

TOWN OF HARWICH
FINANCE COMMITTEE

Harwich Finance Committee Agenda
Regular Meeting 6:30 PM
Thursday, March 4, 2021

REMOTE MEETING ONLY. NO IN-PERSON ATTENDANCE WILL BE PERMITTED.
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Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Harwich Finance Committee on Thursday, March 4, 2021 at 6:30 PM will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Harwich website, at www.harwich-ma.gov. For this meeting, members of the public who wish to watch the meeting may do so in the following manner on Channel 18 or by watching the simulcast at: <http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1>

NO IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC WILL BE PERMITTED, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

AGENDA

1. Call to order, Roll call
2. Introduce & Welcome Guest. Public Comment
3. Approval of Minutes: Finance Committee Meeting of February 18, 2021
4. New Business
 - A. Presentation of Cape Cod Technical Regional High School by Ms. Erin Orcutt (Business Manager CCTRHS) discussion and possible vote on their budget
 - B. Presentation of Town of Harwich Operating Budget FY2022, Capital Plan FY 2022 and Capital Plan 5-year plan by Town Administrator Joe Powers discussion
 - C. Review Community Preservation Committee Articles to decide which applicants we would like to attend a future meeting for more information about their project.
5. Old Business
 - A. Discussion and possible vote on Finance Committee "Strategic Plan:
6. Other Business:
7. Adjournment

Authorized Posting Officer:
Jon Chorey, Chairman

Posted By:
Date: February 25, 2021

**Per the Attorney General's Office: The committee 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. In accordance with state law, this legal notice will also be available electronically at 'www.masspublicnotices.org'. The Town of Harwich is not responsible for any errors in the electronic posting of this legal notice.*

Town of Harwich
Finance Committee Meeting
Remote Participation
Thursday, February 18, 2021

Members Present: Jon Chorey, Dan Tworek, Angelo LaMantia, Dale Kennedy, Mary Anderson, Tom Sherry, Mark Ameres, and Brian Weiner

- I. Jon Chorey, as Chairman, called the meeting to order at 6:33 pm with a quorum present , confirmed by a roll call of members.**
- II. Chairman Chorey introduced Mary Anderson, the newest named member of the Finance Committee, who was warmly welcomed by the members present.**
- III. Approval of the minutes of the meeting of December 15, 2020**
 - Moved by Dan Tworek
 - Seconded by Mark Ameres
 - Approved by a roll call vote of 4-0-2
- IV. New Business**
 - Jon reviewed with the members of the Finance Committee the draft Strategic Plan, and several members offered revisions to the draft. Once revised, the document will be shared with the members of the committee as well as the general public.
 - Jon then provided the members with a comprehensive and through review of the initial budgets provided by the Town Administrator to the Finance Committee. Carol Coppola, Finance Director, provided the members with an overview of the strategy for, and rationale behind, the proposed budget document.
 - The consensus of the membership of the Finance Committee was that the hard work could not begin until the Board of Selectmen approved the budget and it was officially conveyed to the committee membership by the Town Administrator.
 - Jon also provided the members with an overview of the capital budget, which currently features only two debt exclusion items.
 - Jon shared with the members a preview of the accelerated calendar required to be ready to close the warrant in late March for Town Meeting in May.
 - Dan Tworek proposed drafting an outline of the roles and responsibilities of the Finance Committee, and sharing that information more broadly
 - Jon Chorey requested that all members of the committee provide him with their preferred telephone number and email address as soon as possible.
- V. Old/Other Business**
 - Jon shared his desire to find new ways of attracting and engaging the support and interest of the community as we advance the budget process to the warrant.
- VI. Motion to adjourn**

Motion: Angelo LaMantia
Second: Dan Tworek
Motion passed 5-0

Meeting adjourned – 8:25 pm

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Brian L. Weiner". The signature is fluid and cursive, with the first name "Brian" being the most prominent part.

