

SELECTMEN'S MEETING AGENDA*

Executive Session 6:00 P.M.

Regular Meeting 6:30 P.M.

Monday February 22, 2021

REMOTE PARTICIPATION ONLY

OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ

1. First, send an email to: comment @town.harwich.ma.us (send emails at any time after the meeting agenda has been officially posted)
 - a. In the subject line enter “request to speak, your name”
 - b. In the body of the email please indicate which specific agenda item you wish to speak on.
No further detail is necessary.
 2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 6:30pm. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (6:30) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
 3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received.
Use *6 to mute and unmute your phone
- When you join the meeting by phone you should turn off Channel 18 or your computer if streaming the meeting.

Board of Selectmen Meeting

Mon, Feb 22, 2021 6:30 PM

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

<https://global.gotomeeting.com/join/120558837>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 120-558-837

I. **CALL TO ORDER**

II. **EXECUTIVE SESSION**

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

III. **PLEDGE OF ALLEGIANCE**

IV. **WEEKLY BRIEFING**

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

V. **PUBLIC COMMENTS/ANNOUNCEMENTS**

VI. **ANNUAL COMMITTEE PRESENTATIONS**

- A. Waterways Committee
- B. Youth Services

VII. **PUBLIC HEARING/PRESENTATIONS**

- A. Update from the Director of Golf and Golf Course Superintendent on golf projects and procurement

VIII. **NEW BUSINESS**

- A. Discussion and possible vote to approve Board of Selectmen Minutes – 01.21.2020
- B. Discussion and possible vote to create a Human Services Committee
- C. Discussion and possible vote – New Class IV Auto Repair License – A & G Accident Repair, Inc. DBA Cranberry Collision – 161 Queen Anne Road

IX. **OLD BUSINESS**

- A. Discussion and possible vote – Amendments to the Town Administrator's FY 2022 Budget
- B. Discussion and possible vote - Monomoy Regional School District Budget Regarding Potential Alternative Assessment for FY22
- C. Ongoing discussion – Comprehensive Wastewater Management Plan (CWMP)
 1. CWMP Revision Strategy
 2. Chatham Sewer Coordination

X. **TOWN ADMINISTRATOR'S REPORT**

XI. **SELECTMEN'S REPORT**

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:

Danielle Delaney, Executive Assistant

Posted by: _____
Town Clerk

Date: _____
February 18, 2021

WEEKLY BRIEFING



Town of Harwich Board of Health

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

February 19, 2021

Weekly COVID-19 Case Update

CASES AND STATISTICS

To date there have been a total of 563 cases of COVID-19 in the Town of Harwich. As of today, we are following 27 active cases of COVID-19 in Harwich residents. Our positivity rate has decreased again this week, 4.842% which is determined by the number of tests administered. There were 1155 tests administered and 51 tests were positive in the last 2 weeks. Our numbers are once again heading in the right direction.



Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, February 18, 2021

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – February 16, 2021

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Hampden	348	19	27.7	Lower	8282	527	25	4.74%	Lower
Hancock	16	<5	11.1	Lower	223	10	1	10.00%	Lower
Hanover	1092	78	38.7	Lower	20301	1884	81	4.30%	Lower
Hanson	704	37	24.6	Lower	13491	968	45	4.65%	Lower
Hardwick	71	8	17.1	Higher	2939	193	10	5.18%	Higher
Harvard	105	5	5.1	Lower	7163	530	5	0.94%	Lower
Harwich	563	50	28.4	Lower	15005	1155	51	4.42%	Lower

VACCINE UPDATE

The Department of Public Health announced that the next priority group in Phase 2 is eligible for vaccine starting on February 18, 2021. This priority group includes individuals age 65 and over, residents and staff of low and affordable public and private senior housing, and individuals with 2+ certain medical conditions.

This announcement came along with a letter to all Local Boards of Health from Secretary Sudders. This letter states that as of March 1st, the state will no longer provide first doses of vaccine for individual municipal clinics. Vaccine will be distributed only to regional collaborations that can meet specific needs. Barnstable County is a regional collaboration and we are working with the County to ensure equitable distribution throughout the Cape.

The state will continue to supply private retail pharmacies and medical providers with vaccine. Stop and Shop, Walgreens, CVS are eligible to receive vaccine.

Outer Cape Health Services is offering vaccine to eligible people. You do not have to be a patient of OCHS in order to get an appointment for a shot. Please contact OCHS for more information. Additionally, Carewell Urgent Care Center is also booking appointments for

vaccine.

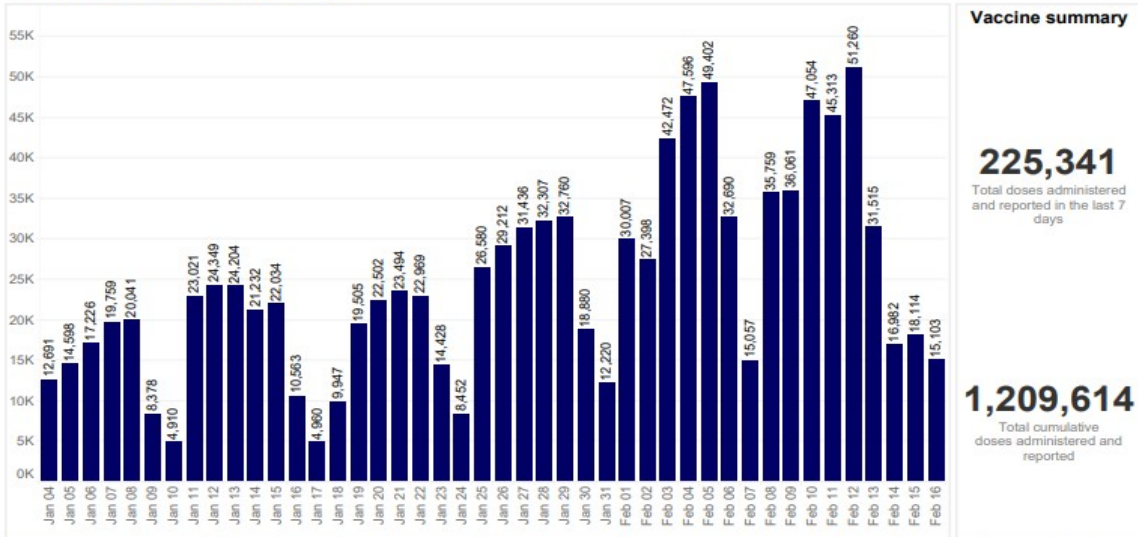
Vaccine distribution statistics from the Department of Public Health:

Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, February 18, 2021

Total COVID-19 Vaccine Doses Administered

Data as of February 16, 2021

Doses administered in the last 45 days

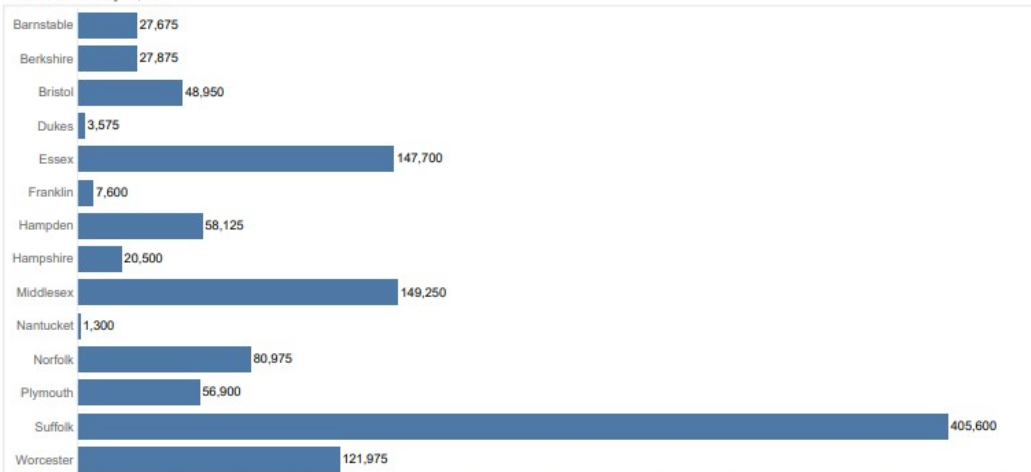


Note: Immunization data from most (but not all) providers in Massachusetts are reported into the Massachusetts Immunization Information System (MIIS) through direct messages from electronic health records or direct entry by users. Due to inputting and processing, it may take 24-48 hours or more for shipping or administration data to appear in MIIS. MIIS data are available for analysis one calendar day after they are reported to the MIIS. Duplicate patient records may be created when patient information is not entered consistently. Current COVID-19 vaccines require two doses for a person to become fully vaccinated. Some individuals may receive a first or second dose from a non-reporting provider and would not be reflected as fully vaccinated. Data on doses administered includes doses administered by the Federal Pharmacy Partnership for Long-term Care Program and jurisdictional transfers to retail pharmacies shipments.

Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, February 18, 2021

Cumulative COVID-19 Vaccine Doses Shipped to Massachusetts Providers by County of Provider

Data as of February 16, 2021



Note: Due to inputting and processing, it may take 24-48 hours or more for shipping or administration data to appear in MIIS. MIIS data are available for analysis one calendar day after they are reported to the MIIS. Providers shown are initial recipients; doses shipped to providers may be redistributed to other providers who may be in other counties. Some federal facilities in MA receive vaccine from a separate federal distribution system and would not be included here. Data on doses shipped does not include shipment data from the Federal Pharmacy Partnership for Long-term Care Program and jurisdictional transfers to retail pharmacies shipments.

The Council on Aging is working with residents to assist them navigate through the vaccine registration process. Keep your eyes and ears open for an announcement of a Harwich resident “help line” that will be staffed on certain days and times to help those who are unable to navigate the registration system alone.

Clinics are frequently added to the www.maimmunization.org site. The COA in collaboration with Channel 18 have developed a “how-to” step by step document outlining the registration process that is available to residents.

Outer Cape Health has offered to vaccinate the homebound and most vulnerable residents in Harwich in the coming weeks. This incredible offer is greatly appreciated and we look forward to working with them on this task.

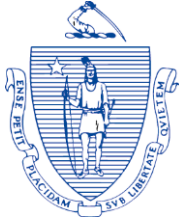
TESTING

FREE asymptomatic testing for COVID-19 is still available at Outer Cape Health Service through February 28, 2021. This is the rapid antigen test and is not valid for Travel Order compliance. PCR testing is also available here. For testing options at Outer Cape Health, please call [508-905-2888](tel:508-905-2888) in advance to make a testing appointment.

Testing is available in other locations 7 days per week through Cape Cod Healthcare. Call the Community Testing Line at 508-534-7103 to make an appointment.

I am optimistic about the decreasing number of cases throughout the Commonwealth as well as here in Harwich. As a reminder, if you have traveled during this school vacation week, make sure to quarantine or get tested before going back to school or work. Symptoms can be mild or non-existent, however you could be unknowingly passing the virus to someone who may not fare as well.

Meggan Eldredge
Health Director



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
One Ashburton Place, 11th Floor
Boston, Massachusetts 02108

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

Tel: (617) 573-1600
Fax: (617) 573-1891
www.mass.gov/eohhs

February 17, 2021

Dear Local Health Colleague:

I am writing to update you with important information about the state's effort regarding vaccination distribution, where demand vastly exceeds current supply. The Baker-Polito Administration is committed to the effective, efficient and equitable administration of vaccines throughout the state. According to the CDC, Massachusetts, on February 16, was #9 in the U.S. for vaccinations per capita (1st doses/capita). Massachusetts was #1 for total shots administered per capita (this past week) amongst the 24 states with at least 5M people, according to Bloomberg. As of Monday, more than 251,000 of our residents ages 75 or older have received their 1st dose. This represents 51% of the statewide population, exceeding the national average of 47% of residents 75+ that have received their first dose.

First and foremost, I want to acknowledge your incredible efforts throughout the pandemic. Local health departments, community health centers, regional collaboratives, hospitals, large health systems and others quickly ramped up their capacity to provide vaccinations. Many local boards of health stepped up to vaccinate first responders and some continued to vaccinate individuals eligible in Phase 1 and those age 75 and older. The Baker-Polito Administration is deeply thankful for municipal collaboration in the early, targeted steps of the vaccination effort.

Today, Governor Baker and Lieutenant Governor Polito will announce that effective tomorrow, February 18th, individuals age 65 or older, individuals with two or more specific medical conditions, listed [here](#), and residents and staff of public and private low income and affordable senior housing are eligible to receive this vaccine. With this announcement, 1 million individuals will become eligible for the vaccine.

Streamlined Vaccination Distribution

As the Commonwealth moves forward and as a million residents become eligible, the Administration must streamline the vaccine distribution process in anticipation of this challenge and within the confines of limited vaccine supply provided by the federal government. The Commonwealth has been receiving approximately 110,000 new first doses each week.

High-capacity throughput vaccination, available across the Commonwealth, is important to ensuring vaccines do not sit idle. To avoid confusion and increase access, vaccination locations must be available to all residents and not narrowly restricted by geography. Currently, almost 95% of our population lives within a 45-minute drive of a mass vaccination site or within 30 minutes of a regional site. This is in addition to the growing number of pharmacies and other retail locations administering doses, currently numbered at 105.

Equity

In addition to increasing efficiency in administering the vaccine, the Commonwealth must ensure that the program is equitable and meets the needs of communities that have been most disproportionately impacted by COVID-19. Utilizing the social vulnerability index as a starting point, the Department of Public Health has identified 20 municipalities that have had the greatest COVID burden and have the greatest percentage of non- white residents. These municipalities are: Boston; Brockton; Chelsea; Everett; Fall River; Fitchburg; Framingham; Haverhill; Holyoke; Lawrence; Leominster; Lowell; Lynn; Malden; Methuen; New Bedford; Randolph; Revere; Springfield; and Worcester.

Public Health Commissioner Monica Bharel has reached out to these municipal leaders to assist with [increasing awareness](#), to address vaccine hesitancy and to mitigate barriers to vaccine access. These municipalities will continue to distribute vaccine at the local level, are prioritized for the retail pharmacy program, and are served by community health centers, hospitals and other health care providers administering vaccine in the community.

Serving the most vulnerable

The Commonwealth is fortunate that so many local public health officials want to help vaccinate their residents. Given the constraints on vaccine supply, the Administration is asking our local officials to focus efforts around outreach to vulnerable, hard to reach populations, including homebound seniors, individuals who participate in ‘meals on wheels’ and others who are eligible but not able to travel to a vaccine site. Local officials are more adept at identifying and meeting these high need populations and can arrange for them to be vaccinated either by the local board of health, connect them to community providers or refer to the State’s vaccination program for homebound individuals, which will launch in the coming weeks.

Regional Collaboration

Additionally, municipalities may propose regional collaborations that meet specific geographic needs identified by the state and must meet specific requirements including:

- Have the capacity to vaccinate minimally 750 individuals per day, 5 days per week;
- Serve unmet need geographically, as identified by the Department of Public Health;
- Meet an administration rate threshold of 85% and report doses within 24 hours;
- Serve all residents of the Commonwealth; collaborations may focus outreach efforts towards those who live or work in the area but must be open to all Massachusetts residents; and
- Provide public links for vaccine appointments on [Mass.gov/COVIDVaccine](https://www.mass.gov/COVIDVaccine).

Other important ways for municipalities to engage in the Commonwealth's vaccine program include:

- Promote vaccine acceptance by establishing COVID ambassador programs, providing tele-townhalls or developing messaging campaigns in multiple languages;
- Encourage and assist residents to utilize mass vaccination sites and retail pharmacies for vaccination;
- [Plan](#), develop or coordinate vaccine programs for residents living in public and private low income and affordable senior housing; or
- Identify, plan and organize vaccination of homebound residents who are unable to access any other vaccination program as they become eligible.

Effective the week of March 1st, the state will no longer provide first dose vaccines for individual municipal clinics, except for the twenty disproportionately impacted communities and established and approved Regional Collaboratives. Municipalities will receive second doses to ensure that all residents have been fully vaccinated by individual local board of health clinics.

On Friday, February 19th, at 9 am, the Department of Public Health will hold a webinar for local boards of health to review the opportunities to distribute vaccine as outlined above. The Department will answer questions and provide a specific how-to-guide for municipalities to reach the most vulnerable residents.

This is a shared responsibility and herculean effort to offer safe and effective vaccines to millions of Massachusetts residents. Working together, state and local government along with our health care partners can meet this challenge and ensure that every Massachusetts resident will have the opportunity to be vaccinated.

Sincerely,



Marylou Sudders

ANNUAL
COMMITTEE
PRESENTATIONS

Waterways Committee Annual Report for 2020

2020 was a challenging year for the Waterways Committee. As with all town committee's, the Waterways Committee missed a few meetings due to COVID restrictions. In addition, we lacked a quorum for a couple of months due to membership changes. The Committee is now at full membership and our virtual monthly meetings are well attended, yet, we look forward to when we can meet in person again.

Despite the many challenges associated with the COVID-19 pandemic, the 2020 boating season was extremely busy, and managed in a safe and effective manner. Thanks to our Harbormaster and his efficient staff along with the cooperative spirit of all slip and mooring permit holders and the general boating public who complied with the marine related MA COVID-19 orders and guidance which was impressive and appreciated.

