

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, APRIL 19, 2016
6:30 P.M.**

SELECTMEN PRESENT: Brown, Cebula, LaMantia

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Barbara-Anne Foley, Lincoln Hooper, Christine Joyce, Sharon Pfeger, and others.

MEETING CALLED TO ORDER at 6:30 by Vice-Chair Cebula.

PUBLIC COMMENT/ANNOUNCEMENTS

Ms. Foley reminded the public of Remembery Walk for Alzheimers to be held on May 7, 2016. Ms. Joyce announced that the Voter Information Committee will host a candidate debate on April 28, 2016 which will be moderated by the League of Women Voters.

CONSENT AGENDA

- A. Accept the resignation of Joan Kozar as a member of the Planning Board effective at the end of her term on June 30, 2016
- B. Approve the placement of signs for the "Remembery Walk – Dave Birtwell Memorial" for Alzheimer's Disease at the front of Town Hall and the rear of Town Hall facing the parking lot
- C. Approve the Contract for the Allen Harbor Pavement Removal project to Lawrence Lynch Corp. as low bidder in the amount of \$118,756
- D. Approve 2016 Seasonal General License Renewals as recommended
- E. Approve the request for funds from the Cable Fund in the amount of \$9,200 for the Channel 18 upgrade in the Griffin Room per the proposal submitted by Unique Media Systems

Ms. Brown moved approval of the Consent Agenda. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

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

- A. Public Hearing – Disposal Area Fees / License Plate Recognition Program

Vice-Chair Cebula opened the hearing and Ms. Brown read the hearing notice into record. Mr. Hooper outlined his memo of recommendation. He noted that he has provided a full cost analysis to operate the disposal area as well as a survey of other towns. He noted he is recommending there be no increase to residential or secondary stickers and that C&D increase from \$125 to \$130 based on market conditions. No one from the public appeared on this topic. Mr. Hooper updated the Board on the License Plate Recognition Pilot Program noting the goal of removing the need

for the physical sticker. Mr. Danya Mahota of Bonsai Logic ran through some of the technical aspects and provided a Power Point presentation. Mr. Hooper and Mr. Mahota took numerous questions from the Board including questions regarding potential system failure and expanding payment options. Mr. LaMantia asked that they report back in a year as to how well it is working or if there are any problems. Mr. LaMantia moved to close the Public Hearing. Ms. Brown seconded the motion and the motion carried by a unanimous vote. Ms. Brown moved to keep the fees the same with the exception of the C&D increase. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote. The consensus of the Board was to move ahead with the License Recognition Program.

OLD BUSINESS

A. Review of Town Meeting Articles – *discussion and possible vote*

1. Article 38 – Purchase Land for Open Space Purposes – Marini Property at Muddy Creek Headwaters

At Vice-Chair Cebula's request the Board agreed to postpone this item until next week.

B. One Liners / Article Assignments – *discussion and possible vote*

Vice-Chair Cebula noted that Chairman Hughes assigned articles to individual Board members. Mr. Clark noted that if anyone is unhappy with their article assignments, they can switch with other members.

TOWN ADMINISTRATOR'S REPORT

A. Presentations at Town Meeting

Mr. Clark discussed preparations for Town Meeting noting that motions and any maps for land articles will be available as slides at the meeting.

SELECTMEN'S REPORT

A. Town Administrator Performance Review

Vice-Chair Cebula noted that the Town Administrator's Performance Review is scheduled for next week.

ADJOURNMENT

Ms. Brown moved to adjourn the meeting at 7:48 p.m. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

SEASONAL GENERAL LICENSE RENEWALS

Hall Karts, Inc.
9 Sisson Rd., Harwich Port

Go Carts

Sunday Entertainment – Go Carts 9:00 a.m. – 11:00 p.m., Sundays seasonally

Marceline Salvage
310 Pleasant Lake Ave., Harwich

Junk Dealer

Port Peddlar
547 Route 28, Harwich Port

Junk Dealer

Syd's A&J
338 Bank St., Harwich

Junk Dealer

Woody's Furniture Repairs
1353 Orleans Rd., Harwich

Junk Dealer

Town of Harwich

License Plate Recognition
Harwich Transfer Station

2016



Why should Harwich use LPR?

- More convenient for citizens than physical stickers!
- More convenient for staff than physical stickers!
- Less expensive to the Town than physical stickers!
- Prevent fraud that comes with physical stickers!

Citizen benefits:

- No physical sticker to adhere to their car
- No physical sticker to potentially fall off the car!
- With no sticker needed, citizens can now conduct transactions completely online.

Town and staff benefits:

- No physical sticker to order every year, design every year, and hand out every year!
- Save over \$1500 in purchasing transfer stickers annually.
- Reduced traffic within Town Hall for those citizens that wish to perform transactions online!

