEAF	ACTIVE / INACTIVE LEAF	HEIGHT	THICKNESS	HANDING	SEE DRAWINGS FOR ELEVATIONS AND DETAILS					U. L. RATING (IN MINUTES)	GASKETS AND SMOKE SEALS	FIRE CODE					DISABLED REQUIREMENTS					HARDWARE SET NO.	
									DOOR MATERIAL	FRAME MATERIAL	HEAD DETAIL	JAMB DETAIL	SILL / THRESHOLD DETAIL			PANIC RELEASE HARDWARE	POSITIVE LATCHING	AUTOMATIC CLOSING	ELECT. MAG. DOOR RELEASE	PUSH / PULL	"U" HANDLE / LEVER HANDLE	MOP, KICK, & ARMOR PLATES	TACTILE WARNING	ACCESSIBLE THRESHOLD			ELECTRICAL / SECURITY
A136	A1.01	●		3'- 0"		7'- 0"	1-3/4"	LHR	HM-1	HMF-1	H-1	J-1	-	90	SP	●	●	●				●	●			404.1	1

Hardware Set      404.1		
3 Hinge, Ball Bearing	BB1279 - 4.5 x 4.5 - US26D - NRP	Hager
1 Exit Device, Rim_Key	F9300 B YR09C 660002 626 LHR	Dorma
1 Cylinder	Cylinder - 626 { Verify Type Required }	Section 087100
1 Closer, Overhead Parallel Arm	8916 - AF89P - FC - SN1 - 689	Dorma
1 Kick Plate	K1050 - 16" x 34" - 18 ga. - US32D	Rockwood
1 Smoke Gasket	S88D ( Smoke Gasket ) - 36" x 84"	Pemko

## SCHEDULES FOR OPENINGS - ADDENDA 1

DOOR								FRAME				FIRE RATING		HARDWARE - SEE SPECIFICATIONS										<ul style="list-style-type: none"> <li>● NEW WORK</li> <li>○ EXISTING</li> <li>□ RELOCATE / REUSE EXIST'G</li> <li>"S" SMOKE GASKET</li> <li>ACCESSIBLE THRESHOLD NOTED FOR SADDLE ONLY. REFER TO THRESHOLD DETAILS. (FLOOR FINISH AT ALL DOORS PROVIDE FLUSH CONDITION)</li> </ul>		
OPENING NUMBER	SHEET NUMBER	SINGLE DOOR LEAF	DOUBLE DOOR LEAF	ACTIVE LEAF	ACTIVE / INACTIVE LEAF	HEIGHT	THICKNESS	HANDING	SEE DRAWINGS FOR ELEVATIONS AND DETAILS				U. L. RATING (IN MINUTES)	GASKETS AND SMOKE SEALS	FIRE CODE					DISABLED REQUIREMENTS					HARDWARE SET NO.	
									DOOR MATERIAL	FRAME MATERIAL	HEAD DETAIL	JAMB DETAIL			SILL / THRESHOLD DETAIL	PANIC RELEASE HARDWARE	POSITIVE LATCHING	AUTOMATIC CLOSING	ELECT. MAG. DOOR RELEASE	PUSH / PULL	"U" HANDLE / LEVER HANDLE	MOP, KICK, & ARMOR PLATES	TACTILE WARNING			ACCESSIBLE THRESHOLD
A138	A1.01	●		3'- 0"		7'- 0"	1-3/4"	LHR	WD-1	HMF-1	H-2	J-2			●	●			●	●					024.1	AC, EU.06.4PL, E1, ES3,

Hardware Set <b>024.1</b>		
1	Hinge, Continuous Geared	780 - 224 HD - 83" - CLEAR - Concealed Leaf x 1/2 WD Screws - RETW-QC (10-Wire)
1	Mortar Box	430
1	Electrically Unlocked	M9080EURXLM - LRB - 626 (FAIL SECURE) (24 VDC regulated, filtered; Current: 0.21A)
1	Closer, Overhead Parallel Arm	8916 - DS - FC - 689
1	Kick Plate	K1050 - 16" x 34" - 18 ga. - US32D
3	Silencer, HM Dr. Frame	608 - Gray
1	Power Supply, Shared	Power Supply (Shared) - See Opening "A108"
1	Diagrams	Diagrams - Elevation and Riser
1	Diagrams	Diagrams - Point To Point

A139	A1.01	●		3'- 0"		7'- 0"	1-3/4"	RHR	HM-1	HMF-1	H-1	J-1			90	SP			●	●			●	●		402.1	CL01, SW1
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Hardware Set <b>402.1</b>		
3	Hinge, Ball Bearing	BB1279 - 4.5 x 4.5 - US26D - NRP
1	Lockset, Storeroom	M9080 - LRB x 660002 (Knurled Lever) - 626
1	Closer, Overhead Parallel Arm	8916 - DS - FC - SN1 - 689
1	Smoke Gasket	S88D ( Smoke Gasket ) - 36" x 84"

## SCHEDULES FOR OPENINGS - ADDENDA 1

DOOR									FRAME					FIRE RATING		HARDWARE - SEE SPECIFICATIONS										<ul style="list-style-type: none"> <li>● NEW WORK</li> <li>○ EXISTING</li> <li>□ RELOCATE / REUSE EXIST'G</li> <li>"S" SMOKE GASKET</li> </ul> <p>ACCESSIBLE THRESHOLD NOTED FOR SADDLE ONLY. REFER TO THRESHOLD DETAILS. (FLOOR FINISH AT ALL DOORS PROVIDE FLUSH CONDITION)</p>											
OPENING NUMBER	SHEET NUMBER	SINGLE DOOR LEAF	DOUBLE DOOR LEAF	ACTIVE LEAF	ACTIVE / INACTIVE LEAF	HEIGHT	THICKNESS	HANDING	SEE DRAWINGS FOR ELEVATIONS AND DETAILS					U. L. RATING (IN MINUTES)	GASKETS AND SMOKE SEALS	FIRE CODE					DISABLED REQUIREMENTS																
									DOOR MATERIAL	FRAME MATERIAL	HEAD DETAIL	JAMB DETAIL	SILL / THRESHOLD DETAIL			PANIC RELEASE HARDWARE	POSITIVE LATCHING	AUTOMATIC CLOSING	ELECT. MAG. DOOR RELEASE	PUSH / PULL	"U" HANDLE / LEVER HANDLE	MOP, KICK, & ARMOR PLATES	TACTILE WARNING	ACCESSIBLE THRESHOLD	ELECTRICAL / SECURITY		HARDWARE SET NO.										
A203	A1.01	●		3'- 0"		7'- 0"	1-3/4"	RHR	HM-1	HMF-1	H-1	J-1	-																							401.1	CL01, SW1

Hardware Set		401.1
3 Hinge, Ball Bearing	BB1279 - 4.5 x 4.5 - US26D - NRP	Hager
1 Lockset, Storeroom	M9080 - LRB x 660002 (Knurled Lever) - 626	Dorma
1 Closer, Overhead Parallel Arm	8916 - DS - FC - SN1 - 689	Dorma
3 Silencer, HM Dr. Frame	608 - Gray	Rockwood

A204	A1.01	●		3'- 0"		7'- 0"	1-3/4"	RHR	HM-1	HMF-1	H-1	J-1	-																							401.1	CL01, SW1
------	-------	---	--	--------	--	--------	--------	-----	------	-------	-----	-----	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------	-----------

Hardware Set		401.1
3 Hinge, Ball Bearing	BB1279 - 4.5 x 4.5 - US26D - NRP	Hager
1 Lockset, Storeroom	M9080 - LRB x 660002 (Knurled Lever) - 626	Dorma
1 Closer, Overhead Parallel Arm	8916 - DS - FC - SN1 - 689	Dorma
3 Silencer, HM Dr. Frame	608 - Gray	Rockwood

---

# ASI - ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

---

**GENERAL CONSTRUCTION**  
**HARWICH FIRE STATION #2**  
Harwich, MA 02645

KBA #17032.00  
Page: 1 of 1

---

**CONTRACTOR:** **Mill City Construction**  
7 Great Old Road  
Lincoln, RI 02865  
Attn: Stephen Traghella

**ASI NO. 005\_01**

**ISSUED BY:** Pete Gaudreau  
Construction Administrator

**COPIES TO:**

- Chief Clarke HFD
- Deputy Chief LaBlanc HFD
- Scott Tydesley HFD
- 
- 

**DATE:** January 08, 2019

---

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time. If the Contractor believes that additional cost or time is involved, the Contractor shall make Claims as provided in the General Conditions of the Contract.

---

**Description: ASI005\_01 Door Clarifications.**

Description of work.....

See attached Door # A129, A136, A138, A139, A203, A204 Door Type, Frame Type and Hardware Clarifications.

**Attachments:** SKM-008



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# RCOP – RESPONSE TO CHANGE ORDER PROPOSAL

---

**HARWICH FIRE STATION 2**  
Harwich, MA

KBA # 17032.00  
Page: 1 of 1

---

**CONTRACTOR:** **Mill City Construction**  
7 Old Great Rd.  
Lincoln, RI 02865  
Attn: Avanthi Kusumba

**RCOP NO.** 039R2

**COPIES TO:**

- KBA – CT/MA/NH
- Owner
- Official
- Consultant
- Consultant

**ISSUED BY:** Pete Gaudreau  
Construction Administrator

**DATE:** July 9, 2018  
6/13/19

- 
- Change Order Proposal has been reviewed by the Architect and is recommended to the Owner for approval.**
  - Change Order Proposal is rejected.**
    - Owner will not require the Contractor to proceed with the Work described in Change Order Proposal*
    - Work described in Change Order Proposal is required by the Contract Documents.*     *Refer to comments below.*
  - Revise and resubmit Change Order Proposal.**
    - Overhead/Profit is incorrect.*                       *Labor and material costs breakdown is insufficient.*
    - Backup documentation is insufficient.*     *Refer to comments below.*

---

**Description:**

KBA has reviewed COP#039R2 and find it to be fair and reasonable.  
KBA recommends COP#039R2 for approval to the Owner.

**Attachments:** COP No.



6/12/2019

Todd Costa  
Kaestle Boos Associates, Inc.  
325 Foxborough Blvd. Ste. 100  
Foxborough, MA 02035

**Re: Harwich Fire Station #2 – Harwich, MA  
149 Route 137, Harwich, MA 02645  
Change Order Request #39R2 - Add 10 Sheets of 3/4" Plywood for the Attic Access, per HFD**

Todd,

Attached is a breakdown of costs for the requested work per PR-024 received via Submittal Exchange on 2/25/19 & revised to remove the electrical work as requested by the Harwich Fire Department.

Items included in this COR are as follows:

- Please see the attached quote from Scituate Lumber for the materials requested.
- Labor by Mill City Construction, Inc. to handle the material, install the plywood, modify the truss, frame the opening and build a custom door using finish plywood and PVC trim.

Please be advised that this COR will add 0 working days to the contract time schedule. Please sign and return at your earliest convenience.