Operations: The Harbormaster Department responded to a total of 37 maritime assistance cases during 2020, a combination of disabled boat tows, vessel groundings, boat dewatering, recovery of persons in the water, and medical issues. On a positive note, this was a 35 percent decrease in the number of maritime assistance cases compared to previous year.

Dredging & Beach Nourishment:

Allen Harbor Channel – The Barnstable County Dredge removed approximately 6074 cubic yards of material from the Allen Harbor entrance channel. Material was pumped to Grey Neck, Wah Wah Taysee, Atlantic /Ocean Ave and Earle Road public beaches for sand nourishment. A portion of the sand pumped to Earle Road beach was trucked to Pleasant Road beach for nourishment. * The town was awarded a MA Dredging Program grant in the amount of \$36,000 from the Executive Office of Housing and Economic Development to fund a portion of the Allen Harbor channel dredge project.

Wychmere Harbor Channel - Barnstable County Dredge removed approximately 1751 cubic yards of material from the Wychmere Harbor entrance channel. With the assistance of DPW, the material was trucked to Red River public beach for nourishment.

Revenue - The Harbormaster Department generated \$1,386,169 in harbor and waterways related revenues in fiscal year 2020; this is a \$126,012 increase from fiscal year 2019 revenues.

Harbor Management Plan: The following changes to the Harbor Management Plan were implemented during 2020: Section 8.3 – One additional Class C Unattached permit was authorized.

Projects:

Round Cove Boat Ramp – Through a competitive general bid in accordance with MGL 30B, Robert B. Our Co, Inc. was selected for construction services for the reconstruction of the Round Cove boat ramp. Concrete panel work is currently being done, and on site work is projected to start in March. The project will be completed prior to May 1, 2021.

Allen Harbor Jetty Rehabilitation – GEI Consulting has been contracted to perform a site investigation, required permitting, and concept and final designs to repair the Allen Harbor west jetty. Initial assessment of the jetty structure has been completed and a draft report with recommended repair alternatives has been submitted for consideration. The next step will be the review and selection of a repair option by the town so permits and engineering design can be completed. Tentative construction period has been pushed to FY24 if construction funding is approved.

Closing - A special thanks to Matt Hart and Steve Root, my old friend from Springfield, who retired from the Waterways Committee this year after serving for over 20 years. Their contributions to the town and specifically the Harbormaster Department in helping to upgrade our waterfront facilities and expand our operations and services have been tremendous and are so appreciated. Working with our Harbormaster they left the Committee in good shape. We have added Kent Drushella and Larry Brutti to bring our membership to seven and have Cameron Smith as an Alternate.

Respectfully submitted,
Thomas H Themistos, Chair

February 22, 2021



Town of Harwich

Harwich Youth Services Committee *Annual Report to Board of Selectmen*

Monday, February 22, 2021
Presented by Meredith Henderson, Clerk
Harwich Youth Services Committee

Harwich Youth Services Committee Charge

The Harwich Youth Services Committee is a board comprised of individuals from the community. Some of the organizations and institutions that the committee represents are Harwich Public Schools, Retired Educators and Parents of Harwich. For a complete listing of committee members, see the attached sheet.

The objective of the committee is to support the mission statement of the Harwich Youth Counselor, as well as assisting the Youth Counselor in the following program components:

- Develop programs and events that enrich the lives of youth. Such programs should promote prevention of dangerous or unhealthy behaviors or actions that interfere with one's quality of life
- Collaborate with area youth enrichment programs to promote the welfare of young people in Harwich
- Provide the public relations and information necessary to maintain the community's support of the Office of the Youth Counselor and activities for Harwich Youth

Mission Statement for the Harwich Youth Counselor

To support and maintain a Harwich Youth Counseling and Referral Service that is universally accessible, visible, confidential, and linked to other support networks.



***Town of Harwich
Youth Services Committee***

Monday February 8, 2021

Report to the Harwich Board of Selectmen

Good Evening.

Harwich Youth Services is a collaborative committee working with schools and the community to inform the public about resources, educational events and supports for Harwich youth and families.

Our primary undertaking during the past 3 years has been planning and hosting Middle School Socials, alternating at Harwich Community Center and Chatham Community Center. During these events, students from grades 5-7 come together to engage in fun and healthy activities such as Nerf Warz, Lazertag, hoops, arts & crafts and many contests. The average attendance at these events was 100 students. The socials were chaperoned by parents, teachers and upperclassmen and women from the Monomoy High School. Unfortunately, the restriction on social gatherings due to the Covid 19 pandemic meant that we were only able to have 2 socials at the beginning of the year and the students are looking forward to socials in the future.

Other events promoted by Harwich Youth Services Committee featuring participation or hosting by the Harwich Youth Counselor were:

- A showing of the documentary ***Angst***, which shows the upward trend in anxiety disorders among youth, and how to seek help for your child. 3/12/20)
- Sharing information about the Recovery Build after school program for teens struggling with substance use issues. This is a one-of-a-kind program utilizing counseling and crucial peer support.
- ***Teens, Tweens & Quarantine***- a webinar presented by Jon Mattleman, former director of Needham Youth & Family Services. Jon is a knowledgeable clinician and dynamic presenter, who shared with parents the particular challenges that teens have been facing during the pandemic, and how to support them and practice self-care.

Sheila House, the Harwich Youth Counselor, saw a rise in referrals and case management this year, due to the stressors caused by social isolation and anxiety during the pandemic. Sheila is involved with the following boards and organizations:

1. Barnstable County Regional Substance Use Commission (town appointee)
2. Substance Use Prevention Council (Prevention Working Group)
3. Monomoy Regional School District Crisis Response Team (tier 1)
4. Harwich Children's Fund/The Friends of Harwich Youth
5. Behavioral Health Innovators, Inc. (currently running an after-school peer support/substance use program for teens virtually)

GOALS FOR 2021

- Bring Save A Life Tour Presentation (for impaired and distracted driving) to juniors and seniors at Monomoy High School
- Support HES Nurses and Sheila House to present the Beautiful Me self-esteem program
- Organize future middle school events when Covid restrictions are lifted for events

Respectfully submitted,

Meredith Henderson, Secretary

Paula McGuire, Chair

Joy Jordan, Vice-Chair

Holly Tavano

Annalise Langelier, Youth Volunteer

Sheila House, Department Head Liaison

PUBLIC HEARINGS

PRESENTATIONS



Cranberry Valley Golf Course

Harwich, MA

Memo

To: Board of Selectmen

From: Roman Greer, Director of Golf

cc: Joseph F. Powers, Town Administrator
Clem Smith, Golf Committee Chairman

Date: 2/18/21

Re: Golf Department Project & Procurement Update

Members of the Board of Selectmen,

Please find attached the list of projects and procurement items currently underway at the golf course. I look forward to presenting this report to you at your meeting on 2/22/21.

Respectfully Submitted,

Roman

Roman Greer, PGA
Director of Golf
Town of Harwich

Golf Course Projects & Procurement Update

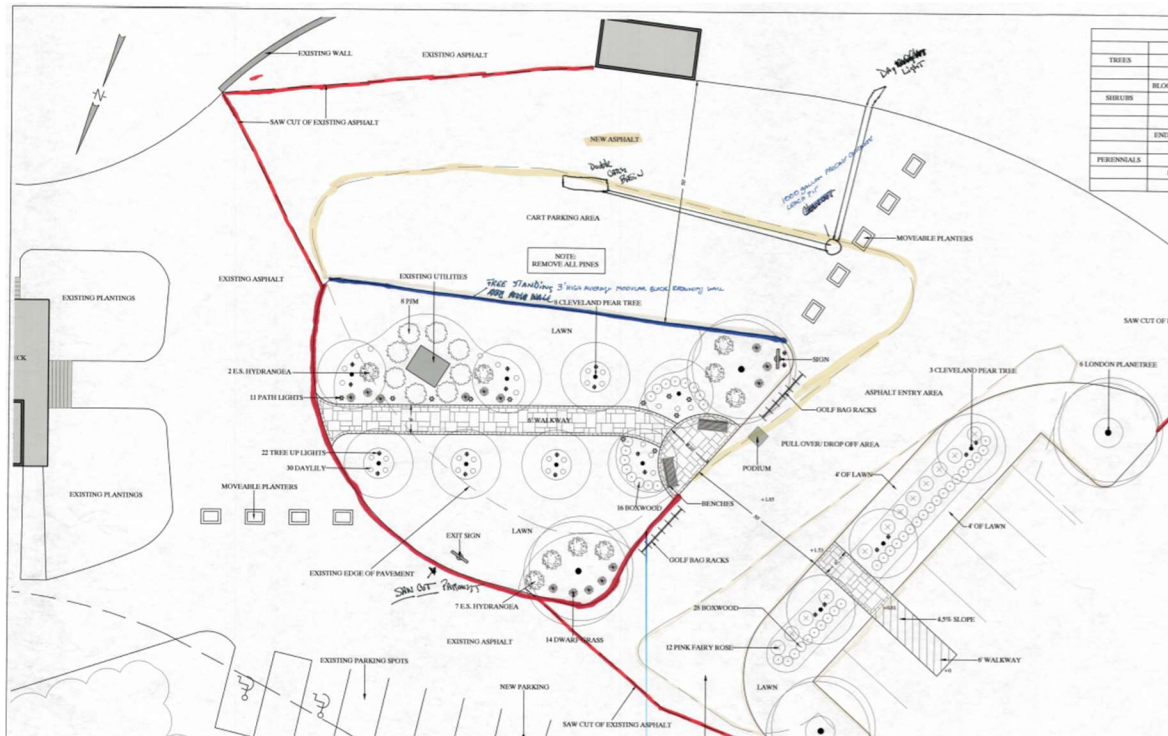
2/22/21

Current Projects:

1. Cart Barn
 - a. Front of the Clubhouse Landscape Project
 - i. Currently in progress with a completion date in mid-April
 - b. Solar Project
 - i. Currently in final stages with completion scheduled at end of February
 - c. Charger Grid RFP
 - i. Finalizing RFP
 - d. Electric Cart RFP
 - i. Working with procurement team on RFP
2. Remote Payment Kiosk (Starter shed)
 - i. Minor upgrades funded by CARES ACT. Completed in April.
3. Restaurant RFP
 - i. Bid opening on 2/22.
4. Pro Shop Displays
 - i. Ordered and scheduled for delivery by April 1st.

Cart Barn Photos

Landscape Project



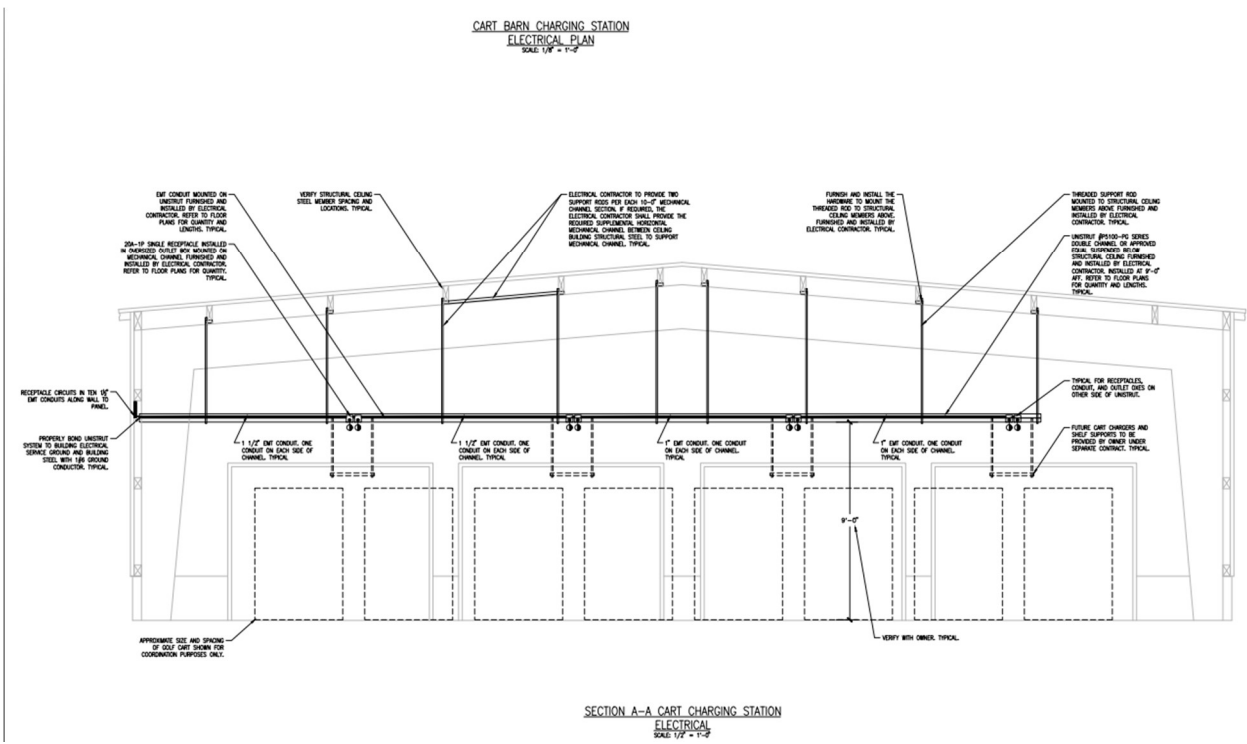


Solar Project Photos

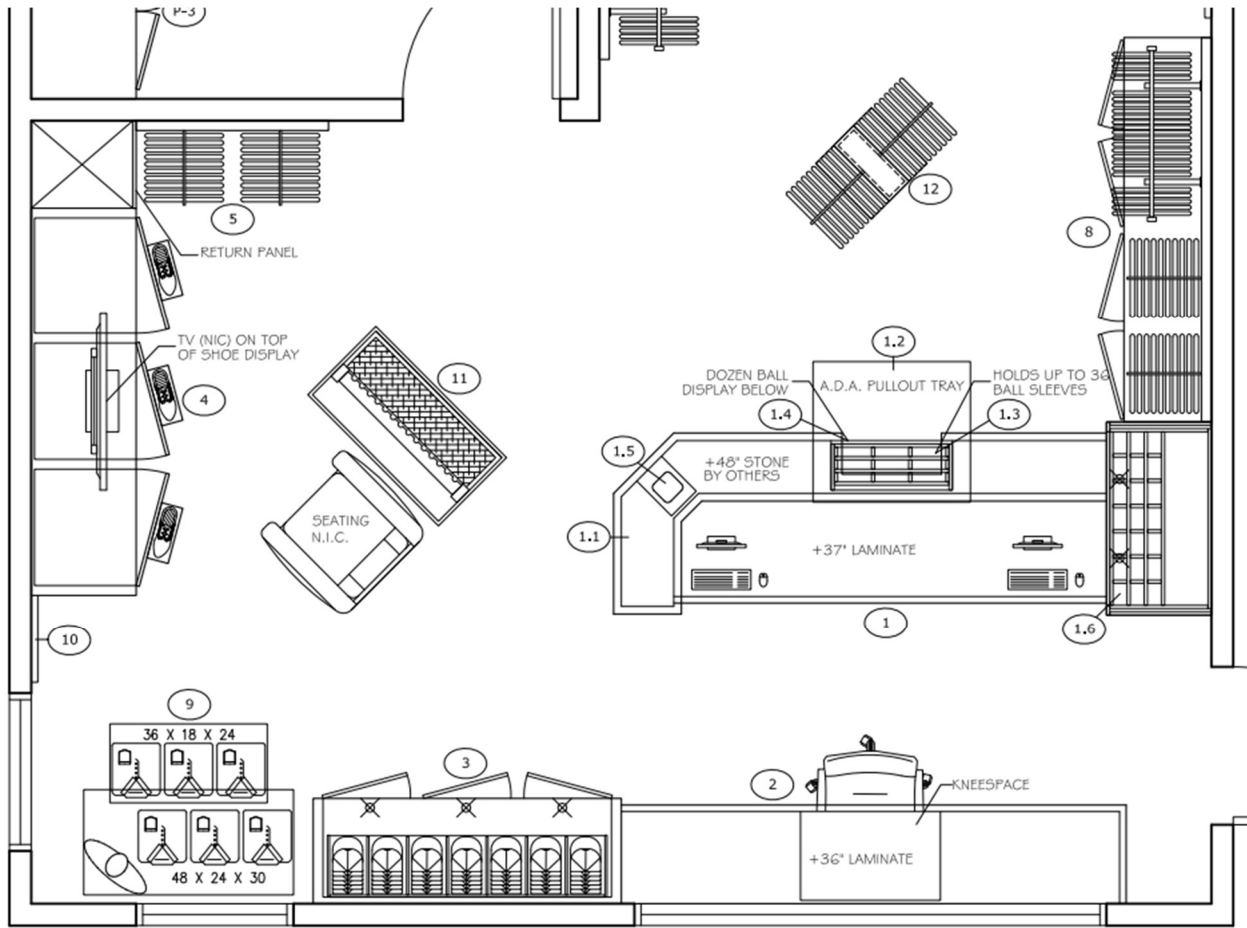




Charger Grid Design



Pro Shop Displays/Upgrades



Respectfully submitted,

Roman Greer

Director of Golf

NEW BUSINESS

MINUTES
SELECTMEN'S MEETING
GRIFFIN MEETING ROOM
Monday, January 21, 2020
6:30 P.M.

SELECTMEN PARTICIPATING: Larry Ballantine, Mr. Stephen Ford, Donald Howell, Michael MacAskill, Edward McManus.

