

# OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Town Administrator*

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732 MAIN STREET, HARWICH, MA



February 8, 2021

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

To the Honorable Members of the Board of Selectmen:

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

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

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

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

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

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

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

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

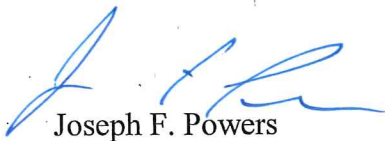
I will provide greater detail on the comprehensive budget at your meeting in my formal presentation to the Board.

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

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

Thank you for your time and consideration.

Respectfully submitted,



Joseph F. Powers  
Town Administrator

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

# Town Administrator's Proposed Budget

## Town of Harwich BUDGET 2022

Line #	Budget	Budget	
#	FY 2021	FY 2022	%
<b>SOURCES OF FUNDS</b>			
1	53,357,522	55,648,711	4.3%
2	11,986,520	12,465,198	4.0%
3			
4	664,352	667,067	0.4%
5	200,000	200,000	0.0%
6			
7	2,713,239	2,184,137	-19.5%
8	<u>68,921,633</u>	<u>71,165,114</u>	3.3%
9			
<b>USES OF FUNDS</b>			
10			
11	764,539	778,830	1.9%
12	400,000	450,000	12.5%
13	<u>1,123,358</u>	<u>1,228,830</u>	9.4%
14	67,798,275	69,936,284	3.2%
15	25,739,671	25,895,226	0.6%
16			
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	<u>26,820,046</u>	<u>27,825,543</u>	3.7%
27	<u>68,911,186</u>	<u>71,164,811</u>	3.3%
29	<u>\$ 10,447</u>	<u>\$ 302</u>	

# REVISED BUDGET

BUDGET FY 2022 REVENUES	Actual FY2018	Actual FY2019	Actual FY2020	Budget FY2021	Town Meeting Budget FY2022	% Change
<b>Real Estate &amp; Personal Property Taxes</b>	<b>\$46,774,148</b>	<b>\$50,127,321</b>	<b>\$51,445,928</b>	<b>\$53,299,729</b>	<b>\$55,648,711</b>	<b>4.4%</b>
Local Receipts:						
Excise Tax	2,372,767	2,407,537	2,294,565	1,925,000	2,025,000	5.2%
Hotel/Motel & Meals	1,098,022	1,124,753	1,350,894	671,000	915,000	36.4%
Ambulance	1,452,109	1,664,188	1,601,026	1,600,000	1,600,000	0.0%
Waste Disposal	3,110,693	3,372,701	3,209,426	3,002,500	3,102,500	3.3%
Beach, Recreation & Youth	413,637	435,548	425,634	330,000	362,500	9.8%
Harbors & Landings	929,773	806,754	1,173,879	1,024,500	1,059,500	3.4%
Golf Operations	1,856,221	1,895,899	1,518,934	1,585,000	1,585,000	0.0%
Other Local Receipts	2,231,851	3,016,935	2,618,408	1,848,520	1,815,698	-1.8%
<b>Total Local Receipts</b>	<b>13,465,072</b>	<b>14,724,316</b>	<b>14,192,766</b>	<b>11,986,520</b>	<b>12,465,198</b>	<b>4.0%</b>
<b>State Aid:</b>						
Cherry Sheet	705,430	676,162	1,792,161	664,352	667,067	0.4%
<b>Other:</b>						
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%
<b>Total Revenue</b>	<b>\$63,128,979</b>	<b>\$68,210,840</b>	<b>\$70,361,273</b>	<b>\$68,863,840</b>	<b>\$71,196,560</b>	<b>3.4%</b>



