

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, FEBRUARY 12, 2018
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Brown, Howell, Kavanagh, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Carol Coppola, Joseph McParland, Dana DeCosta, John Chorey, Jack Brown, Ed McManus, Mark Ameres, Sharon Pflieger, Allin Thompson, Gary Carreiro, Judith Underwood, Val Peter, and others.

WEEKLY BRIEFING

No one appeared before the Board.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Pflieger of the Wastewater Support Committee announced that the Committee will be meeting on Thursday, February 15th at 6:00 p.m. to go over some new information regarding the wastewater project.

CONSENT AGENDA

- A. Approve Minutes – January 29, 2018 Regular Session
- B. Approve and authorize the Chair to sign a letter of support for FY18 funding for the Community Development Block Grant application
- C. Approve use of the Caleb Chase Fund in the amount of \$700.00 per the request of the Council on Aging Social Services Coordinator
- D. Approve 2018 renewal of Auto Class IV Auto Repairman License for All Out Performance

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

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

- A. Town Administrator presents FY19 Budget and Budget Message to the Board of Selectmen and Finance Committee

Mr. Brown, Chair, called the meeting of the Finance Committee to order at 6:35 p.m. and noted that they had a quorum. Mr. Clark provided the attached slide presentation of the FY19 Budget and reported that it is a balanced budget in the amount of \$65,371,876. He noted that the presentation is online and encouraged the public to look at it. He and Ms. Coppola took questions and comments from the Board and Finance Committee regarding the presentation. The Finance Committee adjourned their meeting at 7:55 p.m.

B. Interim Water Commissioner Vacancy Interviews

Mr. Carreiro, Chair, called the meeting of the Water Commissioners to order at 7:57 p.m.

Chairman MacAskill reported that the position had been advertised and the candidates applied using the Citizens Activity Form.

Candidates Joseph McParland, Judith Underwood and Val Peter each provided brief background information on themselves. Chairman MacAskill asked each candidate the attached interview questions after which Mr. Carreiro provided information on the meeting times and activities of the Commission. The candidates took further questions from the Board of Selectmen and Water Commissioners.

Mr. Carreiro moved to nominate Judith Underwood to the Water Commissioners. Ms. Brown seconded the motion. Mr. Howell said he'd like to maintain at least one woman in the position because ideally the government should look like the people it represents and Ms. Brown agreed. Mr. Carreiro stated that he nominated Ms. Underwood because she was the only one who said they loved the Town and he ran for the position because he loved the Town and wanted to serve. Mr. Ballantine and Mr. Thompson opposed the motion and the motion carried on a 5-2-0 vote. The Water Commission adjourned their meeting at 8:26 p.m.

NEW BUSINESS

A. Review of Draft ATM Warrant Articles

Mr. Clark outlined the draft articles. The Board briefly discussed the order of the articles. No action was taken.

TOWN ADMINISTRATOR'S REPORT

A. Housing Trust Membership

Mr. Clark stated that there was a question as to whether a member of the Board of Selectmen could stand on the Housing Trust. He confirmed that per the statute, a member of the Board can and should be on the Trust.

Mr. Clark reported that we got an opinion from K-PLaw on the Housing Authority vacancy. He said they can put it on the ballot to fill the position for 4 years because that is the remaining length of the term but the person may have to be removed once the state establishes a process to follow. He said the other avenue would be that they do not put it on the ballot and leave the position vacant and after the election they can fill the vacancy for a one year term to see if the state decides the process for the tenant position. He said the Town Clerk would appreciate knowing if we are going to put this on the ballot so she can plan for it. Chairman MacAskill said he would put it on the February 26th agenda for a vote.

B. Departmental Weekly Reports

Mr. Ballantine said he would like to get a sense of where the Board of Health is going on the Sewer Regulation Policy. He also asked for an update on what the Police Department is presenting to the schools on opioid abuse prevention. Chairman MacAskill said he would schedule those items.

ADJOURNMENT

Mr. Ballantine moved to adjourn at 8:48 p.m. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

FY 2019 BUDGET PRESENTATION

Harwich, MA

Town Administrator: Christopher Clark
Finance Director: Carol Coppola

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- The Total Revenue for FY2019 is **\$65,371,876** and the Total anticipated expenditures are **\$65,369,628** creating a balanced budget. Minor surplus **\$2,248**
- Budget Highlights
- Major Initiatives

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General Fund Budget - Major Categories

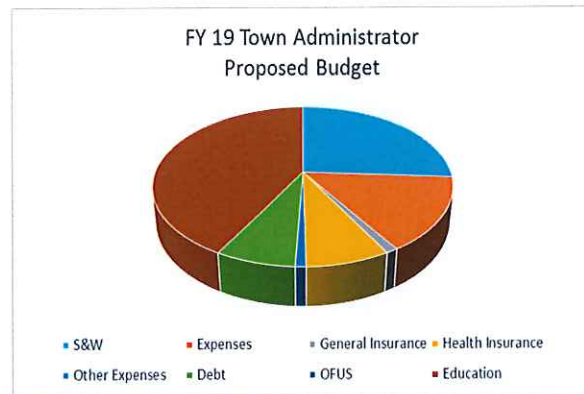
General Fund Budget	2017 Actual	2018 Budget	2019 Budget	% Increase
Town	22,988,237	22,988,237	23,756,439	3.34%
Town + Debt	26,738,546	25,596,657	28,518,903	11.42%
Town + Debt + School	52,009,177	51,843,768	55,793,893	7.62%

Budget Priorities:

- 2 New Firefighters
- 1 New Police Officer
- 1 IT Professional
- Cultural Center & Channel 18 Staff
- Staffing Level Review
- OPEB Funding
- Health Insurance – 6% Increase
- High Deductible Plan