Brian L. Weiner
February 25, 2021



CAPE COD

Regional Technical High School



FY22 Operating Budget

Cape Cod Tech

Finance Committee

Anthony Tullio – Wellfleet (chair)

David Bloomfield – Mashpee

Dr. Norman Michaud - Yarmouth

Stefan Galazzi – Orleans

Paul Hebert - Barnstable

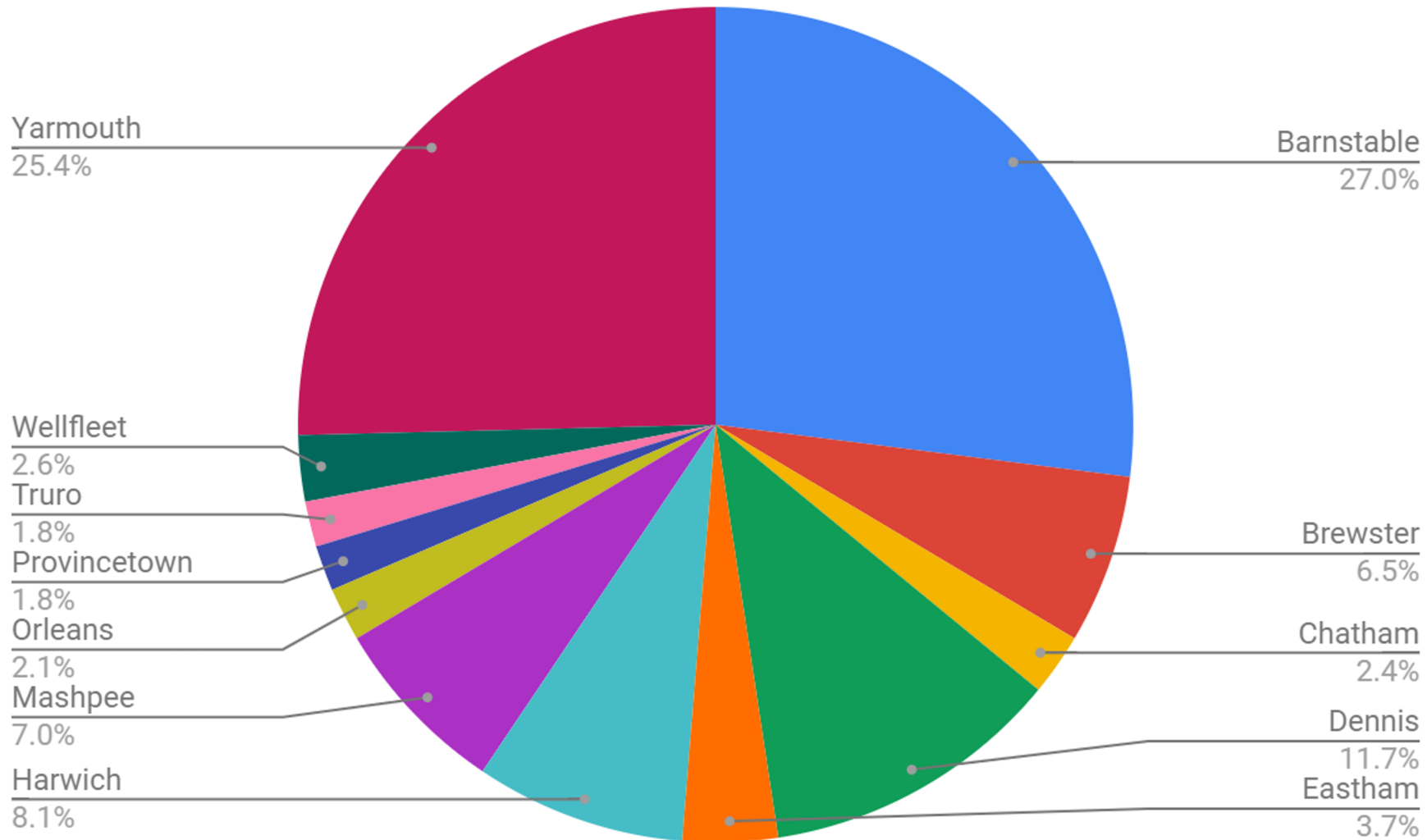


FY22 Enrollment by Town

Enrollments	Students FY22	Students FY21	Change
Barnstable	169	194	-25
Brewster	41	29	12
Chatham	15	10	5
Dennis	73	73	0
Eastham	23	22	1
Harwich	51	58	-7
Mashpee	44	48	-4
Orleans	13	12	1
Provincetown	11	14	-3
Truro	11	6	5
Wellfleet	16	13	3
Yarmouth	<u>159</u>	<u>137</u>	<u>22</u>
Total	626	616	10



