

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 25, 2017
6:30 P.M.**

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

OTHERS PRESENT: Town Administrator Christopher Clark, Carolyn Carey, Amy Usowski, John Rendon, Carol Coppola, Aly Sabatino, Larry Cole, Cyndi Williams, Leo Cakounes, Bradford Chase, Dana DeCosta, and others.

WEEKLY BRIEFING

Ms. Usowski reported that the Annual Coast Sweep is this Saturday from 9:00-11:00 and noted that this is an international event that allows for a chance to tabulate how much garbage is on our beaches and in our beach parking lots.

PUBLIC COMMENT/ANNOUNCEMENTS

Mr. Cole stated that this Sunday is the ninth annual running of the Cranberry Harvest Half Marathon and 10K Road Races.

Mr. Ulrich, President of the Harwich Chamber of Commerce, announced that Cyndi Williams is the new Harwich Chamber Executive Director. He offered her his congratulations and thanked her for her work.

CONSENT AGENDA

- A. Approve Minutes
 - 1. September 11, 2017 Executive Session
 - 2. September 11, 2017 Regular Session
- B. Approve the recommendation of the Town Administrator to install a new pole and relocate an old pole at 60 Kelley Ave. per the request of Verizon and Eversource Energy
- C. Approve request for assistance from the Caleb Chase Fund
- D. Confirm appointment of Jeffrey Pina as Heavy Equipment Operator for DPW as recommended
- E. Confirm appointment of Daniel Mereste as Heavy Equipment Operator for DPW as recommended

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

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

- A. Annual Meetings with the Selectmen:
 - 1. Conservation Commission

Mr. Chase delivered the annual report of the Conservation Commission. He and Ms. Usowski took questions and comments from the Board.

2. Real Estate and Open Space Committee

Chairman MacAskill noted that the Real Estate and Open Space Committee has cancelled tonight.

B. Town Administrator/Finance Director to present the Five-Year Financial Plan / update on FY16 & FY 17 Audit

Mr. Clark provided an overview of the 5 Year Financial Plan (see attached) after which Ms. Coppola provided a Power Point presentation of the debt charts. Mr. Clark and Ms. Coppola took questions from the Board. Ms. Coppola stated that she has received a draft of the FY16 audit from auditors Lynch, Malloy and Marini and has reached out to them to get a final audit. She noted that they also conducted a single audit for Muddy Creek and are working on putting that report together. She stated that for FY17 the new auditors, Powers and Sullivan, have completed their on-site work and they are working on additional schedules in their office. She noted that they will need to obtain an OPEB update after which we can finalize the audit for FY17. She stated that she does expect them to have questions about capital assets and things of that nature. She added that we are also doing a special study of cemetery funds. Chairman MacAskill asked if it is on the table for Lynch, Malloy and Marini to make a presentation. Mr. Clark responded that as we are phasing them out, it would be more valuable to have Powers and Sullivan in to see their recommendations relevant to the CAFR to become a AAA rated community and hear any concerns they may have. Chairman MacAskill said Lynch, Malloy and Marini should do an overview on the FY16 audit as well.

OLD BUSINESS

A. Ginger Plum Lane Betterment:

1. Vote an Administrative Fee of \$9,376.43 and a 5% interest rate
2. Vote a total Road Betterment of \$176,813 and a prorated share of \$6,907
3. Vote to certify the list of Betterment Assessments to the Board of Assessors

Mr. Clark provided an overview of the betterment process. At his recommendation, Ms. Kavanagh moved to 1) vote an Administrative Fee of \$9,376.43 and a 5% interest rate, 2) vote a total Road Betterment of \$176,813 and a prorated share of \$6,907, and 3) vote to certify the list of Betterment Assessments to the Board of Assessors. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

B. Saquatucket Landside Project Update

Mr. Clark provided an overview of his memo to the Board dated September 22, 2017 (attached). He took questions from Ms. Kavanagh regarding the structure of the piers and the add alternate of the snack shack. Mr. Clark stated that either we move forward with the base design or we move forward with the base design plus the snack shack. Mr. Howell stated that there were two things we sold this with at Town Meeting – the office and the garage, and we have been trying to get out of the Harbormaster's Building on Bank Street since the early 2000's. He commented that we are having all this conversation about the snack shack and we're not thinking in terms of the fact that we need to fund the garage. He commented that we are holding the garage hostage. Mr. Clark stated that we were

hoping to do everything at \$3,000,000 and the bids didn't come in that way so we had to make some decisions. He said if we leave the garage in and take the snack shack out, there is potential that we can get a bid that we cannot award because we don't have sufficient funds and by removing the garage we definitely know that we can do that portion of the project. He explained that if we sell 203 Bank Street, we can use that revenue to offset the additional cost and do the garage as we had told Town Meeting. Chairman MacAskill commented that we are far outside the scope of this project and what was sold to Town Meeting, the neighbors, the Board, and Finance Committee and said he doesn't understand putting a \$400,000 snack shack ahead of a maintenance building. He pointed out that the architect came before them with a detailed set of plans. He stated that he can't support this project at all and we should go back to Town Meeting for a phased project that makes sense and doesn't sacrifice anything. He stressed that what we really need is a Harbormaster's building. Mr. Rendon stated that he doesn't think we are that far from what we presented to the Town and he noted that we put the snack shack in as an add alternate, not as part of the base bid, and we can take it out if we want. He stated that we aren't changing the project to the point that it's not what the voters voted for. He commented that in every project you have to adjust and we are making some adjustments. He stated that the bids were off for a number of reasons including that the soil ended up being bad where we had to have piles, and the economy is booming and the cost is ridiculous but that's the market. He said they've worked hard on this for two years and did not want to throw this out the window. Chairman MacAskill stated that he doesn't feel this is the same project we brought before the voters. Ms. Brown stated that she was still hung up on the \$5.2 million plan because it was beautiful and she preferred a cafeteria over a food truck in a parking lot. She said she is more concerned about what we want the harbor to be and not the numbers as much and said maybe we should go back to the drawing board with a grand vision with a 5 or 10 year plan. Mr. Howell stated that in looking at the budget presentation earlier, if it's a great idea and we sell it that's great, in this case we are jettisoning one of the two operational components of this and the most important component, the garage, should not be pushed off. He said he can see the grand vision and it would be a great idea but within the context of where we are financially, we should be doing the two operational things first and then building that up into something special. Mr. Cakounes stated that he recommended a phased project at Town Meeting but that was rejected and he thinks it is coming to fruition that it is a good idea. Mr. DeCosta stated that for the future, this does point to having bids prior to Town Meeting which was a past practice of prior Boards. Ms. Kavanagh stated that the original plan was beautiful and would have benefited the entire Town. She said we've had multiple projects in Town that have gone over budget in various areas of the Town where some of them weren't sustaining and we've got a harbor with fees that is sustaining. She said that the process of the pricing isn't unusual and that an architect and engineer designing something and revising it several times is not an unusual process and happens frequently. She said we have to be fiscally responsible but we also have to look above and beyond that dollar, and she disagreed with Mr. Howell's comment that we are holding the garage hostage. She stressed that every construction project goes through different revisions for various reasons and the idea of switching engineers at this point is not feasible. Mr. Hart of the Waterways Committee said we need to look at what we really want and go out to bid again with those changes. Mr. Howell stated that add-ons invite people to take portions of this project and inflate them because if they get the base bid, they get their foot in the door to get the increments. He said he is more interested in seeing this going out to bid with the re-spec of everything and offer the opportunity for alternative bids, not alternate add-ons. Mr. Clark said we are pretty close, we can have the architect make these adjustments and then see the value of the \$300,000 we saved in the value engineering and look to see if that gets us where we need to be. He recommended seeing where we are in November. Mr. Ballantine agreed with Mr. Clark's recommendation. Chairman MacAskill said if we add the snack shack as an add alternate it's no harm, and we can take it out in November. Mr. Clark noted that the garage would have to be separate. Mr. Ballantine and Ms. Kavanagh wanted to rebid the project and Mr. Howell said he would like to see a

grand bid. Mr. Clark said we can accelerate and do the garage bid at the same time that we do the main bid and the Board agreed.