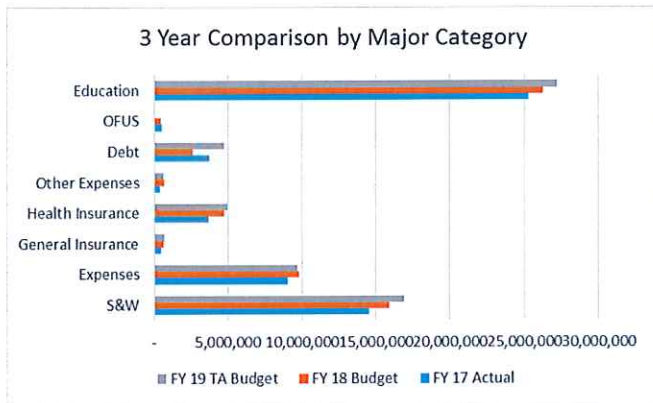
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Proposed Budget by Category



4

Proposed Budget 3 Year Comparison



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S&P: THE TOP TEN MANAGEMENT CHARACTERISTICS OF HIGHLY RATED U.S. PUBLIC FINANCE ISSUERS

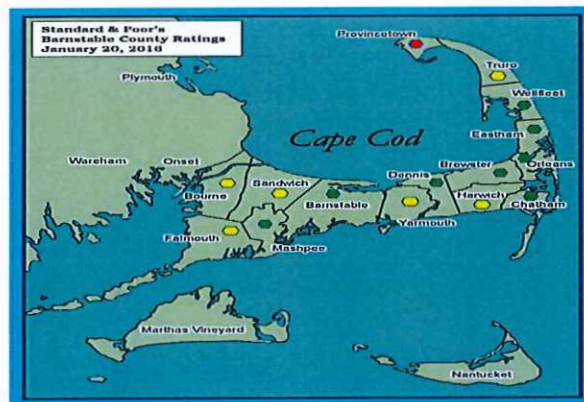
1. Focus on Structural Balance
2. Strong Liquidity Management
3. Regular Economic and Revenue Updates to Identify Shortfalls Early
4. An Established Rainy Day/Budget Stabilization Reserve
5. Prioritizing Spending Plans and Establish Contingency Plans for Operating Budgets
6. Strong Long-Term and Contingent Liability Management (OPEB)
7. A Multiyear Financial Plan in Place that Considers the Affordability of Actions or Plans Before They Become Part of The Annual Budget
8. A Formal Debt Management Policy in Place to Evaluate Future Debt Profile
9. A Pay-As-You-Go Financing Strategy as Part of the Operating and Capital Budget
10. A Well-Defined and Coordinated Economic Development Strategy

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STANDARD & POORS OBSERVATIONS OF HARWICH

- Very strong economy
- Strong management
- Strong budgetary performance
- Strong budgetary flexibility
- Very strong liquidity
- Very strong debt-and-contingent-liability profile
- Strong institutional framework

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BUDGET REVENUE AND EXPENSE SUMMARY

Displaying the Projected Budget
for FY 2019

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MAJOR INITIATIVES/THEMES FISCAL YEAR 2019 BUDGET

- ◉ MAINTAIN AND ENHANCING LEVELS OF SERVICE
- ◉ EDUCATION OPPORTUNITIES
- ◉ HUMAN RESOURCES (COLLECTIVE BARGAINING AND BENEFITS)
- ◉ COMPREHENSIVE WASTEWATER MANAGEMENT PLAN (CWMP)
- ◉ FINANCIAL MANAGEMENT (CAPITAL, DEBT AND RESERVES)

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Enhanced Levels of Service (EoS)

Concept

Amount

IT Professional

\$ 62,266

(Increase information technology full time personnel to augment department)

EOS Department	FY 19 Amount	Purpose
IT	62,266	IT Professional to augment 1 person department
Channel 18	9,906	Part time videographer
Fire	38,310	Pre employment physicals, equipment, uniforms
Police	11,350	Physical/psychological exams, equipment
DPW	69,121	Building maintenance position
Cemetery	8,820	Pet crematory operator
Comm Ctr	25,018	Unstaffed hours/Sunday operation
COA	36,746	Receptionist
Recreation	14,458	Sunday operation
	275,996	
Amt funded	62,266	IT Professional
Budget Reduction	213,730	
To be funded from Cable Receipts		

Town of Harwich Department Staffing

Department	FY 04 (FT)	FY 04 (PT YR)	FY 15 (FT)	FY 15 (PT YR)	FY 16 (FT)	FY 16 (PT YR)	FY 17 (FT)	FY 17 (PT YR)	FY 18 (FT)	FY 18 (PT YR)	FY 19 (FT)	FY 19 (PT YR)
Accounting	3		3		3		3		3		3	
Administration	5		4		4		4		4		4	
Assessors ¹	5		3		3		3		3		3	
Building	4	2	4	2	4	2	4	2	4	2	4	3
Cemetery ⁷	2	3		1	1		1		1		1	
Channel 18	1		2		2		2		2	1	2	1
COA	2	4	4	4	5	3	5	3	5	3	5	3
Communty Ctr.	4	4	2	2	2	2	3	2	3	2	3	2
Conservation ³		1.5	1.5		1.5		1.5	1	1	2	2	0
Engineering	2		2		2		2		2		2	
Golf	8	2	8	2	7	3	7	3	7	3	9	0
Harbor ⁴	4		3	2	4	1	4	1	4	1	4	1
Health ⁵	4	3	3	2	3	2	3	1	3	1	3	1
I.T.	1		1		1		1		1		2	
Library	5	16	6	18	6	18	6	22	6	21	6	21
Nat. Resource ⁴			1		1		1		1		1	
Planning ⁶	3		2		2		2		2		2	
Rec/ Youth	5	1	3	1	3	1	3	1	3	1	3	1
Town Clerk ²	3		3		3		3		3		3	
Treasurer/ Coll.	4		4		4		4		4		4	
Water	13	3	15	2	15	3	15	3	15	3	15	0
Youth	1		1		1		1		1		1	
DPW	29	?	35	?	36	?	37	6	37	7	37	7
Fire	35	2	34	2	34	2	34	2	34	2	36	2
Police	47	7	41	10	41	11	42	8	42	8	43	8
Total Employees	190	48.5	185.5	48	188.5	48	190.5	56	190	58	197	51