The total cost of this change is **\$2,984.22**

Respectfully Submitted,

Stephen Traghella, LEED AP  
Project Manager

CC: File

Owner Approval

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Change Order Request #39R2													
Breakdown of costs to Add 10 Sheets of 3/4" Plywood for the Attic Access, per HFD													
Item #	Description	Subcontractor	Material	Unit	Material	Total	Labor	Labor	Total	Equipment	Equipment	Total	Totals
		Costs	Quantity		Cost	Material	Hours	Cost	Labor	Hours	Unit	Equipment	
1	Scituate Lumber	\$ -	1	LS	\$ 538.59	\$ 538.59			\$ -			\$ -	\$ 538.59
2	Mill City Construction, Inc. - Labor	\$ -					24	\$ 89.34	\$ 2,144.16			\$ -	\$ 2,144.16
3		\$ -							\$ -			\$ -	\$ -
4		\$ -							\$ -			\$ -	\$ -
5		\$ -							\$ -			\$ -	\$ -
6		\$ -							\$ -			\$ -	\$ -
7		\$ -							\$ -			\$ -	\$ -
8		\$ -							\$ -			\$ -	\$ -
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22		\$ -							\$ -			\$ -	\$ -
23		\$ -							\$ -			\$ -	\$ -
24		\$ -							\$ -			\$ -	\$ -
25		\$ -							\$ -			\$ -	\$ -
26		\$ -							\$ -			\$ -	\$ -
27		\$ -							\$ -			\$ -	\$ -
28		\$ -							\$ -			\$ -	\$ -
29		\$ -							\$ -			\$ -	\$ -
30		\$ -							\$ -			\$ -	\$ -
	<b>SUB TOTALS</b>				\$ 538.59				\$ 2,144.16			\$ -	\$ 2,682.75
	5% Profit on Sub.												\$ -
	10% OH&P on G.C.												\$ 268.28
	Bond Cost Increase (\$11.25 per \$1,000)												\$ 33.20
	<b>TOTALS</b>											<b>Grand Total</b>	\$ 2,984.22



Scituate Lumber  
 622 Danielson Pike  
 North Scituate, RI 02857  
 401-647-2988  
 Fax: 401-647-2989



**QUOTE**

1903-725052

PAGE 1 OF 1

**SOLD TO**

Mill City Construction, Inc.  
 7 Old Great Road  
 Lincoln RI 02865

**JOB ADDRESS**

Harwich Fire Station 2  
 straghella@mill-city.com  
 149 Route 137  
 149 Brewster-Chatham road  
 Harwich MA 02645  
 (401) 766-3100

**ACCOUNT**

1736

**JOB**

33

CREATED ON

03/04/2019

EXPIRES ON

04/04/2019

BRANCH

1000

CUSTOMER PO#

HARWICH QUOTE

STATION

W11

CASHIER

RL

SALESPERSON

RB

ORDER ENTRY

RL

MODIFIED BY

Item	Description	D	Quantity	U/M	Price	Per	Amount
34ADVTG	4 X 8 X 3/4 T&G ADVANTECH		10	EA	31.1500	EA	311.50
34AC	4 X 8 X 3/4 AC PLYWOOD		1	EA	44.9600	EA	44.96
ST CD908 SS 10	10 STAINLESS STEEL T HINGE		3	EA	32.6700	EA	98.01
1418V	1X4X18 VERSATEX TRIMBOARD		2	EA	24.9600	EA	49.92
2408SP	2X4 8 PREMIUM SPRUCE		10	EA	3.4200	EA	34.20

This quote is valid for 30 days. The estimate is designed to provide an approximation of the amount of material used. The actual amount used may vary due to a number of factors. Scituate Lumber is not responsible for accuracy. THIS IS AN ESTIMATE NOT A BID

MA-Gov 0.00%  
 EXE: E  
 04-600-1175

Subtotal	538.59
Sales Tax	0.00
<b>Total</b>	<b>538.59</b>

Buyer:

Signature



---

# PR - PROPOSAL REQUEST

---

**HARWICH FIRE STATION #2**  
149 Route #137 - Harwich, MA 02645

KBA # 17032.00  
Page: 1 of 1

---

**CONTRACTOR:** Mill City Construction  
7 Old Great Road  
Lincoln, RI 02865  
Attn: Avanthi Kusumba  
Stephen Traghella

PR NO. (024)-(01)

**ISSUED BY:** Pete Gaudreau, Assoc. AIA  
Construction Administrator

**COPIES TO:**  
 KBA - MA  
 Owner  
 Official  
 Consultant

**DATE:** February 15, 2019

---

*Please submit an itemized quotation for changes in the Contract Sum and/or Contract Time for proposed modifications to the Contract Documents described herein. Notify the Architect in writing of the date on which you anticipate submitting your proposal.*

***THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.***

---

**Description: PR 024 01 - Add 10 Sheets of 34 Plywood for the Attic Access, per HFD -**

Provide an itemized material and labor breakdown for the following scope of work:

- 1.) Add 10 Sheets of 34 Plywood for the Attic Access.
- 2.) Add Access Door.

**Attachments:** .

**SIMILAR PRODUCTS**

**The Williams Brothers AL 1500 16X16**

Item #: WRB2281163

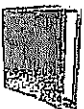


Not Yet Rated

**\$151.95**

**The Williams Brothers AL 1500 24X24**

Item #: WRB2281125



Not Yet Rated

**\$185.95**

**Babcock Davis BXTA2448 24" x 48"**

Item #: WRB2239978

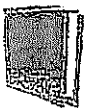


Not Yet Rated

**\$772.00**

**The Williams Brothers AL 1600 8X8**

Item #: WRB2281113



Not Yet Rated

**\$114.95**

**Babcock Davis BXTA2460 24" x 60"**

Item #: WRB2239876



Not Yet Rated

**\$851.00**

Shop Categories

Help

Welcome Log In  
Account Tools

(0)  
Lists

All

Return to Category List

Home

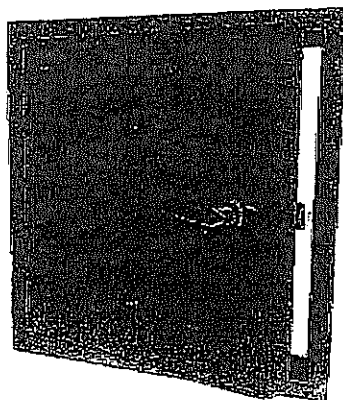
Electrical & Lighting

Access Doors & Panels

Access Doors

Exterior Access Doors

prev [See all 27 items in product family](#) next



**Babcock Davis BXTA4848 48" x 48",  
Access Door, Exposed Flange, Non-  
Locking H**

Item #: WRB2239980

Email

Print

Quantity:

Add to Est

Usually ships in 15 to 18 days

0 reviews | [Write a review](#)

**Price: \$ 1,175.00**

**Customers Who Viewed This  
Also Viewed**



[Babcock Davis  
BNTC2424 24" x 24"  
Access Door, Exposed](#)



[Babcock Davis  
BNTC3036 30" x 36"  
Access Door, Exposed](#)



[Babcock Davis  
BNTC0606 6" x 6"  
Access Door, Exposed](#)

**Product Information**

**Customer Review**

**Product Q&A**

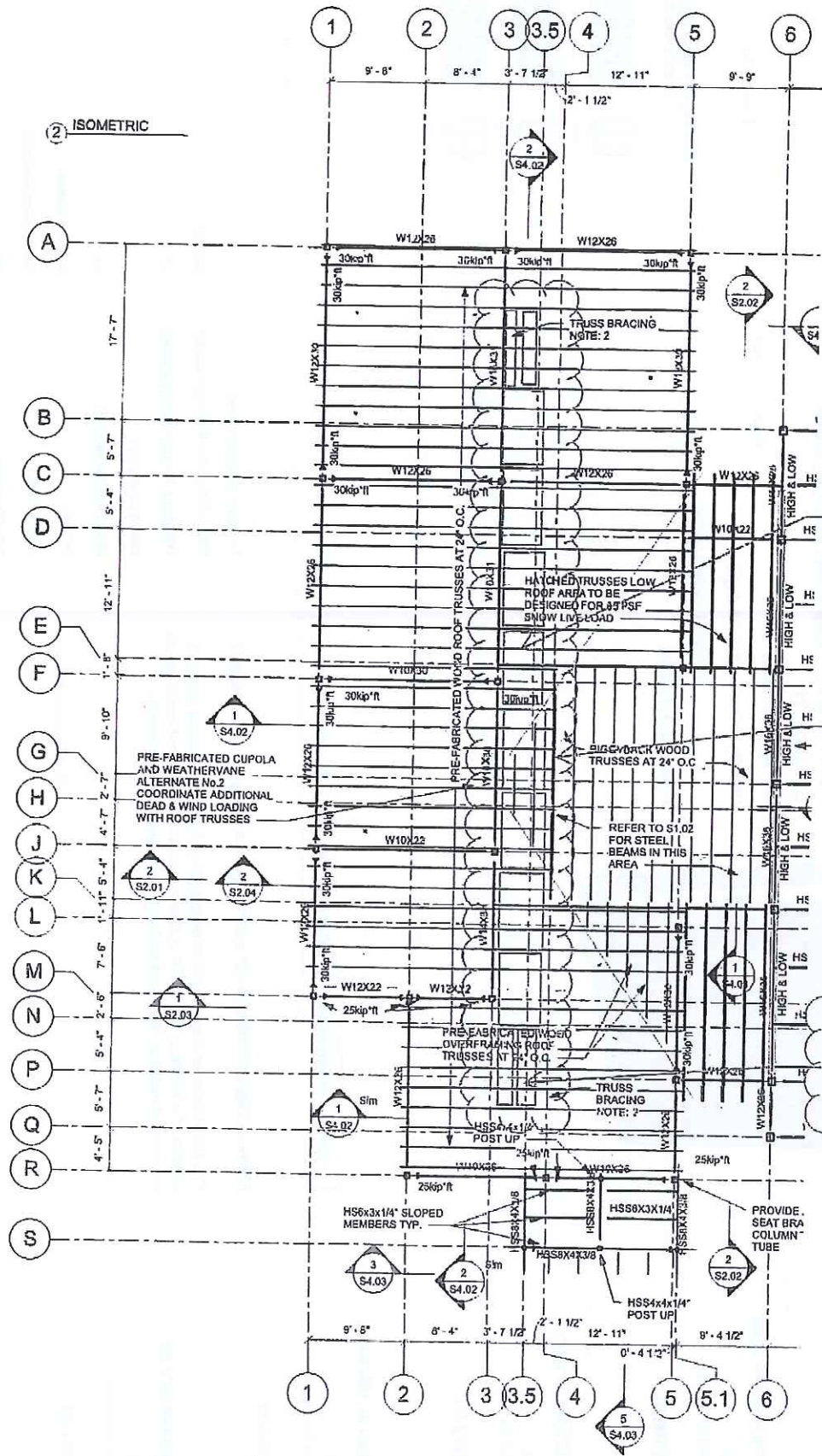
**Babcock Davis BXTA4848 48" x 48", Exposed Flange, Non-Locking H**

The BXTA exterior access door is watertight and provides access from the exterior of a building. The BXTA is also a good solution for wall openings on commercial rooftops. Standard latching is a non-locking turn handle.