ALSO PARTICIPATING: Interim Town Administrator Joseph Powers.

CALL TO ORDER

Mr. Ballantine opened the meeting at 6:30 pm, and called to order the Board of Selectmen.

Mr. Ballantine said that they were going to start out with a remembrance. He shared an announcement that Mr. Lee Culver, Emergency Manager for Harwich, passed away a couple of days ago. He said that Mr. Culver had been such a critical part of the community for many years. Many of them saw Mr. Culver when things were not going well. Mr. Ballantine said that he invited some staff members to take a few moments to speak and remember Mr. Culver.

First, Police Chief David Guillemette, said on behalf of each member of the Harwich Police Department, they offer their condolences. Chief Guillemette reviewed the distinguished career that Mr. Culver had with the Harwich Police Department for over 29 years. He added that Mr. Culver was an unflappable, knowledgeable and experienced team player, and he always had the best interest of the citizens of this community in mind. He will be greatly missed.

Chief Norm Clarke, Harwich Fire Department, said that he was going to speak unscripted, as Mr. Culver would have done. Chief Clarke shared his thoughts of Mr. Culver as a friend but also as a family guy. He was really committed to everything he did. He was passionate about getting the Community Center built and taking care of the kids. He admired him and celebrates his life.

Ms. Carolyn Carey, Director of the Community Center, said that she could not possible say what Mr. Culver meant to hear personally, but will say what he had meant to the Community Center and the Town. She said that he was so passionate

about the building and was there every day. Ms. Carey said that he taught her how to juggle, and he was really there and checked on all departments. She took a moment to thank his family for loaning him to the Town of Harwich, for all of the emergency storms and for the late nights at the Community Center. He was there to protect and serve.

Mr. Sean O'Brien, County Emergency Management Director, shared his condolences to the Town of Harwich and to Mr. Culver's family. He said that Mr. Culver's impact was not only to Harwich but also to Barnstable County, and all of the people on Cape Cod. Mr. O'Brien shared about his times with Mr. Culver and their talks about work, the community, and their families. He was a tough, loving, family man. He said that Mr. Culver had been an incredible mentor to him and he thanked the Town of Harwich and Mr. Culver's family for that opportunity.

WEEKLY BRIEFING

A. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update

Mr. Joseph Powers, Interim Town Administrator, said that the one week look ahead for the week of January 20th, the Mainline Sewer Crew # 1 will be doing tests, inverts and casting adjustments around the area of Route 137 and Route 39. The Mainline Sewer Crew # 2 will be continuing installation on Route 137, however, as a reminder this week they have one of those needs to set sewer manholes which requires extended hours until 8:30 pm on Wednesday and Thursday. The work is necessitating detours.

The two week look ahead for the week of January 27th - January 31st, Mainline Sewer Crew # 1 will have subcontractors performing various tasks at various locations, and they will begin the sewer installation on Old Heritage Way. Mainline Sewer Crew # 2 will be continuing installation on Route 137, and will have another of the deep set manholes, which will have extended hours on Monday, also requiring detours.

The three week look ahead, February 3rd - February 7th, the Mainline Sewer Crew # 1 will have subcontractors performing various tasks at various locations and will continue installation of gravity sewer installation on Old Heritage Way. The Mainline Sewer Crew # 2 will continue installation on Route 137 and will require detours.

B. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule I

Mr. Powers provided the update for RJV. He said that they have pushed their schedule longer than expected. The week of Jan 27th will be their mobilization week, and they expect to begin their work the week of Feb 3rd, in and around Cemetery Road.

Mr. Powers also reported that he participated in joint meeting with both contractors and the Town of Chatham last week. This was regarding the coordination of the two contracts and was initiated by police and both communities. Mr. Powers said that it was an exceptional meeting and everyone is on the same page. All of the efforts and detours are being well coordinated.

Mr. Howell said he just wanted to add a comment, because he has had a couple people talk to him about getting confusing information. He said that this is good for the general information, but if people have particular problems about their particular hook up, they can contact Mr. Dan Pelletier at the Water Department or they have an option four, which is a direct link to messaging Charlie Sumner, their liaison on the project.

Mr. Peter LaPointe, said that he was a non-resident taxpayer with a house on Harden Lane. He said that he was there because he is curious about the progress, but also wanted to speak up for the residents that got a letter in December. He said that the letter was asking them to confirm their preferred location for the sewer line hook up. He said that for those on Harden Lane it is not that simple, because they are on a slope, so they need to know the plan location and elevation. They have been trying to sort out the information and what they can find online. However, he is finding it hard to interface with the town in terms of getting information and cooperation and coordination.

Mr. Ballantine said that they will follow up with him and asked Mr. LaPointe to leave his contact information.

PUBLIC COMMENTS/ANNOUNCEMENTS

A. Ms. Virginia Hewitt, Library Director, Brooks Free Library, had a few announcements. The first is that the Library will be closed early on Friday,

January 31st for an all staff development program. They will open at 10:00 am, and close at 1:00 pm. In the event of inclement weather they may postpone the training till March. She added that they do not take it lightly to close the library, this is a safety training and it has been needed for some time. The second thing is that they had a very successful *Know Your Town* series. She thanked Mr. Ballantine, Mr. Powers and Ms. Anita Doucette, Town Clerk, for their participation. The next session is next Tuesday at 2:00 pm. They do not have the line up yet, but will have it soon.

Ms. Hewitt also added that the 2020 census is coming up. The library along with the Council of Aging, will be putting together an information session for residents on how the process works and what to expect. She thinks that they really need to get the word out that people need to file where they live year round.

- B. Deputy LeBlanc, Harwich Fire Department, said they received notification today from the state that they successfully received the Student Awareness for Fire Education Grant and the Senior Safe Grant. These programs are both managed by Captain Leighanne Smith. He also added that they are redoing their Citizen's Fire Academy after a 10 year hiatus. He said that Lt. Justin White is taking this on, and will hopefully be able to run it again every year.

Deputy LeBlanc said that he wanted to let them know that after attending a meeting in Yarmouth, he learned that the State added a surcharge E911 source for funding to replace public safety radios. He said that every radio will be replaced and there will be some charges for batteries etc., but they are anticipating a million dollar cost being brought down to about \$150,000.

- C. Ms. Carolyn Carey, Director of the Community Center, wanted to remind everyone that February is their birthday celebration. February 1st they start with the fairy doors and on February 2nd, from 12:00 pm to 2:00 pm, they are having their own "Souper Bowl Sundae Party". On Wednesday, February 5th, which is the actual 20th birthday, they will be having a "then and now" celebration, a cake decorating and baking contest, and they will be putting things in a time capsule. Ms. Carey said that she hopes people will be able to come, and that is at 3:00 pm in the Community Center. On Wednesday, February 19th at 9:00 am, they will be having the kids breakfast and the fairy doors are due back in. Then at 6:00 pm, that evening, they have a psychic in the gym, and on Friday, February 28th from 6:30 pm to 8:30 pm, the Sound

Dunes will perform. She added that seating is limited and people should call to make reservations for any of the birthday events. All events are free.

CONSENT AGENDA

A. Minutes:

1. July 22, 2019 Regular Session

B. Vote to approve the Interim Assistant Town Administrator’s recommendation to grant permission to NSTAR ELECTRIC COMPANY to install 37’ of conduit and cable under town road in Central Avenue, Harwich

C. Vote to approve the request to close Cape Sea Grille from January 29, 2020 to February 29, 2020 for cleaning and renovations.

D. Vote to approve the referral of Zoning Amendment to the Planning Board pursuant to MGL c.40A, Section 5 regarding “Essential Services”

E. Vote - Annual & Seasonal Lodging House or Innholders License Renewal 2020 – as listed in the packet

F. Vote - Annual Victuallers License Renewal 2020 – as listed in the packet

G. Vote - Annual Entertainment License Renewal 2020 – as listed in the packet

Mr. Ford moved to approve the items A through G above. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS

A. Harwich Center Initiative Committee Update – Dan Wolf VII.

Mr. Dan Wolf, Chair, Harwich Center Initiative Committee, explained that the Board of Selectmen established the Committee back in October of 2018. So, it has been about 14 months since the committee was established and they had meet four times. The third meeting was an open meeting for the public, and they heard some interesting input. He said that they have a summary in their packet that Ms. Virginia Hewitt, Clerk, Harwich Center Initiative Committee, did a great job putting together.

Mr. Wolf said that the last meeting they had was February 28th, 2019, so it has almost been a year since they met. The reason for that was that the committee never really understood the ability to get traction and get stuff done.

He explained that there was a real desire to get community input, and let the Board know what the vision was that they had. However, with all the departments that have a hand in planning within the Town, they never really understood what their relationship was. The Town is now undergoing a local comprehensive plan, and that will be vital in understanding what the opportunities are, and how to achieve them in the downtown. He said that the Chamber of Commerce is working on an ongoing initiative to get the Town of Harwich, from the Center outward, designated as a Cultural Center in the Commonwealth. Also, there is a traffic study to look at the intersection, and also looking at the sidewalks, transportation, and parking options. Mr. Wolf said that he knows they received a letter from Sen. Paul Doane, Vice Chair, Harwich Center Initiative Committee, about the need to continue this committee. Mr. Wolf does think there is a need to continue to focus on Harwich center, because there is a real opportunity going forward both aesthetically and economically. He added, that through the Comprehensive Plan, they should be able to identify some zoning issues that will need to be addressed, infrastructure, sewer plan, and parking options, if there is going to be any future development. There really needs to be more of a direction from the Town. They had a great group of people, but no direction.

Ms. Hewitt, said one of the main issues that they ran into was knowing what economic activities they could undertake. There were individuals that thought they could reach out to investors and interest them in certain parcels. However, the committee determined they could not do that due to the State ethics laws and conflict of interest. She said that is a question that should be considered moving forward. They had discussed the infrastructure needs being more cosmetic and she does agree with that. They heard a lot about traffic and parking causing bottlenecks, and improvements to sidewalks. All of that was dependent on the Cape Cod Commission traffic safety study, which she does not think has been done yet. That is something that could use the Board of Selectmen to push on that issue. She said it was great to see the public interest, but the committee struggled with what their role was. There are already Boards and Committees that dealt with most of the issues.

Mr. Ballantine said that was a broad discussion. When he thinks about economic development, it is not trying to negotiate people coming in, but

more visionary about what they want Harwich to look like. Mr. Ballantine said that he felt, during the meeting he attended, the Committee had gotten lost in the details without thinking about what direction they were trying to go. He said that both Mr. Wolf and Ms. Hewitt raised a lot of issues, but asked if there were some priorities that they would have attacked earlier.

Mr. Wolf said that he thinks they all share the same vision of a walkable center with residential around it, that is attractive and aesthetic. The appropriate role of government would be to ask if they have the infrastructure to be able to facilitate that type of village center. He would ask that the next steps for the Board of Selectmen would be to charge the Town Administrator or departments to discuss the issues with the vision. They should bring people from the center into the Town process, so that they are included, and have existing Town entities overseeing it. He said that they had a lot of great conversation, but they were really all dressed up with no place to go. He thinks if they want to see it go forward, they should engage the people that are interested in staying engaged, but do it through a more formal Town process.

Mr. Ballantine said that he takes his point on having more departments involved, but he thinks that the committee has a function.

Mr. Wolf said that the committee was a great lightning rod to get input, but then they need to actually get it connected in a more formal way to the town. He thinks that the Harwich Center needs to be included in the local comprehensive plan, and then that they are actually being worked on. He does think there is a use for the committee, but it has to change.

Mr. Ford asked when the last communication was with the Commission.

Mr. Wolf said he does not think they had a conversation, and that was one of the problems. With what authority did they have to have a conversation with anybody.

Mr. MacAskill said that he thinks Mr. Wolf nailed it, they are another committee with a charge, but cannot do anything. He thinks this Board needs to think about funding, infrastructure, and they need to think about where this fits into everything else they have going on right now.

Mr. McManus said he thinks Mr. MacAskill said it quite well. There needs to be a vision, and then the resources to know if the vision is anyway possible

given the restraints they have. He said he thinks the most serious is the land tenure issues, the parcelization of the center, that does not allow for space in terms of infrastructure.

Mr. Wolf said it would be interesting to put a price tag to see if it is worthwhile. There is a real opportunity, but there is some real impediments to getting that.

Mr. McManus said that at one point they had a group interested in development and in order to sustain any investments, there needed to be a commitment from the Town to increasing the residential density in the surrounding area. They would not be able to make it in summer traffic alone.

Mr. Howell said that they all seem to crash and burn at the same place. He said to bring everyone back, one of the annexes of the library had been the first non-commercial bank that was established on Cape Cod, and the post office was in the center of town. One by one they deleted things that made it the center of town. He said they were never going to have enough money, but what they need is a vision.

Mr. Wolf discussed the sewer issues and he is not sure if he sees a process that facilitates that.

Mr. Howell said that the center of town is important and they need a vision of what they are looking to do down the road. Things will then start to happen because it will become a roadmap.

Mr. Wolf said that he agrees with that, but how do you get to that point. He would love to participate in a process, but the process has to have conduits with existing Town entities. He said that the comprehensive plan is where a really good vision for this should exist. He is asking that if they are going to continue this committee, they need to give it a direct charge and give existing town entities the charge to use the committee for what they would intend it to be used for.

Mr. Howell said that there will be a consultant, and a comprehensive plan and he would move that the section of that be informed by the work of this committee.

Mr. MacAskill said that Mr. Ford has shown interest in being involved in the Harwich Center Initiate Committee. He would recommend that they have him work with Mr. Powers and put a vision together and what the new charge of the committee would be, and bring it back in front of them.

Mr. Ballantine asked if Mr. Ford was onboard with this.

Mr. Ford said that he grew up in Harwich Center, and his great-grandfather and grandfather had stores in Harwich Center for many years. He has a keen interest in this, and is happy to do it. He said that he could facilitate the connection to the Town and hopefully allow for something more constructive to happen. Also, this would be in conjunction with the overall plan for the Town, which he thinks they need.

Mr. Howell said that he totally agrees. However, his problem right now, is that they have someone who is speaking on behalf of West Harwich, and different places in Town, and if this is allowed to just disband they will have no one to pick up the cause for Harwich Center.

Mr. Ballantine said that they will be recharging the committee. He said that the comprehensive plan for the Town is critical and added that each village has a different look and would likely have a different mission. They are all linked and should all flow together. All of the areas should be fed into the comprehensive plan.

Mr. Howell questioned about the deadline for the committee and suggested that they come back as soon as possible to reconstitute this.

Mr. Ballantine said that they will let Mr. Ford and Mr. Powers meet and come back with some initial thoughts. They will then set a new deadline for the committee.

Mr. Wolf said that they never actually had the committee which they needed and perhaps with Mr. Ford and Mr. Powers they can get the right people there.

Mr. Howell moved that Mr. Ford be tasked with meeting with the Town Administrator, and coming back to the Board with a new charge for this committee, with an expiration of four weeks from today. Mr. MacAskill seconded. All in favor, motion carried by unanimous vote.

NEW BUSINESS

- A. Discussion and possible vote to retain ownership and control of the Harwich-MA.gov Domain Name – Annual domain fee of \$400.00

Mr. MacAskill moved that they retain ownership and control of the Harwich-MA.gov domain name, and pay the fee of \$400.00, and authorize the Chair to sign and retain the name. Seconded by Mr. McManus.

Mr. Howell brought up that people have looked up Harwich and gotten another website online and it has been confusing. Mr. Powers said that he will follow up on it.

All in favor, motion carried by unanimous vote.

- B. Discussion and possible vote – free cash analysis – Carol Coppola

Ms. Carol Coppola, Finance Director, said this is the second year that they have used this format to analyze free cash for them. Every year when they close the fiscal year, they finish that close by having the free cash certified by the Department of Revenue. That happens some time at the end of August or September and after the auditors have been onsite. Ms. Coppola said that it would be helpful to look at the different categories. She explained that it is the difference between what was budgeted, and what they realized for actual revenues. There are some larger, broader categories such as *Other Local Receipts*, and what is in those categories are items or categories such as licenses, permits, fines, forfeitures, investment revenue, and things of that nature. The rest are pretty straight forward, such as, state grants on an annual basis and categories for state funding that are typical for most communities. Then there are some transfers that come in from funds such as CPA funds to pay for debt. Also, there are other items such as the Wychmere debt and the Saquatucket Harbor debt. Those are in the line item *transfer from other funds*. The total receipts are here, and the Board has a free cash policy that says that you are to underestimate your receipts.

She said that the mindset prior to this year, has been to have quite a bit of room from where they budgeted their revenue, from what they actually received. Therefore there is a significant difference of what free cash was set at this year; but that was a Board directive given to the previous Town

Administrator and herself when they estimated receipts for 2019. So, in total the excess in revenue that was realized, was about \$1.4 million, which includes some one-time revenue, which is tax titles that are collected. They are called one-time revenues because the Department of Revenue does not allow them to estimate those.

Ms. Coppola continued on to the expenditures, and said it is simply, what did you budget and what did you spend, and in what departments were those in. The *general government* line item includes everything within Town Hall, and then all of the other department are broken out. At the end there was a little more than \$900,000 in surplus, which added to your free cash number as well. This year she had the Assessor go through and reconcile the overlay, which had not been done since the prior Assessor was there. They went through that project last Spring, and it resulted in a breakdown of free cash and is a large component also of why it is so different from the past.