Collective Bargaining Unit As of January 17, 2018	FY17	FY18	FY19	FY20
Harwich Permanent Fire Fighters Association Local 2124	X	X	(1)	
Harwich Employees Association (HEA)	X	(1)		
Highways & Maintenance Employees Association (HMEA)	•	X	X	X
Harwich Management Employees Association SEIU 888	X	X	(2)	
International Association of Machinists & Aerospace Workers (Water)	X	X		
N.E. Police Benevolent Association (NEPBA) Local 103 Emergency Telecommunication Dispatchers	X	X	X	
Harwich Police Federation (Officers)	X	X	X	
N.E. Police Benevolent Association (NEPBA) Local 69 (Superiors)	X	X	X	
Personnel Bylaw	X	X		

- (1) Currently in negotiations
- (2) Has requested negotiations
- X Existing/Current Contract
- Previous Contract

Funding our operations includes utilizing undesignated fund balance, better known as "Free Cash," which is certified at **\$3,576,156** million. This amount is available to fund capital programs and to build reserves for the FY 19 budget.

Available Free Cash	\$3,576,156
Capital Budget Items	\$1,446,853
Monomoy Capital Assessment	\$225,000
Snow and Ice	\$500,000
OPEB	\$625,000
Cultural Center Operations Subsidy	\$125,000
Stabilization	\$500,000
Chamber of Commerce	\$30,000
Libraries	\$20,000
Cultural Council	\$3,000
Operating Budget Small Capital Items	\$80,000
Prior Years Unpaid Bills	\$20,000
Total Allocated	\$3,574,853

MONOMOY ASSESSMENT

	Harwich	Chatham	
Operating Budget	\$23,282,215	\$8,368,284	\$31,650,499
Transportation	\$430,896	\$149,905	\$580,801
Capital	\$260,038	\$94,963	\$355,000
	\$23,973,149	\$8,613,151	\$32,586,300
Debt	\$1,636,241	\$597,535	\$2,233,776
TOTAL FY19 Assessment	\$25,609,390	\$9,210,686	\$34,820,076
FY18 Assessment	Harwich	Chatham	
Operating Budget	\$22,460,001	\$8,119,156	\$30,579,157
Transportation	\$367,275	\$124,523	\$491,798
Capital	\$224,114	\$80,886	\$305,000
	\$23,051,390	\$8,324,565	\$31,375,955
Debt	\$1,708,359	\$616,372	\$2,324,931
TOTAL FY18	\$24,759,749	\$8,941,137	\$33,700,886
Δ From FY19 DRAFT to FY18			
Operating Budget	\$822,214	\$249,128	\$1,071,342
Transportation	\$63,621	\$25,382	\$89,003
Capital	\$35,924	\$14,077	\$50,000
	\$921,759	\$288,586	\$1,210,345
Debt	-\$72,118	-\$19,037	-\$91,155
	\$849,641	\$269,549	\$1,119,190
percent increase over FY18	3.43%	3.01%	3.32%

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CAPE TECH REGIONAL HS

FY19 Draft Assessments									
Towns	FY18	FY19	%	Total Assessments		Change		Per Student	
				FY19	FY18	\$	%	FY17	FY18
Barnstable	183	179	30.3%	\$ 3,682,234	\$3,535,665	\$ 146,569.00	4.1%	\$ 19,320.57	\$ 20,571.14
Brewster	43	41	6.9%	\$ 845,458	\$831,711	\$ 13,747.00	1.7%	\$ 19,342.12	\$ 20,620.93
Chatham	10	7	1.2%	\$ 144,333	\$194,070	\$ (49,737.00)	-25.6%	\$ 19,407.00	\$ 20,619.00
Dennis	67	61	10.3%	\$ 1,258,354	\$1,303,183	\$ (44,829.00)	-3.4%	\$ 19,450.49	\$ 20,628.75
Eastham	15	22	3.7%	\$ 454,819	\$291,987	\$ 162,832.00	55.8%	\$ 19,465.80	\$ 20,673.59
Harwich	77	77	13.0%	\$ 1,581,237	\$1,487,362	\$ 93,875.00	6.3%	\$ 19,316.39	\$ 20,535.55
Mashpee	57	53	9.0%	\$ 1,088,399	\$1,135,010	\$ (46,611.00)	-4.1%	\$ 19,912.46	\$ 20,535.83
Orleans	15	11	1.9%	\$ 226,114	\$290,179	\$ (64,065.00)	-22.1%	\$ 19,345.27	\$ 20,555.82
Provincetown	5	7	1.2%	\$ 144,381	\$97,409	\$ 46,972.00	48.2%	\$ 19,481.80	\$ 20,625.86
Truro	3	6	1.0%	\$ 124,697	\$57,075	\$ 67,622.00	118.5%	\$ 19,025.00	\$ 20,782.83
Wellfleet	9	13	2.2%	\$ 268,755	\$173,827	\$ 94,928.00	54.6%	\$ 19,314.11	\$ 20,673.46
Yarmouth	137	114	19.3%	\$ 2,341,152	\$2,645,675	\$ (304,523.00)	-11.5%	\$ 19,311.50	\$ 20,536.42
	621	591	100.0%	\$ 12,169,933	\$ 12,043,163	\$ 116,780	0.97%		

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CWMP PHASE 2: Total Request \$23,080,000

1. Cost for Installation of Pumps and Pipes for Chatham/Harwich Station	2,150,000
2. Construction of Sewers in Southern Pleasant Bay Area Phase 2 of CWMP	20,280,000
3. Hinckley's Pond Allium Treatment and Improved Access	650,000

The Total CWMP Phase 2 balance request is \$23,080,000 to be funded by:

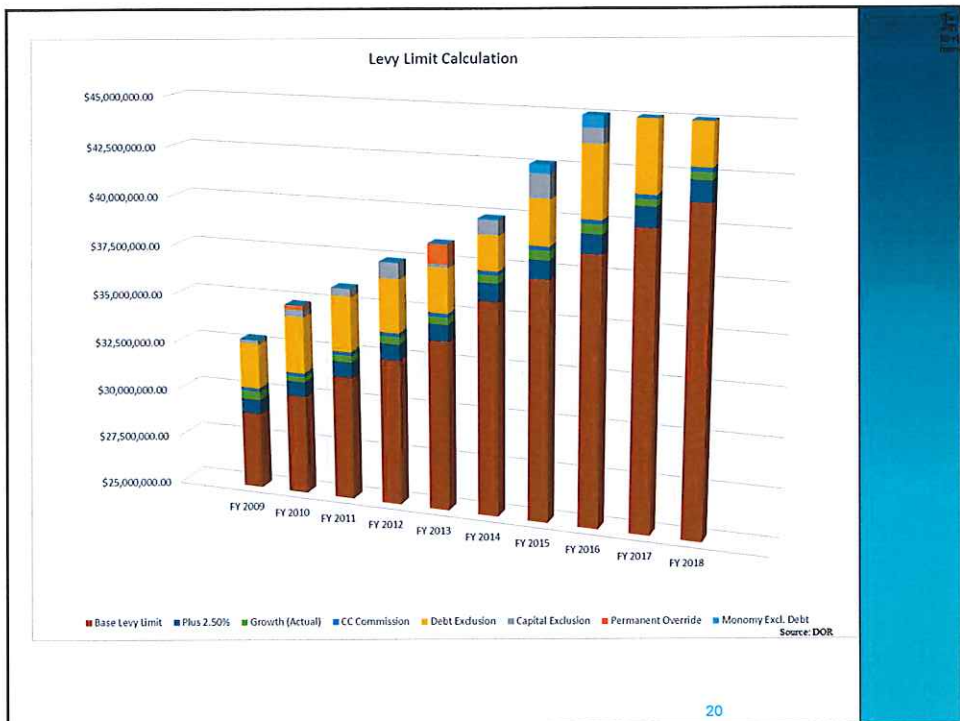
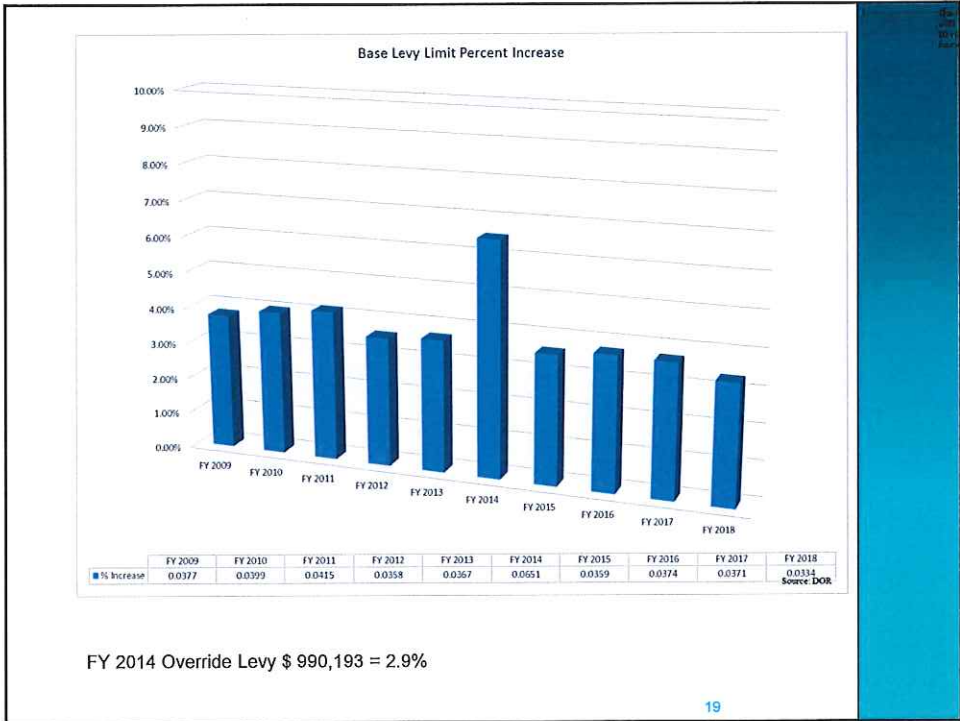
Debt Exclusion \$22,430,000 & CPC Funding \$650,000 with the work to be completed over the next two to three years

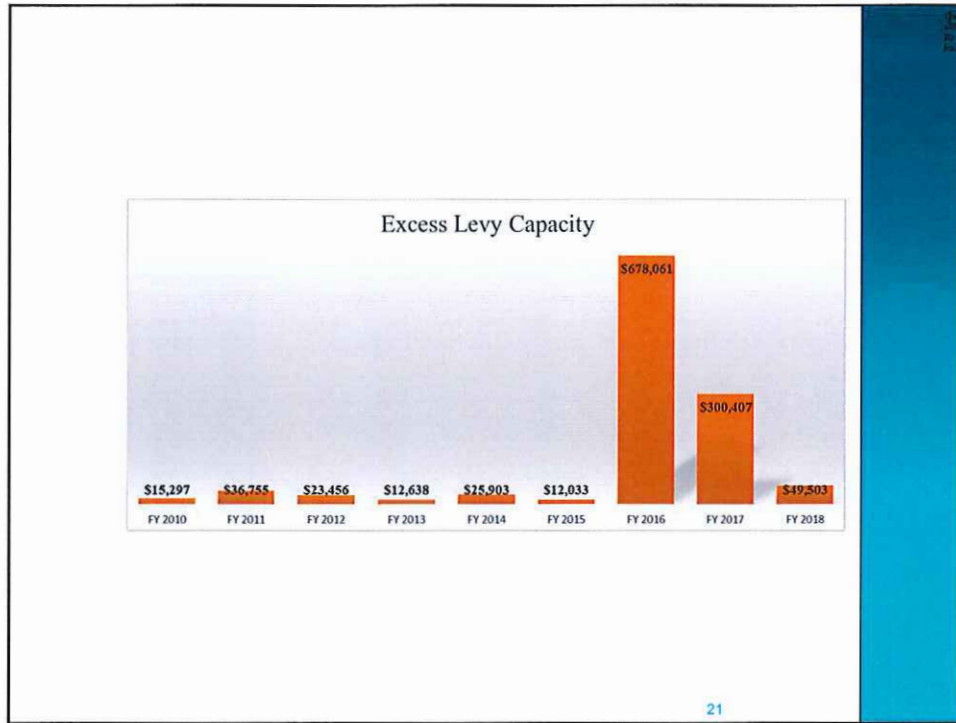
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**HISTORICAL TAX
REVENUE DATA**