Documents are in PDF format

**Product Specifications**

WALL/CEILING OPENING INCHES	48"x48"
OVERALL FRAME WIDTH INCHES	50
DOOR QUANTITY	1
DOOR WIDTH INCHES	48
BRAND	Babcock-Davis®
LATCH TYPE	Non-Locking Handle(s)
COLOR FINISH	MII
OVERALL FRAME HEIGHT INCHES	50
DESCRIPTION	Exterior Access Door

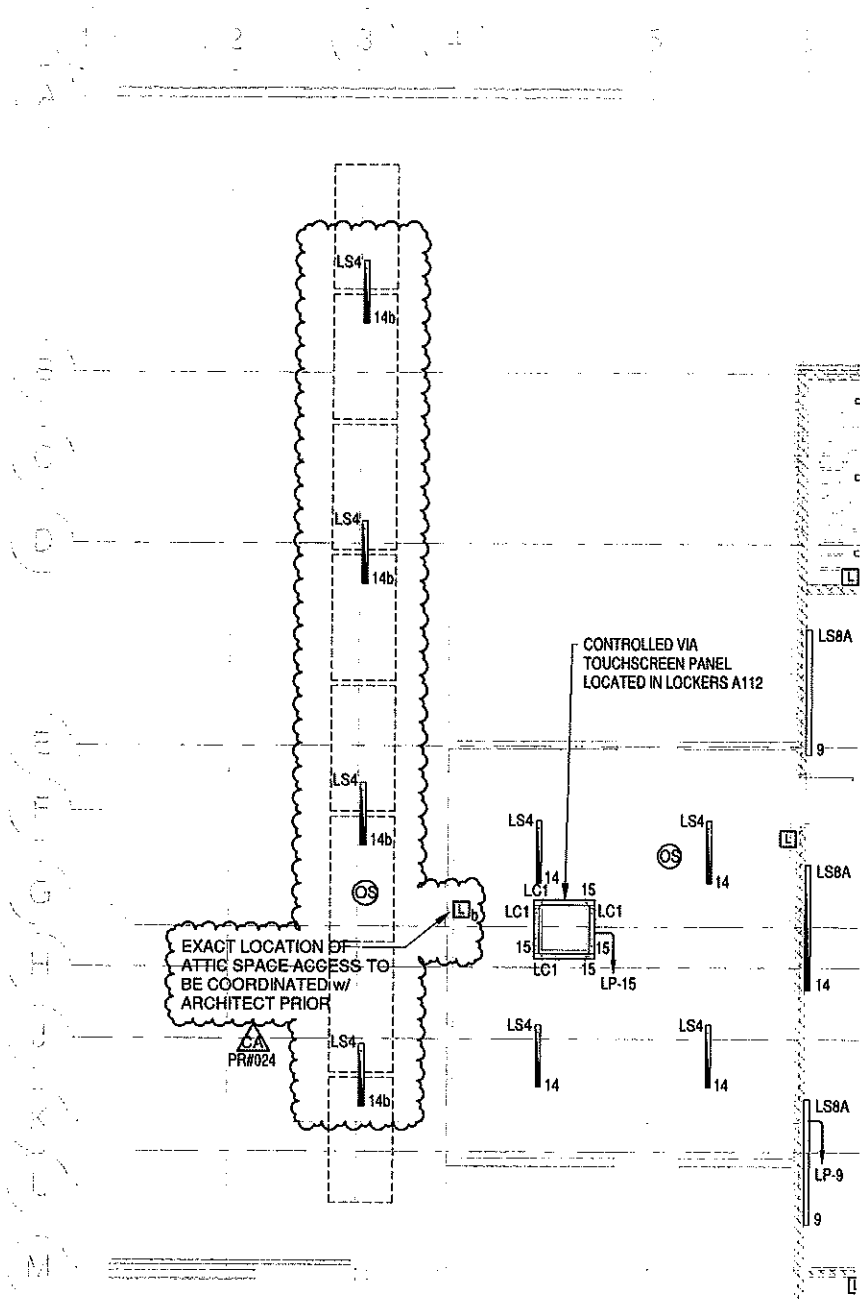


4'-0"X8'-0"  
3/4" PLYWOOD  
TYPICAL of 8


WALKWAY  
ACCESS HATCH

2'-0"X8'-0"  
3/4" PLYWOOD  
TYPICAL of 4

# Attic Walkway Plan



**1** Partial MEZZANINE LEVEL FLOOR PLAN - LIGHTING  
**SKE-021** SCALE: 1/8" = 1'-0"

<b>KAESTLE BOOS</b> associates, inc 416 State Road, P.O. Box 2009 Flow Branch, CT 06039-2009 Ph: 860-229-0161 F: 860-229-5303 226 Faulborough Boulevard, Suite 100 Falmouth, MA 02035 Ph: 508-543-9908 F: 508-543-9907 Email: kba@kbba-architects.com Web: www.kbba-architects.com	CONSULTANT:  <b>GARCIA GALUSKA DESOUSA</b> CONSULTING ENGINEERS INC. 207 Franklin Street, Suite 200 New Bedford, MA 01905 Tel: 508-538-7333 Fax: 508-538-2843 E: ggd@ggd.com	PROJECT: <b>HARWICH FIRE STATION 2 NEW CONSTRUCTION</b>  140 ROUTE 137 HARWICH, MA 02645	THIS SKETCH TO BE READ IN CONJUNCTION WITH THE CONTRACT DOCUMENTS DATE: 03/04/19 SCALE: 1/8" = 1'-0"	SKETCH GENERATED FOR: ADDENDUM NO. R.U.F.I. A.S.I. P.R. G.C.O. 024 REFERENCE DETAIL/SHEET: E1.01 TITLE: <b>ADDED LIGHTING IN ATTIC SPACE</b>				
	DRAWING NO.: <b>SKE-021</b> PROJECT NO. 17032.00							
	2015 © COPYRIGHT KAESTLE BOOS ASSOC., INC.							



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# RCOP – RESPONSE TO CHANGE ORDER PROPOSAL

---

**HARWICH FIRE STATION 2**  
Harwich, MA

KBA # 17032.00  
Page: 1 of 1

---

**CONTRACTOR:** **Mill City Construction**  
7 Old Great Rd.  
Lincoln, RI 02865  
Attn: Avanthi Kusumba

**RCOP NO.** 047

**ISSUED BY:** Pete Gaudreau  
Construction Administrator

**COPIES TO:**

- KBA – CT/MA/NH
- Owner
- Official
- Consultant
- Consultant

**DATE:** July 9, 2018  
5/20/19

- 
- Change Order Proposal has been reviewed by the Architect and is recommended to the Owner for approval.**
  - Change Order Proposal is rejected.**
    - Owner will not require the Contractor to proceed with the Work described in Change Order Proposal*
    - Work described in Change Order Proposal is required by the Contract Documents.*     *Refer to comments below.*
  - Revise and resubmit Change Order Proposal.**
    - Overhead/Profit is incorrect.*                       *Labor and material costs breakdown is insufficient.*
    - Backup documentation is insufficient.*     *Refer to comments below.*

---

**Description:**

KBA/GGD has reviewed COP#047 for the amount of \$31,854.38 and finds it to be fair and reasonable. KBA recommends COP#047 for approval to the Owner.

**Attachments:** COP No. 032

M#66504  
J#850 126 00.00

DATE: May 6, 2019

MEMO

TO: Peter D. Gaudreau, AIA  
Kaestle Boos Associates, Inc.

FROM: David M. Pereira, P.E., Principal



DEPT: Electrical

PROJECT: Harwich Fire Station #2  
Harwich, MA

SUBJECT: COR #47 – Alerting System Electrical

---

Please be advised as follows:

We have reviewed the APS Firehouse Alerting portion of Change Order Request No. 47 in the amount of \$30,000.00 for costs associated with labor and material for the added electrical work for the alerting system. We find the amount to be fair and reasonable and recommend your approval.

If you have any questions or comments regarding the above, please contact our office at your earliest convenience.

DMP:ja

Enc.

Cc: Todd Costa, Kaestle Boos Associates, Inc.



RECEIVED  
April 29, 2019  
Garcia Galuska & DeSousa

4/29/2019

Todd Costa  
Kaestle Boos Associates, Inc.  
325 Foxborough Blvd. Ste. 100  
Foxborough, MA 02035

**Re: Harwich Fire Station #2 - Harwich, MA  
149 Route 137, Harwich, MA 02645  
Change Order Request #47 - Alerting System Electrical**

Todd,

Attached is a breakdown of costs for the requested work for the new alerting system.

Items included in this COR are as follows:

- Please see the attached proposal from APS Firehouse Alerting for the added electrical work for the alerting system.

Please be advised that this COR will add 0 working days to the contract time schedule. Please sign and return at your earliest convenience.

The total cost of this change is **\$31,854.38**

Respectfully Submitted,

Stephen Traghella, LEED AP  
Project Manager

CC: File

Owner Approval

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

## Stephen Traghella

---

**From:** Mark Hare <markh@firehousealerting.com>  
**Sent:** Friday, April 19, 2019 4:50 PM  
**To:** Stephen Traghella  
**Cc:** Troy Hipsley  
**Subject:** Harwich Fire Dept. estimate  
**Attachments:** Harwich FD.pdf; Harwich Fire Station 2 Alerting rev 1.pdf

Stephen,

Attached is the estimate for the material and labor to install the fire station alerting system for Harwich Fire Dept..

I understand from the Floor Plans- Power dated 3/12/18, the onsite E.C. is responsible for:

- Single gang wall openings with pull line will be provided for 10 watt volume controls in living areas and mechanics workroom. Double gang for 35 watt volume control in apparatus bay.
- Base building speakers will be installed by E.C and wired at 2.5 watts
- Speaker back cans are not included in our estimate. if required APS can provide.
- Speakers indicated in Blue on the attached design drawing are to be provided and installed by E.C. APS will connect provided speakers to APS alerting system.

Please respond if any of the above is not included by others.

Exclusions include undedicated 120 volt outlets for the (3) CAD LED displays (Dayroom, Fitness Center, and Apparatus Bay) and the dedicated outlet in the mechanical room for the APS rack. Exterior Antenna for the decoder radio is not included.

Please call me with any questions. Have a good weekend.