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

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

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



## FISCAL YEAR 2022 CAPITAL OUTLAY PLAN - February 8, 2021

<u>Department</u>	<u>Project</u>	<u>Funding Source</u>	<u>BOS/CPC Approved</u>	<u>FY 2022</u>	<u>NOTES</u>
<b>ADMINISTRATION</b>					
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	
<b>ADMIN SUB-TOTAL</b>			\$ -	\$ 2,176,000	
<b>AFFORDABLE HOUSING TRUST (AHT)</b>					
AHT	AHT Funding for Housing and Part Time Coordinator (\$50K PT) [CH7]	CPC Housing	\$	50,000	
<b>AHT SUB-TOTAL</b>			\$ -	\$ 50,000	
<b>CEMETERY</b>					
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
<b>Cemetery SUB-TOTAL</b>			\$	160,385	
<b>CHANNEL 18</b>					
Channel 18	Production Studio: Cameras/Lighting	PEG Grant	\$	32,784	
Channel 18	Meeting Rooms (5 - various locations)	PEG Grant	\$	66,470	
<b>Channel 18 SUB-TOTAL</b>			\$	99,254	
<b>COMMUNITY CENTER</b>					
<b>COMMUNITY CENTER SUB-TOTAL</b>			\$	-	
<b>CONSERVATION</b>					
Conservation	Harwich Artificial Reef (Additional Project)	GRANT			Will seek grant when sufficient material is available (\$250K)
<b>CONSERVATION SUB-TOTAL</b>			\$ -	\$ -	
<b>ENGINEERING</b>					
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	FC	\$	200,000	
<b>ENGINEERING SUB-TOTAL</b>			\$	200,000	
<b>Facility Main.-DPW</b>					
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
<b>FACILITY MAINTENANCE SUB-TOTAL</b>			\$	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>
<b>FIRE</b>					
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
<b>FIRE SUB-TOTAL</b>				\$ 1,361,204	
<b>GOLF</b>					
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				
<b>GOLF SUB-TOTAL</b>				\$ -	
<b>HARBORMASTER</b>					
Harbormaster	Allen Harbor Jetty Reconstruction (Construction)				Voted 5-0 to push to FY '2024 (\$2M)
<b>HARBORMASTER SUB-TOTAL</b>					
<b>LIBRARY</b>					
Library	Library Interior Modifications/Renovations				Trustees voted to move to FY '24 (\$40,000)
<b>LIBRARY SUB-TOTAL</b>				\$ -	
<b>NATURAL RESOURCES</b>					
<b>NATURAL RESOURCES SUB-TOTAL</b>					
<b>PLANNING</b>					
<b>PLANNING SUB-TOTAL</b>					
<b>POLICE</b>					
Police	Digital Fingerprint Machine (Normal Replacement)	FC		\$ 18,000	Under \$50,000
<b>POLICE SUB-TOTAL</b>				\$ 18,000	
<b>PUBLIC WORKS</b>					
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)
<b>PUBLIC WORKS SUB-TOTAL</b>				\$ 1,838,322	
<b>RECREATION &amp; YOUTH</b>					
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)
<b>RECREATION AND YOUTH SUB-TOTAL</b>				\$ 248,681	
<b>TOWN CLERK</b>					
<b>TOWN CLERK SUB-TOTAL</b>					

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>
<b>WASTEWATER</b>					
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
<b>WASTEWATER SUB-TOTAL</b>				<b>\$ -</b>	
<b>WATER</b>					
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	
<b>WATER SUB-TOTAL</b>				<b>\$ 975,000</b>	
<b>SUBTOTALS OF CAPITAL REQUESTS</b>				<b>\$ 7,325,346</b>	
<b>Non-Town/Private CPC Applications</b>					
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	
<b>GRAND TOTALS (Including Other/Private CPC Listed below)</b>				<b>\$ 7,502,846</b>	

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
		<b>\$ 7,502,846</b>	<b>\$7,127,371</b>