FY22 Enrollment



***Enrollment as of 10/1/2020**

Student Enrollment Trend

	FY18 Students	%	FY19 Students	%	FY20 Students	%	FY21 Students	%	FY22 Students	%
Barnstable	183	29.5%	179	30.3%	176	30.9%	194	31.5%	169	27.0%
Brewster	43	6.9%	41	7.0%	36	6.1%	29	4.7%	41	6.55%
Chatham	10	1.6%	7	1.2%	8	1.4%	10	1.6%	15	2.40%
Dennis	67	10.8%	61	10.4%	68	11.6%	73	11.9%	73	11.66%
Eastham	15	2.4%	22	3.7%	22	3.7%	22	3.6%	23	3.67%
Harwich	77	12.4%	77	13.1%	67	11.4%	58	9.4%	51	8.15%
Mashpee	57	9.2%	53	9.0%	45	7.7%	48	7.8%	44	7.03%
Orleans	15	2.4%	11	1.9%	9	1.5%	12	1.9%	13	2.08%
Provincetown	5	0.8%	7	1.2%	11	1.9%	14	2.3%	11	1.76%
Truro	3	0.5%	6	1.0%	6	1.0%	6	1.0%	11	1.76%
Wellfleet	9	1.5%	13	2.2%	12	2.0%	13	2.1%	16	2.56%
Yarmouth	137	22.1%	114	19.4%	110	18.7%	137	22.2%	159	25.4%
Out-of-District										
	621		591		570		616		626	

The FY22 Budget

1.99%



\$15,812,000

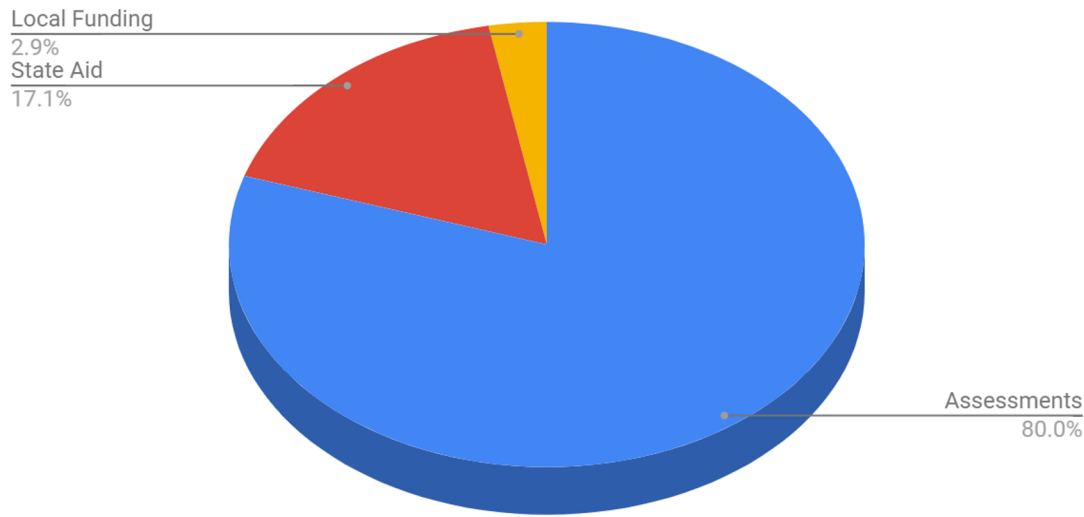
An increase of \$308,000
over the original FY21
Budget