Mark



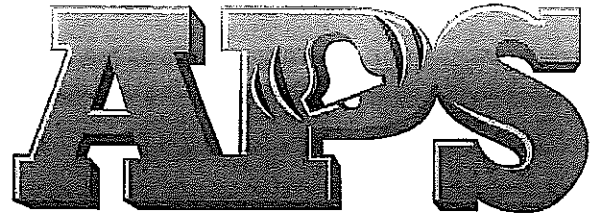
**Mark R. Hare / President**  
[markh@firehousealerting.com](mailto:markh@firehousealerting.com)

Direct: 410-871-4840  
Office: 410-239-4644 Ext. 10  
1100 Business Parkway South Unit 2  
Westminster, MD 21157  
<http://www.firehousealerting.com>



Change Order Request #47													
Breakdown of costs for the Alerting System Electrical													
Item #	Description	Subcontractor	Material	Unit	Material	Total	Labor	Labor	Total	Equipment	Equipment	Total	Totals
		Costs	Quantity		Cost	Material	Hours	Cost	Labor	Hours	Unit	Equipment	
1	APS Firehouse Alerting	\$ 30,000.00				\$						\$	\$ 30,000.00
2		\$ -				\$						\$	\$ -
3		\$ -				\$						\$	\$ -
4		\$ -				\$						\$	\$ -
5		\$ -				\$						\$	\$ -
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27		\$ -				\$						\$	\$ -
28		\$ -				\$						\$	\$ -
29		\$ -				\$						\$	\$ -
30		\$ -				\$						\$	\$ -
	<b>SUB TOTALS</b>	\$ 30,000.00				\$			\$			\$	\$ 30,000.00
	5% Profit on Sub.												\$ 1,500.00
	10% OH&P on G.C.												\$ -
	Bond Cost Increase (\$11.25 per \$1,000)												\$ 354.38
	<b>TOTALS</b>											<b>Grand Total</b>	\$ 31,854.38

APS Firehouse Alerting  
1100 Business Pkwy S Suite 2  
Westminster, MD 21157  
410-239-4644



## ESTIMATE

### ADDRESS

Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645

ESTIMATE # 4464

DATE 04/18/2019

EXPIRATION DATE 07/17/2019

---

### SALES REP

Troy Hipsley

DESCRIPTION	QTY	RATE	AMOUNT
-------------	-----	------	--------

Job: Harwich FD Station 2 Alerting

The following price quote includes the APS alerting controller, FAST alerting system and equipment to install a firehouse alerting system at the Harwich Fire Department Station 2. Video distribution equipment is included for (3) display connections. APS Alerting tones will be broadcast over the station provided PA system. Paging module to have telephone paging audio sent across alerting speakers to be provided by phone vendor. Remote access via a static Internet connection to the IP Controller & FAST server is required for support and maintenance. Annual fee for software license is \$1,600.00 per year. Electrical Contractor provided by the buyer shall provide wire, wiring, system installation, and electrical outlets as required. Wiring drawing will be supplied for installer. APS will need to speak to your electrical contractor to qualify them as an installer our systems. Station will provide remote antenna for tone alert receiver if needed. Operation of the FAST system is determined by the data received by the EOC through CAD data. APS requires a TCP/IP or SMTP CAD delivery method. The alert delivery data, geocoding accuracy and associated costs is undetermined until the available CAD data is provided to APS. Incident mapping using geocoding is dependent upon information provided by CAD (LAT/LON, XY Coordinates, Street address & city / state, Street address & zip / state). If geocoding information is not provided by the CAD data, APS will be unable to render an incident map.

The FASTweb Annual License fee (\$1,250.00) provides the following:

- CAD parsing interface changes related to improvements of the customers CAD system.
- Monthly FASTweb updates including operating system and virus software updates
- Updates related to Geocoding of emergency incidents
- Telephone and remote access support by APS to assist the end

DESCRIPTION	QTY	RATE	AMOUNT
-------------	-----	------	--------

user.  
 - Support of web based non-emergency panes to maintain connectivity.

CAD incident data delivery format changes requiring a total re-write of the FAST CAD Interface will be billed at \$1,500

CAD incident data delivery format changes requiring minor changes to the existing FAST CAD interface will be covered under the annual license and support plan for the first occurrence for the current year covered. Subsequent occurrences within the same year requiring FAST CAD interface changes will be billed at \$200/hr.

The APS controller Annual fee (\$500.00) provides the following:

- Software Updates
- Alert tone Updates
- Internal station network changes
- Unlimited Phone Support

Removal of the existing alerting system devices & wire not included in this proposal. APS will provide equipment, programming and user training.

This estimate is valid for 90 (ninety) days.

Upon acceptance of this proposal:

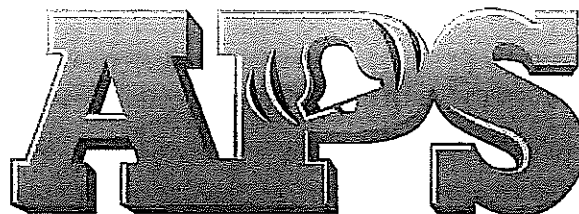
1. A copy of your tax exempt certificate is required.
2. The purchaser of this alerting system is responsible for the payment of all sales tax in accordance with local State regulations.
3. A 35% deposit on the full estimate amount must be received by APS prior to system production.
4. A 40% progress payment must be paid upon receipt of all alerting system equipment.
5. A 25% final payment must be paid upon system startup and completion of end-user training.

One year warranty on parts and APS labor.

**ALERTING EQUIPMENT:**

Alert selector Fire / EMS (2-button single-gang on/off switch with plate)	5	135.98	679.90T
Tone Alert Receiver with relay (provides 2 alerts per station) Low 25-50 MHz, High 137 - 174 MHz, UHF 406-512 MHz (External antenna recommended. Station to provide external antenna if necessary)	1	410.55	410.55T
Doorbell, Single-Gang Aluminum Plate, Momentary Recessed Button - Green	1	92.00	92.00T
APS IP Controller - RF / CAD alerting. Includes remote connection. Customer will be able to request a wav file change for a two week period after receiving alerts free of charge.	1	5,000.00	5,000.00T
2-Button Manual Station Alert Button - Labeled "Fire" and "EMS"	2	135.98	271.96T
RIB 10 Amp SPDT Relay	1	22.95	22.95T
Gas / Electric Shutoff Reset Button	1	68.85	68.85T

APS Firehouse Alerting  
1100 Business Pkwy S Suite 2  
Westminster, MD 21157  
410-239-4644



## ESTIMATE

### ADDRESS

Harwich Fire Department  
175 Sisson Road  
Harwich, MA 02645

ESTIMATE # 4464

DATE 04/18/2019

EXPIRATION DATE 07/17/2019

---

### SALES REP

Troy Hipsley

### DESCRIPTION

QTY

RATE

AMOUNT

Job: Harwich FD Station 2 Alerting

The following price quote includes the APS alerting controller, FASTalerting system and equipment to install a firehouse alerting system at the Harwich Fire Department Station 2 . Video distribution equipment is included for (3) display connections. APS Alerting tones will be broadcast over the station provided PA system. Paging module to have telephone paging audio sent across alerting speakers to be provided by phone vendor. Remote access via a static Internet connection to the IP Controller & FAST server is required for support and maintenance. Annual fee for software license is \$1,600.00 per year. Electrical Contractor provided by the buyer shall provide wire, wiring, system installation, and electrical outlets as required. Wiring drawing will be supplied for installer. APS will need to speak to your electrical contractor to qualify them as an installer our systems. Station will provide remote antenna for tone alert receiver if needed. Operation of the FAST system is determined by the data received by the EOC through CAD data. APS requires a TCP/IP or SMTP CAD delivery method. The alert delivery data, geocoding accuracy and associated costs is undetermined until the available CAD data is provided to APS. Incident mapping using geocoding is dependent upon information provided by CAD (LAT/LON, XY Coordinates, Street address & city / state, Street address & zip / state). If geocoding information is not provided by the CAD data, APS will be unable to render an incident map.

The FASTweb Annual License fee (\$1,250.00) provides the following:

- CAD parsing interface changes related to improvements of the customers CAD system.
- Monthly FASTweb updates including operating system and virus software updates
- Updates related to Geocoding of emergency incidents
- Telephone and remote access support by APS to assist the end



DESCRIPTION	QTY	RATE	AMOUNT
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user.  
 - Support of web based non-emergency panes to maintain connectivity.

CAD incident data delivery format changes requiring a total re-write of the FAST CAD Interface will be billed at \$1,500  
 CAD incident data delivery format changes requiring minor changes to the existing FAST CAD interface will be covered under the annual license and support plan for the first occurrence for the current year covered. Subsequent occurrences within the same year requiring FAST CAD interface changes will be billed at \$200/hr.

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- Internal station network changes
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2. The purchaser of this alerting system is responsible for the payment of all sales tax in accordance with local State regulations.
3. A 35% deposit on the full estimate amount must be received by APS prior to system production.
4. A 40% progress payment must be paid upon receipt of all alerting system equipment.
5. A 25% final payment must be paid upon system startup and completion of end-user training.

One year warranty on parts and APS labor.

**ALERTING EQUIPMENT:**

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Doorbell, Single-Gang Aluminum Plate, Momentary Recessed Button - Green	1	92.00	92.00T
APS IP Controller - RF / CAD alerting. Includes remote connection. Customer will be able to request a wav file change for a two week period after receiving alerts free of charge.	1	5,000.00	5,000.00T
2-Button Manual Station Alert Button - Labeled "Fire" and "EMS"	2	135.98	271.96T
RIB 10 Amp SPDT Relay	1	22.95	22.95T
Gas / Electric Shutoff Reset Button	1	68.85	68.85T

DESCRIPTION	QTY	RATE	AMOUNT
Customer must have electrician (electric stove) or plumber (gas stove) provide and install appropriate shut-off device that will be wired to APS Stove Reset Button			
NOT FOR USE ON STOVES OR OVENS THAT USE PILOT LIGHTS			
Manual Alerting Reset Button - Color: Red	3	77.65	232.95T
Tile Bridge for 8-Inch Round Speakers	5	15.62	78.10T
LED speaker light 8 inch - fixed ceiling use	5	295.00	1,475.00T
SOUNDSPHERE Loudspeaker Model 110B	4	445.40	1,781.60T
Blue LED Strobe	1	45.05	45.05T
Red LED Strobe	1	45.05	45.05T
Ceiling Mount Alert Strobe w/ Amber Lens- 12VDC (FHA System Trouble Indicator)	1	71.38	71.38T
10-watt Single Gang Volume Control with Priority	10	48.18	481.80T
35-Watt Double-Gang Volume Control with Priority	1	91.25	91.25T
			Subtotal: 10,848.39
DISPLAY EQUIPMENT:			
LCD Tilt Wall Mount Bracket 37"-75"	3	130.88	392.64T
3-Foot HDMI Cable	4	5.93	23.72T
HDMI Over IP Receiver	3	408.00	1,224.00T
HDMI Over IP Transmitter	1	459.00	459.00T
LG Commercial Direct-Lit Display - 43" 1080P (1920 x 1080 Resolution)	2	916.50	1,833.00T
LG Commercial Direct-Lit Display - 55" 1080P (1920 x 1080 Resolution)	1	1,882.50	1,882.50T
FAST Server	1	1,900.00	1,900.00
IP Relays with 4 Contacts Each	1	222.75	222.75
			Subtotal: 7,937.61
RACK EQUIPMENT:			
UPS Network Card Remote Management	1	390.98	390.98T
Minuteman 1500 VA Rack UPS	1	572.00	572.00T
12VDC, 10AMP Power Supply	1	350.99	350.99T
12V 12AH Battery	1	82.45	82.45T
JBL 2x 120w Mixer-Amplifier	1	985.98	985.98T
Managed POE Smart Switch 8 Ports	1	337.00	337.00T
27 Space Enclosed Rack Assy	1	636.88	636.88T
Rack Mounted Power Conditioner/Surge Protection	1	226.08	226.08T
Cyberpower CPS-1215RM Rackmount PDU Power Strip - 10-Outlet 15A 1800VA	1	64.73	64.73T
16 Port Punch Panel - Rack Mountable	1	54.00	54.00T
1ft CAT6 Patch Cord - Six Pack	2	9.00	18.00T
			Subtotal: 3,719.09
FEES:			
FASTweb Annual License Fee - Fast alerting non-emergency software with (1-6) Panes, FASTalert, FASTmessaging, Map	1	1,250.00	1,250.00