C. Discussion of management of Bells Neck Bogs

Chairman MacAskill said he would like to see farming on the bog. Mr. Ballantine concurred and commented that it's our heritage. He added that we need to take into consideration that methods to maintain bogs have progressed. The Board took comments from Mr. Cakounes regarding the cranberry market. Mr. Chase of the Conservation Commission said they are ready for an open discussion on this very soon. Mr. Ballantine moved to send Conservation a letter with a suggestion to use that as cranberry. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

D. Electronic Communications Policy for Elected Officials and Members of Boards and Commissions

Mr. Howell pointed out that the policy states that it is effective at the vote of the Board and from his conversation with Mr. Banford, this is not possible as it costs \$100 per license and everyone would be out of compliance until he completed his work. He suggested that 30-60 days to implement would be better. Ms. Brown stated that she had trouble with emails being deleted on her phone on her Town email address and said we need to look at our system and also find a better alternative than \$100 a mailbox. Chairman MacAskill said there's no way its \$100 per address and he noted that the County is working on a deal with Microsoft and we should look into this. The consensus of the Board was to bring the policy back in its existing form and get a better price on the licenses.

NEW BUSINESS

A. Accessory Apartment By-Law

Chairman MacAskill stated that the Planning Board met on September 20, 2017 and saw no reason to go forward with this and questioned what is wrong with the existing policy. He said they didn't make it a priority and wanted to table it because they saw no reason for change. Ms. Kavanagh stated that there are so many stipulations in our by-law and we are going against the recommendation of the Commission. Ms. Sabatino stated that the Planning Board reviewed the by-law and after careful thought agreed that the existing by-law meets the Town's goals. She said that currently accessory apartments require a Special Permit and that goes through the Planning Board as a hearing process and there are a number of requirements to meet before you can even apply. She said the Planning Board discussed it being a permitted use but after review their main concern was that they wanted the public to have a chance to review the application and have the permit be compatible with the neighborhood. She added that they agreed that it is cumbersome. Chairman MacAskill questioned how many people are doing this without going through the process. Mr. Howell stated there are a lot of requirements in the bylaw and we are trying to create rental stock that is not affordable but middle class. He said it is the language of the by-law, not just the fees that's an impediment. Ms. Kavanagh said the by-law needs to address the issues that are plaguing the Cape right now and we need to do something to make it better. She added that the zoning needs to be looked at overall. Mr. Cakounes said he attended the Planning Board meeting and found it interesting that there is definitely a division between someone who has a single family home and wants to convert the garage to a dwelling or put an addition on and pre-existing homes where they are not changing the structure or impacting the neighborhood and those should be handled administratively. He noted that the Commission is putting together some draft by-laws. Mr. DeCosta suggested asking the Commission for some draft by-laws and he pointed out that

the Board can submit a warrant article for Town Meeting vote. Mr. Clark suggested that the Board make their intent more clear that they expect to see an amendment to this with an administrative component. Chairman MacAskill asked Mr. Clark to work with the Town Planner to get the message across to the Planning Board. Mr. Cakounes said he would look for a by-law that works within the parameters of the existing homes.

B. Discussion on Board of Selectmen's Budget Message

Chairman MacAskill said he would bring the budget message back next week and asked the Board to submit their comments to him.

C. Discussion of In-House Legal Counsel

Chairman MacAskill stated that this isn't to replace our existing Counsel but rather to do away with some of the work that they do as a cost savings such as work for our regulatory boards, help with writing by-laws, and owners' unknown property. Ms. Brown said she would need to have salary information before she could vote on this. Mr. Howell said we need to at least ask the other towns what their experiences are and what it costs before we can make a decision about re-upping with KP Law. Mr. Clark recommended finding out what the towns of Dennis, Falmouth and Orleans arrangement is and bring this item back. Ms. Kavanagh agreed that it is important to know the cost. Mr. DeCosta noted that he was a Selectman when we got rid of our last Counsel and hired KP Law and it was a cost saving for us to hire them. He said we had someone who lived locally doing our legal work and the overall costs kept getting higher. Ms. Brown suggested having a discussion with Attorney Giorgio about using attorneys right out of law school and paying them at a lesser rate. Mr. Cakounes said he feels this is an area where the Commission should step up. He said he believes it would be a cost effective plan if the County had legal staff and had one high ranking attorney with a couple of interns under them and provided the services to the towns. He suggested the Board send a letter to the County asking them to look at it. Mr. Clark said we would do the research.

D. Goals and Objectives Assignments

Chairman MacAskill asked that if anyone has a problem with what they were assigned to, to please let him know.

E. Treasure Chest Discussion

Chairman MacAskill said we had a few more complaints about the Treasure Chest. He said one complaint was there were no Committee minutes online and another complaint was about volunteers taking things in the parking lot before residents get to them. Chairman MacAskill asked if anyone had a problem with Ms. Brown delving into this as she is the liaison or would they rather have Mr. Hooper do it. Mr. Howell said he thinks Ms. Brown should do this and pointed out that the Committee has had 7 meetings in 3 years and there are no minutes. Mr. Ballantine and Ms. Kavanagh agreed that Ms. Brown should look into it. Ms. Brown said she would like to meet with Mr. Clark and Mr. Hooper on this as Mr. Hooper is in charge of the volunteers, as well as the Chair of the Committee. Mr. Clark said we can set something up. Mr. Cakounes stated that there should be a written policy and procedure on the operation. He also noted that there is an Open Meeting Law seminar on October 2nd in Mashpee and the Board should insist that the Committee members attend.

TOWN ADMINISTRATOR'S REPORT

A. Update on vote on Cape Cod Tech School

Mr. Clark reported that the vote on the Tech School is October 24th and there will be two different ballots with two different check-ins and check-outs. He said one ballot will be to determine if the project goes forward and one will be to determine how the Town will pay for it.

Mr. Clark reported that he met with Pastor Leinbach from the First Congregational Church and it was a good meeting. He stated that they want to make sure they protect the unmarked graves underneath the urns that are there now, so they will take a map and agree on where the unmarked graves are so when they do the internments, they don't continue that practice. He added that now that it has been determined that we don't own the property, we have given them notice that we will stop doing maintenance on October 31, 2017 to allow for them to have a transition time. Mr. Howell suggested that the Board discuss the perpetual care funds on a future agenda.

B. Departmental Weekly Reports

There was no discussion or action on this item.

SELECTMEN'S REPORT

A. Discussion of format for Budget Sessions tentatively scheduled for Saturday, February 10, 2018

The Board agreed that the Saturday budget session would be preferable. Chairman MacAskill said he would like to discuss the layout of the meeting.

B. Budget/Warrant Timeline

There was no discussion or action on this item.