Six Year History

Fiscal Year	Budget
FY16	4.49%*
FY17	-.50%
FY18	1.89 %
FY19	1.44 %
FY20	0.96 %
FY21	2.76%/1.34 %

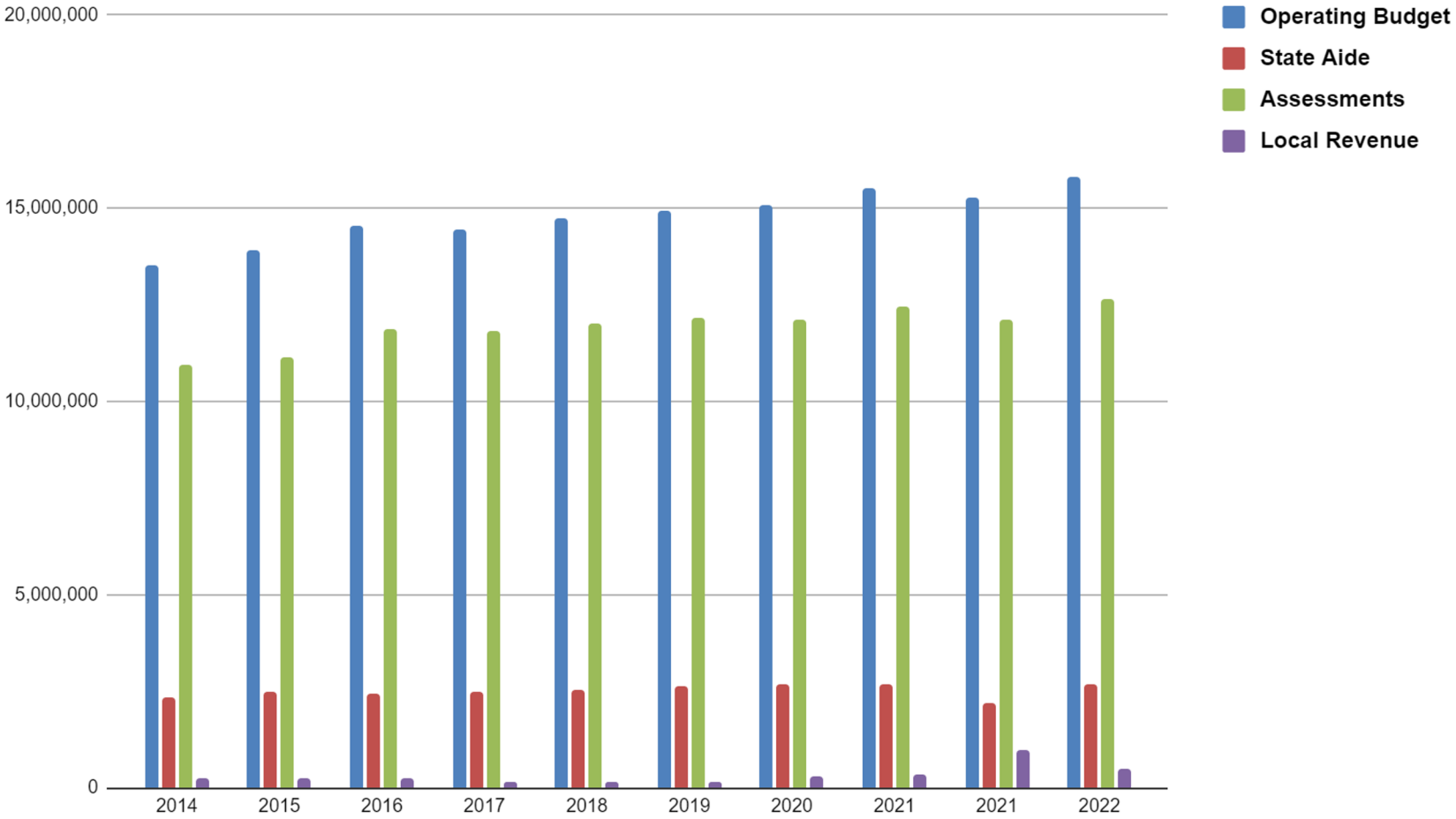


Where Does the Money Come From?