For Fiscal Years 2009-2018

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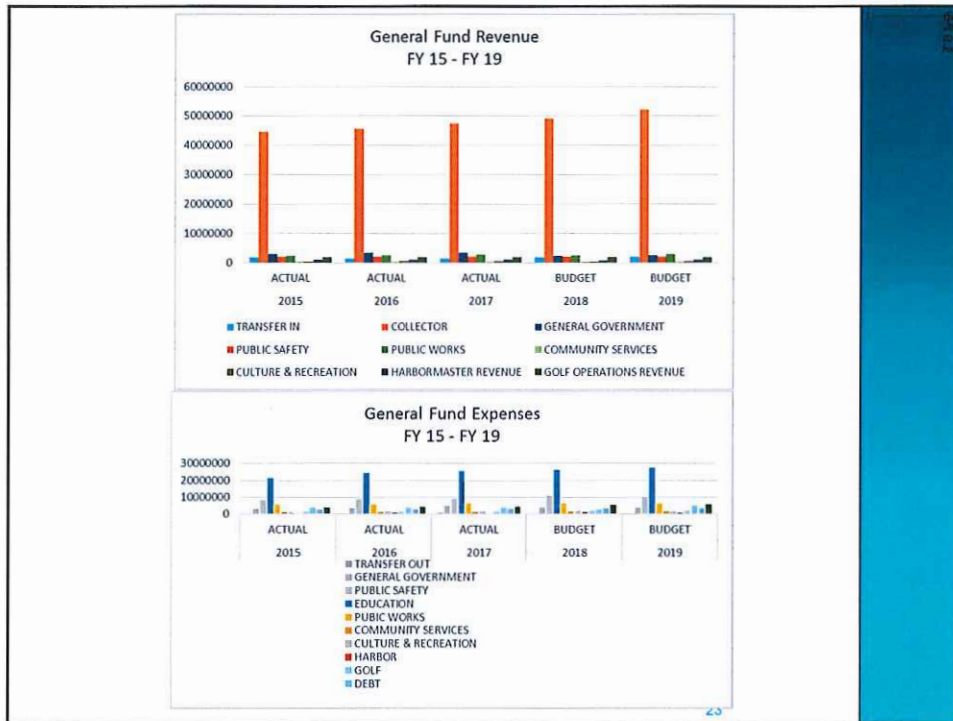




SELECT BUDGET DATA

Charts for Past, Present and Future

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FY17 - Fringe Benefits Analysis - Average Per Full-Time Employee

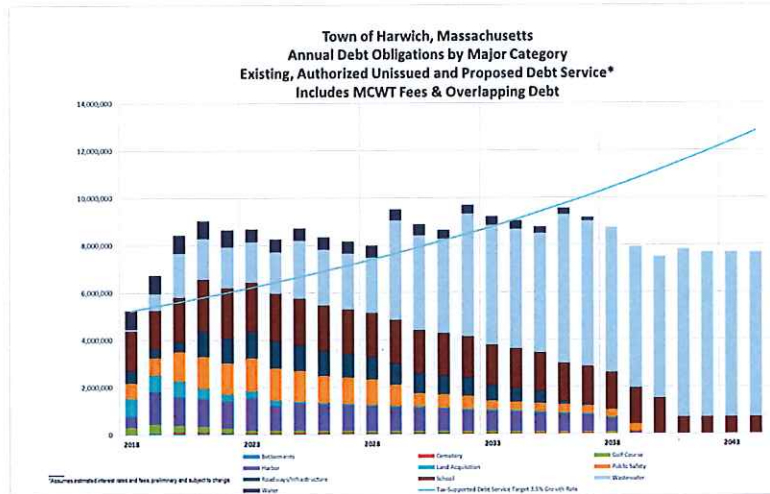
Position	Total	Fringe Benefits					Fringe Benefits	
	Avg Wages	Health	Retirement	WC	IOD	UnEmp Comp	TOTAL	Percentage
Public Safety	\$ 69,938	\$ 14,220	\$ 9,791	\$ -	\$ 1,425	\$ 210	\$ 25,646	37%
Public Works (37)	\$ 57,690	\$ 14,500	\$ 8,077	\$ 1,869	\$ -	\$ 173	\$ 24,619	43%
Admin/Clerical (56)	\$ 59,418	\$ 13,500	\$ 8,319	\$ 48	\$ -	\$ 178	\$ 22,044	37%
Water ¹ (13)	\$ 61,143	\$ 15,750	\$ 8,560	\$ 2,116	\$ -	\$ 183	\$ 26,609	44%
Harbor/Maint/Parks&Rec/Nurse ¹ (20)	\$ 67,807	\$ 16,880	\$ 9,493	\$ 1,709	\$ -	\$ 203	\$ 28,285	42%