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
<b>ADMINISTRATION</b>									
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					
<b>ADMIN SUB-TOTAL</b>				\$ -	\$ 2,176,000	\$ 1,480,000	\$ 32,000	\$ 35,000	\$ 35,000
<b>AFFORDABLE HOUSING TRUST (AHT)</b>									
AHT	AHT Funding for Housing and Part Time Coordinator (\$50K PT) [CH7]	CPC Housing		\$ 50,000					
<b>AHT SUB-TOTAL</b>				\$ -	\$ 50,000				
<b>CEMETERY</b>									
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
<b>Cemetery SUB-TOTAL</b>				\$ 160,385	\$ 43,000	\$ -	\$ 100,000	\$ -	
<b>CHANNEL 18</b>									
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		
<b>Channel 18 SUB-TOTAL</b>				\$ 99,254	\$ 66,470	\$ 4,388	\$ 47,863	\$ 24,897	
<b>COMMUNITY CENTER</b>									
<b>COMMUNITY CENTER SUB-TOTAL</b>				\$ -					
<b>CONSERVATION</b>									
Conservation	Harwich Artificial Reef (Additional Project)	GRANT							Will seek grant when sufficient material is available (\$250K)
<b>CONSERVATION SUB-TOTAL</b>				\$ -	\$ -	\$ -	\$ -	\$ -	
<b>ENGINEERING</b>									
Engineering	MS4 Municipal Surface Drainage Plan and Improvements [Per Permit]	FC		\$ 200,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	
<b>ENGINEERING SUB-TOTAL</b>				\$ 200,000	\$ 100,000	\$ 40,000	\$ 40,000	\$ 100,000	
<b>FACILITY MAINTENANCE</b>									
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	
<b>FACILITY MAINTENANCE SUB-TOTAL</b>				\$ 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
<b>FIRE</b>									
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
<b>FIRE SUB-TOTAL</b>				\$ 1,361,204	\$ 386,636	\$ 405,969	\$ -	\$ -	
<b>GOLF</b>									
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	
<b>GOLF SUB-TOTAL</b>				\$ -	\$ 196,850	\$ 162,050	\$ 311,050	\$ 224,000	
<b>HARBORMASTER</b>									
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		
<b>HARBORMASTER SUB-TOTAL</b>				\$ -	\$ 42,000	\$ 63,000	\$ 2,409,500	\$ -	
<b>LIBRARY</b>									
Library	Library Interior Modifications/Renovations					\$ 40,000	\$ 150,000		Trustees voted to move to FY '24 (\$40,000)
<b>LIBRARY SUB-TOTAL</b>				\$ -	\$ -	\$ 40,000	\$ 150,000	\$ -	
<b>NATURAL RESOURCES</b>									
<b>PLANNING</b>									
<b>PLANNING SUB-TOTAL</b>									
<b>POLICE</b>									
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			
<b>POLICE SUB-TOTAL</b>				\$ 18,000	\$ 40,000	\$ 61,000	\$ 15,000	\$ 35,000	
<b>PUBLIC WORKS</b>									
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)
<b>PUBLIC WORKS SUB-TOTAL</b>				\$ 1,838,322	\$ 1,720,000	\$ 7,365,000	\$ 1,720,000	\$ 1,755,000	
<b>RECREATION &amp; YOUTH</b>									
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)
<b>RECREATION AND YOUTH SUB-TOTAL</b>				\$ 248,681	\$ -	\$ 125,000	\$ -	\$ -	
<b>TOWN CLERK</b>									
Town Clerk	Voting Machines - Updates & Enhancements			\$ -	\$ 32,500				
<b>TOWN CLERK SUB-TOTAL</b>				\$ -	\$ 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	\$ -	\$ -	\$ -	
<b>TOTALS OF CAPITAL REQUESTS</b>				\$ 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
<b>Saturday, February 27, 2021</b>	<b>Joint hearing between Board of Selectmen &amp; Finance Committee on budget</b>	<b>Charter, §9-3-3</b>	<b>Saturday, February 27, 2021</b>
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
<b>Monday, May 3, 2021</b>	<b>2021 Annual Town Meeting (Fiscal Year 2022)</b>	<b>Charter, §2-3-1</b>	

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