How does it work???

- 1) Vehicle drives past the LPR Camera, and it detects motion and takes a photo.
- 2) The photo is scanned using proprietary software to extract the license plate image.
- 3) The image is cross referenced in REAL TIME to the Town's StickerTracker database to determine if the person is valid before they even get to the scalehouse.
- 4) The employee in the scalehouse can monitor the camera and is audibly notified if an invalid registration enters the facility.

Citizen Privacy

- 1) The Town is not using this system to retain photographs of vehicles or drivers.
- 2) Photos are taken from the lower rear of the vehicle only.
- 3) ALL PHOTOS are purged daily.





TOWN OF HARWICH

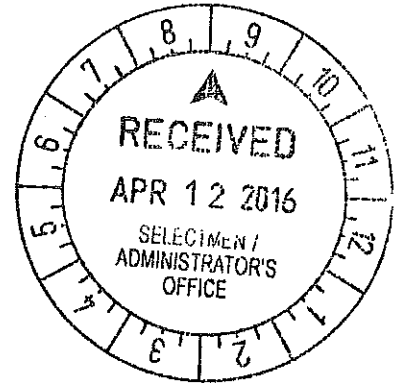
DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645


Telephone (508) 430-7555

Fax (508) 430-7598

MEMORANDUM



TO: Board of Selectmen

FROM: Lincoln S. Hooper, Director 

DATE: April 11, 2016

RE: FY 17 Disposal Area Fee Recommendations

After conducting an analysis of our own expenses and a survey of disposal fees in the towns of Barnstable, Chatham, Orleans, Dennis and Yarmouth, I would like to recommend that the Board of Selectmen consider taking the following action:

- Increase the C&D tip rate by \$5 to \$130 per ton

My analysis indicates that the Residential Sticker price should be \$161 (currently \$160) to accurately reflect the expenses associated with providing residents with solid waste and recycling services. The attached analysis includes all the direct costs of providing residential services such as MSW tip fees, fuel, utilities, salaries and other expenses. It also includes indirect costs such as equipment depreciation, employee fringe benefits and salaries allocated from other DPW personnel (administration & vehicle maintenance) that support Disposal Area functions. As you may recall, the Board voted to raise the residential sticker last year due to the expiration of the long term SEMASS contract with tip rates well below market conditions to a new contract with ABC Disposal at \$55 per ton.

While the survey of surrounding communities suggests that Harwich's C&D price may appear low, our real competitors for this commercial component are the Town of Yarmouth, S&J Exco (Dennis) and Paul Daniels (Orleans). Since the other communities do not handle commercial quantities of this material, our price is based on the price charged by our competitors and not the surrounding communities' prices. In fact, the average price of our competitors is \$133 per ton and is the primary reason I am recommending an increase in that fee. A second reason is that our long term contract for C&D has an inflation rider built in that will raise our tip rate by \$3.54 in January.

All other items are priced according to their cost of handling and disposal and appear mostly consistent with other municipalities. Although recycling markets have been depressed over the last few years and caused an associated decline in revenue, it has not

adversely affected the residential sticker costs as fuel costs have dropped enough to offset the decline in revenue.

Finally, I would like to update the Board on the License Plate Recognition (LPR) pilot project we started last fall. Working closely with Bonsai Logic, the software company that developed our Sticker Tracker system, we installed an LPR camera at the entrance of the Disposal Area and a dedicated computer to run the system. Specifically, the LPR camera takes a picture of each vehicle's license plate, converts the image to digits using OCR software and reconciles it against our Sticker Tracker database in real time. If the vehicle is not in the system, the operator is alerted and can stop the car. Although not flawless, the detection rate is exponentially more accurate than our present system relying on a single scale operator to monitor two streams of traffic. Danya Mahota, owner of Bonsai Logic, is prepared with a short presentation of the technical aspects of the new system if the Board is so inclined. Given the success we have experienced so far, combined with the fact that we are continually refining the system, I would like to recommend that we avoid the expense of purchasing Disposal Area stickers this year and rely entirely on the LPR scheme.

Thank you for your consideration in this matter.