DEBT STRUCTURE

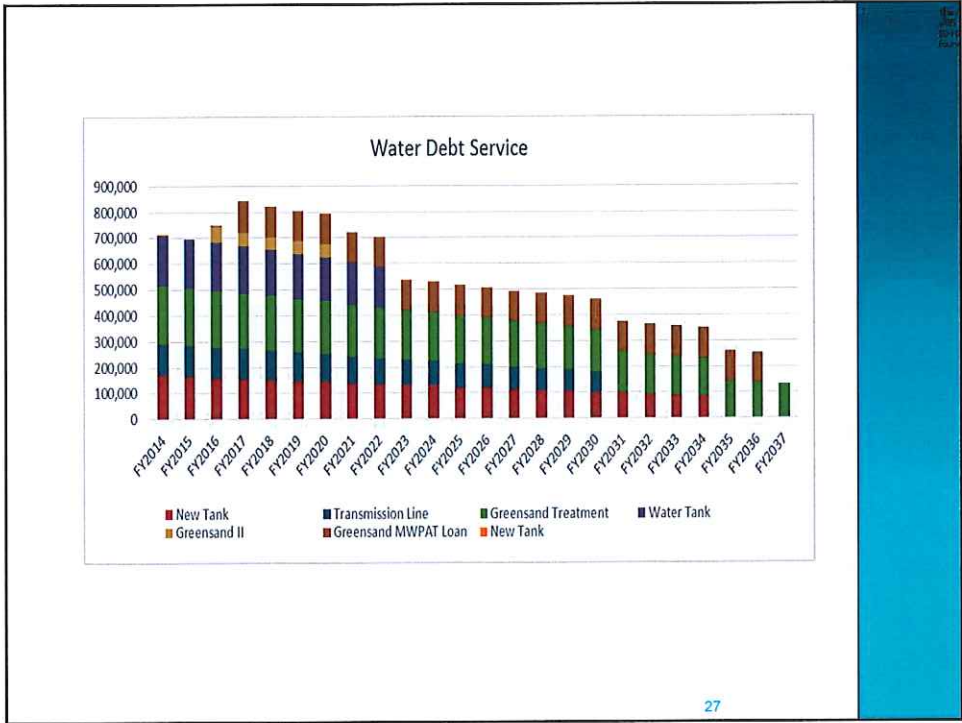
Future Planning

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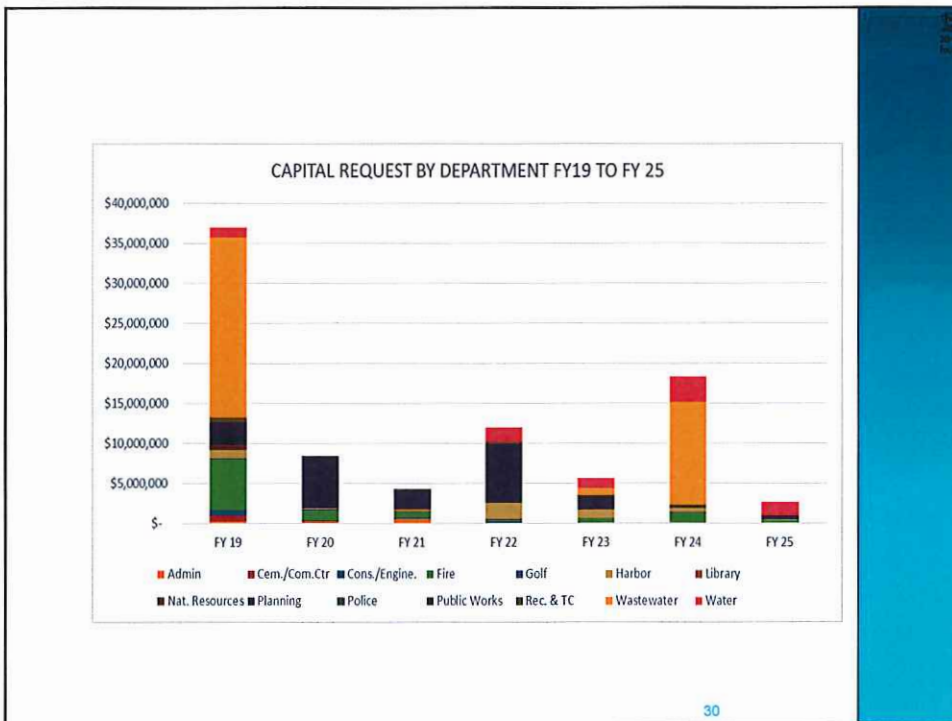
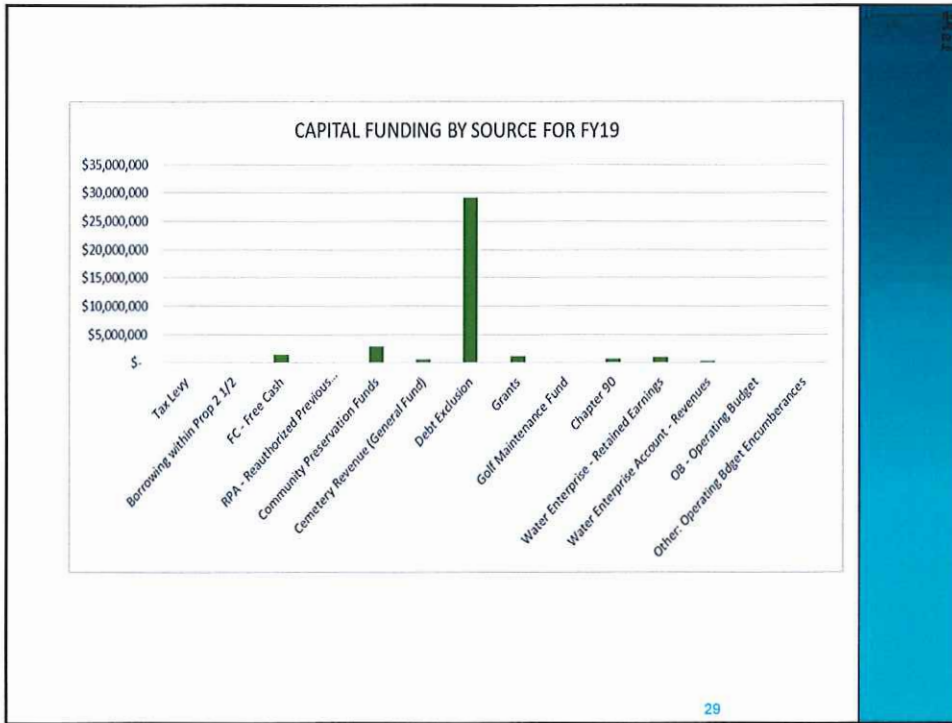
Town of Harwich, Massachusetts
Annual Debt Obligations by Major Category
Existing, Authorized Unissued and Proposed Debt Service*
Includes MCWT Fees & Overlapping Debt