She explained that over the past 10 years, free cash had ranged anywhere from a negative \$132,000 in FY12 to just over \$4 million in FY16. The previous fiscal year, it was just under \$3.5 million. There were significant changes, and they were more aggressive in how they estimated the revenue. They also had that one-time write down for the overlay reconciliation and some other very small items that affect free cash.

Mr. Ballantine said this is a needed discussion to have now, as they move into the budget season. He said that Ms. Coppola made the point that they are more aggressive and being careful with their budget. He said that they are not building any increase in their budget over expenses. However, that decreases the amount of money, the following year, in their capital expenses. To the extent of being able to maintain doing this, will be a broader discussion and they need to be aware of it.

Ms. Coppola said that is correct and in previous years they also used free cash to fund OPEB, for the stabilization funding, and also for snow and ice deficits.

Mr. Ballantine said they are concerned about the stabilization fund as well, and that depends on free cash. This information helps to drive their budget discussion.

Mr. MacAskill said that he has been asked often about why free cash was \$3.5 - \$4 million two years in a row, and this year they are at \$1.4 million. He

asked if it was just because they were being tighter on the budget last year and more careful?

Ms. Coppola said that they are always careful on the numbers, but they were more aggressive on how they estimated the revenue.

Mr. MacAskill asked if that was the primary driver for it going down to \$1.4 million?

Ms. Coppola said that there were two primary drivers. First, was the one-time write down for overlay, which had not been completed since the previous assessor had been there, and then a million of it was revenue. The overlay she confirmed was \$880,885.

Mr. Howell said this is more for a future discussion, but in looking at this they should commend the education for handing back \$1. He said that they will have to have a bigger discussion about this when they get there. They are all feeling the hurt right now, but spending down so that it only gets to one dollar, just does not sound right.

CONTRACTS

A. Fire Station #2 – Change Order #009 – \$15,306.19

Mr. Powers said that both the Interim Assistant Town Administrator and the Engineer reviewed this. It is their recommendation to approve this procurement as outlined and authorize the Chairman to sign, the amount is for \$15,306.19.

Mr. MacAskill moved that they approve the change order #009 in the amount of \$15,306.19, for Fire Station #2. Seconded by Mr. McManus.

Mr. Ballantine asked if it was still on budget? Chief Norm Clark said that they are. He added that they did some math today and will be back with one more change order for about the same amount. Though they still have their contingency money with a balance of \$90,809.82, that they have not spent. They are looking to start moving into the station on Monday.

All in favor, motion carried by unanimous vote.

- C. Snowplow Contract – Robert B. Our – Expected to be more than \$25,000 – Town of Harwich
- D. Snowplow Contract – Robert B. Our – Expected to be more than \$25,000 – Monomoy Regional High School
- E. Snowplow Contract – GFM Enterprises, Inc. – Expected to be more than \$25,000

Mr. Powers explained that they have in the packet three separate contracts, as listed in items C, D, and E above.

They have been vetted by the procurement team, and there were some language changes made to reflect the town's policy on limits of signature authority. He wanted to make the Board aware that they had approximately twenty contracts presented by the DPW. He said that none of them have a true value yet, because there is an expectation of services to be rendered. However, it is expected that snow plow services in general for the Town of Harwich, provided by Robert B Our, may exceed that threshold. Mr. Powers said that they all have the insurance limits that the Town expressed last year. He is asking for the Board to authorize and approve the three contracts, and for the Board to sign them.

Mr. Howell moved to approve contracts listed in items C, D and E above. Seconded by Mr. McManus. All in favor, motion carried by unanimous vote.

OLD BUSINESS

- A. The signing of the Interim Loan Note Certificate - of \$22,214,467 - the vote of the Board of Selectmen made August 12, 2019

Ms. Amy Bullock, Treasurer/Town Collector, said that she has the interim loan note for the Board to sign, which was approved on August 12, 2019. It is for various contracts for construction, having to do with the sewer, and also police contract one and police contract two.

Mr. McManus moved to approve the Interim Loan Note Certificate of \$22,214,467, authorized by the Selectmen and to sign the interim loan note certificate. Seconded by Mr. Ford.

Mr. Howell explained that he does not think they should have started this, if they could not finish it. They borrowed money to max out what they were authorized to, and they still have not finished it. Therefore, he will not vote in favor of it.

Motion carried at a vote of 4-0-1, with Mr. Howell opposed.

TOWN ADMINISTRATOR'S REPORTS

A. Presentation of contracts signed by Interim Town Administrator

Mr. Powers explained that this was mentioned in last week's meeting and he is working on a list of all of the contracts signed since November 18th, and also packing materials. He will bring the Board up to speed on January 27th, and then will continue on a weekly basis going forward.

Mr. Powers requested that the Board begin the next meeting, January 27th, at 5:30 pm, to accommodate the Monomoy Regional School District presentation of the draft budget. He said that the original timeline had them scheduled for February 3rd, but that is when they will be doing the overall budget message and discussion. Mr. Powers said that he confirmed Superintendent Carpenter's availability, however, he has to be in Chatham for a meeting at 7:00 pm. Therefore, if they can accomplish this at 5:30 pm, they would be able to hear the full presentation, that will then be presented to Chatham at 7:00 pm. It also gives a chance from them to focus on the schools budget on January 27th, before transitioning to the overall budget on February 3rd.

Mr. Ballantine said that it made sense, and he wanted it presented for consensus. The Board agreed and the meeting will begin next week at 5:30 pm.

Mr. Powers also provided an update on the Garden Club matter which was discussed last week. He said that there are three potential options, but their preference remains the Town property at Bank Street. Mr. Powers said that he received a tentative answer on the insurance question and he would like to reach out to the Garden Club tomorrow, to see if the option is agreeable to them. He said that there are some alternate options and the Garden Club is

also working with a private group with property that may be beneficial for them.

Mr. Ballantine and Mr. MacAskill both expressed their concern that this request from the Garden Club has taken so long, and how important the Garden Club is to the Town. They asked Mr. Powers to convey that to them.

SELECTMEN'S REPORT

Mr. MacAskill asked if Ms. Bullock could provide, via email, the list of what the contracts are and how they add up. He also asked if it could be put back in the packet next week for the public.

Mr. Howell said that the Affordable Housing Trust met this past week and he just wanted to keep them updated on what they are doing. He said that the Community Preservation Committee, in its deliberations, wound up approving half of what they requested. Mr. Howell agreed with them, and their rationale was that they were not showing how they were spending the money. A trust needs to have money to spend money, however, they spent the last year and a half without a real plan. He said that at the last meeting they had the consultants come in, and, together with the interviewing stakeholders, they will determine what their plan of action should be for the Committee. He added that the Board of Selectmen were noted as being stakeholders. Mr. Howell said that the Committee also made a promise, with the exception of one project behind Sisson Road, that they are not pursuing anything else right now. It is good news, and they will take a step back and look at how they operate. He anticipates it being a lot more public and more transparent.

Mr. MacAskill asked Mr. Howell, who someone would speak with, if they had something to present? Mr. Howell said that they can talk to him, however, they would probably not take any action, if there was a dollar sign attached to it.

Mr. Ballantine said that he would like to ask the Committee to have a conversation about non-monetary items, and how it affects what the input may be into the comprehensive plan.

Mr. Howell said that he sees this happening much sooner than the comprehensive plan. He agreed and said that he sees them flowing one end or the other.

Mr. Ballantine said that he circulated a draft regarding the search committee to them, and he would like to put it on the agenda for next time, for a public discussion. He noted that he has used details from other towns, and he is asking them to review it and get back to him.

ADJOURNMENT

Mr. McManus moved that they adjourn at 8:04 pm. Seconded by Mr. MacAskill. All in favor, motion carried by unanimous vote.

Respectfully submitted,

Lisa Schwab
Board Secretary



Town of Harwich COUNCIL ON AGING

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

m e m o

TO: Board of Selectmen

CC: Joseph Powers, Town Administrator
Meggan Eldredge, Assistant Town Administrator

FROM: Emily Mitchell, COA Director

DATE: February 18, 2021

RE: **Recommendation to Create Standing Human Services Committee**

Each year, the Town of Harwich appropriates a sum of money as part of the overall operating budget to support the Human Services Grants program. The purpose of this program is to assist non-profit agencies in their efforts to support town residents through vital human services programming.

To administer this program, the Town issues a Request for Proposals and local non-profits submit applications for funding. In recent years, the Town has received requests from between 13 and 18 organizations annually. After all applications have been received, a team of town employees with varied backgrounds and professional roles reviews the applications using a standardized scoring process, first individually and then once as a group. The team then makes a recommendation on award allocations to the Board of Selectmen. Following Board approval, all recipients are awarded contracts that cover the fiscal year grant period. Recipients submit quarterly invoices and program reports, as well as a comprehensive annual report at the close of the grant period before receiving final payment.

For the last two years, I have coordinated the process including publishing the RFP, receiving applications, putting together a review team, presenting the recommendation to the Board, administering the contracts, processing payments, and ensuring compliance with all reporting requirements. Prior to my taking this on, the Assistant Town Administrator served this function.

Within Barnstable County, 13 of 15 towns operate a comparable grant program. Of the 12 other Cape towns managing similar programs, all do so with a standing Human Services Committee, though committee composition and scope vary slightly by community.

The benefits of a standing Human Services Committee are numerous. The committee structure allows for and encourages public participation and feedback, both about community needs and the

services provided by requesting organizations. By meeting on a regular basis, a committee is better equipped to conduct a more thorough review of applications. This could include interviews, site visits, and rigorous debate and analysis about award allocations; this in depth evaluation is not possible with an ad hoc committee of town employees who meet only once before making their final recommendation. A committee is also better situated to evaluate progress and program metrics during the award period through ongoing interactions with recipients and the public.

The organizations requesting and receiving funds provide truly invaluable services to our community. Our residents who rely on these services are the experts on community needs and program efficacy. The taxpayers who support these grants count on us to be good stewards of allocated funds. Town staff provide many, many hours of dedicated and passionate review and oversight of the program. However, they cannot provide the continuous application and program review, or facilitate public feedback, in the manner possible with a standing committee.

In light of the benefits outlined above, I strongly recommend that the Board support the creation of a standing Human Services Committee.

Town of Harwich

Charge to the Human Services Committee – DRAFT

Mission

The Human Services Committee is charged with advising the Board of Selectmen on human services related needs in the community and requests for funding from human services agencies.

The Committee will review all funding requests from eligible non-profit and not-for-profit agencies that are submitted consistent with guidelines published in the annual Request for Proposals. To be eligible for funding, agencies must provide a human service related program that directly benefits residents of the Town of Harwich, though they do not have to serve Harwich residents exclusively. In evaluating requests, the Committee will consider the submitted application and may request additional information from the agencies, conduct interviews, consult with town staff and members of the public, or take other action to conduct a thorough review and develop recommendations.

Human Services Committee Objectives:

- To identify and prioritize unmet and emerging human services needs in the community, actively soliciting public input and feedback in the process.
- To advise the Board of Selectmen and the broader community about these needs.
- To review requests for funding from local human services non-profit and not-for-profit organizations that provide services to Harwich residents.
- To make recommendations to the Board of Selectmen regarding funding for requesting agencies.
- To evaluate the efficacy of programs and resources, and the specific impact on Harwich residents, from agencies receiving grant funding.
- To ensure recipient compliance with all reporting and documentation requirements outlined in the grant agreements.

Composition

The Human Services Committee shall be composed of seven members, appointed by the Board of Selectmen, who will serve staggered three year terms. (**NOTE:** some communities designate a number of appointments to be filled by representatives from other committees and/or town departments. Common examples: Council on Aging, Youth Services, Police Department, Fire Department, Housing, School District, and Finance Committee). The Assistant Town Administrator will serve as the staff contact for the Committee (**NOTE:** among other communities, the Assistant Town Administrator is the most common staff contact, unless the town has a dedicated Human Services Department).

A Note on the Role of the Committee in the Budget Process:

Some towns grant their Human Services Committees the authority to propose their own annual budget similar to the role Department Heads play in proposing department budgets. Similar to the process with Department Heads, the proposed budget would be reviewed by the Town Administrator and Finance Director, and ultimately by the Finance Committee and Board of Selectmen. This allows the overall allocation to reflect and respond to community needs. Currently, the total allocation is set by Administration.



OFFICE OF THE SELECTMEN
 732 MAIN ST., HARWICH, MA 02645
 www.harwich-ma.gov
 (508) 430-7513

LICENSE FOR: _____ CLASS I - AGENTS OR SELLERS
 _____ CLASS II - USED CAR DEALERS
 _____ CLASS III - JUNK CAR DEALERS
 X CLASS IV - AUTO REPAIRMAN

X NEW APPLICATION _____ RENEWAL FEE: \$100 each

BUSINESS NAME A & G Accident Repair, Inc.

D/B/A Cranberry Collision PHONE 508-430-1055

BUSINESS ADDRESS 161 Queen Anne Road, Harwich, MA 02645

MAILING ADDRESS 161 Queen Anne Road, Harwich, MA 02645

NAME OF OWNER A & G Accident Repair, Inc.

EMAIL
 ADDRESS t.goble@aol.com

IF CORPORATION OR PARTNERSHIP, LIST OFFICER INFORMATION BELOW.

Name	Title	Address
Tyler Goble	President	
Derlis Almanza	Treasurer	

Tyler Goble President
 Signature of applicant & title Federal I.D. # _____

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

Tyler Goble By President
 Signature of individual or corporate name Corporate officer (if applicable)

REGULATORY COMPLIANCE FORM

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

NOT APPLICABLE [Signature] [Signature]
 Building Commissioner Board of Health Fire Department

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

OLD BUSINESS

Interim Town Administrator's Proposed Budget

Town of Harwich BUDGET 2022

Line #		Budget <u>FY 2021</u>	Budget <u>FY 2022</u>	<u>%</u>
	SOURCES OF FUNDS			
1	Tax Levy Limit (R/E & PP)	53,357,522	55,648,711	4.3%
2	Local Receipts	11,986,520	12,680,198	5.8%
3	<u>State Aid</u>			
4	Cherry Sheet	664,352	667,067	0.4%
5	Overlay Surplus	200,000	200,000	0.0%
6	<u>Transfers:</u>			
7	Total Transfers In from Other Sources:	2,713,239	2,184,137	-19.5%
8	TOTAL SOURCES	<u>68,921,633</u>	<u>71,380,114</u>	3.6%
9	USES OF FUNDS			
10	<u>Charges:</u>			
11	State-Cherry Sheet Charges (ccc & BC Tax)	764,539	778,830	1.9%
12	Overlay (Abatements- Taxes)	400,000	450,000	12.5%
13	TOTAL CHARGES	<u>1,123,358</u>	<u>1,228,830</u>	9.4%
14	NET AVAILABLE Sources	<u>67,798,275</u>	<u>70,151,284</u>	3.5%
15	Town Operating Budget	25,739,671	25,895,226	0.6%
16	<u>Semi-Fixed Cost</u>			
17	Barnstable County Retirement	3,144,894	3,242,673	3.1%
18	Debt Service	4,617,408	5,178,305	12.1%
19	Health Insurance	4,833,551	4,938,071	2.2%
20	OPEB	-	250,000	0.0%
21	Property & Liab. Insurance	874,470	897,726	2.7%
23	Unemployment	20,000	20,000	0.0%
24	Total Fixed Cost	13,490,322	14,526,775	7.7%
25	Cape Cod Tech HS	1,737,789	1,688,437	-2.8%
26	Monomoy Regional School District	<u>26,820,046</u>	<u>27,825,543</u>	3.7%
27	TOTAL USES	<u>68,911,186</u>	<u>71,164,811</u>	3.3%
29	NET SOURCES & USES	<u>\$ 10,447</u>	<u>\$ 215,302</u>	

**BUDGET
FY 2022 REVENUES**

Town Meeting

	Actual FY2018	Actual FY2019	Actual FY2020	Budget FY2021	Budget FY2022	% Change
Real Estate & Personal Property Taxes	\$46,774,148	\$50,127,321	\$51,445,928	\$53,299,729	\$55,648,711	4.4%
Local Receipts:						
Excise Tax	2,372,767	2,407,537	2,294,565	1,925,000	2,025,000	5.2%
Hotel/Motel & Meals	1,098,022	1,124,753	1,350,894	671,000	915,000	36.4%
Ambulance	1,452,109	1,664,188	1,601,026	1,600,000	1,600,000	0.0%
Waste Disposal	3,110,693	3,372,701	3,209,426	3,002,500	3,102,500	3.3%
Beach, Recreation & Youth	413,637	435,548	425,634	330,000	362,500	9.8%
Harbors & Landings	929,773	806,754	1,173,879	1,024,500	1,059,500	3.4%
Golf Operations	1,856,221	1,895,899	1,518,934	1,585,000	1,800,000	13.6%
Other Local Receipts	2,231,851	3,016,935	2,618,408	1,848,520	1,815,698	-1.8%
Total Local Receipts	13,465,072	14,724,316	14,192,766	11,986,520	12,680,198	5.8%
State Aid:						
Cherry Sheet	705,430	676,162	1,792,161	664,352	667,067	0.4%
Other:						
Free Cash	305,244	378,038	639,034	353,943	833,591	135.5%
Stabilization Fund				574,171	-	0.0%
Overlay Surplus	100,000	100,000	200,000	200,000	200,000	0.0%
Harbor Capital Improvement - Wychmere	110,930	62,808	72,227	0	0	0.0%
Cable Fund (Comcast)	143,417	156,450	144,398	210,107	210,100	0.0%
Septic Loan	17,358	17,358	13,574	17,171	6,121	-64.4%
Water Enterprise Indirect Costs	650,178	732,843	720,295	730,290	727,304	-0.4%
Sewer Enterprise Indirect Costs					31,446	0.0%
FEMA	13,508	13,608	13,815	13,855	13,855	0.0%
Road Betterments	49,194	58,277	56,973	51,100	55,166	8.0%
Allan Harbor Betterments	185,550	182,250	29,325	98,508	0	0.0%
Golf Infrastructure Revitalization Fund		139,000	249,000	108,200	104,950	-3.0%
Golf Improvement Fund				100,000	0	0.0%
SAQ Mooring		101,188	136,888	50,000	0	0.0%
SAQ Waterways		136,888	101,188	50,000	0	0.0%
CPA Funds (Land Bank)	608,950	588,750	553,700	341,750	233,050	-31.8%
Dog License Fund				2,144	0	0.0%
Town Clerk State Aid		15,585		12,000	0	0.0%
Total Revenue	\$63,128,979	\$68,210,840	\$70,361,273	\$68,863,840	\$71,411,560	3.7%