Cc: Chris Clark, Town Administrator

Attachments: Cost Basis of Primary and Secondary Stickers
FY 17 Full Cost Accounting Analysis of Disposal Area Services
FY 17 Surrounding Community Disposal Area Fees
Depreciation Schedule, FY 15 Disposal Area Revenue

Cost Basis of Primary Stickers

Residential Sticker Expenses			\$1,043,155
Less Revenue from Recycle / Prorated / Non Resident / Daily Pass			(\$85,020)
Less Revenue from the sale of recyclables (estimate)			(\$68,133)
Less Revenue from Secondary Sticker	1505 @ \$25		<u>(\$37,625)</u>
Cost to be covered by Primary Stickers			\$852,377
Divided by FY15 Primary Sticker Sales		÷	5,304
Cost per Primary Sticker			\$161

Cost Basis of Secondary Stickers

Residential Sticker Expenses			\$1,043,155
Less Revenue from Primary Stickers			
FY15 Stickers Sold	5,304 @ \$161	=	(\$852,377)
Less Revenue from Recycle Only / Prorated / Daily Pass Sales			(\$85,020)
Less Revenue from the sale of recyclables (estimate)			<u>(\$68,133)</u>
Costs Not Covered by Primary Sticker Sales			\$37,625
Divided by FY15 Secondary / Additional Stickers		÷	<u>1505</u>
Cost per Additional Sticker			\$25

FY17 Full Cost Accounting Analysis of Disposal Area Services

Expenses	Residential Sticker Services *	Fee Based / Commercial Services **	Total	Notes
MSW	\$290,517	\$193,678	\$484,195	FY17 Request
C&D		\$535,539	\$535,539	FY17 Request
Tires Recycling		\$3,000	\$3,000	FY17 Request
Wood Chipping		\$12,000	\$12,000	FY17 Request
Transfer Station Runoff	\$3,000	\$2,000	\$5,000	FY17 Request
Paint Disposal	\$7,400		\$7,400	FY17 Request
Propane Tank		\$3,000	\$3,000	FY17 Request
Freon Removal		\$8,000	\$8,000	FY17 Request
Television Recycling		\$12,000	\$12,000	FY17 Request
Gasoline Recycling	\$2,775		\$2,775	FY17 Request
Mattress Disposal		\$22,000	\$22,000	FY17 Request
Antifreeze Recycling	\$500		\$500	FY17 Request
Household Hazardous Waste Collection	\$14,000		\$14,000	FY17 Request
Post-Closure Costs	\$11,100	\$7,400	\$18,500	FY17 Request
Uniforms, t-shirts, etc...	\$5,876	\$3,917	\$9,793	30% of FY17 Request
Electricity	\$9,900	\$6,600	\$16,500	FY17 Request
Gas Utility	\$2,700	\$1,800	\$4,500	FY17 Request
Repairs-Scale		\$5,000	\$5,000	FY17 Request
Transfer Station Repairs	\$3,000	\$2,000	\$5,000	FY17 Request
Medical	\$1,206	\$804	\$2,010	30% of FY17 Request
Telephone/Alarm	\$2,460	\$1,640	\$4,100	FY17 Request
Office Supplies	\$1,440	\$960	\$2,400	30% of FY17 Request
Custodial Supplies	\$900	\$600	\$1,500	10% FY17 Request
Diesel Fuel	\$24,900	\$16,600	\$41,500	Est. 25,000 gal.
Vehicle Parts & Supplies	\$52,650	\$35,100	\$87,750	40% of FY17 Request
Public Works Supplies	\$13,500	\$9,000	\$22,500	30% of FY17 Request
Dump Stickers	\$1,670		\$1,670	FY17 Request
Capital Equipment Depreciation	\$49,031	\$32,687	\$81,718	See attached depreciation schedule
Salaries and Wages	\$340,024	\$226,683	\$566,707	FY17 Request
Salaries Allocated from DPW Personnel	\$105,689	\$70,459	\$176,148	40% Administrative / 40% Mechanic Salaries
Employee Fringe	\$98,917	\$65,945	\$164,862	33% of FT Wage
Total	\$1,043,155	\$1,278,412	\$2,321,567	

*Residential includes anything where no user fee is charged

** Fee based services include everything where a user fee is charged

Items divided between both residential and commercial are based on a MSW ratio of 60% residential and 40% fee based / commercial