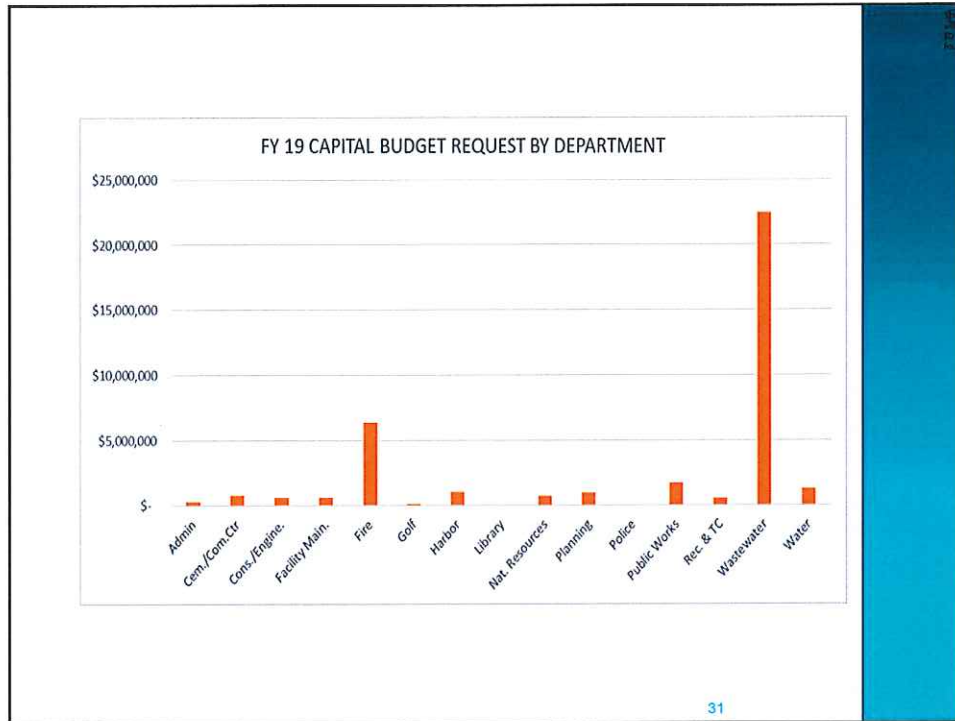


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CAPITAL BUDGET





Capital Plan - Free Cash Funding

Department	Project	Funding Source	TA Rec
ADMINISTRATION			
Admin	Walkway Reconstruction Rte 28 SAQ to Harwichport	FC	\$ 250,000
Admin	Demolition of Former West Harwich School on Bells Neck	FC	\$ -
Facility Main.-DPW			
Facility Main.-DPW	Update and Replace the Town's Energy Management System for HVAC (All)	FC	\$ 140,000
	Additional Appropriation	FC	\$ -
Facility Main.-DPW	Carpet - (Community Center and Town Hall)	FC	\$ 130,000
Facility Main.-DPW	Albro/Brooks Academy Boilers	FC	\$ 40,000
FIRE			
Fire	Phase Two - Townwide Radio System	FC	\$ 100,000
Fire	Deputy Chief Vehicle Replacement	FC	\$ 48,000
Fire (New)	Nozel and Valve Replacement Program - (Town Funded Portion)	FC	\$ 3,750
Fire	Air Pack Replacement Program - (Town Funded Portion)	FC	\$ -
Fire	Ambulance Replacement Program	FC	\$ 340,000
NATURAL RESOURCES			
Natural Resources	Ford F-150 for Natural Resources Dept	FC	\$ 29,103
POLICE			
Police	Taser Replacement (5 year Program - 3 years to Pay)	FC	\$ 36,000
PUBLIC WORKS			
Public Works	Ford F-350 Dump Truck - Cemetery #18	FC	\$ 80,000
Public Works	Ford F-250 Pick Up - Highway #23	FC	\$ 55,000
Public Works	Ford F-350 Dump Truck - Park #16	FC	\$ 80,000
REC & YOUTH			
Rec & Youth	2018 Ford Transit Passenger Wagon	FC	\$ 35,000
Rec & Youth	Bank Street Beach parking Lot Paving /Overlay	FC	\$ 80,000
Total Free Cash Funding Funding			\$ 1,446,853

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FY 19 funding plan also calls for funding several operating budget small capital items from free cash totaling \$78,500