TOWN OF HARWICH

Local Receipts

Local Receipts General Fund	Actual	Actual	Actual	Budget	Budget	2021 vs 2022 Variance
	FY2018	FY2019	FY2020	FY2021	FY2022	
010004 432029 PRIOR YEAR RECOVERY	-	-	9,252	-	-	9,252
010004 458902 FEMA SNOW REIMBURSEMENT	-	-	46,865	-	-	46,865
010004 481005 CC REG TECH FEE/(RES OFFICER)	20,000	20,000	20,000	20,000	20,000	-
010004 484099 GEN FUND MISC REVENUE	(3,912)	156,569	180,768	82,760	83,538	97,230
TOTAL GENERAL FUND - MISC REVENUE	16,088	176,569	256,886	102,760	103,538	153,348
011224 SELECTMEN - REV						

011224-432003 PHOTOCOPIES	-	5,000	29	-	-	29
011224-436008 OLD REC BLDG/JR THEATER LEASE	11,388	4,015	4,862	5,000	5,000	(138)
011224 436005 FRANCISE FEES	39,614	82,154	-	-	-	-
011224 441000 LIQUOR LICENSES	69,616	73,178	67,214	65,000	65,000	2,214
011224 442001 HOTEL, MOTEL, INN	785	750	800	700	700	100
011224 442004 JUNK COLLECTOR, DEALER	140	105	35	100	100	(65)
011224 442005 USED CAR DEALER	2,200	2,100	900	1,000	1,000	(100)
011224 442006 AMUSEMENT DEVICE LICENSE	100	-	-	-	-	-
011224 442009 ENTERTAINMENT LICENSE	3,990	3,775	3,535	3,500	3,500	35
011224 442012 COMMON VICTUALLER LICENSE	2,250	2,000	2,150	2,000	2,000	150
011224 445016 VEHICLE REPAIRMAN	-	-	1,100	-	-	1,100
011224 45005 MISCELLANEOUS LIC/PERMITS	60	60	60	60	60	-
011224 469900 OTHER STATE REVENUE	-	-	-	-	-	-
011224 484012 INSURANCE RECOVERY	-	-	74,758	-	-	74,758
TOTAL SELECTMEN - REV	130,143	173,137	155,443	77,360	77,360	78,083

011414 432003 PHOTOCOPIES	856	1,007	794	850	850	(57)
011414-432045 ABUTTERS FEES	9,262	11,284	10,938	11,000	11,000	(62)
TOTAL ASSESSORS - REV	10,118	12,291	11,732	11,850	11,850	(119)
011454 TREASURER - REV						

011454 432003 PHOTOCOPIES	26	-	-	-	-	-
011454 432007 BOUNCED CHECK FEE	750	525	725	500	500	225
011454 482001 INVESTMENT REVENUE	157,972	281,825	213,117	100,000	100,000	113,117
011454 484099 MISCELLANEOUS REVENUE	-	14,737	2,696	-	-	2,696
TOTAL TREASURER - REV	158,748	297,088	216,537	100,500	100,500	116,037
011464 COLLECTOR REV						

011464-414200 TAX TITLE	254,864	351,715	235,130	-	-	235,130
011464-414400 TAX DEFERRED REDEEMED	-	6,207	11	-	-	11
011464 417001 PEN & INT REAL ESTATE TAXES	106,388	117,964	94,988	100,000	100,000	(5,012)
011464 417002 PEN & INT PERS PROP TAXES	10,724	12,495	8,353	8,000	8,000	353
011464 417003 PEN & INT MV EXCISE TAXES	107,332	101,383	73,664	75,000	75,000	(1,336)
011464 417004 PEN & INT BOAT EXCISE TAXES	2,428	4,535	2,619	2,000	2,000	619
011464 417005 PEN & INT TAX TITLE	152,658	237,586	109,095	100,000	100,000	9,095
011464 417006 PEN & INT DEFERRED TAXES	1,176	4,373	57	-	-	57
011464 417009 PENALTY & INTEREST LAND BANK	-	-	-	-	-	-
011464 417010 PEN & INT SEPTIC BETTERMENT	1,036	-	-	-	-	-
011464 417013 INTEREST CPC	-	-	-	-	-	-
011464 418001 IN LIEU OF TAXES LOCAL	58,616	61,960	62,471	55,000	55,000	7,471
011464 432008 MARKING FEES	10,680	10,320	8,160	10,000	10,000	(1,840)
011464 432009 MUNICIPAL LIEN CERTIFICATES	18,375	18,425	26,200	18,000	18,000	8,200
011464 484001 MISC	-	(20)	1	-	-	1
TOTAL COLLECTOR - REV	724,276	926,942	620,749	368,000	368,000	252,749
011614 TOWN CLERK - REV						

011614 432003 PHOTOCOPIES	1,115	454	477	500	500	(23)

TOWN OF HARWICH

Local Receipts

Local Receipts General Fund	Actual	Actual	Actual	Budget	Budget	2021 vs 2022 Variance
	FY2018	FY2019	FY2020	FY2021	FY2022	
011614 432011 DOG LICENCES	14,289	13,530	12,035	12,000	12,000	35
011614 432039 UTILITY POLES	40	320	-	100	100	(100)
011614 442017 BIRTH, MARRIAGE, DEATH CERT	16,240	21,140	17,640	16,000	16,000	1,640
011614 442018 BUSINESS CERTIFICATE	3,800	4,920	3,450	3,000	3,000	450
011614 442020 MEDICAL CERTIFICATES		-				-
011614 445002 RAFFLE PERMIT	120	60	40	50	50	(10)
011614 445007 GASOLINE STORAGE	375	350	250	300	300	(50)
011614 445015 BURIAL	1,120	1,530	1,370	1,000	1,000	370
011614 468500 INCREASE POLLING HOURS						-
011614 477000 NON CRIMINAL FINES FIRE	300	-	-	-	-	-
011614 477001 NON CRIMINAL FINES POLICE	125	100	325	-	-	325
011614 477002 NON CRIMINAL FINES HEALTH	-	25	2,150	-	-	2,150
011614 477006 NON CRIMINAL FINES HARBOR	500	50	100	-	-	100
011614 477007 NON CRIMINAL FINES CONSERVAT	1,500	2,100	11,400	1,500	1,500	9,900
011614 484099 TOWN CLERK MISC		62	900			900
TOTAL TOWN CLERK - REV	39,524	44,641	50,137	34,450	34,450	15,687
011714 CONSERVATION - REV						-
011714 432038 GARDEN PLOTS	2,983	3,140	3,280	2,900	2,900	380
011714 436003 BOG LEASE	4,780	5,211	3,804	4,000	4,000	(196)
011714 437001 HEARINGS	10,661	10,333	9,120	10,000	7,500	1,620
011714 484099 COMSERV MISC REVENUE	5,420	3,845	4,050	3,500	3,500	550
TOTAL CONSERVATION - REV	23,844	22,529	20,254	20,400	17,900	2,354
011744 TOWN PLANNER - REV						-
011744 432003 PHOTOCOPIES	20					-
011744 432040 PLANNING LOCAL FILING FE	9,458	6,100	5,990	6,000	6,000	(10)
011744 437001 HEARINGS	16,786	36,037	37,785	25,000	25,000	12,785
011744 445005 MISC LICENSES/PERMITS	265	265	265	-	-	265
TOTAL TOWN PLANNER - REV	26,529	42,402	44,040	31,000	31,000	13,040
011764 BOARD OF APPEALS - REV						-
011764 437001 HEARINGS	10,395	15,120	12,600	10,000	10,000	2,600
TOTAL BOARD OF APPEALS - REV	10,395	15,120	12,600	10,000	10,000	2,600
011994-421000 CVEC ELECTRIC FEES	270,608	272,162	288,800	275,000	275,000	13,800
012104 POLICE - REV						-
012104 432015 POLICE ADMINISTRATION FEES	59,684	57,201	45,625	45,000	45,000	625
012104 432016 POLICE INSURANCE CO FEES	-	-	-	-	-	-
012104 432017 USE OF CRUISER POLICE	10,370	6,570	13,240	6,500	6,500	6,740
012104 445003 GUN PERMITS	6,525	5,525	6,400	5,400	5,400	1,000
012104 468000 REG OF MV FINES	6,589	8,714	4,899	4,500	4,500	399
012104 469501 COURT FINES	825	968	1,215	800	800	415
012104 477004 PARKING VIOLATIONS	-	375	665	-	-	665
012104 477005 RESTITUTION		-	-	-	-	-
TOTAL POLICE - REV	83,993	79,353	72,044	62,200	62,200	9,844
012204 FIRE - REV						-
012204 432003 PHOTOCOPIES	100	230	125	-	-	125
012204 432018 FIRE/OIL BURNER INSPECTIONS	37,240	39,820	39,130	35,000	35,000	4,130
12204 4445006 BURN PERMITS	5,040	4,750	2,349	3,000	3,000	(651)
012204 445005 MISCELLANEOUS LICENSES/PERMITS	3,770	2,860	3,270	2,500	2,500	770
012204 445007 GASOLINE STORAGE	310	1,120	225	500	500	(275)
012204 469900 OTHER STATE REVENUE		63,565	6,800			6,800
012204 484099 MISCELLANEOUS REVENUE	2,875	2,925	2,275	-	-	2,275
TOTAL FIRE - REV	49,335	115,270	54,174	41,000	41,000	13,174

TOWN OF HARWICH

Local Receipts

Local Receipts General Fund	Actual FY2018	Actual FY2019	Actual FY2020	Budget FY2021	Budget FY2022	2021 vs 2022 Variance
012314 AMBULANCE - REV						-
-----						-
012314 437000 AMBULANCE FEES	1,452,109	1,664,188	1,601,026	1,600,000	1,600,000	1,026
TOTAL AMBULANCE - REV	1,452,109	1,664,188	1,601,026	1,600,000	1,600,000	1,026
012414 BUILDING - REV						-
-----						-
012414 432003 PHOTOCOPIES	1,649	1,679	1,123	1,600	1,600	(477)
012414 432019 BUILDING INSPECTION	3,966	6,210	171	1,000	1,000	(829)
012414 432048 BLDG. APPLICATION FEES	-	-	-	-	-	-
012414 455008 BUILDING PERMITS	278,699	394,330	371,296	350,000	350,000	21,296
012414 455009 SIGN PERMITS	2,695	3,125	2,025	2,500	2,500	(475)
012414 455010 DEMO PERMITS	-	-	-	-	-	-
012414 455011 RENTAL DENSITY PERMIT	1,100	2,900	1,750	1,000	1,000	750
012414 455012 HVAC SHEET METAL	-	-	41,110	-	-	41,110
012414 477000 NON CRIMINAL FINE	-	-	340	-	-	340
012414 494099 MISC REVENUE + Trenching	3,565	4,445	-	-	-	-
TOTAL BUILDING - REV	291,674	412,689	417,815	356,100	356,100	61,715
012424 GAS INSPECTION - REV						-
-----						-
012424 432020 GAS INPECTION &Trench Permits	47,545	53,595	57,550	50,000	50,000	7,550
TOTAL GAS INSPECTION - REV	47,545	53,595	57,550	50,000	50,000	7,550
012434 PLUMBING						-
-----						-
012434 432021 PLUMBING INSPECTION	49,765	61,040	58,945	55,000	55,000	3,945
TOTAL PLUMBING	49,765	61,040	58,945	55,000	55,000	3,945
012454 ELECTRICAL REVENUE						-
-----						-
012454 432023 ELECTRICAL INSPECTION	75,745	86,455	77,471	75,000	75,000	2,471
TOTAL ELECTRICAL REVENUE	75,745	86,455	77,471	75,000	75,000	2,471
012914 468600 EMERGENCY MGMT GRANT						-
012964 445001 SHELLFISH	9,645	9,363	9,466	9,000	9,000	466
014394 WASTE DISPOSAL REVENUE						-
-----						-
014394 424701 DISPOSAL AREA STICKERS	894,280	896,360	886,605	900,000	900,000	(13,396)
014394 424702 DISPOSAL REGULAR FEES	848,525	917,012	1,008,645	850,000	950,000	58,645
014394 424703 DISPOSAL COMMERCIAL FEES	1,252,243	1,483,134	1,270,694	1,200,000	1,200,000	70,694
014394 427010 RECYCLE NEWSPAPER	25,700	(11,696)	(18,985)	-	-	(18,985)
014394 427011 RECYCLE BOTTLES	16,588	22,662	18,745	12,500	12,500	6,245
014394 427012 RECYCLE OTHER ITEMS	4,352	2,283	1,653	-	-	1,653
014394 427013 RECYCLE METAL	69,005	62,946	42,070	40,000	40,000	2,070
TOTAL WASTE DISPOSAL REVENUE	3,110,693	3,372,701	3,209,426	3,002,500	3,102,500	106,926
015104 BOARD OF HEALTH						-
-----						-
015104 432003 PHOTOCOPIES	1,638	1,214	952	-	-	952
015104 432025 TEST HOLES	17,600	21,670	15,950	15,000	15,000	950
015104 442001 HOTEL, MOTEL, INN	525	825	675	500	500	175
015104 442002 STABLE	2,640	1,360	1,310	800	800	510
015104 442004 JUNK COLLECTOR/RUBBISH HAULE	1,000	1,250	1,375	1,000	1,000	375
015104 442007 MASSAGE LICENSE	-	-	-	-	-	-
015104 442013 OTHER FOOD SERVICE LICENSE	21,995	19,445	19,410	18,000	18,000	1,410
015104 442014 TOBACCO LICENSE	1,175	1,275	1,350	500	500	850
015104 442015 FUNERAL DIRECTOR LICENSE	150	150	100	-	-	100
015104 445005 MISC LIC/PERMITS	13,300	13,675	12,925	12,000	12,000	925

TOWN OF HARWICH

Local Receipts

Local Receipts General Fund	Actual	Actual	Actual	Budget	Budget	2021 vs 2022 Variance
	FY2018	FY2019	FY2020	FY2021	FY2022	
015104 445010 SEPTAGE CARRIER	3,725	3,855	2,875	2,000	2,000	875
015104 445011 SEWERAGE PERMITS	36,315	32,283	30,380	30,000	30,000	380
015104 445012 WELL PERMITS	1,485	1,140	840	1,000	1,000	(160)
015104 445027 SWIMMING POOL	2,850	3,990	3,310	2,000	2,000	1,310
015104 445029 HEALTH INSPECTION FEES	41,317	37,950	38,830	35,000	35,000	3,830
015104 484099 MISC REVENUE/ TRENCH INSP.	6,545	8,290	5,770	5,500	5,500	270
TOTAL BOARD OF HEALTH	152,261	148,372	136,052	123,300	123,300	12,752
015394 CHANNEL 18 TELEVISION STATION						-
015394 432041 VIDEO TAPE COPIES	-	5	-	-	-	-
TOTAL CHANNEL 18 TELEVISION STATION	-	5	-	-	-	-
015404 COMMUNITY CENTER REVENUE						-
015404-432003 PHOTOCOPIES	78	102	60	-	-	60
015404 432044 PROGRAM FEES	2,890	3,815	2,717	2,000	1,000	1,717
015404 42049 PASSPORT FEES	14,570	18,264	12,200	12,000	6,000	6,200
015404 436004 BUILDING USE	20,970	20,435	12,165	10,000	5,000	7,165
015404 484098 COM CENTER WEIGHT ROOM USE	-	-	11,702	15,000	1,000	10,702
TOTAL COMMUNITY CENTER REVENUE	38,508	42,616	38,845	39,000	13,000	25,845
015414 COUNCIL ON AGING						-
015414 432044 PROGRAM FEES	15,684	15,846	12,389	5,000	1,000	11,389
015414 483003 CATERING REVENUE	1,145	2,428	2,684	1,100	-	2,684
TOTAL COUNCIL ON AGING	16,829	18,274	15,073	6,100	1,000	14,073
016104 LIBRARY REVENUE						-
016104 447003 FINES	5,565	5,814	3,026	-	-	3,026
TOTAL LIBRARY REVENUE	5,565	5,814	3,026	-	-	3,026
016304 RECREATION & YOUTH REVENUE						-
016304 427014 BEACH CONCESSIONS	17,798	11,507	12,334	10,000	10,000	2,334
016304 432030 SUMMER PROGRAM FEES	9,425	15,250	7,790	2,000	2,000	5,790
016304 432044 PROGRAM FEES	1,695	2,130	495	500	500	(5)
016304 445013 BEACH STICKERS	296,164	319,246	315,915	275,000	300,000	15,915
016304 445014 BEACH PARKING	88,555	87,415	89,100	42,500	50,000	39,100
TOTAL RECREATION & YOUTH REVENUE	413,637	435,548	425,634	330,000	362,500	63,134
016334 HARBORMASTER REVENUE						-
016334 432042 MOORING AGENT FEES	600	600	1,200	500	500	700
016334 436000 OTHER DOCKAGE LATE FEES	10,064	10,640	11,444	10,000	10,000	1,444
016334 436001 HARBOR FUEL CONCESSION	6,449	7,597	9,316	9,000	9,000	316
016334 436002 ALLEN HARBOR PARKING RENTAL	10,900	10,900	22,785	20,000	20,000	2,785
016334 436010 ARTISAN AND TICKET BOOTH	-	-	9,400	-	5,000	4,400
016334 436012 SNACK SHACK LEASE	-	-	32,737	-	30,000	2,737
016334 436300 SEASONAL DOCKAGE	729,951	551,950	739,889	725,000	725,000	14,889
016334 436400 VISITOR DOCKAGE	112,738	154,163	235,711	200,000	200,000	35,711
016334 445014 PARKING	-	1,970	-	-	-	-
016334 445200 OFFLOAD/WEIR PERMITS	28,106	35,013	40,182	35,000	35,000	5,182
016334 454012 RAMP FEES/PASSES	-	32,142	32,327	25,000	25,000	7,327
016334 469900 OTHER STATE REVENUE	29,285	-	34,425	-	-	34,425
016334 454010 Misc	1,680	1,780	4,464	-	-	4,464
TOTAL HARBORMASTER REVENUE	929,773	806,754	1,173,879	1,024,500	1,059,500	114,379
016914 HISTORIC COMM REVENUE						-