DESCRIPTION	QTY	RATE	AMOUNT
printing to IP printer, alert tones with text-to-speech over display speakers or PA system speakers. CAD Incident data delivery format changes requiring a total re-write of the FAST CAD interface will be billed at \$1,800.00. CAD Incident data delivery format changes requiring minor changes to the existing FAST CAD interface will be covered under the annual license and support plan for the first occurrence for the current covered year. Subsequent occurrences within the same year requiring FAST CAD interface changes will be billed at \$250/hr.			
FAST relays for alerting system activation (up to 5) - setup fee.	1	625.00	625.00
One time setup fee - CAD setup	1	2,880.00	2,880.00
FASTweb System Design and Programming	1	850.00	850.00
Alerting System Design and Consulting	1	5,500.00	5,500.00
- One-On-One custom system design per customer requirements.			
- Personal phone support with customer and system installer.			
- Professional alerting system design drawing showing device layout.			
- Construction ready wiring diagram for installation contractor.			
- Remote alerting system testing coordinated with installation contractor.			
- Remote end-user training with key customer personnel.			
Decoder Programming	1	85.00	85.00
APS IP Controller RF Support Agreement, billed annually, includes software updates, alert tone updates, and additional features.	1	500.00	500.00
- Internal station network changes			
- Unlimited Phone Support			
Alerting Rack Assembly	1	500.00	500.00
Onsite Consulting/Training (Maximum 16 hours on site time)	1	7,500.00	7,500.00
APS will make final connections for the FAST server, IP Controller and other equipment necessary to bring the alerting system online. APS will provide end-user training for the selected fire department and IT personnel.			
Fire Station network IP addresses and required ports must be configured, tested, and ready for alerting system connection prior to APS arrival.			
Alerting Shipping- Full System (based upon ground shipping with declared value insurance. Any shipping other than ground will be billed to customer during final billing. All products that require IT information must be programmed prior to shipping.)	1	1,250.00	1,250.00

Subtotal: 20,940.00

#### INSTALLATION FEES:

Installation of alerting system per drawing number E0.01, E2.01 Floor Plans - Power dated 3/12/18.

Scope: Prior to arrival of APS Installation Subcontractor, Per the Floor Plan Power drawing the E.C. shall provide single gang wall openings with pull line for 10w volume controls, Double gang opening will be needed for 35w volume control in apparatus bay.

-Base building speakers shall be installed by E.C. and wired at 2.5 watts.

-Speaker Backcans are not provided by APS at this time under this estimate. If required E.C. can provide the backcans or APS can provide them at an additional cost. Speakers denoted in blue on

DESCRIPTION	QTY	RATE	AMOUNT
the APS drawings are to be provided under the base building contract. APS will connect the base building speakers to the alerting system speakers for total building alerting coverage. Exclusions: 120 volt outlets for (2) displays and (1) rack in Mechanical room.			
APS Provided Electrical Subcontractor Labor	1	30,000.00	30,000.00T

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SUBTOTAL	73,445.09
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$73,445.09</b>

Accepted By

Accepted Date



# Firehouse Alerting Project Notes

## Electrical Contractor Scope of Work:

1. Provide permit if needed
2. Provide wire
3. Provide wire runs per NFPA 70 code
4. All wire runs to be clearly tagged & labeled
5. Provide all wiring materials (hangars, conduit, surface mold, wire ties, boxes, etc...)
6. Provide high voltage electrical relay connections if needed
7. Provide other high voltage connections if needed
8. Provide electrical power where needed (dedicated/undicated)
9. Provide complete system installation (including head end equipment)
10. Provide as-built drawings after installation
11. Provide 1 year of warranty on labor
12. Provide an on-site representative when final connections are made

## APS Scope of Work:

1. Provide shop drawings of field devices
2. Provide system components
3. Provide technical support to electrical contractor: 410-239-4644
4. Provide all programming and calibrations
5. Provide end user training
6. Provide 1 year of system warranty – Elect. Cont. may assist APS for payment to make repairs/replacements as needed

## Wire Specifications:

Honeywell:

### Non-Plenum

Product Number	Connectors	Color	Length
11251009	16/2 STR	Gray	1000'
11261002	16/4 STR	Gray	1000'
12145509	18/2 STR OAS	Gray	500'
11201009	18/6 STR	Gray	1000'
63602102	CAT6	Yellow	1000'
53921001	CAT6 OAS	White	1000'

### Plenum

Product Number	Connectors	Color	Length
31211112	16/2 STR	White	1000'
31225512	16/4 STR	White	500'
32145512	18/2 STR OAS	Gray	500'
31165512	18/6 STR	Gray	500'
63611102	CAT6	Yellow	1000'
53921001	CAT6 OAS	White	1000'

## Speaker Information:

Speaker Type	Common Wire Color	70V Wire Color	Wattage
8" Round CSS8008 Ceiling Speaker	Black	Brown	2.5
Exterior Loudspeaker		Switch Position 4	7.5
SM4T Bathroom Speaker		Rotary Switch w/ Jumper set to 70V	1.0
MB8STL Metal Wall Mount Speaker	Black	Black	2.0
Soundsphere Speaker	Black	Black	7.5

LED Speaker Type	Common Audio	70V Audio	LED Common Wire	LED Power
8" Round CSS8008 Ceiling Speaker	Black	Brown	Black	Red

Wire Length to leave in boxes for device connection: 16"

## Wire Terminations:

CAT6 Cables = RJ45 Class B connections

## Mounting heights:

All are A.F.F. to bottom of the box  
 LCDs, LEDs, and power outlets - 80"  
 Apparatus Bay LCDs & power outlets - 95"  
 Volume Controls, Alert Selectors, Resets, & Who's In Reader - 48"  
 APS IP alerting controller – Dimensions 18" high, 15" wide, 4 1/2" deep - 48 inches A.F.F.  
 Bogen #MB8STL wall mount speaker 11 5/8" X 11 5/8" - 78 inches A.F.F. to bottom of speaker  
 Exterior Speaker shall be hung under soffit where possible  
 Apparatus bay speakers to be hung 16" A.F.F.  
 Gas disconnect – located at the solenoid

## Device Wire Size

All speakers (except LED speakers), and LED Clusters = 16/2 STR  
 Reset Buttons, Doorbells = 18/2 STR OAS  
 LED Speakers, Volume Controls = 16/4 STR  
 Stove Resets = 18/2 STR OAS & 16/2 STR  
 Gas Shutoffs and Stove Shutoffs = 16/2 STR  
 Stacklights = 18/6 STR  
 Toggle Alert Selectors = 16/4 STR or 16/2 STR  
 Momentary Alert Selectors = 18/2 STR OAS, one wire per button on the gang plate  
 CAD LCD Displays, Notifier Modules, and Scrolling LEDs = Cat6  
 RIB Relays (Lighting) = 16/2 STR  
 Who's In Main Reader – Cat6  
 Who's In Remote Reader – 22/6

## Zones:

All devices in the following areas need to be zoned as follows:

Homeruns from the following general areas:  
 Bunkrooms, Common Areas, Apparatus Bay, Exterior Speakers

Supplied Drawings take precedence over the above

## Required boxes:

35w volume control – Double gang 3" deep box  
 10w volume control – Single gang 3" deep box  
 Reset button – Single gang 3" deep box  
 Alert selector – Single gang 3" deep box  
 Stove reset – Single gang 3" deep box  
 Doorbells- Single gang 3" deep box  
 Who's In Remote Reader - Double gang 3" deep box

## CONTROLLER WIRING

### INPUTS

- I1 = NOT USED
- I2 = NOT USED
- I3 = NOT USED
- I4 = NOT USED
- I5 = NOT USED
- I6 = NOT USED
- I7 = NOT USED
- I8 = NOT USED
- I9 = NOT USED
- I10 = NOT USED
- I11 = NOT USED
- I12 = NOT USED
- I13 = NOT USED
- I14 = NOT USED
- I15 = AC Supervisory
- I16 = Battery Supervisory

### OUTPUTS

- O1 = NOT USED
- O2 = NOT USED
- O3 = NOT USED
- O4 = NOT USED
- O5 = NOT USED
- O6 = NOT USED
- O7 = NOT USED
- O8 = NOT USED
- O9 = NOT USED
- O10 = NOT USED
- O11 = NOT USED
- O12 = NOT USED
- O13 = NOT USED
- O14 = Dry Contact
- O15 = Supervisory Relay
- O16 = Stove Disconnect
- O17 = Stove Disconnect Lamp

## APS Firehouse Alerting

Fire Station Alerting System Solutions  
 RF and Network Alerting

(410) 239-4644 - FAX (410) 374-8870  
 1100 Business Parkway South, Suite 2  
 Westminster, MD 21157  
[www.firehousealerting.com](http://www.firehousealerting.com)