C. Committee Vacancy List

There was no discussion or action on this item.

ADJOURNMENT

Ms. Brown moved to adjourn at 9:45 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Town of Harwich Five Year Financial Plan FY 2019-2023

Presentation to:

Board of Selectmen

By

Christopher Clark, Town Administrator

Carol Coppola, Finance Director

September 25, 2017

**Town of Harwich
Five Year Financial Plan
2019 - 2023**

9/20/2017

Assumptions Five Year Plan

SOURCES

Property Tax

Property Tax (Base)	Prior year ending Tax Levy Limit
Statutory Increase 2.5 %	Statutory increase 2.5% per Year.....
Growth	Growth is estimate at \$200,000 per year.....
Capital Exclusion	As approved by ATM /STM.....
Debt	Per Treasurer & Assessor and includes proposed debt
General Override	NO General Overrides or/ Under ride included in plan.....
Overlay Surplus	Per Assessor \$ 100,000 per Year 2019 - 2023.....
Community Preserv. Act	Per Community Preservation Committee Debt Service (Land Bank Only) - Paid in full 2024
Provision for Abatement/Exempt	Plan at \$ 480,000 for FY 2019 plus \$10,000 each year thru FY 2023.....

Non-Property Tax

State Aid Gross	Trend line projection based upon past history;
MSBA Reimbursement	Ended in 2017
State Assessments	2.5 % increase.....
Motor Vehicle Excise	Weighted 3 yr ave, then 90%.....
Other Local Receipts	Weighted 3 yr ave, then 90%.....
Other Available Funds	Recap Sch. B-2 (Comcast Septic, Road & Harbors Betterments).....
CVEC and Solid Waste	Weighted 3 yr ave.....
Motel / Hotel Tax	Weighted 3 yr ave, then 90%.....
Meal Tax	Weighted 3 yr ave, then 90%.....
Cable	3% of cable only, reduction to reflect actual trend.....

USES

EXPENDITURES

Municipal

Operating Expenses

Salaries and Wages	2.25% Annual Salary increases for FY 19 - 23.....
Medicare	1.45% of total S&W
General Expenses	Weighted 3 yr average, then increase 3.0% FY 19 and 1.5% thereafter.....
Solid waste	Tipping fees increased from \$37.50 to \$70.00 effective January, 2015.....
Unemployment	Plan \$20,000/yr for FY 19-23 (\$40,000 - FY 19-23 for Golf unemployment costs).....
Legal	Increase \$5K per year

**Town of Harwich
Five Year Financial Plan
2019 - 2023**

9/20/2017

Assumptions Five Year Plan

USES

EXPENDITURES

Municipal (continue)

Group Health Insurance	2019-2023 - 15%
OPEB	up to \$300K per year
Pensions- Barnstable County	5.28% increases for FY 2019-2023 according to Barnstable County Administrator, predicated on a 7.625% investment return - fully funded 2036.....
Property / Liability Ins.	MIIA FY 19 for town only plus 3.0% per year through 2023.....
Debt	Total Principal and Interest on existing Debt 2019-2023 Note: Authorized and Unissued Debt, as of July 1, 2017 is \$29,246,650
State/County Assessments	2.5% annual increase on municipal accounts;

Education

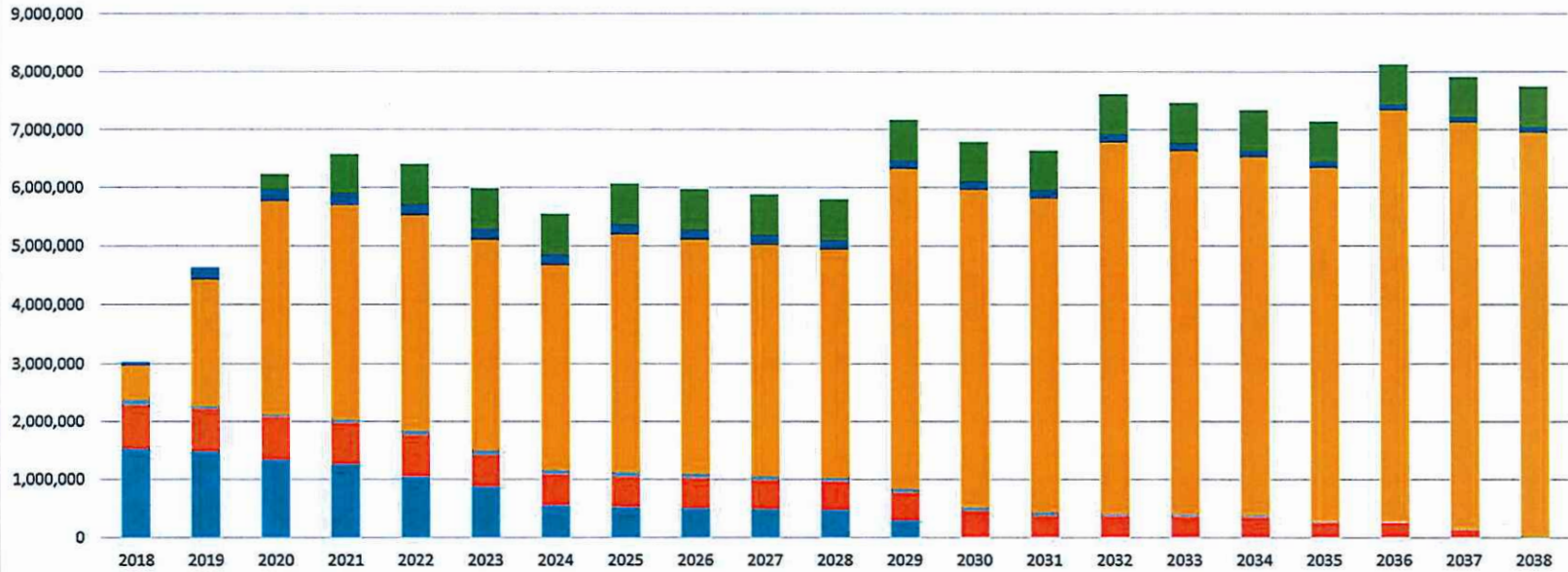
<u>C.C. Technical High</u>	<i>Per Ed Reform Calculation</i>	Current projections are FY 18 plus 0 new students Budget + 3.25% 2019-2023
C.C. Technical High - Debt Svc		FY 20 interest only, 2021 - 2023 Prin & Interest - New Construction
		Total project cost = \$127,946,027, Harwich Assessment FY 18 12.4%

Monomoy Regional Schools

MRSD-Operating	<i>Per Regional Agreement</i>	<u>Pending Information by Region</u>
MRSD-Capital	<i>Per Regional Agreement</i>	Operating Budget increase by 3.25%
MRSD-Debt Service- Middle School	<i>Per Regional Agreement</i>	Capital Budget zero same as FY 2015
		Not Exempt Debt under Tax Levy within Prop. 2.5%
		FY2019=\$24145.54, FY 2020 \$0. Note this debt payment is net of SBA.
MRSD-Debt Service H.S. BAN	<i>Per Regional Agreement</i>	\$1.5M BAN outstanding - awaiting close out - 2019 Interest Only, 2020 - 2023 Prin & Int
MRSD-Debt Service H.S.	<i>Per Regional Agreement</i>	Debt Service 9/16/2014 2016-2040.....Interest @ 3.07%...25Year.....
MRSD - Debt Service - Roof		Est 1.9M project anticipated 2022, FY 2023 interest only