TOWN OF HARWICH
Local Receipts

Local Receipts General Fund	Actual	Actual	Actual	Budget	Budget	2021 vs 2022 Variance
	FY2018	FY2019	FY2020	FY2021	FY2022	
016914 437001 HEARINGS	715	1,210	770	500	500	270
TOTAL HISTORIC COMM REVENUE	715	1,210	770	500	500	270
016954 GOLF OPERATIONS REVENUE						-
016954 427002 SNACK BAR CONCESSION	-	15,000	-	-	-	-
016954 432031 GREENS FEES	787,622	754,762	500,160	650,000	750,000	(249,840)
016954 432032 DRIVING RANGE	71,523	72,858	55,930	50,000	65,000	(9,070)
016954 432033 PULL CARTS	8,625	8,087	5,239	5,000	5,000	239
016954 432034 RESIDENTS FEES	690,839	718,012	670,032	650,000	700,000	(29,968)
016954 432035 CART RENTAL	246,824	265,011	210,450	200,000	250,000	(39,550)
016954 432046 NON RESIDENT GOLF MEMBERS	32,375	16,765	20,250	20,000	20,000	250
016954 432047 GOLF RANGE MEMBERSHIP	14,500	18,255	12,255	10,000	10,000	2,255
016954 432056 MEMBER CAPITAL FEE		21,428	20,215			20,215
016954 484099 MISC REVENUE	3,914	5,720	24,404	0	0	24,404
TOTAL GOLF OPERATIONS REVENUE	1,856,221	1,895,899	1,518,934	1,585,000	1,800,000	(281,066)
Sub Total Local Receipts	\$ 9,994,283	\$ 11,192,026	\$ 10,547,307	\$ 9,390,520	\$ 9,740,198	807,109
011464-484099 MOTOR VECH. & BOAT	\$ 2,372,767	\$ 2,407,537	\$ 2,294,565	\$ 1,925,000	\$ 2,025,000	269,565
011414-469901 MOTEL & HOTEL TAX	674,717	684,793	905,397	456,000	700,000	205,397
Total Local Receipts	\$ 13,041,767	\$ 14,284,356	\$ 13,747,270	\$ 11,771,520	\$ 12,465,198	1,282,072
011414 699001 MEALS TAX	423,305	439,960	445,497	215,000	215,000	230,497
Total LOCAL RECEIPTS	\$ 13,465,072	\$ 14,724,316	\$ 14,192,766	\$ 11,986,520	\$ 12,680,198	1,512,568

OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA



February 8, 2021

Harwich Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645

To the Honorable Members of the Board of Selectmen:

It is my honor to present to you for your review the comprehensive budget for all town functions as proposed for Fiscal Year 2022 in accordance with the requirements of the Harwich Charter as outlined in Chapter 9, Section 2, and subsection 9-2-4.

Additionally, in accordance with those provisions, I hereby offer my budget message for the ensuing Fiscal Year.

Despite the significant headwinds we continue to be buffeted by as we are still in the throes of the Coronavirus Disease 2019 (COVID-19) and the related effects on our local, regional, state and national economy, the message I wish to convey is one of **cautious optimism**.

Optimism because we are presently in the midst of the first phases of vaccination which offer hope that perhaps the worst of physical effects of COVID-19 may soon be behind us.

Cautious because we cannot yet envision what a post-COVID economy and society will reap or bear upon us in the coming months and perhaps years ahead.

The budget which I present to you accomplishes several objectives in synchronization with your budget message and goals for Fiscal Year 2022. Namely:

- You require a budget that is at most 2% higher than FY 2021. You will see that the **total departmental budgets** show a **percentage increase** from FY 2021 to FY 2022 of **0.6%**; and
- Further, your message mandated that "...the starting point will be to develop a level funded budget to provide some relief to Harwich's taxpayers." **More than a majority of departments came in at level-funding**. I will provide more information on level-funding during my presentation to you at your meeting.

Additionally, this comprehensive budget supports your objective of limiting the use of debt exclusions as outlined in your goal of financial leadership and stability. The corresponding documents regarding the Fiscal Year 2022 Capital Budget include only two items relying upon debt exclusions by Town Meeting and the voters at the Town Election.

I will provide greater detail on the comprehensive budget at your meeting in my formal presentation to the Board.

I would be remiss if I did not take this opportunity to thank my colleague, our Finance Director, Carol Coppola for her continued partnership and support in developing this budget.

I look forward to presenting this material to you and more importantly, to working with you in the days, weeks and months ahead as we strive towards our Annual Town Meeting in the spring for the benefit of our community.

Thank you for your time and consideration.

Respectfully submitted,



Joseph F. Powers
Town Administrator

Cc: Carol Coppola, Finance Director
Jon Chorey, Chair, Finance Committee
Richard Larios, Chair, Capital Outlay Committee
David Nixon, Chair, Community Preservation Committee

Town Administrator's Proposed Budget

Town of Harwich BUDGET 2022

Line #	SOURCES OF FUNDS	Budget FY 2021	Budget FY 2022	%
1	Tax Levy Limit (R/E & PP)	53,357,522	55,648,711	4.3%
2	Local Receipts	11,986,520	12,465,198	4.0%
3	<u>State Aid</u>			
4	Cherry Sheet	664,352	667,067	0.4%
5	Overlay Surplus	200,000	200,000	0.0%
6	<u>Transfers:</u>			
7	Total Transfers In from Other Sources:	2,713,239	2,184,137	-19.5%
8	TOTAL SOURCES	68,921,633	71,165,114	3.3%
9	USES OF FUNDS			
10	<u>Charges:</u>			
11	State-Cherry Sheet Charges (CCC & BC Tax)	764,539	778,830	1.9%
12	Overlay (Abatements- Taxes)	400,000	450,000	12.5%
13	<u>TOTAL CHARGES</u>	<u>1,123,358</u>	<u>1,228,830</u>	<u>9.4%</u>
14	<u>NET AVAILABLE Sources</u>	<u>67,798,275</u>	<u>69,936,284</u>	<u>3.2%</u>
15	Town Operating Budget	25,739,671	25,895,226	0.6%
16	<u>Semi-Fixed Cost</u>			
17	Barnstable County Retirement	3,144,894	3,242,673	3.1%
18	Debt Service	4,617,408	5,178,305	12.1%
19	Health Insurance	4,833,551	4,938,071	2.2%
20	OPEB	-	250,000	0.0%
21	Property & Liab. Insurance	874,470	897,726	2.7%
23	Unemployment	20,000	20,000	0.0%
24	Total Fixed Cost	13,490,322	14,526,775	7.7%
25	Cape Cod Tech HS	1,737,789	1,688,437	-2.8%
26	Monomoy Regional School District	26,820,046	27,825,543	3.7%
27	TOTAL USES	68,911,186	71,164,811	3.3%
29	NET SOURCES & USES	\$ 10,447	\$ 302	

REVISED BUDGET

BUDGET FY 2022 REVENUES	Actual FY2018	Actual FY2019	Actual FY2020	Budget FY2021	Town Meeting Budget FY2022	% Change
Real Estate & Personal Property Taxes	\$46,774,148	\$50,127,321	\$51,445,928	\$53,299,729	\$55,648,711	4.4%
Local Receipts:						
Excise Tax	2,372,767	2,407,537	2,294,565	1,925,000	2,025,000	5.2%
Hotel/Motel & Meals	1,098,022	1,124,753	1,350,894	671,000	915,000	36.4%
Ambulance	1,452,109	1,664,188	1,601,026	1,600,000	1,600,000	0.0%
Waste Disposal	3,110,693	3,372,701	3,209,426	3,002,500	3,102,500	3.3%
Beach, Recreation & Youth	413,637	435,548	425,634	330,000	362,500	9.8%
Harbors & Landings	929,773	806,754	1,173,879	1,024,500	1,059,500	3.4%
Golf Operations	1,856,221	1,895,899	1,518,934	1,585,000	1,585,000	0.0%
Other Local Receipts	2,231,851	3,016,935	2,618,408	1,848,520	1,815,698	-1.8%
Total Local Receipts	13,465,072	14,724,316	14,192,766	11,986,520	12,465,198	4.0%
State Aid:						
Cherry Sheet	705,430	676,162	1,792,161	664,352	667,067	0.4%
Other:						
Free Cash	305,244	378,038	639,034	353,943	833,591	135.5%
Stabilization Fund				574,171	-	0.0%
Overlay Surplus	100,000	100,000	200,000	200,000	200,000	0.0%
Harbor Capital Improvement - Wychmere	110,930	62,808	72,227	0	0	0.0%
Cable Fund (Comcast)	143,417	156,450	144,398	210,107	210,100	0.0%
Septic Loan	17,358	17,358	13,574	17,171	6,121	-64.4%
Water Enterprise Indirect Costs	650,178	732,843	720,295	730,290	727,304	-0.4%
Sewer Enterprise Indirect Costs					31,446	0.0%
FEMA	13,508	13,608	13,815	13,855	13,855	0.0%
Road Betterments	49,194	58,277	56,973	51,100	55,166	8.0%
Allan Harbor Betterments	185,550	182,250	29,325	98,508	0	0.0%
Golf Infrastructure Revitalization Fund		139,000	249,000	108,200	104,950	-3.0%
Golf Improvement Fund				100,000	0	0.0%
SAQ Mooring		101,188	136,888	50,000	0	0.0%
SAQ Waterways		136,888	101,188	50,000	0	0.0%
CPA Funds (Land Bank)	608,950	588,750	553,700	341,750	233,050	-31.8%
Dog License Fund				2,144	0	0.0%
Town Clerk State Aid		15,585		12,000	0	0.0%
Total Revenue	\$63,128,979	\$68,210,840	\$70,361,273	\$68,863,840	\$71,196,560	3.4%

<u>TOWN OPERATION BUDGET 2022</u>			Actual	Actual	Actual	Budget	Town Meeting		PCT
			FY2018	FY2019	FY2020	FY2021	Budget	Change	CHANGE
							FY2022		
52	BOARD OF APPEALS - EXP		594	15	124	735	735	-	0.0%
53	Sub-Total		594	15	124	735	735	-	0.0%
54	ALBRO HOUSE - EXP		3,148	2,928	2,177	6,355	6,355	-	0.0%
55	OLD RECR BUILDING - EXP		5,321	4,123	5,001	7,627	7,627	-	0.0%
56	W. HARWICH SCHOOL - EXP		408	404	365	1,424	1,424	-	0.0%
57	Sub-Total		8,876	7,455	7,543	15,405	15,405	-	0.0%
58	COMMUNITY DEVELOPMENT - S&W		218,879	225,761	211,842	242,945	235,150	(7,795)	-3.2%
59	COMMUNITY DEVELOPMENT - EXP		10,834	9,207	6,596	13,113	13,113	-	0.0%
60	Sub-Total		229,713	234,968	218,438	256,058	248,263	(7,795)	-3.0%
61	PUBLIC BUILDINGS REPAIRS		-	-	-	2,133	2,133	-	0.0%
62	TOWN/FIN COM REPORTS		7,658	7,766	5,961	10,000	10,000	-	0.0%
63	ADVERTISING		21,671	22,229	4,788	22,750	22,750	-	0.0%
64	POLICE - S&W		3,384,205	3,716,952	3,554,438	4,041,890	4,135,495	93,605	2.3%
65	POLICE - EXP		544,305	484,541	375,889	506,643	473,037	(33,606)	-6.6%
66	POLICE - CAP OUTLAY		121,482	131,100	85,811	60,000	-	(60,000)	0.0%
67	Sub-Total		4,049,992	4,332,593	4,016,139	4,608,533	4,608,533	(1)	0.0%
68	FIRE - S&W		3,353,682	3,872,857	3,744,052	4,129,052	4,209,768	80,716	2.0%
69	FIRE - EXP		394,875	362,291	356,867	406,192	551,329	145,137	35.7%
71	Sub-Total		3,748,556	4,235,148	4,100,920	4,535,244	4,761,097	225,852	5.0%
72	AMBULANCE - S&W		112,767	137,969	86,233	131,607	-	(131,607)	0.0%
73	EMS - EXP		136,314	118,467	122,332	124,095	-	(124,095)	0.0%
74	Sub-Total		249,081	256,436	208,565	255,702	-	(255,702)	0.0%
75	BUILDING - S&W		246,408	291,192	283,536	337,190	336,170	(1,020)	-0.3%
76	BUILDING - EXP		11,349	13,822	10,568	24,976	26,475	1,499	6.0%
77	Sub-Total		257,757	305,013	294,104	362,166	362,645	479	0.1%
78	EMERG. MGMT - S&W		2,444	1,032	2,300	5,355	5,355	-	0.0%
79	EMERG. MGMT - EXP		3,317	4,562	7,075	8,500	8,500	-	0.0%
80	Sub-Total		5,761	5,593	9,375	13,855	13,855	-	0.0%
81	NATURAL RESOURCES - S&W		96,343	102,223	110,546	113,631	114,714	1,083	1.0%
82	NATURAL RESOURCES - EXP		26,998	27,835	21,525	28,200	27,100	(1,100)	-3.9%
83	Sub-Total		123,341	130,058	132,071	141,831	141,814	(17)	0.0%
84	PLEASANT BAY ALLIANCE		17,343	20,160	23,760	23,760	23,760	-	0.0%
85	TOWN ENGINEER - S&W		174,256	131,618	115,709	114,549	114,549	-	0.0%
86	TOWN ENGINEER - EXP		9,831	22,695	28,677	80,310	30,310	(50,000)	-62.3%
87	Sub-Total		184,088	154,313	144,386	194,859	144,859	(50,000)	-25.7%
88	HIGHWAY - S&W		2,495,639	2,623,322	2,578,958	2,848,196	2,771,009	(77,186)	-2.7%
89	HIGHWAY - EXP		2,501,442	2,805,897	2,690,057	3,226,579	3,303,765	77,186	2.4%
90	Sub-Total		4,997,081	5,429,219	5,269,015	6,074,775	6,074,775	(0)	0.0%
91	SNOW/ICE - S&W		104,576	81,499	25,914	40,000	40,000	-	0.0%
92	SNOW/ICE - EXP		260,924	190,965	66,955	95,000	95,000	-	0.0%
93	Sub-Total		365,500	272,463	92,870	135,000	135,000	-	0.0%
94	STREET LIGHTS		31,372	22,731	30,356	35,000	31,000	(4,000)	-11.4%
95	INTERGOVERNMENTAL TRANS - WW			70,000	125,000	200,000	515,331	315,331	157.7%
96	COUNTY WW SUPPORT FUND				100,000	-	-	-	0.0%
97	CEMETERY ADMIN - S&W		63,203	65,070	70,040	71,434	71,434	-	0.0%
98	CEMETERY ADMIN - EXP		3,164	4,546	4,670	5,075	5,718	643	12.7%
99	Sub-Total		66,367	69,617	74,710	76,509	77,152	643	0.8%
100	BOARD OF HEALTH - S&W		139,795	163,782	183,249	203,881	193,196	(10,685)	-5.2%
101	BOARD OF HEALTH - EXP		16,209	13,241	8,331	16,390	12,560	(3,830)	-23.4%
102	Sub-Total		156,004	177,023	191,579	220,272	205,756	(14,515)	-6.6%