## DRAWING TITLE:

FHA Notes

## JOB NAME:

Harwich Fire Station 2 Alerting rev 1

## JOB ADDRESS:

149 Route 137

## CITY, STATE:

Harwich, MA 02645

DATE: 1-9-19

SCALE: NOT TO SCALE

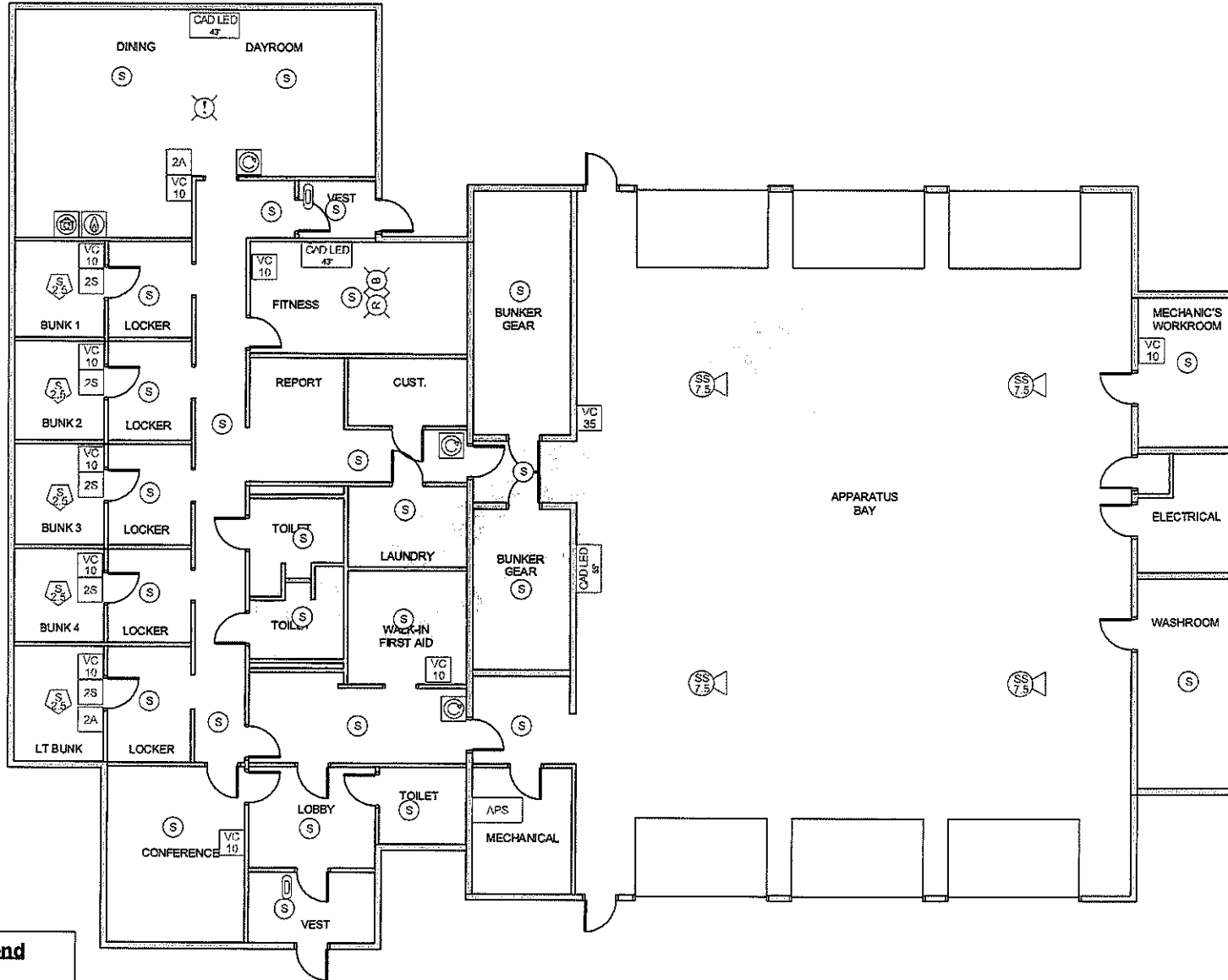
DRAWN BY: TSH

APPROVED BY:

T. Hipsley

SHEET NO.

**FSA-1**



Device	Mount	
(S)	70V Speaker, By Others	Ceiling
(D)	Doorbell	48" AFF
VC 10 VC 35	Volume Control 10 / 35 Watt	48" AFF
2A	2 Button Manual Alert 1 Fire, 2 EMS	48" AFF
2S	2 Button Alert Selector 1 Fire, 2 EMS	48" AFF
(C)	Reset Button	48" AFF
(C)	Stove Reset	48" AFF
(A)	Gas Disconnect	Located at Solenoid
(S) 2.5	8" 70V Speaker, 2.5 Watt	Ceiling
(S) 7.5	SoundSphere, 7.5 Watt	192" AFF
(S) 2.5	8" LED Ceiling Speaker, 2.5 Watt	Ceiling
(R) (B)	Red/Blue/Green Strobe	Ceiling
(R)	RIB Relay	Above Ceiling
CAD LED 43	CAD 43" LED Display	78" AFF* See PHA Notes
(I)	FHA Trouble Strobe	Ceiling
APS	APS IP Controller System	Rack

**APS Firehouse Alerting**  
 Fire Station Alerting System Solutions  
 RF and Network Alerting  
 (410) 239-4644 - FAX (410) 374-8870  
 1100 Business Parkway South, Suite 2  
 Westminster, MD 21157  
 www.firehousealerting.com

DRAWING TITLE:  
*First Floor*

JOB NAME:  
*Harwich Fire Station 2 Alerting rev 1*

JOB ADDRESS:  
*149 Route 137*

CITY, STATE:  
*Harwich, MA 02645*

**Wire Color Legend**

16/2 -	_____
16/4 -	_____
18/2 OAS -	_____
18/6 -	_____
Cat6 -	_____
22/6 -	_____

REVISION	DATE	SHEET NO.

DATE: *1-9-19*

SCALE: *NOT TO SCALE*

DRAWN BY: *TSH*

APPROVED BY: *T. Hipsley*

**FSA-2**

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# RCOP – RESPONSE TO CHANGE ORDER PROPOSAL

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**HARWICH FIRE STATION 2**  
Harwich, MA

KBA # 17032.00  
Page: 1 of 1

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**CONTRACTOR:** **Mill City Construction**  
7 Old Great Rd.  
Lincoln, RI 02865  
Attn: Avanthi Kusumba

**RCOP NO. 054**

**ISSUED BY:** Pete Gaudreau  
Construction Administrator

**COPIES TO:**

- KBA – CT/MA/NH
- Owner
- Official
- Consultant
- Consultant

**DATE:** July 9, 2018  
6/18/19

- 
- Change Order Proposal has been reviewed by the Architect and is recommended to the Owner for approval.**
  - Change Order Proposal is rejected.**
    - Owner will not require the Contractor to proceed with the Work described in Change Order Proposal*
    - Work described in Change Order Proposal is required by the Contract Documents.*     *Refer to comments below.*
  - Revise and resubmit Change Order Proposal.**
    - Overhead/Profit is incorrect.*                       *Labor and material costs breakdown is insufficient.*
    - Backup documentation is insufficient.*     *Refer to comments below.*

---

**Description:**

KBA has reviewed PCO#054 and finds it to be fair and reasonable.  
KBA recommends approval of PCO#054 to the Owner.

**Attachments:** COP No.



6/17/2019

Todd Costa  
Kaestle Boos Associates, Inc.  
325 Foxborough Blvd. Ste. 100  
Foxborough, MA 02035

**Re: Harwich Fire Station #2 - Harwich, MA  
149 Route 137, Harwich, MA 02645  
Change Order Request #54 - Extension of Submittal Exchange Subscription**

Todd,

Attached is a breakdown of costs for the extension of the submittal exchange subscription through the first week of October 2019.

Items included in this COR are as follows:

- Please see the attached paid invoice from Oracle.

Please be advised that this COR will add 0 working days to the contract time schedule plus any lead time for the added materials.  
Please sign and return at your earliest convenience.

The total cost of this change is **\$1,249.75**

Respectfully Submitted,

Digitally signed by Stephen Traghella  
DN: cn=Stephen Traghella, o=Mill City Construction, Inc., ou, email=staghella@mill-city.com, c=US  
Date: 2019.06.17 10:24:48 -04'00'

Stephen Traghella, LEED AP  
Project Manager

CC: File

Owner Approval

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_



Change Order Request #54												
Breakdown of costs for the Extension of Submittal Exchange Subscription												
Item #	Description	Subcontractor	Material	Unit	Material	Total	Labor	Labor	Total	Equipment	Equipment	Totals
		Costs	Quantity		Cost	Material	Hours	Cost	Labor	Hours	Unit	Equipment
1	Mill City Construction, Inc. - Labor	\$ -				\$ -	0	\$ 89.34	\$ -			\$ -
2	Oracle	\$ -	1 unit		\$ 1,123.50	\$ 1,123.50						\$ 1,123.50
3		\$ -				\$ -						\$ -
4		\$ -				\$ -						\$ -
5		\$ -				\$ -						\$ -
6		\$ -				\$ -						\$ -
7		\$ -				\$ -						\$ -
8		\$ -				\$ -						\$ -
9		\$ -				\$ -						\$ -
10		\$ -				\$ -						\$ -
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26		\$ -				\$ -						\$ -
27		\$ -				\$ -						\$ -
28		\$ -				\$ -						\$ -
29		\$ -				\$ -						\$ -
30		\$ -				\$ -						\$ -
	<b>SUB TOTALS</b>	\$ -				\$ 1,123.50			\$ -			\$ 1,123.50
	5% Profit on Sub.											\$ -
	10% OH&P on G.C.											\$ 112.35
	Bond Cost Increase (\$11.25 per \$1,000)											\$ 13.90
	<b>TOTALS</b>										<b>Grand Total</b>	\$ 1,249.75

**ORDERING DOCUMENT**

Oracle America, Inc.  
 500 Oracle Parkway  
 Redwood Shores, CA 94065

<b>Name</b>	Mill City Construction, Inc.	<b>Contact</b>	Stephen Traghella
<b>Address</b>	7 Old Great Rd LINCOLN RI 02865	<b>Phone Number</b>	(401) 766-3100
		<b>Email Address</b>	straghella@mill-city.com

Renew Subscription Term: 8-Jun-2019 to 7-Oct-2019

Service Period: 4 months					
Cloud Services	Data Center Region	Quantity	Term	Unit Net Price	Net Fee
B88659 - Primavera Submittal	NORTH	3	4 mo	87.50	1,050.00
Exchange Construction Project Cloud	AMERICA				
Service - Harwich Fire Station 2 - Harwich, MA - Construction Project					
Value in Millions					
<b>Subtotal</b>					1,050.00

Fee Description	Net Fee
Cloud Services Fees	1,050.00
Net Fees	1,050.00
Tax	73.50
<b>Total Fees</b>	<b>1,123.50</b>