Town of Harwich Five Year Plan 2019-2023		Budget	Five Year Plan	Five Year Plan	Five Year Plan	Five Year Plan	Five Year Plan
Line #	SOURCES OF FUNDS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
1	Levy Limit	\$ 46,806,835	\$ 50,384,938	\$ 52,954,914	\$ 54,517,805	\$ 55,957,106	\$ 57,040,708
2	Local Receipts	11,416,057	11,132,098	11,227,528	11,351,317	11,476,956	11,604,486
3	<u>Other Revenues</u>						
4							
5	State Aid						
6	Cherry Sheet	705,431	711,886	718,437	725,087	731,836	738,687
7	School Building Assistance	-	-	-	-	-	-
8	Overlay Surplus	100,000	100,000	100,000	100,000	100,000	100,000
9	<u>OFS (Transfers in)</u>						
10	Waterways Mgmt.	110,931	263,970	252,624	246,798	240,972	235,346
11	Free Cash	284,744	-	-	-	-	-
12	Cable (Comcast)	143,417	130,000	130,000	130,000	130,000	130,000
13	Septic Loan	17,358	17,358	16,950	17,171	6,121	6,121
14	Water Indirect	650,178	666,432	683,093	700,171	717,675	735,617
15	Harwich Emg. Mgt.	13,508	8,929	9,102	9,277	9,457	9,640
15-a	Road/ Harbor Betterments	234,744	265,136	249,710	236,805	230,815	204,050
16	CPC Funds - Land Bank Debt Svc	608,950	588,750	553,700	341,750	233,050	226,525
	TOTAL SOURCES	\$ 61,092,153	\$ 64,269,498	\$ 66,896,059	\$ 68,376,182	\$ 69,833,988	\$ 71,031,179
18							
19	<u>USES OF FUNDS</u>						
20							
21	<u>Charges:</u>						
23	State-Cherry Sheet Charges	663,358	679,942	696,940	714,364	732,223	750,529
24	Overlay (Abatements- Taxes)	460,000	470,000	480,000	480,000	480,000	480,000
25	TOTAL CHARGES	1,123,358	1,149,942	1,176,940	1,194,364	1,212,223	1,230,529
26							
27	NET AVAILABLE Sources	\$ 59,968,795	\$ 63,119,556	\$ 65,719,118	\$ 67,181,818	\$ 68,621,765	\$ 69,800,651
31	Operating Plan Town	\$ 22,975,831	\$ 22,453,610	\$ 22,993,362	\$ 23,458,915	\$ 23,938,680	\$ 24,424,446
32	<u>Fixed Cost</u>						
33	Barnstable County Retirement	2,681,194	2,822,761	2,971,803	3,128,714	3,293,910	3,467,829
33-v	Debt Service	2,608,420	4,477,097	4,152,716	3,805,099	3,441,551	3,126,813
34	Health Insurance	4,620,227	5,313,261	6,110,250	7,026,788	8,080,806	9,292,927
35	Property & Liab. Insurance	613,451	641,705	660,506	679,871	699,817	720,361
	Capital Exclusion	-	-	-	-	-	-
	OPEB	100,000	200,000	300,000	300,000	300,000	300,000
37	Unemployment Insurance	20,000	20,000	20,000	20,000	20,000	20,000
38	Total Fixed Cost	10,643,292	13,474,824	14,215,274	14,960,472	15,836,084	16,927,930
39	<u>Education</u>						
40	Cape Cod Tech	1,487,362	1,535,701	1,585,612	1,637,144	1,690,351	1,745,288
	Cape Cod Tech - Debt Service			265,865	684,617	684,163	684,379
41-a	Monomoy Regional School District	24,759,749	25,604,441	26,476,585	27,337,074	28,225,529	29,192,859
42	TOTAL USES	\$ 60,989,592	\$ 64,218,518	\$ 66,713,639	\$ 69,272,586	\$ 71,587,030	\$ 74,205,431
45	NET SOURCES & USES	\$ 102,561	\$ 50,980	\$ 182,420	\$ (896,404)	\$ (1,753,042)	\$ (3,174,251)

Debt by Category



- Existing Tax-Supported Exempt Debt (outside Prop. 2 1/2)
- Existing Self-Supporting Debt (Incl. MCWT Fees)
- Proposed Tax-Supported Non-Exempt Debt (within Prop. 2 1/2)
- Proposed Tax-Supported Exempt Debt (outside Prop. 2 1/2)
- Proposed Self-Supporting Debt
- Overlapping Debt Service (CCT)

OFFICE OF THE TOWN ADMINISTRATOR

Christopher Clark, Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



To: Board of Selectmen
From: Christopher Clark, Town Administrator
Cc: John Rendon, Harbormaster
Robert Cafarelli, Town Engineer
Re: Re Bid Recommendation for SAQ Landside Project
Date: September 22, 2017

Administration and the Harbormaster have been focused on maintaining our commitment to Town Meeting involving renovations to Saquatucket Harbor projects. We believe that it is in the Town's best interest to complete the Waterside (already underway) and the Landside (pending rebid) this winter and spring. We recommend that to accomplish this the following should happen. Bid the Landside Project that has six components – Office, Boardwalk, Septic, Downey Parking, Garage and Snack Shack. I have prepared a spreadsheet showing that we should be able to complete the following by June 2018. Rebid a base project of the Office and Boardwalk to a general contractor and keep the Snack Shack as an Add Alternate. Separately but at the same time Re-bid the Septic System for the base system and include an Add Alternate of an enhanced system needed for the snack shack. We will have new bid numbers for these four out of six components of the project. I have met with Link Hooper about having our own DPW oversee the construction of a gravel or t-base parking lot on the former Downey Property similar to what they just constructed as part of the Brooks Park project. We will now have five of six budget items known in early November. The last piece will be to take out the Garage and have it as Phase 2 that may require a supplemental appropriation at Town Meeting to complete. The reason for this is two-fold. First this can be built away from the main site and stand alone. Second, the cost would allow for the main project to go forward. If the snack shack is not included the funds will be close to completing the project with minimal supplemental funds. If the snack shack is included in base bid, we will only have a fraction of what we need.

Why go out again now? Simply put this project has changed. John and I working with various parties to find significant value engineering items. One of the most significant is changing out driving 170 pilings with Helix Coils that are equally effective but at least \$1,000 cheaper per piling a savings in excess of \$150,000. I have attached a separate detailed memo from Brown, Lindquist, Fenuccio and Raber Architects that lays out the value engineering components that will now be incorporated into the bid and a new bid timeline. The second significant is that taking the Garage portion and moving it to its own later bid is the project scope has changed so significantly that we must rebid the project. The Goal is to complete the direct Landside Harbor work by late next spring and have one off season of disruption.