TOWN OPERATION BUDGET 2022		Actual FY2018	Actual FY2019	Actual FY2020	Budget FY2021	Town Meeting Budget FY2022	\$\$ Change	PCT CHANGE
103	COMMUNITY CENTER S&W	165,498	176,286	185,474	193,389	196,876	3,487	1.8%
104	COMMUNITY CENTER EXP	131,306	117,063	109,175	125,354	121,190	(4,164)	-3.3%
105	Sub-Total	296,804	293,349	294,649	318,743	318,066	(678)	-0.2%
106	COUNCIL ON AGING - S&W	370,042	352,597	361,824	396,169	393,012	(3,157)	-0.8%
107	COUNCIL ON AGING - EXP	63,690	63,932	55,274	79,232	82,326	3,094	3.9%
108	Sub-Total	433,732	416,529	417,099	475,401	475,338	(63)	0.0%
109	YOUTH COUNSELOR - S&W	81,511	85,203	93,443	96,255	95,905	(350)	-0.4%
110	YOUTH COUNSELOR - EXP	4,017	4,604	4,221	3,485	3,485	-	0.0%
111	Sub-Total	85,528	89,807	97,663	99,740	99,390	(350)	-0.4%
112	VETERANS EXPENSE/BENEFITS	99,997	97,461	133,899	128,058	144,277	16,219	12.7%
113	DISABILTY RIGHT - EXP	-	300	-	500	500	-	0.0%
114	HUMAN SERVICES	72,605	78,690	79,450	83,250	83,250	-	0.0%
115	LIBRARY - S&W	630,719	665,422	696,848	730,885	737,977	7,092	1.0%
116	LIBRARY - EXP	269,410	267,370	248,848	274,820	274,820	-	0.0%
117	Sub-Total	900,128	932,792	945,695	1,005,705	1,012,797	7,092	0.7%
118	RECREATION - SEASONAL - S&W	174,725	216,097	208,379	218,026	213,213	(4,813)	-2.2%
119	RECREATION - S&W	228,268	245,726	253,706	272,618	274,076	1,457	0.5%
120	RECREATION - EXP	41,735	46,281	52,966	45,575	45,575	-	0.0%
121	RECREATION - CAP OUTLAY	-	9,029	-	-	-	-	0.0%
122	Sub-Total	444,728	517,133	515,051	536,219	532,864	(3,356)	-0.6%
123	HARBORMASTER -S&W	289,490	311,293	324,299	343,404	342,729	(675)	-0.2%
124	HARBORMASTER - EXP	171,596	203,466	107,197	252,580	253,230	650	0.3%
125	Sub-Total	461,086	514,759	431,496	595,984	595,959	(25)	0.0%
126	BROOKS ACAD MUSEUM COMMISSION	10,754	9,440	7,842	12,894	12,894	-	0.0%
127	HISTORICAL COMMISSION	540	-	-	-	-	-	0.0%
128	HISTORICAL COMMISSION	-	198	-	350	350	-	0.0%
129	Sub-Total	540	198	-	350	350	-	0.0%
130	CELEBRATIONS	1,299	992	-	1,600	1,600	-	0.0%
131	GOLF - S&W	798,628	865,827	795,295	919,180	937,540	18,360	2.0%
132	GOLF - EXP	621,381	614,144	535,217	665,271	639,223	(26,048)	-3.9%
133	GOLF CAP OUTLAY	66,277	66,199	13,829	68,000	68,000	-	0.0%
134	Sub-Total	1,486,286	1,546,170	1,344,341	1,652,451	1,644,763	(7,688)	-0.5%
135	GOLF IMA MRSD	-	82,000	82,000	83,538	83,538	-	0.0%
136	ELECTRICITY - CVEC	66,254	68,140	71,705	73,900	75,750	1,850	2.5%
137	INTERFUND TRANSFERS	-	-	100,558	-	-	-	0.0%
138	Total Departmental Budgets	21,532,254	23,350,924	23,502,145	25,739,671	25,895,226	155,555	0.6%
139	Total Debt Service (Prin & Int)	2,494,459	4,710,046	4,920,069	4,617,408	5,178,305	560,897	12.1%
140	STATE ASSESSMENTS	261,135	269,883	285,138	300,901	308,390	7,489	2.5%
141	BARNS CTY RETIREMENT	2,681,194	2,763,836	3,024,763	3,144,894	3,242,673	97,779	3.1%
142	CAPE COD COMMISSION ASSESSMENT	217,944	223,393	234,056	240,570	246,584	6,014	2.5%
143	BARNSTABLE COUNTY ASSESSMENT	203,280	208,362	218,307	223,101	228,679	5,578	2.5%
144	UNEMPLOYMENT COMPENSATION	5,087	32,401	16,281	20,000	20,000	-	0.0%
145	GROUP HEALTH INSURANCE	4,296,270	4,514,731	4,551,199	4,833,551	4,938,071	104,520	2.2%
146	OPEB	100,000	125,000	150,000	-	250,000	250,000	100.0%
147	GENERAL INSURANCE	656,366	726,142	805,793	854,470	877,726	23,256	2.7%
148	GENERAL INSURANCE DEDUCTIBLE	4,603	7,018	3,696	20,000	20,000	-	0.0%
149	TOTAL TOWN	32,452,592	36,931,737	37,711,447	39,994,565	41,205,654	1,211,089	3.0%
150	OVERLAY (Abatements/Exemptions)	413,262	450,000	437,775	400,000	450,000	50,000	12.5%
151	C C REGIONAL TECH HIGH	1,487,362	1,581,236	2,317,475	1,737,789	1,688,437	(49,352)	-2.8%
152	MONOMOY REG. SCH. DISTRICT							
153	TOTAL MRSD ASSESSMENT	24,759,749	25,609,390	26,643,415	26,820,046	27,825,543	1,005,497	3.7%
154	TOTAL	59,112,965	64,572,363	67,110,112	68,952,400	71,169,634	2,217,234	3.2%

<u>TOWN OPERATION BUDGET 2022</u>	<u>Actual FY2018</u>	<u>Actual FY2019</u>	<u>Actual FY2020</u>	<u>Budget FY2021</u>	<u>Town Meeting Budget FY2022</u>	<u>\$\$ Change</u>	<u>PCT CHANGE</u>
Reconciliation to Article:							
Total from line 154					\$ 71,169,634		
Less:							
State & County Assessments					783,653		
Overlay					450,000		
Wastewater/Sewer					515,331		
Cape Cod Technical High School					1,688,437		
Monomoy Regional School District					27,825,543		
Total Reductions					<u>31,262,964</u>		
Article					<u>\$ 39,906,670</u>		

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN - February 8, 2021

<u>Department</u>	<u>Project</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>FY 2022</u>	<u>NOTES</u>
ADMINISTRATION					
Admin	Harwich Center ADA Sidewalk Project	FC	\$	50,000	
	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$1 Million)	Grant			No activity underway to acquire grant
Admin	Walkway Design & Construction Rte 28 SAQ to Harwichport	FC	\$	200,000	Rescinded original allocation of \$250K for FY 2021 balance
Admin	Walkway Design & Construction Rte 28 Project - Supplemental Funding	Grant	\$	400,000	CCC TIP Project Eligible
Admin	Green/Fuel Efficient Fleet Replacement Schedule (Need Revisions)	Oper.Budget			Project to be eliminated (\$30,000)
Brooks Academy Museum Comm. (BAMC)	Brooks Academy Structural Improvements Project	CPC - HP4	\$	1,150,000	Revised amount per CPC
Real Estate & Open Space (REOS) Committee	Hinckleys Pond Watershed Preservation Project	CPC - OS8	\$	360,000	
Bikeways Committee	Bikeways crossing lights at Depot Road South project	CPC - R11	\$	15,000	
Bikeways Committee	Old Colony Rail Trail Harwich/Chatham Town Border marker project	CPC - R12	\$	1,000	
ADMIN SUB-TOTAL			\$ -	\$ 2,176,000	
AFFORDABLE HOUSING TRUST (AHT)					
AHT	AHT Funding for Housing and Part Time Coordinator (\$50K PT) [CH7]	CPC Housing	\$	50,000	
AHT SUB-TOTAL			\$ -	\$ 50,000	
CEMETERY					
Cemetery Department	East Harwich Methodist Cemetery Gravestone Project	CPC Historic	\$	112,000	Revised amount per CPC
Cemetery Department	Restoration of fence posts & rails at East Harwich Methodist Cemetery	CPC - HP2			Deferred by CPC; insufficient funds available (\$135,025)
Cemetery Department	Flag Poles project at Veterans Memorial Circle at Evergreen Cemetery	CPC - HP3	\$	48,385	Revised amount per CPC
Cemetery	Island Pond Arboretum Implementation of Master Plan (Construction)	Grant			COC voted 4-1 to move both items to FY '23
Cemetery	Island Pond Arboretum Master Plan (Study)	Grant			\$100k for construction; \$43k for master plan
Cemetery SUB-TOTAL			\$	160,385	
CHANNEL 18					
Channel 18	Production Studio: Cameras/Lighting	PEG Grant	\$	32,784	
Channel 18	Meeting Rooms (5 - various locations)	PEG Grant	\$	66,470	
Channel 18 SUB-TOTAL			\$	99,254	
COMMUNITY CENTER					
COMMUNITY CENTER SUB-TOTAL			\$	-	
CONSERVATION					
Conservation	Harwich Artificial Reef (Additional Project)	GRANT			Will seek grant when sufficient material is available (\$250K)
CONSERVATION SUB-TOTAL			\$ -	\$ -	
ENGINEERING					
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	FC	\$	200,000	
ENGINEERING SUB-TOTAL			\$	200,000	
Facility Main.-DPW					
Facility Main.-DPW	Brooks Library Roof	FC	\$	148,500	
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	FC			FY 23 \$11,605 - Priority #2
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements (MOD Grant)	GRANT			Defer grant opportunity until \$350K
Facility Main.-DPW	5 Bells Neck Roof Repair	FC	\$	50,000	Administration working on RFP for lease or ATM sale
Facility Main.-DPW	Cultural Center Systems Generator	FC			FY 23 \$70k per Facilities Maintenance Manager
Facility Main.-DPW	Cultural Center - Boiler Replacement	FC			FY 23 \$160k per Facilities Maintenance Manager
Facility Main.-DPW	Remove and Replace Privacy Fence	FC			FY 23 \$55k per Facilities Maintenance Manager
FACILITY MAINTENANCE SUB-TOTAL			\$	198,500	

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN - February 8, 2021

<u>Department</u>	<u>Project</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>FY 2022</u>	<u>NOTES</u>
FIRE					
Fire	Phased Police and Fire Radio System	FC		\$ 223,204	Fire Dept pursuing FY 22 grant for \$450,000
Fire	Air Pack Replacement Program - (Town Funded Portion)				Full grant amount in FY'21 negates need
Fire	Staff Car				Question if presently needed
Fire	Pumper and Ladder Request converted to Pumper/Ladder called Quint	DE		\$ 1,138,000	Increased by \$138,000 due to delay in purchase
FIRE SUB-TOTAL				\$ 1,361,204	
GOLF					
Golf	Tree Work Front 9 (Final year of 6 Year Project)				
Golf	Design and Feasibility of 3 hole Practice and Putting Course				
Golf	Renovate Cart Path (Following Mungeam Plan) Hole 10 FY21 & Hole 1 FY 22				Golf Committee revising their capital plan and presently focusing on building up balances.
Golf	Various Mowing Equipment per Lease				
Golf	Improvements to Nets at Driving Range (Back FY 22 & Main FY 23)				
Golf	Golf Course Irrigation Update				
GOLF SUB-TOTAL				\$ -	
HARBORMASTER					
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)				Voted 5-0 to push to FY '2024 (\$2M)
HARBORMASTER SUB-TOTAL					
LIBRARY					
Library	Library Interior Modifications/Renovations				Trustees voted to move to FY '24 (\$40,000)
LIBRARY SUB-TOTAL				\$ -	
NATURAL RESOURCES					
NATURAL RESOURCES SUB-TOTAL					
PLANNING					
PLANNING SUB-TOTAL					
POLICE					
Police	Digital Fingerprint Machine (Normal Replacement)	FC		\$ 18,000	Under \$50,000
POLICE SUB-TOTAL				\$ 18,000	
PUBLIC WORKS					
Public Works	5 Year Road Maintenance Plan (Traditionally funded by DE & Chapter 90)	DE		\$ 700,000	
	Harwich portion of State Gas Tax Allocation	Ch. 90		\$ 678,322	Matches Gov. Baker's apportionment for FY 2022
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)				Voted 5-0 to remove from plan (\$600k)
Public Works	6 Wheel Dump Truck #7	FC		\$ 175,000	Deferred from FY 2021
Public Works	Ford E-250 Van #28	FC		\$ 35,000	Deferred from FY 2021
Public Works	Vehicle Listing (FY 22 to 27) Summary	FC		\$ 250,000	Volvo Loader \$200k and Ford F-150 (\$50k)
PUBLIC WORKS SUB-TOTAL				\$ 1,838,322	
RECREATION & YOUTH					
Recreation Department	Brooks Park Lighting Project, Phase 5, Part 2	CPC - R13		\$ 125,000	
Recreation Department	Sand Pond Revitalization Project, Phase 2	CPC - R14		\$ 83,500	
Recreation Department	Senior Memorial Field fencing project	CPC - R15		\$ 40,181	
Recreation Department	Whitehouse Field Lighting project, Phase 2	CPC - R16			Withdrawn; funded by Harwich Mariners (\$100K)
RECREATION AND YOUTH SUB-TOTAL				\$ 248,681	
TOWN CLERK					
TOWN CLERK SUB-TOTAL					

FISCAL YEAR 2022 CAPITAL OUTLAY PLAN - February 8, 2021

<u>Department</u>	<u>Project</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>FY 2022</u>	<u>NOTES</u>
WASTEWATER					
Wastewater	DHY Community Partnership - CWMP Revisions				
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Share of Treatment				Hold until at least FY 2023 - per BOS @ 1/26/21 mtg (\$1.5M)
Wastewater	DHY - CWMP Phase 1 Sewers (planning, engineering and legal costs)				Recommend holding until at least FY 2023 (\$1.5M)
Wastewater	CWMP Phase 2 Contract 3 Pleasant Bay South				Hold until at least FY '23; increase to \$10m per BOS 1/26/21
WASTEWATER SUB-TOTAL				\$ -	
WATER					
Water	Hydration stations for outdoor recreational facilities	CPC - R10	\$ -		Project withdrawn from CPC consideration
Water	Acquisition of parcels adjacent to town wellfields	Retained Earnings	\$	175,000	Reimbursable via CCC DRI Mitigation Funds
Water	New Source Exploration (Planning 2021/Development 2023)	Retained Earnings	\$	250,000	
Water	Route 28 Water Main Replacement Design [Construction FY 2023 (bond)]	Retained Earnings	\$	500,000	Design increased from \$100,000 to \$500,000 per WS
Water	Station 8 Generator	Retained Earnings	\$	50,000	
WATER SUB-TOTAL				\$ 975,000	
SUBTOTALS OF CAPITAL REQUESTS				\$ 7,325,346	
Non-Town/Private CPC Applications					
Community Development Partnership (CDP)	Lower Cape Community Housing Institute	CPC - CH5	\$	7,500	
Cape & Islands Veterans Outreach Ctr	Veterans Home (to be located in Dennis, MA)	CPC - CH6	\$	20,000	
Harwich Conservation Trust (HCT)	Harwich Natural Heritage Trail Project (Phase 1)	CPC - R9	\$	150,000	
Other/Private	TOTAL CPC Requests		\$	177,500	
GRAND TOTALS (Including Other/Private CPC Listed below)				\$ 7,502,846	

ANTICIPATED FUNDING SOURCES

	<u>Source</u>	<u>Amount</u>	<u>Present balances</u>
1 = Matches Gov. Baker's apportionment for FY 2022	Chapter 90 Funds	\$ 678,322	\$678,322
	Community Preservation Comm.	\$ 2,162,566	
	Debt Exclusions (proposed)	\$ 1,838,000	
4 = Certified for FY 2020	Free Cash	\$ 1,349,704	\$3,915,365
	Potential Grants	\$ 400,000	
6 = Reconciled as of 12/31/2020	Public Education & Gov't Grant	\$ 99,254	\$1,103,951
7 = Certified in FY 2020	Retained Earnings	\$ 975,000	\$1,429,733
		\$ 7,502,846	\$7,127,371