FY22 Revenue Sources	
Assessments	\$ 12,647,853
State Aid	\$ 2,699,147
Local Revenue	\$ 465,000

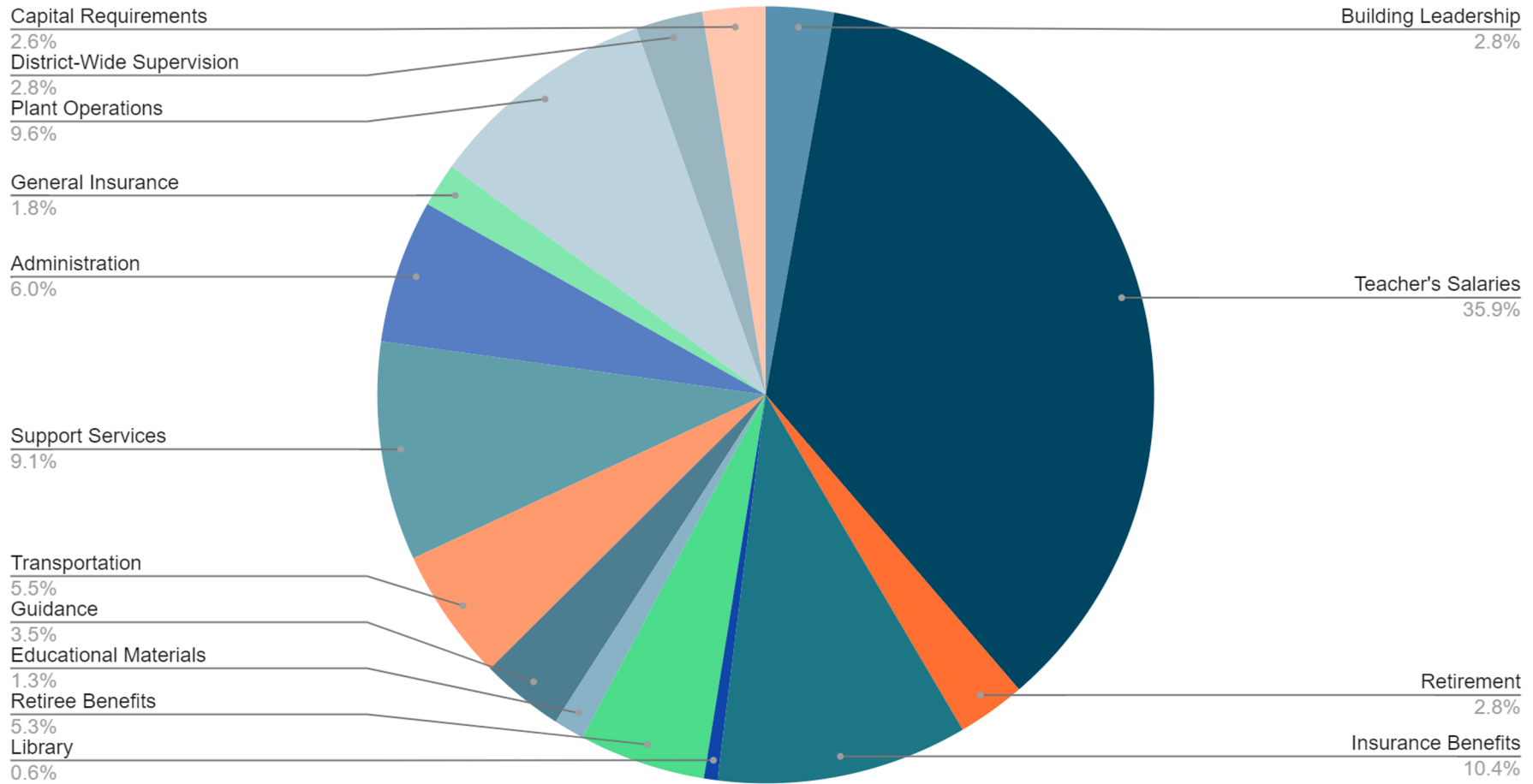
Revenue Source vs. The Operating Budget



Revenue Source vs. The Operating Budget

Fiscal Year	Operating Budget	State Aide	Assessments	Local Revenue
2015	13,908,300	2,490,657	11,166,643	251,000
2016	14,532,300	2,413,040	11,885,260	234,000
2017	14,459,000	2,466,487	11,844,513	148,000
2018	14,732,000	2,538,847	12,043,153	150,000
2019	14,944,000	2,634,067	12,159,933	150,000
2020	15,087,000	2,659,133	12,137,867	290,000
2021 (org)	15,504,000	2,699,147	12,464,853	340,000
2021 (rev)	15,289,584	2,193,718	12,137,867	958,000
2022	15,812,000	2,699,147	12,647,853	465,000

What is the Money Used For?



WHAT IS THE MONEY FOR?

Building Leadership	\$447,061	2.8%
Teachers Salaries	\$5,671,185	35.9%
Retirement	\$449,201	2.8%
Insurance Benefits	\$1,651,878	10.4%
Library	\$89,194	0.6%
Retiree Benefits	\$834,708	5.3%
Educational Materials	\$201,600	1.3%
Guidance	\$546,406	3.5%
Transportation	\$875,525	5.5%
Support Services	\$1,440,581	9.1%
Administration	\$943,321	6.0%
General Insurance	\$288,545	1.8%
Plant Operations	\$1,518,601	9.6%
District-Wide Supervision	\$439,194	2.8%
Capital Requirements	\$415,000	2.6%



FY22 Operating Assessment

Town of Barnstable	\$3,417,605
Town of Brewster	\$825,363
Town of Chatham	\$301,962
Town of Dennis	\$1,469,547
Town of Eastham	\$463,008
Town of Harwich	\$1,026,670
Town of Mashpee	\$978,770
Town of Orleans	\$261,700
Town of Provincetown	\$221,438
Town of Truro	\$221,438