The landside project has been made difficult by the estimates needing to be revised due to bid results and the unknown of the grant awards. We have a pending decision on a Seaport Grant of \$1 million dollars in January and two additional grants will be submitted one for an ADA 2018 for \$250,000 and a CPC Grant for \$250,000. The timing of these Grants if awarded are difficult but could potentially be used toward Phase 1 but more likely applied toward Phase 2. We have been turned down for two already an ADA 2017 and a Coastal Zone Management. If these grants particularly the Seaport Grant the project could be completed in its entirety. I have included the Town Meeting Article language that indicates the Sale of 203 Bank (Current Harbormaster Garage proceeds will be used to reduce Debt Burden but requires Sale and additional Town Meeting vote to use the proceeds from Sale of Land toward Debt Service. A supplemental appropriation article will be prepared for the 2018 Annual Town Meeting

SAQ Landside

Budget

SAQ Landside

Potential with Sale & Grant

Design			Design		
<i>Appropriations</i>			<i>Appropriations</i>		
ATM 16 Article 17	\$	250,000	ATM 16 Article 17	\$	250,000
CZM Grant	\$	187,500	CZM Grant	\$	187,500
	Total \$	437,500		Total \$	437,500
<i>Expenditures</i>			<i>Expenditures</i>		
B,LF & R (Contract)	\$	298,226	B,LF & R (Contract)	\$	298,226
Other	\$	18,550	Other	\$	18,550
	Total \$	316,776		Total \$	316,776
Available	\$	120,724	Available	\$	120,724

Construction	Base	Add	Construction	Base	Add
<i>Appropriations</i>					
ATM 17 Article	\$	3,000,000	ATM 17 Article	\$	3,000,000
Sale of 203 Bank Street			Sale of 203 Bank Street	\$	200,000
Grant			Grant	\$	1,000,000
	TOTAL \$	3,000,000		TOTAL \$	4,200,000

*Budget/Expenditures**Budget/Expenditures*

Phase 1			Phase 1		
Office and Boardwalk	\$	1,750,000	Office and Boardwalk	\$	1,750,000
Former Downey Parking	\$	100,000	Former Downey Parking	\$	100,000
Base Septic System	\$	250,000	Base Septic System	\$	250,000
Enhanced Septic System		\$ 50,000	Enhanced Septic System		\$ 50,000
Snack Shack		\$ 400,000	Snack Shack		\$ 400,000
Eversource	\$	50,000	Eversource	\$	50,000
Contingency 10%	\$	215,000	Contingency 10%	\$	215,000
	\$	45,000		\$	45,000
Phase 2					
Garage	\$	800,000	Garage	\$	800,000
Septic System	\$	30,000	Septic System	\$	30,000
Contingency 10%	\$	83,000	Contingency 10%	\$	83,000
	TOTAL \$	3,195,000		TOTAL \$	3,195,000
		\$ 495,000			\$ 495,000
Available After Phase 1	\$	635,000	Available After Phase 1	\$	1,835,000
Available after Phase 2	\$	(195,000)	Available after Phase 2	\$	1,005,000
		\$ (690,000)			\$ 510,000



Project Rebid Scope Assumptions Memorandum

PROJECT: Saquatucket Harbor Improvements
Town of Harwich, MA

DATE: 9.20.2017

Distribution: John Rendon (Harbormaster), Christopher Clark (Town Admin.)
Bob Cafarelli (Town Engineer), Rick Fenuccio (BLFR Architects)
Tim Sawyer (BLFR Architects)

Rebid Scope Assumptions

The purpose of this memorandum is to summarize and confirm the scope and schedule for rebidding the Saquatucket Harbor Landside Improvements project. The filed sub bids received on 8/3, general contractor bids received on 8/16, and septic bids received on 9/14, as well as other factors all contributed to the total project cost being in excess of the funds allocated by the Town. Potential cost saving, "value engineering" options were reviewed with the low bid general contractor with significant potential savings being available. Ultimately given multiple financial pressures on the project the Town has chosen to repackage the project to be re-bid as soon as possible while still assuming an end of year 2017 construction start and hopeful completion by Memorial Day 2018. The follow outlines changes in scope which will need to be incorporated into the new bid documents.

- Base Bid Work shall generally include the Harbormaster Building, all of the east/ west boardwalk access down to the east end docks and the elevated deck area extending only to the western edge of the proposed north south/ramps and edge of the "Add Alternate" snack shack. Site Improvements to be included are saw cut and pavement removal to establish the wider central green space, gravel path for artisan sheds and all site lighting and site electrical extending to the termination of the pathway connector between the Downey and marina lots. The garage and all other Downey property work will be eliminated from the bid package.
- Scope/ design/ specification change items relating to base bid work:
 - All driven **timber piles** (decks and buildings) shall be reengineered as helical piers ideally maintaining the current deck framing design to the greatest extent possible. Particular attention should be paid to cost effective design solutions.
 - Exterior fall protection railings currently detailed as **horizontal stainless steel cable rails** will be redesigned to utilize PVC coated welded wire mesh panels in a P.T. wood frame.
 - Eliminate ±750sf of **elevated deck area west of the proposed north/ south ramps**. This deck area will now be part of the "Add Alternate" snack shack.
 - Eliminate **Standing Seam Metal roofing** from all areas of the project. These areas will now receive full cover ice and water shield and the typical laminated asphalt roof shingles used throughout the project.

- Change 6" half round aluminum gutters to 6" K-style aluminum gutters.
 - Change "Freedom gray" zinc coated copper flashing to standard aluminum drip edge and valley flashing.
 - Eliminate the solar shade fins in their entirety from the harbormaster building located on the south and east facades.
 - Change PVC standing and running trim in all locations to "Body Guard" finger jointed & pre-primed wood trim. All labor is anticipated to be the same, only a material change.
 - The Garage Building and all associated scope (other than conduit runs for future use) are to be eliminated from the scope of work.
 - The "North Boardwalk" connecting the marina and Downey lots is to be eliminated as a framed element. This walk will now be constructed as a grade level paved walk which will meander to avoid encroachment into the 50' conservation buffer.
- **Add Alternates:**
 - The snack shack and all associated scope will remain as add alternate #1.
 - The ± 750sf of elevated exterior deck located directly to the south of the snack shack will now be included as part of add alternate #1.
 - Extent of pavement saw cutting and removal will be dependent on acceptance of add alternate #1.

(Note: No modification of the garage construction documents will be undertaken at this time. Given that this building will not be constructed immediately the architect has advised the Harbormaster to hold on drawing modifications until the project has real potential to be built. This will minimize added cost in the short term. It is also important to note that a new building code will go into effect Jan. 2018 which may require additional minor adjustments to comply. This only effects project submitted for permit after Jan. 2018.)

The above items constitute our understanding of the revised bid scope and will be the basis of the architect's and their consultant's add services proposal and schedule.

The schedule below is a proposed best case scenario for bidding and construction:

- **Sept. 28th:** Submit ad to Central register and local newspaper
**This allows 1.5 weeks to make all drawing & spec modifications, repackage the bid documents and advertise the project.*
- **Oct. 5th:** Project advertises in Central Register – Bid docs released
- **Oct. 19th:** Filed Sub-bid opening
- **Oct. 26th:** General bid opening
- **Oct. 27th – Nov 16th:** Review bids, select contractor, Submit for building permit, finalize Owner/ GC construction contract
- **Nov. 6th:** Award recommendation brought to Selectmen for Approval
- **Mid to late Nov. (ASAP):** GC to mobilize site and begin construction
- **June 25th 2018:** Substantial completion (± 6 months)