FY15 Revenue \$2,156,538

FY17 Surrounding Community Disposal Area Fees

MATERIAL	BARNSTABLE	CHATHAM	DENNIS	***FY16 ORLEANS	YARMOUTH	AVERAGE	FY16 HARWICH
Residential Sticker	\$ 240.00	\$ 120.00	\$ 145.00	\$ 95.00	\$ 154.00	\$ 150.80	\$ 160.00
2nd Sticker	\$ 25.00	\$ 25.00	\$ 15.00	\$ 15.00	\$ 77.00	\$ 31.40	\$ 25.00
No Sticker Fee (assuming 3 bags)*	\$ 15.00	\$ 6.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 11.20	\$ 10.00
C&D**	\$ 200.00	\$ 180.00	\$ 175.00	\$ 200.00	\$ 125.00	\$ 176.00	\$ 125.00
Commercial MSW**	N/A	\$ 80.00	\$ 80.00	\$ 80.00	N/A	\$ 80.00	\$ 85.00
Metal**	\$ 35.00	\$ 65.00	\$ 10.00	\$ 40.00	\$ 65.00	\$ 43.00	\$ 60.00
Brush**	N/A	\$8-\$48 per trip	\$ 70.00	\$5-\$25 per load	\$ 65.00	\$ 67.50	\$ 60.00
Commercial Compost**	\$ 75.00	\$ 40.00	\$ 40.00	\$ 20.00	N/A	\$ 35.00	\$ 40.00
Computer Monitors	\$ 12.00	\$ 15.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 12.40	\$ 10.00
Tire	\$ 2.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 1.00	\$ 3.00	\$ 3.00
Tire with Rim	\$ 3.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 3.00	\$ 4.20	\$ 3.00
Refrigerator	\$ 15.00	\$ 15.00	\$ 10.00	\$ 20.00	\$ 18.00	\$ 15.60	\$ 15.00
Mattress/ Spring	\$ 17.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
TV	\$ 22.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 16.40	\$ 15.00
Couch	\$ 20.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Chair	\$ 20.00	\$ 5.00	\$ 10.00	\$ 15.00	\$ 15.00	\$ 13.00	\$ 10.00
White Goods	\$ 10.00	\$ 15.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 11.00	\$ 10.00
Microwave	N/C	\$ 15.00	\$ 5.00	\$ 10.00	\$ 10.00	\$ 8.00	\$ 10.00
Air Conditioner	\$ 15.00	\$ 15.00	\$ 5.00	\$ 15.00	\$ 18.00	\$ 13.60	\$ 15.00
Water Heater	\$ 10.00	\$ 10.00	\$ 10.00	\$ 15.00	\$ 10.00	\$ 11.00	\$ 10.00
Gas Grill	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Bike	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Lawnmower	\$ -	\$ 3.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 4.60	\$ 5.00
Propane Tank	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ 10.00	\$ 5.00	\$ 5.00

* Chatham and Dennis charge a per bag fee

** These items are represented in a per ton cost

*** Orleans has not set prices yet

Paul S. Daniels C&D \$145/ton, \$72.50 min.
S&J Exco Inc. C&D \$130/ton, \$25.00 min.

Depreciation

	Purchase Price	Depreciation Year	Per Remaining Depreciation	10 Year Depreciation
2010 MSW Trailer	\$50,000	\$5,000	\$15,000	\$5,000
2010 MSW Trailer	\$50,000	\$5,000	\$15,000	\$5,000
2011 MSW Trailer	\$50,000	\$5,000	\$20,000	\$5,000
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
2007 C&D Trailer	\$42,225	\$4,223	\$0	\$0
1991 Roll Off Trailer	\$34,500	\$3,450	\$0	\$0
2008 Roll Off Truck	\$150,000	\$15,000	\$0	\$0
2009 Pup Trailer	\$23,700	\$2,370	\$2,370	\$2,370
2012 MSW Trailer	\$51,475	\$5,148	\$30,885	\$5,148
Transfer Station Overhaul (25yr)	\$250,000	\$10,000	\$240,000	\$10,000
2016 Mack Tractor	\$150,000	\$15,000	\$135,000	\$15,000
2017 Mack Tractor	\$150,000	\$15,000	\$150,000	\$15,000
2017 MSW Trailer	\$70,000	\$7,000	\$70,000	\$7,000
2017 Siding/Gutters	\$122,000	\$12,200	\$122,000	\$12,200
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Total	\$1,236,125		\$800,255	\$81,718

FY15 Disposal Area Revenue

Gate Receipts	\$1,167,154
Sticker Revenue	\$856,602
Recycling Revenue	\$132,782
Total Revenue	\$2,156,538

FY 15 DISPOSAL AREA REVENUE

MUNIS FY15

DISPOSAL REGULAR FEES \$540,854.85
014394 424702

DISPOSAL COMMERCIAL FEES \$626,299.07
014394 424703

\$1,167,153.92

DISPOSAL AREA STICKERS \$856,602.00
014394 424701

RECYCLE PAPER \$32,262.73
014394 427010

RECYCLE BOTTLES \$15,160.25
014394 427011

RECYCLE OTHER \$4,885.25
014394 427012

RECYCLE METAL \$80,473.75
014394 427013

\$132,781.98

TOTAL FY 15 REVENUE \$2,156,537.90

Related Documents - 4/19/16 BOS Meeting

- 01 Agenda.pdf
- 02 Planning Bd Resignation.pdf
- 03 COA Walk Signs.pdf
- 04 Allen Harbor Landing Pavement.pdf
- 05 Seasonal Gen License Renewals.pdf
- 06 Channel 18 Upgrade.pdf
- 07 Public Hearing - Disposal Area Fees.pdf
- 08 License Plate Recognition.pdf
- 09 Article 38 - Marini Property.pdf
- 10 One Liners.pdf