Town of Wellfleet	\$322,092
Town of Yarmouth	\$3,138,260

Excess & Deficiency

As of 6/30/20 the estimated and not yet certified balance

\$475,313

This is 3.1% of the allowable 5% that can be held

OPEB Trust Fund

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

Unfunded Actuarial Accrued Liability (2020 GASB Audit)	\$21,511,658
Balance of OPEB Reserve 12.31.20	\$1,813,270
Proposed FY22 Funding	\$200,000

Capital Debt

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

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

FY22 Capital Debt Assessment

Town of Barnstable	\$1,688,805
Town of Brewster	\$409,710
Town of Chatham	\$149,894
Town of Dennis	\$729,484
Town of Eastham	\$229,837
Town of Harwich	\$509,639
Town of Mashpee	\$439,689
Town of Orleans	\$129,908
Town of Provincetown	\$109,922
Town of Truro	\$109,922
Town of Wellfleet	\$159,887
Town of Yarmouth	<u>\$1,588,876</u>
	\$6,255,575

	Operating	Debt	Total
Town of Barnstable	\$3,417,605	\$1,688,805	\$5,106,410
Town of Brewster	\$825,363	\$409,710	\$1,235,073
Town of Chatham	\$301,962	\$149,894	\$451,856
Town of Dennis	\$1,469,547	\$729,484	\$2,199,031
Town of Eastham	\$463,008	\$229,837	\$692,845
Town of Harwich	\$1,026,670	\$509,639	\$1,536,309
Town of Mashpee	\$978,770	\$439,689	\$1,418,459
Town of Orleans	\$261,700	\$129,908	\$391,608
Town of Provincetown	\$221,438	\$109,922	\$331,360
Town of Truro	\$221,438	\$109,922	\$331,360
Town of Wellfleet	\$322,092	\$159,887	\$481,979
Town of Yarmouth	\$3,138,260	\$1,588,876	\$4,727,136
	\$6,255,573	\$12,647,853	\$18,903,426