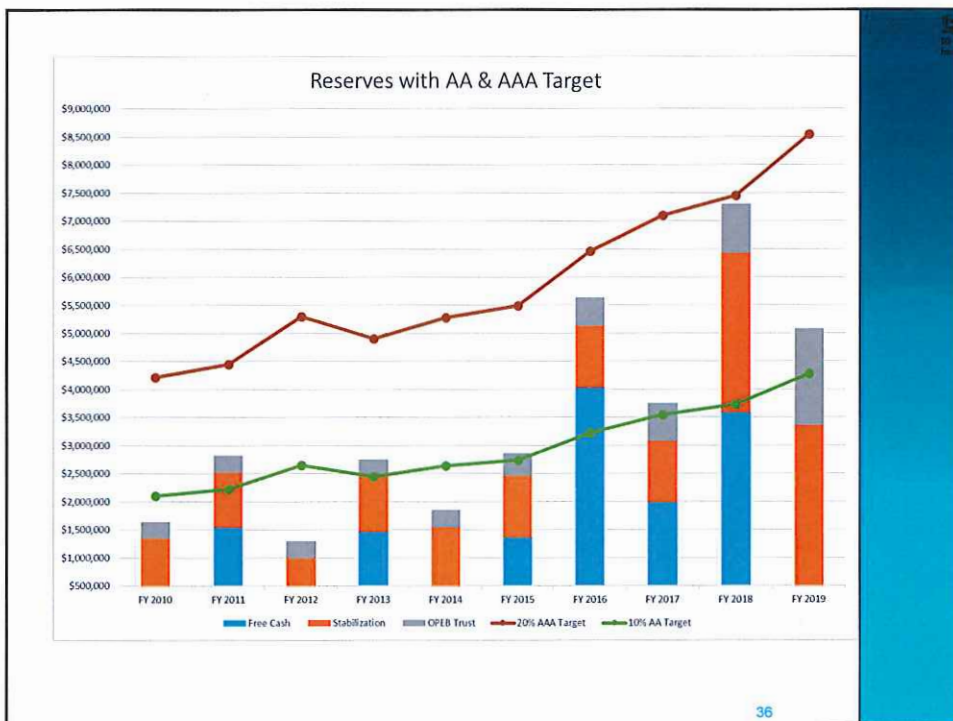
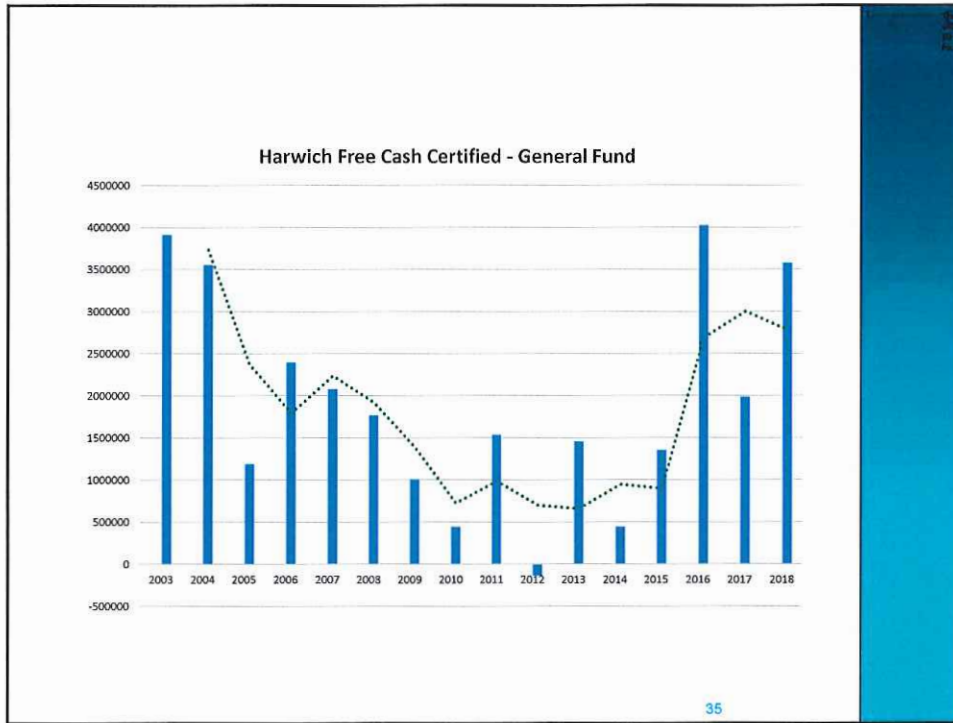
Community Center Computers	\$10,000
Police Printers and desktop computers	\$17,000
Police Mobile Radar Units	\$ 5,000
Fire Image Trend Reporting Software	\$ 7,500
Fire Self Contained Breathing Apparatus	\$ 5,000
Harbormaster Office Furniture	\$10,000
IT Equipment	\$24,000

Debt Exclusions

Department	Description	Amount
Public Works	Five Year Road Maintenance Program	\$700,000
Wastewater	Phase 2 (Chatham Connection & Construction)	\$22,430,000
Fire	Station 2 Construction	\$6,050,000
Cemetery	Pet Crematory Building	\$486,000
Cemetery	Pet Crematory Equipment	\$91,950
	Total	\$29,757,950

RESERVE FUND BALANCES

Historical and Projected



THANK YOU FOR YOUR
ATTENTION

ANY QUESTIONS

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Water Commissioners Interview

1. Why are you interested in serving as a Water Commissioner?
2. What experience do you have serving in public office?
3. What experience do you have dealing with administration' strategic planning and fiscal management?
4. What is your understanding of an Enterprise Fund?
5. What is your ability to express yourself and your views in a public arena?
6. Can you keep an open mind and objective mind in reviewing proposals and policies? (Please give an example).
7. What do you know about the Harwich Water Department? Have you ever attended one of their meetings?
8. Will you be able to attend training as it pertains to being a Water Commissioner?
9. Attendance is critical because it being such a small board, will you have problems attending meetings year round?
10. Do you feel you may have any conflicts of interest while serving as a Water Commissioner?
11. Part of you fiduciary responsibilities may be having to tell your neighbor he is responsible for paying his water bill and if he doesn't you will have to shut off his water. Can you do that?
12. Why should we consider you?

Related Documents - 2/12/18 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes January 29.pdf
- 03 CDBG Truro Grant Letter of Support.pdf
- 04 Class IV Auto Repair License.pdf
- 05 Water Commission Vacancy Interviews.pdf
- 06 Fiscal Year 19 Town Administrator Budget Message Feb 9 2018_cfc.pdf
- 07 CPC COC and TA Recommendations Feb 9 2018 Summary Capital Budget Message.pdf
- 08 Draft ATM Article listing.pdf
- 09 TA Rpt - Housing Trust.pdf
- 10 TA Rpt - Housing Authority Vacancy.pdf
- 11 Department Weekly Reports.pdf