FULL CAPITAL OUTLAY PLAN FOR FISCAL YEARS 2022 THROUGH 2026

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	NOTES
ADMINISTRATION									
Admin	Harwich Center ADA Sidewalk Project	FC		\$ 50,000					
Admin	Harwich Center ADA Sidewalk Pro. ADA/CDBG Grant (\$1 Million)	Grant			\$ 1,000,000				No activity underway to acquire grant
Admin	Walkway Design & Construction Rte 28 SAQ to Harwichport	FC		\$ 200,000					Rescinded original allocation of \$250K for FY 2021 balance
Admin	Walkway Design & Construction Rte 28 Project - Supplemental Funding	Grant		\$ 400,000					CCC TIP Project Eligible
Admin	Green/Fuel Efficient Fleet Replacement Schedule (Need Revisions)				\$ 30,000	\$ 32,000	\$ 35,000	\$ 35,000	\$30,000 eliminated in FY'22
Admin	Walkway Reconstruction Bank Street Harwich Center to Rte 28				\$ 450,000				
Brooks Academy Museum Comm. (BAMC)	Brooks Academy Structural Improvements Project	CPC - HP4		\$ 1,150,000					Revised amount per CPC
Real Estate & Open Space (REOS) Committee	Hinckleys Pond Watershed Preservation Project	CPC - OS8		\$ 360,000					
Bikeways Committee	Bikeways crossing lights at Depot Road South project	CPC - R11		\$ 15,000					
Bikeways Committee	Old Colony Rail Trail Harwich/Chatham Town Border marker project	CPC - R12		\$ 1,000					
ADMIN SUB-TOTAL				\$ -	\$ 2,176,000	\$ 1,480,000	\$ 32,000	\$ 35,000	\$ 35,000
AFFORDABLE HOUSING TRUST (AHT)									
AHT	AHT Funding for Housing and Part Time Coordinator (\$50K PT) [CH7]	CPC Housing		\$ 50,000					
AHT SUB-TOTAL				\$ -	\$ 50,000				
CEMETERY									
Cemetery Department	East Harwich Methodist Cemetery Gravestone Project	CPC Historic		\$ 112,000					Revised amount per CPC
Cemetery Department	Restoration of fence posts & rails at East Harwich Methodist Cemetery	CPC - HP2							Deferred by CPC; insufficient funds available (\$135,025)
Cemetery Department	Flag Poles project at Veterans Memorial Circle at Evergreen Cemetery	CPC - HP3		\$ 48,385					Revised amount per CPC
Cemetery	Island Pond Arboretum Implementation of Master Plan (Construction)	Grant				\$ 43,000	\$ 100,000		COC voted 4-1 to move both items to FY '23
Cemetery	Island Pond Arboretum Master Plan (Study)	Grant							\$100k for construction; \$43k for master plan
Cemetery SUB-TOTAL				\$ 160,385	\$ 43,000	\$ -	\$ 100,000	\$ -	
CHANNEL 18									
Channel 18	Main Control (playback, servers)							\$ 17,650	
Channel 18	Field Production Equipment					\$ 4,388		\$ 4,388	
Channel 18	Edit Computers							\$ 2,859	
Channel 18	Production Studio: Cameras/Lighting	PEG Grant		\$ 32,784					
Channel 18	Meeting Rooms (5 - various locations)	PEG Grant		\$ 66,470	\$ 66,470		\$ 47,863		
Channel 18 SUB-TOTAL				\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,863	\$ 24,897	
COMMUNITY CENTER									
COMMUNITY CENTER SUB-TOTAL				\$ -					
CONSERVATION									
Conservation	Harwich Artificial Reef (Additional Project)	GRANT							Will seek grant when sufficient material is available (\$250K)
CONSERVATION SUB-TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	
ENGINEERING									
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	FC		\$ 200,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	
ENGINEERING SUB-TOTAL				\$ 200,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	
FACILITY MAINTENANCE									
Facility Main.-DPW	Brooks Library Roof	FC		\$ 148,500					
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements	FC			\$ 86,840				Deferred to FY'23 (\$11,605) as Priority 2 requirements
Facility Main.-DPW	Implement Facilities Wide ADA Compliance Plan Improvements (MOD Grant)	GRANT			\$ 350,000				Deferred until Town can secure grant funding
Facility Main.-DPW	5 Bells Neck Roof Repair			\$ 50,000					Increased to \$50k per TA; seeking sale proposals in Spring '21
Facility Main.-DPW	Cultural Center Systems Generator				\$ 70,000				Deferred to FY'23 pending discussion later in 2021 on reuse
Facility Main.-DPW	Cultural Center - Boiler Replacement				\$ 160,000				Deferred to FY'23 pending discussion later in 2021 on reuse
Facility Main.-DPW	Remove and Replace Privacy Fence	FC			\$ 55,000				Deferred to FY'23
Facility Main.-DPW	Cultural Center - Window Replacement Sash Windows that Failed						\$ 200,000	\$ 200,000	
Facility Main.-DPW	Community Center Roof Replacement					\$ 240,000	\$ -	\$ -	
Facility Main.-DPW	Community Center Boiler Replacement						\$ 120,000	\$ -	
Facility Main.-DPW	Community Center Systems Generator						\$ 115,000	\$ -	
Facility Main.-DPW	DPW Facilities and Mechanic Shop							\$ 1,200,000	
FACILITY MAINTENANCE SUB-TOTAL				\$ 198,500	\$ 721,840	\$ 240,000	\$ 435,000	\$ 1,400,000	

FULL CAPITAL OUTLAY PLAN FOR FISCAL YEARS 2022 THROUGH 2026

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	NOTES
FIRE									
Fire	Phased Police and Fire Radio System	FC		\$ 223,204					Fire Dept pursuing FY 22 grant for \$450,000
Fire	Air Pack Replacement Program - (Town Funded Portion)	FC							Full grant amount in FY'21 negates need
Fire	Ambulance Replacement Program				\$ 386,636	\$ 405,969	\$ -		
Fire	Air Pack Replacement Program - (Town Funded Portion)				\$ -				
Fire	Air Pack Replacement Program - (Federal/State Grant Funded Portion)								
Fire	Staff Car								
Fire	Pumper and Ladder Request converted to Pumper/Ladder called Quint	DE		\$ 1,138,000					Increased by \$138,000 due to delay in purchase
FIRE SUB-TOTAL				\$ 1,361,204	\$ 386,636	\$ 405,969	\$ -	\$ -	
GOLF									
Golf	Tree Work Front 9 (Final year of 6 Year Project)								
Golf	Design and Feasibility of 3 hole Practice and Putting Course								
Golf	Renovate Cart Path (Following Mungeam Plan) Hole 10 FY21 & Hole 1 FY 22								
Golf	Various Mowing Equipment per Lease				\$ 87,050	\$ 87,050	\$ 87,050		Golf Committee revising their capital plan and presently focusing on building up balances.
Golf	Improvements to Nets at Driving Range (Back FY 22 & Main FY 23)				\$ 34,800				
Golf	New Tee Box Improvements - Mungeam Plan (Two Year Project)				\$ -		\$ 149,000	\$ 149,000	
Golf	Golf Course Irrigation Update				\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
GOLF SUB-TOTAL				\$ -	\$ 196,850	\$ 162,050	\$ 311,050	\$ 224,000	
HARBORMASTER									
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)						\$ 2,000,000		Voted 3-2 to push to FY '2025 (\$2M)
Harbormaster	Round Cove Bulkhead Replacement (Study, Design and Construction)				\$ 42,000	\$ 42,000			
Harbormaster	Herring River Ramp Replacement (Study, Design and Construction)					\$ 21,000	\$ 210,000		
Harbormaster	SAQ Harbor North & East Bulkhead (Offloading Area) Reconstruction						\$ 157,500		
Harbormaster	Harbormaster Truck Replacement						\$ 42,000		
HARBORMASTER SUB-TOTAL				\$ -	\$ 42,000	\$ 63,000	\$ 2,409,500	\$ -	
LIBRARY									
Library	Library Interior Modifications/Renovations					\$ 40,000	\$ 150,000		Trustees voted to move to FY '24 (\$40,000)
LIBRARY SUB-TOTAL				\$ -	\$ -	\$ 40,000	\$ 150,000	\$ -	
NATURAL RESOURCES									
PLANNING									
PLANNING SUB-TOTAL									
POLICE									
Police	Digital Fingerprint Machine (Normal Replacement)	FC		\$ 18,000					Under \$50,000
Police	Taser Replacement (5 year Program - 3 of 3 years to Pay)				\$ -	\$ 37,000	\$ 15,000	\$ 15,000	
Police	Replacement of Bullet Resistant Vests (Town Portion (Project 60%))				\$ 24,000	\$ -	\$ -	\$ -	
Police	Replacement of Bullet Resistant Vests (Federal 40% State ? Has been 40%)				\$ 16,000	\$ -	\$ -	\$ -	
Police	Ballistic Helmets				\$ -	\$ -	\$ -	\$ 20,000	
Police	Electronic Sign Board					\$ 24,000			
POLICE SUB-TOTAL				\$ 18,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	
PUBLIC WORKS									
Public Works	5 Year Road Maintenance Plan (Traditionally funded by DE & Chapter 90)	DE		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	
	Harwich portion of State Gas Tax Allocation	Ch. 90		\$ 678,322	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	Matches Gov. Baker's apportionment for FY 2022
Public Works	Route 39/Pleasant Bay Road Roundabout (If Needed)								Voted 5-0 to remove from plan (\$600k)
Public Works	West Harwich Route 28 Design(\$125K in FY 20 & Construction via Fed Funds)					\$ 50,000			Design questions for FY 2023
Public Works	West Harwich Route 28 Design(Construction via Fed Funds)					\$ 5,600,000			
Public Works	6 Wheel Dump Truck #7	FC		\$ 175,000					Deferred from FY 2021
Public Works	Ford E-250 Van #28	FC		\$ 35,000					Deferred from FY 2021
Public Works	Volvo	FC		\$ 200,000					
Public Works	Ford F-150 Pick Up	FC		\$ 50,000					
Public Works	Vehicle Listing (FY 22 to 26) Summary				\$ 320,000	\$ 315,000	\$ 320,000	\$ 355,000	Volvo Loader \$200k) and Ford F-150 (\$50k)
PUBLIC WORKS SUB-TOTAL				\$ 1,838,322	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	
RECREATION & YOUTH									
Recreation Department	Brooks Park Lighting Project, Phase 5, Part 2	CPC - R13		\$ 125,000					
Recreation Department	Sand Pond Revitalization Project, Phase 2	CPC - R14		\$ 83,500					
Recreation Department	Senior Memorial Field fencing project	CPC - R15		\$ 40,181					
Recreation Department	Whitehouse Field Lighting project, Phase 2	CPC - R16							
Recreation Department	Cahoon Road Beach Restroom					\$ 125,000			Withdrawn; funded by Harwich Mariners (\$100K)
RECREATION AND YOUTH SUB-TOTAL				\$ 248,681	\$ -	\$ 125,000	\$ -	\$ -	
TOWN CLERK									
Town Clerk	Voting Machines - Updates & Enhancements			\$ -	\$ 32,500				
TOWN CLERK SUB-TOTAL				\$ -	\$ 32,500	\$ -	\$ -	\$ -	

FULL CAPITAL OUTLAY PLAN FOR FISCAL YEARS 2022 THROUGH 2026

Department	Project	Funding Source	BOS/CPC Approved	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	NOTES
WASTEWATER									
Wastewater	Evaluate Phosphorus issues in Seymour Pond & Restoration				\$ 75,000		\$ 350,000		
Wastewater	DHY Community Partnership - CWMP Revisions								
Wastewater	DHY - CWMP Revisions Phase 3 Harwich Share of Treatment				\$ 17,400,000				Hold until at least FY 2023 - per BOS @ 1/26/21 mtg (\$1.5M)
Wastewater	DHY - CWMP Phase 1 Sewers (planning, engineering and legal costs)					\$ 11,200,000			Recommend holding until at least FY 2023 (\$1.5M)
Wastewater	CWMP Phase 2 Contract 3 Pleasant Bay South								Hold until at least FY '23; increase to \$10m per BOS 1/26/21
WASTEWATER SUB-TOTAL				\$ -	\$ 17,475,000	\$ 11,200,000	\$ 350,000	\$ -	
WATER									
Water	Hydration stations for outdoor recreational facilities	CPC - R10	\$ -						Project withdrawn from CPC consideration
Water	Acquisition of parcels adjacent to town wellfields	Retained Earnings		\$ 175,000					Reimbursable via CCC DRI Mitigation Funds
Water	New Source Exploration (Planning 2021/Development 2023)	Retained Earnings		\$ 250,000					
Water	Route 28 Water Main Replacement Design [Construction FY 2023 (bond)]	Retained Earnings		\$ 500,000	\$ 7,500,000				Design increased from \$100,000 to \$500,000 per WS
Water	Station 8 Generator	Retained Earnings		\$ 50,000					
WATER SUB-TOTAL				\$ 975,000	\$ 7,500,000	\$ -	\$ -	\$ -	
TOTALS OF CAPITAL REQUESTS				\$ 7,325,346	\$ 29,729,796	\$ 19,675,407	\$ 3,203,913	\$ 3,573,897	

Budget/Warrant Timeline for 2021 Annual Town Meeting (FY 2022)

DATE	DELIVERABLE	GOVERNANCE	TARGET DATE
Monday, October 5, 2020	BOS issues general policy statement on FY '22 budget development (on or before)	Charter, §9-2-2	Monday, October 5, 2020
Thursday, October 1, 2020	ITA presents current financial assessment (on or before)	Charter, §9-2-1	Monday, October 5, 2020
Monday, October 26, 2020	Joint meeting with Cape Cod Tech, Capital Outlay Committee, Finance Committee, Monomoy Regional School District and Board of Selectmen		Monday, October 26, 2020
Tuesday, October 27, 2020	Capital Outlay Committee presents capital plan to ITA		Tuesday, October 27, 2020
Tuesday, October 27, 2020	ITA presents operating budget development instructions to department heads		Tuesday, October 27, 2020
Friday, October 30, 2020	Community Preservation Act (CPA) project applications due by 4:00pm	CPC Policy	Friday, October 30, 2020
Monday, November 2, 2020	Board of Selectmen reviews capital outlay plan and sets priorities		Monday, November 2, 2020
Thursday, December 3, 2020	Finance Committee publishes notice of hearing on capital outlay plan in newspaper	Charter, §9-7-1	Thursday, December 3, 2020
Friday, December 4, 2020	Department heads submit budget requests to ITA (on or before)	Charter, §9-2-3	Friday, December 4, 2020
Friday, December 4, 2020	Department heads submit article requests to ITA (on or before)		Friday, December 4, 2020
Wednesday, December 30, 2020	Supplemental documents for CPA project applications due by 4:00pm	CPC Policy	Wednesday, December 30, 2020
Monday, December 14, 2020	ITA and Capital Outlay Committee present plan to joint BOS/FinCom meeting	Charter, §9-6-3	Thursday, December 31, 2020
Monday, January 11, 2021	Presentation of draft Monomoy Regional School District budget		Monday, January 25, 2021
Monday, January 11, 2021	Presentation of draft Cape Cod Regional Technical High School budget		Monday, February 1, 2021
Tuesday, January 19, 2021	Final review of Capital Outlay Budget for FY 2022 and Plan through FY 2028		Tuesday, January 19, 2021
Friday, January 29, 2021	Bid specifications for related articles must be submitted to Administration by 12:00pm		Friday, January 29, 2021
Monday, February 8, 2021	ITA submits comprehensive budget and budget message to BOS (on or before)	Charter, §9-2-4	Monday, February 8, 2021

Budget/Warrant Timeline for 2021 Annual Town Meeting (FY 2022)

Friday, February 12, 2021	Final form of articles submitted to Board of Selectmen no later than noon on date shown	Code, § 271-1A	Friday, February 12, 2021
Monday, February 22, 2021	BOS shall submit budget to the Finance Committee	Charter, §9-3-2	Monday, February 22, 2021
Friday, February 26, 2021	Board of Selectmen submits articles to Finance Committee not later than 14 days after deadline for submission	Code, § 271-1B	Friday, February 26, 2021
Friday, February 26, 2021	Board of Selectmen submits articles proposing changes to bylaws or charter to Bylaw/Charter Review Committee not later than 14 days after deadline for submission	Code, § 271-1B	Friday, February 26, 2021
Saturday, February 27, 2021	Joint hearing between Board of Selectmen & Finance Committee on budget	Charter, §9-3-3	Saturday, February 27, 2021
Monday, March 8, 2021	Monomoy Regional School District to submit final line item budget to BOS/FinCom		Friday, March 12, 2021
Monday, March 15, 2021	Board of Selectmen votes to establish Special Town Meeting on 5/3/2021 (if necessary)		Monday, March 15, 2021
Monday, March 22, 2021	Board of Selectmen to close and sign Warrant for Special Town Meeting (if necessary)		Monday, March 22, 2021
Monday, March 29, 2021	Board of Selectmen to close and sign Warrants for Town Meeting and Town Election		Monday, March 29, 2021
Monday, March 22, 2021	Finance Committee submits written recommendations on budget/articles	Charter, §9-3-3	Wednesday, March 31, 2021
Tuesday, March 30, 2021	Send warrants to Cape Cod Chronicle and printer		Tuesday, March 30, 2021
Monday, April 19, 2021	Publish warrant in newspaper and every precinct (no later than 14 days before ATM)	Charter, §2-2-1	Thursday, April 15, 2021
Monday, May 3, 2021	2021 Annual Town Meeting (Fiscal Year 2022)	Charter, §2-3-1	

Annual Town Meeting – Monday, May 3, 2021

Annual Town Election – Tuesday, May 18, 2021

Special Town Meeting – Monday, May 3, 2021 (if necessary)

= Further discussion needed

TOWN
ADMINISTRATOR'S
REPORT

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: February 15, 2021

One Week Look Ahead (02/15/21-02/19/21)

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

Two Week Look Ahead (02/22/21-02/26/21)

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

Three Week Look Ahead (03/01/21-03/05/21)

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

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

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

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (02/15-02/19)

- Sewer Crew #1
 - Demobilize

Two Week Look Ahead (02/22-02/26)

- Sewer Crew #1
 - Demobilization

Three Week Look Ahead (03/01-03/05)

- Sewer Crew #1
 - Flush and Clean pipe network

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