Interim Town Administrator's Proposed Budget

Town of Harwich BUDGET 2022

Budget		Budget	
Line #	FY 2021	FY 2022	%
SOURCES OF FUNDS			
1	53,357,522	55,648,711	4.3%
2	11,986,520	12,680,198	5.8%
3	<u>State Aid</u>		
4	664,352	667,067	0.4%
5	200,000	200,000	0.0%
6	<u>Transfers:</u>		
7	2,713,239	2,184,137	-19.5%
8	68,921,633	71,380,114	3.6%
USES OF FUNDS			
10	<u>Charges:</u>		
11	764,539	778,830	1.9%
12	400,000	450,000	12.5%
13	1,123,358	1,228,830	9.4%
14	67,798,275	70,151,284	3.5%
15	25,739,671	25,895,226	0.6%
16	<u>Semi-Fixed Cost</u>		
17	3,144,894	3,242,673	3.1%
18	4,617,408	5,178,305	12.1%
19	4,833,551	4,938,071	2.2%
20	-	250,000	0.0%
21	874,470	897,726	2.7%
23	20,000	20,000	0.0%
24	13,490,322	14,526,775	7.7%
25	1,737,789	1,688,437	-2.8%
26	26,820,046	27,825,543	3.7%
27	68,911,186	71,164,811	3.3%
29	\$ 10,447	\$ 215,302	

**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

Phone (508) 430-7513

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Joseph F. Powers, *Town Administrator*

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

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 OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

2020-2021 Community Preservation Act Funding

Projects were voted in during the Community Preservation Committee 1.28.2021 Meeting

Housekeeping items:

Land Bank Debt Service.

Approved amount: \$233,050.00

Administrative Fund

Approved amount: \$25,000

Submitted applications - projects:

HP 1 East Harwich Methodist Cemetery Gravestone Conservation & Preservation Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$102,000~~ REVISED \$112,200

Approved amount: \$112,200

HP 2 Historic Restoration of Fence Posts & Rails at East Harwich Methodist Cemetery Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$127,750~~ REVISED \$135,025

No motion to support project – not enough funds remaining in account to fund project this year

HP 3 Veterans Memorial Circle at Evergreen Cemetery, Flag Poles Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: Robbin Kelley, Town of Harwich Cemetery Administrator

Amount Requested: ~~\$28,209~~ REVISED ~~\$43,000~~ REVISED \$48,385

Approved amount: \$48,385

HP 4 Brooks Academy Structural Improvements Project

Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers

Project Manager: REVISED Griffin Ryder, PE Town Engineer and David Spitz, Chair, Brooks Academy Museum Commission (BAMC)

Amount Requested: ~~\$785,000~~ REVISED \$1,150,000

Approved amount: \$1,150,000

CH 5 Lower Cape Community Housing Institute

Applicant: Community Development Partnership (CDP)

Project Manager: Ann C. Robinson, CDP Chief Program Officer

Amount Requested: \$15,000 over two years, \$7,500 per year

Approved amount: \$7,500

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

CH 6 Veterans Home in Dennis Project
Applicant: Cape & Islands Veterans Outreach Center
Project Manager: Adam Gracia, Director of Development, Cape & Islands Veterans Outreach Center
Amount Requested: \$25,000
Approved amount: \$15,000

CH 7 Funding for the Part-time Housing Coordinator
Applicant: Town of Harwich, Harwich Affordable Housing Trust
Project Manager: Don Howell, Chair of the Harwich Affordable Housing Trust
Amount Requested: \$50,000
Approved amount: \$50,000

OS 8 Hinckleys Pond Watershed Preservation Project
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Elaine Shovlin, Chair, Harwich Real Estate & Open Space Committee (REOS)
Amount Requested: \$360,000
Approved amount: \$360,000

R 9 Harwich Natural Heritage Trail Project, Phase 1
Applicant: Harwich Conservation Trust (HCT)
Project Manager: Michael Lach, Executive Director, Harwich Conservation Trust
Amount Requested: \$150,000
Approved amount: \$150,000