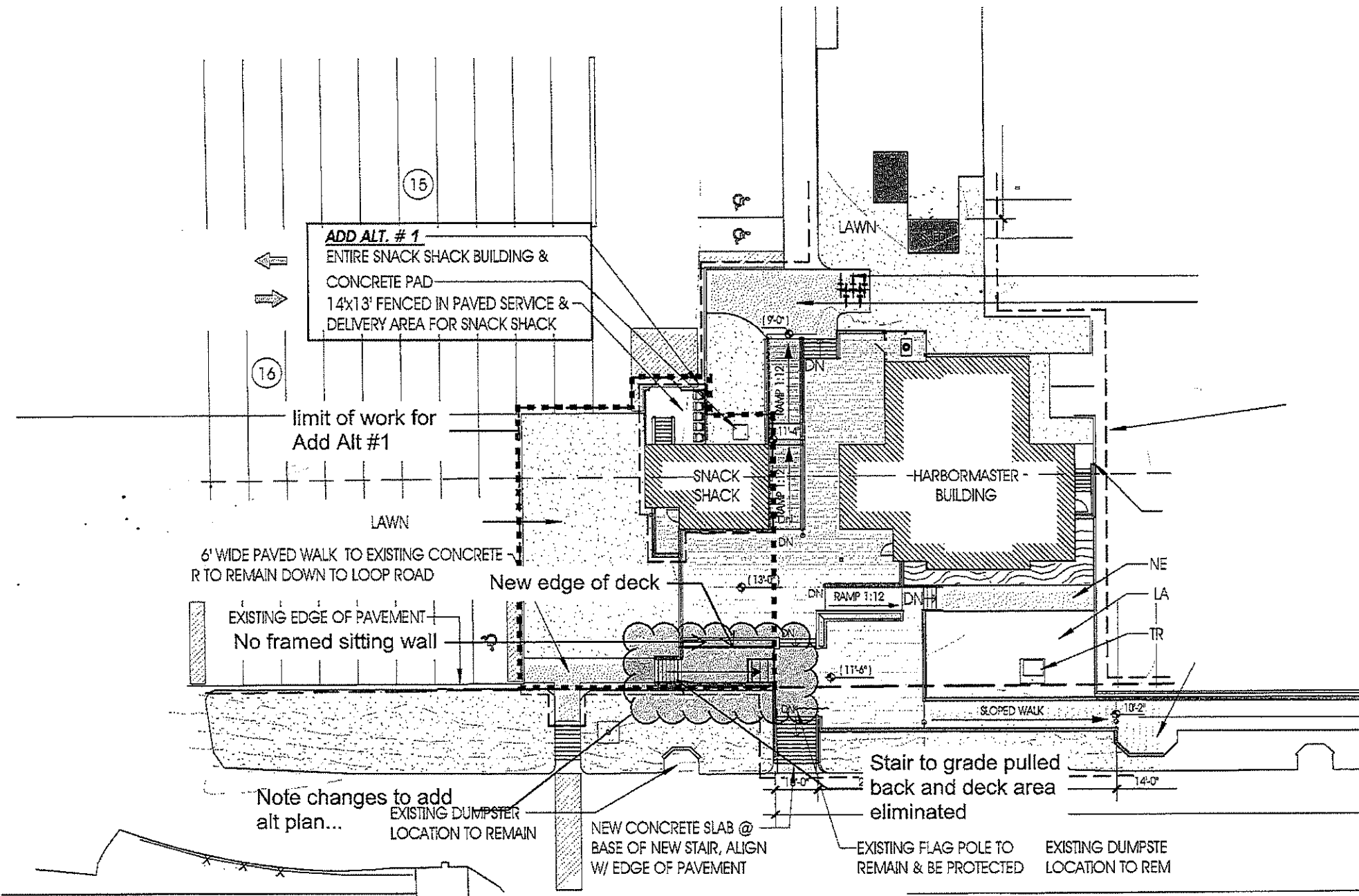
The above constitutes our understanding of the primary issues discussed at the subject meeting. If there are any errors or omissions, please contact our office as soon as possible.

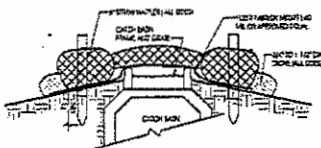
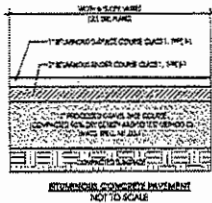
Respectfully submitted,

Tim Sawyer
Project Architect

203 WILLOW STREET SUITE A
YARMOUTHPORT MA 02675

PH 508-362-8382
FAX 508-362-2828

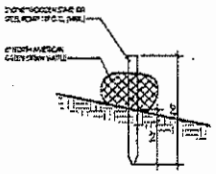




PILE PROTECTION NOTES:

1. PILES SHALL BE PROTECTED BY 2x4 SHIELD BOLTS SPACED AT 4' ON CENTER ALONG THE LENGTH OF THE PILE. THE SHIELD BOLTS SHALL BE PLACED ON THE EXTERIOR SIDE OF THE PILE.
2. IF CURB IS PLACED ON THE EXTERIOR SIDE OF THE PILE, THE SHIELD BOLTS SHALL BE PLACED ON THE INTERIOR SIDE OF THE PILE.
3. CURB SHALL BE PLACED OVER THE PILE.
4. THE SHIELD BOLTS SHALL BE PLACED ON THE EXTERIOR SIDE OF THE PILE.