*Paid by AMEX  
 5/28/2019*



#		ATM May 2019 FY 2020 - Sorted Numerical	FC Vote	BOS Vote	Spon	Request	Free Cash	Available	Taxes	Note:
1	PASSED	Choose Town Officers & Committees	A&A 7-0-0	A&A 5-0-0	Cust	N/C				N/C
2	PASSED	Reports of Town Officers & Comms.	A&A 7-0-0	A&A 5-0-0	Cust	N/C				N/C
3	PASSED	Elected Officials Salaries In Budget	A&A 5-2-0	A&A 5-0-0	Cust	N/C				In budget
4	PASSED	Town Operating Budget	A&A 8-0-0	A&A 4-0-0	BOS	39,615,755		16,120,045	23,495,710	TX+LR+Othr
5	PASSED	Monomoy Regional School Budget	A&A 8-0-0	A&A 4-0-0	MRSC	26,643,415			26,643,415	R & A
6	PASSED	CC Tech School Budget	A&A 7-0-0	A&A 4-0-0	CCRTHS	2,332,198			2,332,198	R & A
7	PASSED	Water Department Budget	NRPF 7-0-0	A&A 4-0-0	H2O	4,327,977		4,327,977		Water EF
8	PASSED	Waste Water/Sewer Budget	A&A 8-0-0	A&A 4-0-0	BOS	225,000		100,000	125,000	R & A
9	PASSED	Adopt Capital Plan	A&A 6-1-0	A&A 3-1-0	BOS	N/C				N/C
10	PASSED	Lease Purchase Agreements	A&A 7-0-0	A&A 4-0-0	BOS	N/C				N/C
11	PASSED	Capital Items From Free Cash less than 50 K	A&A 7-0-0	A&A 4-0-0	BOS	136,874	136,874			Free Cash
12	PASSED	Fund Facility Maintenance and Repairs	A&A 5-2-0	A&A 4-0-0	BOS	774,750	774,750			Free Cash
13	PASSED	Fund Snow & Ice deficit From FY2018	NRPF 7-0-0	A&A 4-0-0	BOS	325,000	325,000			Free Cash
14	PASSED	Fund Shortfalls in Budget Transfers for FY2018	NRPF 7-0-0	A&A 4-0-0	BOS	100,000	100,000			Free Cash
15	PASSED	Purchase Mini Excavator for Water Department	A&A 7-0-0	A&A 4-0-0	H2O	50,000		50,000		Water EF
16	PASSED	Replace Section of Water Main Pleasant Lake Tank	A&A 7-0-0	A&A 4-0-0	H2O	300,000		300,000		Water EF
17	PASSED	Replace Main Facility Generator Old Chatham Rd	A&A 7-0-0	A&A 4-0-0	H2O	65,000		65,000		Water EF
18	PASSED	Purchase 2019 Ford F-550 Truck	A&A 8-0-0	A&A 4-0-0	H2O	70,000		70,000		Water EF
19	PASSED	Fund New DPW Vehicles/Equipment	A&A 7-0-0	A&A 4-0-0	Hwy	395,000	395,000			Free Cash
20	FAILED	Reconstruct Lower County Road	A&A 4-1-1	HOLD	Hwy	4,560,475			4,560,475	Debt
21	PASSED	Purchase a Mobile Lift System	A&A 7-0-0	A&A 4-0-0	Hwy	90,475	90,475			Free Cash
22	PASSED	Fund the Road Maintenance Program	A&A 7-0-0	A&A 4-0-0	Hwy	700,000			700,000	Debt
23	PASSED	Amend Zoning-Single Family Accessory Apt	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
24	PASSED	Amend Zoning-Free Standing Portable Signs	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
25	PASSED	Amend Zoning-Retaining Walls for Septic Systems	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
26	PASSED	Amend Zoning-Lifting Existing Structures	A&A 8-0-0	HOLD	PlnB	N/C				N/C
27	PASSED	Fund Update for Local Comprehensive Plan	A&A 7-0-0	A&A 3-0-1	PlnB	200,000	200,000			Free Cash
28	PASSED	Fund Technology Hardware/Software Library	A&A 7-0-0	A&A 4-0-0	Libr	21,323		21,323		Old Articles
29	PASSED	Landscape Reclamation & Tree Removal	A&A 7-0-0	A&A 4-0-0	Golf	35,000		35,000		Golf
30	PASSED	Bunker Renovation at CVGC	A&A 7-0-0	A&A 4-0-0	Golf	75,000		75,000		Golf
31	PASSED	Adopt Rules and Regs for Cemeteries	Amend 6-0-0	HOLD	Ceme	N/C				N/C
32	PASSED	Cemetery Arboretum Project Mapping Software	A&A 6-1-0	A&A 5-0-0	Ceme	30,110	30,110			Free Cash
33	PASSED	Solar Photovoltaic Energy Systems	A&A 6-0-0		BOS	N/C				N/C
34	FAILED	Amend Agreement Between the Towns-Monomoy	A&A 6-0-0		BOS	N/C				N/C
35	PASSED	Amend Home Rule Charter-Add Wastewater Comm	A&A 6-0-0		BOS	N/C				N/C
36	PASSED	Amend Home Rule Charter-Capital Outlay Process	A&A 6-0-0		CBRC	N/C				N/C
37	POSTPONED	Amend Home Rule Charter-Ex Officio Members	A&A 6-0-0		CBRC	N/C				N/C
38	FAILED	Reserve Appropriation Amounts for CPC Accounts	A&A 8-0-0	A&A 5-0-0	CPC	505,233		505,233		CPC
39	PASSED	Fund Land Bank Debt Service	A&A 8-0-0	A&A 5-0-0	CPC	553,700		553,700		CPC
40	PASSED	CPC Articles Under \$50,000	A&A 8-0-0	A&A 5-0-0	CPC	72,450		72,450		CPC
41	PASSED	Fund Brooks Academy Museum Study	A&A 8-0-0	A&A 5-0-0	CPC	130,000		130,000		CPC
42	PASSED	Fund Affordable Housing Trust	A&A 8-0-0	A&A 5-0-0	CPC	340,000		340,000		CPC
43	PASSED	Fund Sand Pond Restroom Project	A&A 5-2-0	A&A 5-0-0	CPC	125,000		125,000		CPC
44	PASSED	Fund Whitehouse Field Improvement Project	A&A 8-0-0	A&A 5-0-0	CPC	55,000		55,000		CPC
45	PASSED	Fund Red River Beach Shoreline Stab Project	A&A 8-0-0	A&A 5-0-0	CPC	100,000		100,000		CPC
46	PASSED	Defray Expenses Chase & HP Lib	A&A 7-0-1	A&A 5-0-0	Pet	20,000	20,000			Free Cash
47	PASSED	Promote the Town of Harwich	A&A 7-0-1	A&A 5-0-0	Pet	30,000	30,000			Free Cash
48	PASSED	Fund Mass Cultural Council	A&A 7-0-1	A&A 5-0-0	Pet	3,600	3,600			Free Cash



#		ATM May 2019 FY 2020 - Sorted Numerical	FC Vote	BOS Vote	Spon	Request	Free Cash	Available	Taxes	Note:
49	PASSED	Pleasant Bay Resources Mgmt. Plan Update	A&A 8-0-0	A&A 5-0-0	Pet	26,170	26,170			Free Cash
50	PASSED	Amend Code-Prohibit Plastic Containers	IPP 8-0-0		Pet	N/C				N/C
51	FAILED	Resolution to Refrain from Town Funds Enforced	NRPFI 8-0-0		Pet	N/C				N/C
52	FAILED	Support Legislation To Change State Seal/Motto	IPP 6-2-0		Pet	N/C				N/C
53	PASSED	Amend Gen By-Laws-Ban Single Use Plastic Straws	NRPFI 8-0-0		Pet	N/C				N/C
54	FAILED	Amend Health Regs-Restrict Flavored Tobacco	IPP 8-0-0		Pet	N/C				N/C
55	PASSED	Require BOS & FC to Record Individual Votes	NRPFI 8-0-0		Pet	N/C				N/C
56	FAILED	Amend Charter-"Selectmen" to "Select board"	Amend 8-0-0		Pet	N/C				N/C
57	PASSED	Rescind Article 57 May 57 ATM Pet Burial Grounds	IPP 6-2-0	IPP 4-1-0	Pet	N/C				N/C
58	FAILED	Establish Pet Burial Ground Revolving Fund	A&A 5-1-0	A&A 4-1-0	Ceme	N/C				N/C
59	FAILED	Complete the Construction Pet Burial Grounds	NRPFI 5-1-0	A&A 4-1-0	Ceme	131,000		131,000		Rev. Fund
60	PASSED	Approve Utility Easements For Station II	A&A 8-0-0	A&A 5-0-0	BOS	N/C				N/C
61	PASSED	Harwich Affordable Housing Trust Fund	A&A 6-1-0	Hold	BOS	N/C				N/C
62	PASSED	Amend Gen By-Laws-Department Revolving Funds	A&A 8-0-0	A&A 4-1-0	Fdir	N/C				N/C
63	PASSED	Rescind Golf Capital Infrastructure Fund	A&A 8-0-0	A&A 5-0-0	Fdir	N/C				N/C
64	PASSED	Rescind Golf Restaurant Fund to Pro Shop Fund	A&A 8-0-0	A&A 5-0-0	Fdir	N/C				N/C
65	PASSED	Authorize Departmental Revolving Funds	A&A 8-0-0	A&A 4-1-0	BOS	N/C				N/C
66	PASSED	Stabilization Fund	NRPFI 6-1-0	A&A 4-0-0	Cust	384,000	384,000			Free Cash
67	PASSED	OPED Trust Fund	NRPFI 8-0-0	A&A 4-0-0	Cust	500,000	500,000			Free Cash
68	PASSED	Fund Prior Year's Unpaid Bills	NRPFI 8-0-0	A&A 4-0-0	BOS	1,000	1,000			Free Cash
69	PASSED	Herring Fisheries	A&A 8-0-0	A&A 5-0-0	Cust	N/C				N/C
TOT		Total			Spon	84,050,505	3,016,979	23,176,728	57,856,798	84,050,505