R 10 Hydration Stations for Outdoor Recreational Facilities in Harwich Project
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: REVISED Dan Pelletier, Town Superintendent of Water and Wastewater
Amount Requested: \$20,000
WITHDRAWN BY APPLICANT

R 11 Bikeways Crossing Lights at Depot Road South Project
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Griffin Ryder PE, Town Engineer and Paul Gazaille, Harwich Bikeways Committee
Amount Requested: \$15,000
Approved amount: \$15,000

R 12 Old Colony Rail Trail Harwich/Chatham Town Border Marker Project
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Griffin Ryder PE, Town Engineer and Paul Gazaille, Harwich Bikeways Committee
Amount Requested: \$1,000
Approved amount: \$1,000

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

R 13 Brooks Park Lighting Project, Phase 5, Part 2
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Eric Beebe, Harwich Recreation Director and Griffin Ryder PE, Town Engineer
Amount Requested: \$125,000
Approved amount: \$125,000

R 14 Sand Pond Revitalization Project, Phase 2
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Eric Beebe, Harwich Recreation Director
Amount Requested: \$83,500
Approved amount: \$83,500

R 15 Senior Memorial Field Fencing Project
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Eric Beebe, Harwich Recreation Director
Amount Requested: \$40,181
Approved amount: \$40,181

R 16 Whitehouse Field Lighting Project, Phase 2
Applicant: REVISED Town of Harwich, Interim Town Administrator Joseph Powers
Project Manager: Eric Beebe, Harwich Recreation Director and Griffin Ryder PE, Town Engineer
Amount Requested: \$100,000
WITHDRAWN BY APPLICANT

Town of Harwich
Finance Committee
Strategic Plan
February 23, 2021

DRAFT DOCUMENT

Who We Are

Massachusetts General Municipal Law Chapter 39 Section 16 states that every town, whose valuation for purpose of apportioning the state tax exceeds one million dollars, shall establish by appointment or election a Finance Committee. The Town of Harwich has a finance committee of 9 members appointed by the Town Moderator. Members are volunteers and serve for three years and cannot serve more than 3 consecutive terms.

The Committee elects a chairperson, vice chairperson and clerk. The Chair coordinates and conducts the operation of the committee. Meetings are recorded and can be viewed on You Tube. Chapter 9 of the Town Charter specifies the duties and responsibilities of the committee. Members cannot serve on any other Town committee except for the Capital Outlay Committee.

Mission Statement

The primary responsibility of the Committee is to review spending plans, analyze the consequences and present recommendations to town meeting on the town budget and any other matters being considered that require a vote by the towns' people. The Committee also provides recommendations with town fiscal operations to ensure that revenues are maximized and expenditures are made in a necessary and reasonable manner.

Some of the many Committee activities conducted during the course of the fiscal year are as follows:

- Review the proposed Town budget and conduct budget hearings to get a clear understanding of the funds being requested.
- Review financial reports on Town fiscal operations.
- Approve emergency budget transfers that are proposed during the course of the fiscal year.
- Attend meetings of the Capital Outlay Committee.
- Review and make recommendations on the Capital Outlay Plan.
- Work with the Board of Selectmen on matters involving town finances.

Our Goals

Goal 1 Working with the Town Administrator and the Board of Selectmen, recommend the means by which the Town can enhance revenue streams.

Key Strategies and Objectives

- Work toward collecting past due property taxes with Town officials.
- Reevaluate fees for Town services and activities.
- Identify town properties that could be sold and revenues deposited in the General Fund
- Review unspent Warrant Articles
- Indirect costs/Allocated costs for each Department. True costs associated with each Department.

Goal 2 Working with the Town Administrator and the Board of Selectmen, resources under our care will be used or maintained in the best interest of the Harwich community.

Key Strategies and Objectives

- Review plans for the use of the Cultural Center with the Board of Selectmen and Town Administrator.
- Arrange for the issuance of an updated and comprehensive report on the Town's debt
- (Authorized spent, Approved unspent and Proposed), inclusive of principal and interest FY 2022 to FY 2050.