CURB AND GUTTER PROTECTION DETAIL



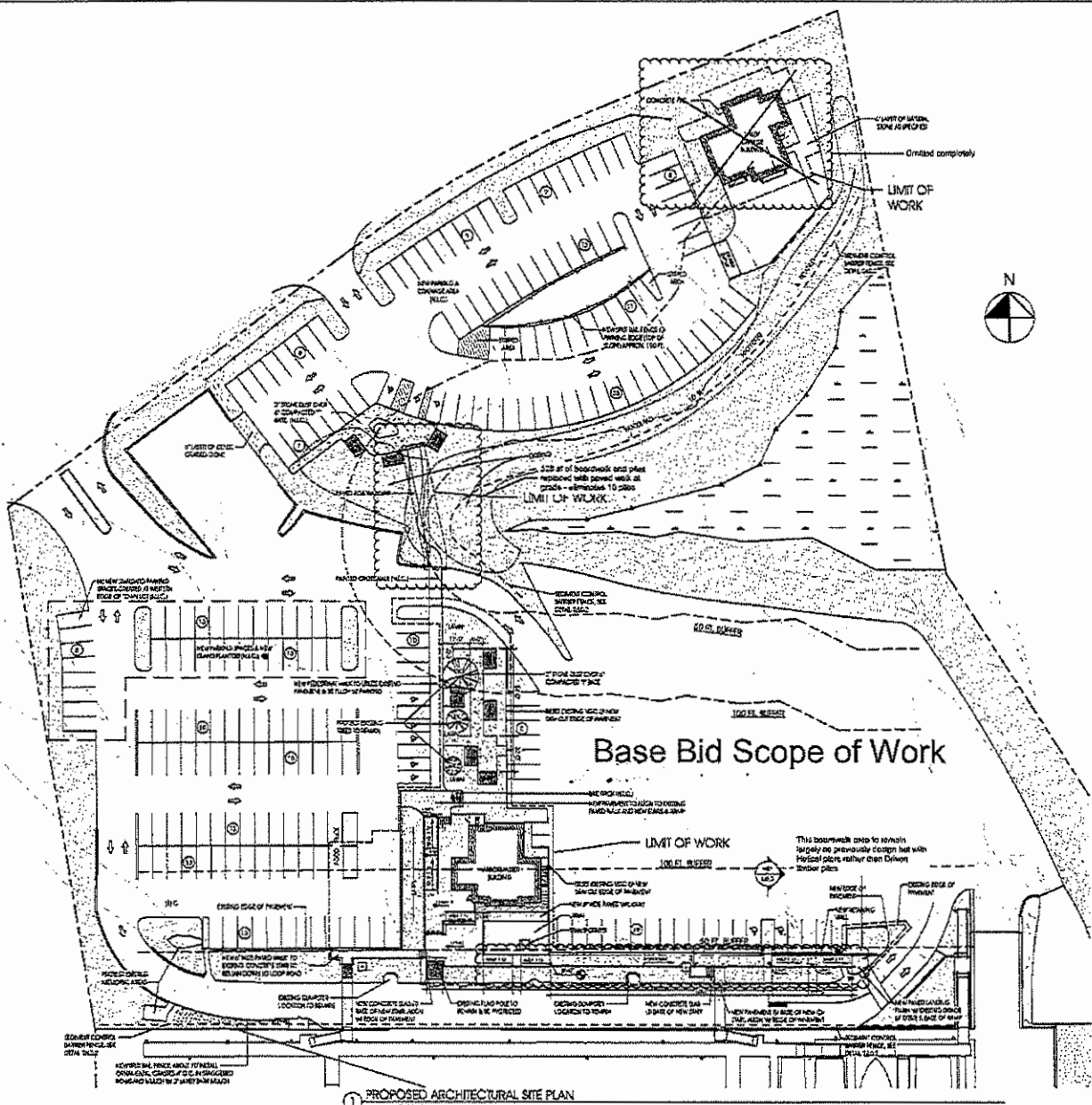
SEMI-FLEXIBLE CURB AND GUTTER DETAIL

EROSION & SEDIMENTATION CONTROL NOTES:

1. EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION AND THROUGHOUT THE LIFE OF THE PROJECT.
2. EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE EROSION CONTROL PLAN AND THE EROSION CONTROL MANUAL.
3. EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE EROSION CONTROL PLAN AND THE EROSION CONTROL MANUAL.
4. EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE EROSION CONTROL PLAN AND THE EROSION CONTROL MANUAL.

SEDIMENT CONTROL BARRIER DETAIL

1" = 1'-0"



1 PROPOSED ARCHITECTURAL SITE PLAN 1" = 30'-0"

PROJECT: PROPOSED ARCHITECTURAL SITE PLAN DATE ISSUED: 06.08.2017 Revisions:	
DRAWN BY: Author PROJECT #: DRAWING NO.:	L0.2
PROJECT: SAGUATUCKET HARBOR LANDSIDE REDEVELOPMENT TOWN OF HARWICH 715 MAIN STREET HARWICH PORT, MA 02646 ARCHITECT: BROWNTOWNHOUSE FERRELL & BAKER ARCHITECTS, INC. 100 STATE STREET, SUITE 200 HARWICH, MA 02646 TEL: 508-388-1234 FAX: 508-388-1234	

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516
Fax 508-430-7517

TOWN OF HARWICH ANNUAL TOWN MEETING MAY 2, 2016

Ballot Question #1

RECONSTRUCTION OF SAQUATUCKET MUNICIPAL MARINA

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the reconstruction of the Saquatucket Municipal Marina docks, piles and services, to include a handicap accessible ramp system that brings the marina in compliance with the American with Disability Act (ADA) and dredging of approximately 12,500 cubic yards of material to bring the marina within permitted depth, and to act fully thereon. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose. By request of the Harbormaster. Estimated cost: \$7,000,000.

***Explanation:** The current docks at Saquatucket Harbor are over 30 years old and are well beyond their useful life. The wood decking and framing is worn & splintered, the connecting hardware is rusted, bent and failing, and the foam flotation is saturated and deteriorated. The current docks are extremely unstable and pose a safety concern for the hundreds of patrons that transit the docks on a daily basis; of particular concern are the large groups of people that walk the docks to go to and from the large passenger boats that operate out of Saquatucket Harbor. In addition, the existing fire suppression piping system is not functional, the antiquated bubbler system is ineffective, the aging plumbing system requires constant repair, and the main electrical lines that bring power to the slip pedestals are brittle and worn, posing a fire hazard.*

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH THE AMOUNT OF \$7,000,000 FROM DEBT EXCLUSION. THIS APPROPRIATION WILL PROVIDE FOR THE COMPLETE REBUILD OF THE WATERSIDE DOCKS, PILES, AND SERVICES. THE EXISTING DOCKS AND WATERSIDE WALKWAYS HAVE REACHED THE END OF THEIR USEFUL LIFE AND ARE NOT ADA COMPLIANT. THE APPROPRIATION AUTHORIZED BY THIS VOTE SHALL NOT TAKE EFFECT UNTIL THE TOWN VOTES TO EXEMPT FROM THE LIMITATION ON TOTAL TAXES IMPOSED BY G.L. C.59, §21C PROPOSITION 2 ½). VOTE: YES 6, NO-0.

ARTICLE 16.


MOTION: (Dana A. DeCosta, Chairman-Finance Committee) I move that the Town appropriate the sum of \$7,000,000 to fund the reconstruction of the Saquatucket Municipal Marina docks, piles and services, to include a handicap accessible ramp system that brings the marina in compliance with the American with Disability Act (ADA) and dredging of approximately 12,500 cubic yards of material to bring the marina within permitted depth; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$7,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that approximately three-fourths of the annual payment of principal and interest on the bonds will be paid from harbor receipts; and provided further that the amount authorized to be borrowed by this vote shall be reduced to the extent of all grant funds received by the Town on account of this project, including a Seaport grant of \$1,000,000, which has already been approved for this project. Duly seconded

ACTION: The motion required a 2/3 majority vote to pass, it was ruled to have received the necessary 2/3 vote, the motion carried.

A true copy:

JUN 23 2016

Attest:


Anita N. Doucette, MMC/CMMC
Town Clerk

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516
Fax 508-430-7517

**TOWN OF HARWICH
ANNUAL TOWN MEETING
MAY 1, 2017**

**FUND THE CONSTRUCTION OF THE SAQUATUCKET HARBOR
LANDSIDE RENOVATIONS**

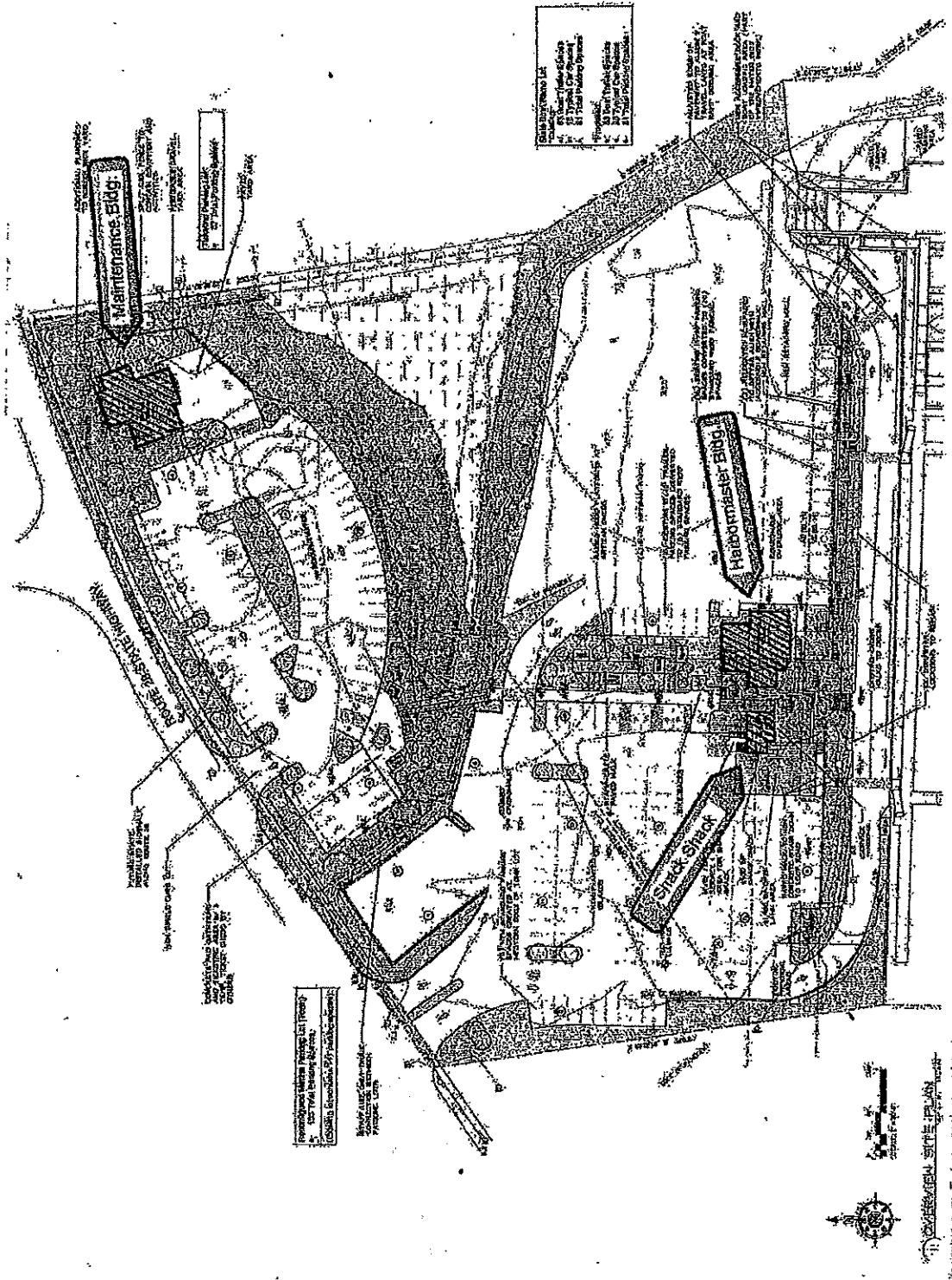
ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sufficient sum of money to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property. The appropriation authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½) the amounts required to pay the principal of any interest on any borrowing authorized under this article, and further authorize the Board of Selectmen to accept any State, Federal or private grant monies available for this purpose, and to act fully thereon. By request of the Harbormaster. Estimated cost: \$3,000,000

Explanation: In October 2014, the Board of Selectmen established the Saquatucket Development Committee with a charge to develop a conceptual site plan that integrated the newly purchased 2.2 acre Downey property with the 5.2 acre Saquatucket Harbor property for the purpose of supporting the expansion of the municipal marina, encouraging the restoration of degraded wetland and river frontage and providing options for increased economic development. Seeking input from all interested citizens and groups at numerous public meetings, the resulting proposed plan improves the safety of public access, improves the efficiency of harbor operations, and enhances the character, beauty, and attractiveness of the harbor for boaters and non-boaters alike. Also included in the plan are a new facility septic system, creative landscaping, and the addition of much needed vehicle parking spaces (approx. 80).

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED WITH \$3,000,000 BEING RAISED FOR THIS PURPOSE. THE APPROPRIATION AUTHORIZED BY THIS VOTE SHALL NOT TAKE EFFECT UNTIL THE TOWN VOTES TO EXEMPT FROM THE LIMITATION ON TOTAL TAXES IMPOSED BY G.L. C.59, §21C PROPOSITION 2 ½). THIS VOTE WILL BE SUBJECT TO A TWO THIRDS TOWN MEETING VOTE TO PASS. LAST YEAR TOWN MEETING APPROVED THE WATER SIDE RENOVATION OF THE HARBOR AND WITH THE PURCHASE OF ADDITIONAL LAND FROM THE DOWNEY PROPERTY IS READY TO

PROCEED WITH A TOWN MEETING VOTE. WATER RATES AND THE SALE OF THE BANK STREET PROPERTY WILL HELP DEFRAY THE COSTS OF THIS PROJECT. VOTE: YES-8, NO-0.

BALLOT QUESTION #7



ATM Warrant Article #20

MOTION: (Dana DeCosta-Finance Committee) I move that the Town appropriate the sum of \$3,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a new Harbormaster Office building, a leased snack shack, six rented seasonal vendor shacks, a boardwalk with viewing areas that overlook the marina, and a passenger boat ticket office area for booths and a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$3,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. Duly seconded

Normal
ABOUT LIMITS
↓

Notation: Town Ballot Question #7 is linked to this Article

AMENDMENT TO MAIN MOTION: (Leo Cakounes) I move that the Town appropriate the sum of \$1,000,000 to fund the construction of Saquatucket Harbor landside renovations, to include a Harbormaster Department maintenance facility building on the former Downey Property; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,000,000 and to issue bonds and notes therefor pursuant to General Laws chapter 44, sections 7 or 8, or any other enabling authority; and that the Board of Selectmen is authorized to expend all funds available for the project and to take any other action necessary or convenient to carry out the project; provided, however, that the appropriation and borrowing authorized by this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal of and interest on the borrowing authorized by this vote, provided further that while the entire borrowing authorized by this vote will be a general obligation of the Town, it is the intent of the Town that Harbor revenues from rentals receipts and proceeds of the sale of 203 Bank Street and Town owned adjacent properties be used to fund or reduce principal or the annual payment of principal and interest on the bonds. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Duly seconded

Notation: Town Ballot Question #7 is linked to this Article

Borrowing

A motion was made and seconded to terminate debate, this required a $\frac{3}{4}$'s majority vote to pass, it was a unanimous vote, so declared.

ACTION ON AMENDMENT: The amendment did not carry.

AMENDMENT TO THE MAIN MOTION: (Richard Gundersen) The amendment did not meet the scope of the article, the motion was withdrawn.

ACTION ON THE MAIN MOTION: This vote required a $\frac{2}{3}$'s majority vote to pass, it was ruled to have received the necessary $\frac{2}{3}$'s vote, the motion passed.

A true copy



ATTEST: _____

Anita N. Doucette, MMC/CMMC
Town Clerk

Related Documents - September 25, 2017 BOS Meeting

- 01 Agenda.pdf
- 02 Minutes - September 11.pdf
- 03 Pole Petition.pdf
- 04 DPW Candidate - Pina.pdf
- 05 DPW Candidate - Mereste.pdf
- 06 Conservation Comm Report.pdf
- 07 REOS Report.pdf
- 08 Five Year Plan.pdf
- 09 Ginger Plum Betterment.pdf
- 10 Saquatucket Update.pdf
- 11 Bells Neck Bogs.pdf
- 12 Electronic Communications Policy.pdf
- 13 Accessory Apt. By-Law.pdf
- 14 In-House Legal Counsel.pdf
- 15 Goals & Objectives.pdf
- 16 Town Admin Report re Church.pdf
- 17 Town Admin Report Employee Recognition.pdf
- 18 Weekly Reports.pdf
- 19 Budget Warrant Timeline.pdf
- 20 Committee Vacancy List.pdf