#		ATM May 2019 FY 2020 - Sorted Pass/Fail	FC Vote	BOS Vote	Spon	Request	Free Cash	Available	Taxes	Note:
20	FAILED	Reconstruct Lower County Road	A&A 4-1-1	HOLD	Hwy	4,560,475			4,560,475	Debt
34	FAILED	Amend Agreement Between the Towns-Monomoy	A&A 6-0-0		BOS	N/C				N/C
38	FAILED	Reserve Appropriation Amounts for CPC Accounts	A&A 8-0-0	A&A 5-0-0	CPC	505,233		505,233		CPC
51	FAILED	Resolution to Refrain from Town Funds Enforced	NRPFI 8-0-0		Pet	N/C				N/C
52	FAILED	Support Legislation To Change State Seal/Motto	IPP 6-2-0		Pet	N/C				N/C
54	FAILED	Amend Health Regs-Restrict Flavored Tobacco	IPP 8-0-0		Pet	N/C				N/C
56	FAILED	Amend Charter-"Selectmen" to "Select board"	Amend 8-0-0		Pet	N/C				N/C
58	FAILED	Establish Pet Burial Ground Revolving Fund	A&A 5-1-0	A&A 4-1-0	Ceme	N/C				N/C
59	FAILED	Complete the Construction Pet Burial Grounds	NRPFI 5-1-0	A&A 4-1-0	Ceme	131,000		131,000		Rev. Fund
1	PASSED	Choose Town Officers & Committees	A&A 7-0-0	A&A 5-0-0	Cust	N/C				N/C
2	PASSED	Reports of Town Officers & Comms.	A&A 7-0-0	A&A 5-0-0	Cust	N/C				N/C
3	PASSED	Elected Officials Salaries In Budget	A&A 5-2-0	A&A 5-0-0	Cust	N/C				In budget
4	PASSED	Town Operating Budget	A&A 8-0-0	A&A 4-0-0	BOS	39,615,755		16,120,045	23,495,710	TX+LR+Othr
5	PASSED	Monomoy Regional School Budget	A&A 8-0-0	A&A 4-0-0	MRSC	26,643,415			26,643,415	R & A
6	PASSED	CC Tech School Budget	A&A 7-0-0	A&A 4-0-0	CCRTHS	2,332,198			2,332,198	R & A
7	PASSED	Water Department Budget	NRPFI 7-0-0	A&A 4-0-0	H2O	4,327,977		4,327,977		Water EF
8	PASSED	Waste Water/Sewer Budget	A&A 8-0-0	A&A 4-0-0	BOS	225,000		100,000	125,000	R & A
9	PASSED	Adopt Capital Plan	A&A 6-1-0	A&A 3-1-0	BOS	N/C				N/C
10	PASSED	Lease Purchase Agreements	A&A 7-0-0	A&A 4-0-0	BOS	N/C				N/C
11	PASSED	Capital Items From Free Cash less than 50 K	A&A 7-0-0	A&A 4-0-0	BOS	136,874	136,874			Free Cash
12	PASSED	Fund Facility Maintenance and Repairs	A&A 5-2-0	A&A 4-0-0	BOS	774,750	774,750			Free Cash
13	PASSED	Fund Snow & Ice deficit From FY2018	NRPFI 7-0-0	A&A 4-0-0	BOS	325,000	325,000			Free Cash
14	PASSED	Fund Shortfalls in Budget Transfers for FY2018	NRPFI 7-0-0	A&A 4-0-0	BOS	100,000	100,000			Free Cash
15	PASSED	Purchase Mini Excavator for Water Department	A&A 7-0-0	A&A 4-0-0	H2O	50,000		50,000		Water EF
16	PASSED	Replace Section of Water Main Pleasant Lake Tank	A&A 7-0-0	A&A 4-0-0	H2O	300,000		300,000		Water EF
17	PASSED	Replace Main Facility Generator Old Chatham Rd	A&A 7-0-0	A&A 4-0-0	H2O	65,000		65,000		Water EF
18	PASSED	Purchase 2019 Ford F-550 Truck	A&A 8-0-0	A&A 4-0-0	H2O	70,000		70,000		Water EF
19	PASSED	Fund New DPW Vehicles/Equipment	A&A 7-0-0	A&A 4-0-0	Hwy	395,000	395,000			Free Cash
21	PASSED	Purchase a Mobile Lift System	A&A 7-0-0	A&A 4-0-0	Hwy	90,475	90,475			Free Cash
22	PASSED	Fund the Road Maintenance Program	A&A 7-0-0	A&A 4-0-0	Hwy	700,000			700,000	Debt
23	PASSED	Amend Zoning-Single Family Accessory Apt	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
24	PASSED	Amend Zoning-Free Standing Portable Signs	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
25	PASSED	Amend Zoning-Retaining Walls for Septic Systems	A&A 8-0-0	A&A 3-0-1	PlnB	N/C				N/C
26	PASSED	Amend Zoning-Lifting Existing Structures	A&A 8-0-0	HOLD	PlnB	N/C				N/C
27	PASSED	Fund Update for Local Comprehensive Plan	A&A 7-0-0	A&A 3-0-1	PlnB	200,000	200,000			Free Cash
28	PASSED	Fund Technology Hardware/Software Library	A&A 7-0-0	A&A 4-0-0	Libr	21,323		21,323		Old Articles
29	PASSED	Landscape Reclamation & Tree Removal	A&A 7-0-0	A&A 4-0-0	Golf	35,000		35,000		Golf
30	PASSED	Bunker Renovation at CVGC	A&A 7-0-0	A&A 4-0-0	Golf	75,000		75,000		Golf
31	PASSED	Adopt Rules and Regs for Cemeteries	Amend 6-0-0	HOLD	Ceme	N/C				N/C
32	PASSED	Cemetery Arboretum Project Mapping Software	A&A 6-1-0	A&A 5-0-0	Ceme	30,110	30,110			Free Cash
33	PASSED	Solar Photovoltaic Energy Systems	A&A 6-0-0		BOS	N/C				N/C
35	PASSED	Amend Home Rule Charter-Add Wastewater Comm	A&A 6-0-0		BOS	N/C				N/C
36	PASSED	Amend Home Rule Charter-Capital Outlay Process	A&A 6-0-0		CBRC	N/C				N/C
39	PASSED	Fund Land Bank Debt Service	A&A 8-0-0	A&A 5-0-0	CPC	553,700		553,700		CPC
40	PASSED	CPC Articles Under \$50,000	A&A 8-0-0	A&A 5-0-0	CPC	72,450		72,450		CPC
41	PASSED	Fund Brooks Academy Museum Study	A&A 8-0-0	A&A 5-0-0	CPC	130,000		130,000		CPC
42	PASSED	Fund Affordable Housing Trust	A&A 8-0-0	A&A 5-0-0	CPC	340,000		340,000		CPC
43	PASSED	Fund Sand Pond Restroom Project	A&A 5-2-0	A&A 5-0-0	CPC	125,000		125,000		CPC



#		ATM May 2019 FY 2020 - Sorted Pass/Fail	FC Vote	BOS Vote	Spon	Request	Free Cash	Available	Taxes	Note:
44	PASSED	Fund Whitehouse Field Improvement Project	A&A 8-0-0	A&A 5-0-0	CPC	55,000		55,000		CPC
45	PASSED	Fund Red River Beach Shoreline Stab Project	A&A 8-0-0	A&A 5-0-0	CPC	100,000		100,000		CPC
46	PASSED	Defray Expenses Chase & HP Lib	A&A 7-0-1	A&A 5-0-0	Pet	20,000	20,000			Free Cash
47	PASSED	Promote the Town of Harwich	A&A 7-0-1	A&A 5-0-0	Pet	30,000	30,000			Free Cash
48	PASSED	Fund Mass Cultural Council	A&A 7-0-1	A&A 5-0-0	Pet	3,600	3,600			Free Cash
49	PASSED	Pleasant Bay Resources Mgmt. Plan Update	A&A 8-0-0	A&A 5-0-0	Pet	26,170	26,170			Free Cash
50	PASSED	Amend Code-Prohibit Plastic Containers	IPP 8-0-0		Pet	N/C				N/C
53	PASSED	Amend Gen By-Laws-Ban Single Use Plastic Straws	NRPFI 8-0-0		Pet	N/C				N/C
55	PASSED	Require BOS & FC to Record Individual Votes	NRPFI 8-0-0		Pet	N/C				N/C
57	PASSED	Rescind Article 57 May 57 ATM Pet Burial Grounds	IPP 6-2-0	IPP 4-1-0	Pet	N/C				N/C
60	PASSED	Approve Utility Easements For Station II	A&A 8-0-0	A&A 5-0-0	BOS	N/C				N/C
61	PASSED	Harwich Affordable Housing Trust Fund	A&A 6-1-0	Hold	BOS	N/C				N/C
62	PASSED	Amend Gen By-Laws-Department Revolving Funds	A&A 8-0-0	A&A 4-1-0	Fdir	N/C				N/C
63	PASSED	Rescind Golf Capital Infrastructure Fund	A&A 8-0-0	A&A 5-0-0	Fdir	N/C				N/C
64	PASSED	Rescind Golf Restaurant Fund to Pro Shop Fund	A&A 8-0-0	A&A 5-0-0	Fdir	N/C				N/C
65	PASSED	Authorize Departmental Revolving Funds	A&A 8-0-0	A&A 4-1-0	BOS	N/C				N/C
66	PASSED	Stabilization Fund	NRPFI 6-1-0	A&A 4-0-0	Cust	384,000	384,000			Free Cash
67	PASSED	OPED Trust Fund	NRPFI 8-0-0	A&A 4-0-0	Cust	500,000	500,000			Free Cash
68	PASSED	Fund Prior Year's Unpaid Bills	NRPFI 8-0-0	A&A 4-0-0	BOS	1,000	1,000			Free Cash
69	PASSED	Herring Fisheries	A&A 8-0-0	A&A 5-0-0	Cust	N/C				N/C
37	POSTPONED	Amend Home Rule Charter-Ex Officio Members	A&A 6-0-0		CBRC	N/C				N/C
TOT		Total			Spon	84,050,505	3,016,979	23,176,728	57,856,798	84,050,505

## BUDGET/WARRANT TIME LINE 2019-2020

**DRAFT**

Monday, June 17, 2019	Review Town Meeting Results and actions to take	
Monday, July 1, 2019	First goals discussion	
Monday, July 15, 2019	Continuation of goals discussion	
Monday, July 29, 2019	Set Goals	
Monday, August 12, 2019	Potential articles and assign to committees and departments. By Law Charter Review Committee to come in to discuss	
Monday, August 26, 2019	Discuss potential C P C articles	
Friday, August 23, 2019	Capital Budget Instructions submitted by T A to Departments	
Monday, September 16, 2019	Discuss Budget Message	
Friday, September 20, 2019	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 30, 2019	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
TBD	MRSD and Cape Cod Tech meeting with Selectmen and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, September 30, 2019	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
	Deadline for submission of C P C requests	
Monday, October 7, 2019	Begin review of warrant articles	<i>Weekly as they come in</i>
Monday, October 21, 2019	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Monday, October 21, 2019	Joint Meeting with MRSD, Cape Cod Tech, Finance Committee and Capital Outlay Committee to discuss: <ul style="list-style-type: none"> <li>• State of the Town/BOS Budget Message</li> <li>• MRSD Budget/Enrollments</li> <li>• Finance Committee Priorities</li> <li>• Capital Budget Requests</li> <li>• Outlook for 2020</li> </ul>	
Friday, October 25, 2019	Operating Budget instructions submitted to departments by T A	
Monday, October 28, 2019	B O S to review Capital Outlay Plan and set priorities	
Friday, November 29, 2019	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, November 29, 2019	Deadline for submission of departmental warrant articles to T A	
Monday, December 9, 2019	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>

Monday, December 23, 2019	MRSD School Vacation	
Monday, January 6, 2020	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January (Finance Committee)</b>
Friday, January 24, 2020	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, February 3, 2020	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 3, 2020	Last BOS meeting before Annual Warrant closes	
Friday, February 14, 2020	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>
Monday, February 10, 2020	TA presents budget and budget message to B O S and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
Monday, February 17, 2020	MRSD School Vacation	
Tuesday, February 18, 2020	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Monday, February 24, 2020	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271- 1.B. Not later than 14 days after article deadline</b>
Monday, February 24, 2020	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
February 2020	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
TBD	Selectmen and Finance Committee Budget Presentations	
Monday, March 2, 2020	Joint budget/article hearing BOS/Finance Committee	
March, 2020	BOS reviews Warrant articles	
Monday, March 2, 2020	VOTE to sign <b>final</b> Annual Town Meeting Warrant	<b>No new information or changes will be added to the Warrant after this date</b>
Monday, March 9, 2020	Vote to open Special Town Meeting Warrant on Tuesday, March 10 and close on Thursday, March 12	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
No later than Monday, March 18, 2020	Article funding review by B O S	
Monday, March 18, 2020	BOS votes Special Warrant BOS votes Ballot	
<b>not later</b> than Monday, March 23, 2020	FINCOM submits written recommendations on Budget/Warrant.  Joint budget /article hearing with B O S and Fincom reconciliation	<b>Charter 9-3-3/by March 31<sup>st</sup></b>

<b>Not later</b> than Monday, March 23, 2020	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 23, 2020	Ballot to Town Clerk	
Monday, April 1, 2020	Send Warrant to Printer Send Warrant to Chronicle <b>(April 16<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Monday, April 20, 2020	MRSD School Vacation	
Friday, April 17, 2020	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
Monday, May 4, 2020	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 19, 2020	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>