

**AGENDA  
BOARD OF SELECTMEN  
MONDAY, FEBRUARY 1, 2021  
WAQUOIT MEETING ROOM  
MASHPEE TOWN HALL  
16 GREAT NECK ROAD NORTH  
MASHPEE, MA 02649**

**\*Virtual / Remote Meeting\***

**\*Broadcast Live on Local Cable Channel 18\***

**\*Public Call in Number: (508) 539-1400 extension 8585 for Public Comment and Public Hearings\***

**\*Streamed Live on the Town of Mashpee Website: <https://www.mashpeema.gov/channel-18>\***

**6:30 p.m. – Convene Meeting in Open Session**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**MINUTES**

Approval of the following: Monday, January 11, 2021 Regular Session

**APPOINTMENTS & HEARINGS**

- Public Comment: **\*Call in Number (508) 539-1400 extension 8585\***

**CONVENE JOINT MEETING WITH THE SEWER COMMISSION**

- Discussion of Wastewater Plan
- Discussion of Possible May 2021 Town Meeting Article(s)

**ADJOURN JOINT MEETING WITH THE SEWER COMMISSION**

**COMMUNICATIONS & CORRESPONDENCE**

**OLD BUSINESS**

1. Update, Discussion and Possible Action Relative to COVID-19

**NEW BUSINESS**

**1. Town Manager Rodney Collins:**

- Discussion of Fiscal Year 2022 Budget Recommendations
- Discussion of Fiscal Year 2022 Capital Improvement Program

**LIAISON REPORTS**

**TOWN MANAGER UPDATES**

**ADDITIONAL TOPICS**

(This space is reserved for topics that the Chairman did not reasonably anticipate would be discussed)

**EXECUTIVE SESSION**

**ADJOURNMENT**

**MASHPEE TOWN CLERK**

**JAN 26 2021**

RECEIVED BY: 

**AGENDA**  
**BOARD OF SELECTMEN**  
**MONDAY, JANUARY 11, 2021**  
**WAQUOIT MEETING ROOM**  
**MASHPEE TOWN HALL**  
**16 GREAT NECK ROAD NORTH**  
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**6:30 p.m. – Convene Meeting in Open Session**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**MINUTES**

Approval of the following: Monday, December 21, 2020 Regular and Executive Sessions

**APPOINTMENTS & HEARINGS**

- Public Comment: ***\*Call in Number (508) 539-1400 extension 8585\****
- 6:35 pm - Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a New Seabury Athletic Club and Pool 60-80 Cross Road Mashpee MA 02649; Scott Mullen, Manager: *Chris Card* ***\*Call in Number (508) 539-1400 extension 8585\****
- 6:40 pm - Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a Popponesset Inn 252 Shore Drive Mashpee MA 02649; Scott Mullen, Manager: *Chris Card* ***\*Call in Number (508) 539-1400 extension 8585\****
- Discussion and Approval of Seasonal Population Estimate: *Town Planner Evan Lehrer*

**COMMUNICATIONS & CORRESPONDENCE**

**OLD BUSINESS**

1. Update, Discussion and Possible Action Relative to COVID-19

**NEW BUSINESS**

1. Discussion and Approval to Authorize the Town Manager to Execute Amendment No. 2 to the Medical Marijuana Host Community Agreement; M3 Ventures Inc. d/b/a Triple M Mashpee Inc. (Formerly Known as Medical Marijuana of Massachusetts, Inc.)
2. Discussion, Certification and Confirmation of Building Commissioner: David Morris
3. Discussion and Approval of Appointment of the following to the Mashpee Cable and Advanced Technology Committee (MCAT): Christopher R. Nelson II (Term Expires June 30, 2023), R. Micheal Segroves (Term Expires June 30, 2022), Jennifer McLarnon (Term Expires June 30, 2022)

**LIAISON REPORTS**

**TOWN MANAGER UPDATES**

**ADDITIONAL TOPICS**

(This space is reserved for topics that the Chairman did not reasonably anticipate would be discussed)

**EXECUTIVE SESSION**

**ADJOURNMENT**

Board of Selectmen  
Minutes  
January 11, 2021

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Present: Selectman John J. Cotton, Selectman Thomas F. O'Hara, Selectman Carol A. Sherman,  
Selectman Andrew R. Gottlieb  
Town Manager Rodney C. Collins  
Assistant Town Manager Wayne E. Taylor

Absent: Selectman David W. Weeden

Meeting Called to Order by Chairman Cotton at 6:30 p.m.  
Mashpee Town Hall, Waquoit Meeting Room

## MINUTES

Monday, December 21, 2020 Regular and Executive Sessions:

**Motion made by Selectman Gottlieb to approve the Regular and Executive Session minutes of Monday, December 21, 2020 as presented.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Cotton, yes

Selectman O'Hara, yes

Selectman Sherman, yes

Selectman Gottlieb, yes

Opposed, none

## APPOINTMENTS & HEARINGS

Public Comment: None at this time.

Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a New Seabury Athletic Club and Pool 60-80 Cross Road Mashpee MA 02649; Scott Mullen, Manager: Chris Card:

The Board of Selectmen opened the Public Hearing on the Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a Athletic Club and Pool, 60-80 Cross, Road, Mashpee, Scott Mullen, Manager: Chris Card.

In accordance with posting procedures, the Hearing notice was read aloud into the record.  
There was no representation to review the Change of License Classification with the Select Board.

Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a Popponesset Inn 252 Shore Drive Mashpee MA 02649; Scott Mullen, Manager: Chris Card:

The Board of Selectmen opened the Public Hearing on the Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a Popponesset Inn, 252 Shore Drive, Mashpee, Scott Mullen, Manager: Chris Card.

In accordance with posting procedures, the Hearing notice was read aloud into the record.  
There was no representation to review the Change of License Classification with the Select Board.

Board of Selectmen  
Minutes  
January 11, 2021

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## **APPOINTMENTS & HEARINGS**

Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a New Seabury Athletic Club and Pool 60-80 Cross Road Mashpee MA 02649; Scott Mullen, Manager: Chris Card: (continued)

Public Hearing: Liquor License Application for a Change of License Classification New Seabury Resources Management d/b/a Popponesset Inn 252 Shore Drive Mashpee MA 02649; Scott Mullen, Manager: Chris Card: (continued)

Being no representation to review the Change of License Classification the Select Board acted as follows;

**Motion made by Selectman Gottlieb to suspend the above (2) Public Hearings to 6:45 p.m. to allow the Select Board to conduct other business.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes  
Selectman Gottlieb, yes**

**Selectman O'Hara, yes  
Opposed, none**

**Selectman Sherman, yes**

After conducting regular business and making (2) attempts to contact New Seabury Resources Management, the Select Board took the following action of deferral;

**Motion made by Selectman Gottlieb to further suspend both Public Hearings relative to the proposed Change of License Classification of New Seabury Resources Management d/b/a New Seabury Athletic Club to Monday, January 25, 2021 at 6:35 p.m. and New Seabury Resources Management d/b/a Popponesset Inn to Monday, January 25, 2021 at 6:40 p.m.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes  
Selectman Gottlieb, yes**

**Selectman O'Hara, yes  
Opposed, none**

**Selectman Sherman, yes**

Board of Selectmen  
Minutes  
January 11, 2021

---

## **APPOINTMENTS & HEARINGS**

### Discussion and Approval of Seasonal Population Estimate: Town Planner Evan Lehrer:

Correspondence was received from Evan Lehrer, Town Planner dated January 4, 2021 regarding the estimated seasonal population of the peak of the summer season as 36,198 persons.

**Motion made by Selectman Gottlieb to accept the estimated population of 36,198 persons at the peak of the summer season as recommended by the Town Planner.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

#### **Roll Call Vote:**

**Selectman Cotton, yes**

**Selectman O'Hara, yes**

**Selectman Sherman, yes**

**Selectman Gottlieb, yes**

**Opposed, none**

## **OLD BUSINESS**

### Update, Discussion and Possible Action Relative to COVID-19:

The Governor has extended his Executive Order regarding temporary capacity and gathering limits to remain at 25% limited capacity with gatherings limited to 10 persons indoors and 25 persons outdoors.

To date, the Town of Mashpee has had 376 COVID-19 cases with 64 in isolation.

It was reported a Quashnet School student has tested positive and has had no close contact with students or staff members.

A new directive has been issued to Department Heads regarding travel procedures. The Mashpee Town Hall is operational, but shall remain closed to the public until further notice.

## **NEW BUSINESS**

### Discussion and Approval to Authorize the Town Manager to Execute Amendment No. 2 to the Medical Marijuana Host Community Agreement: M3 Ventures Inc. d/b/a Triple M Mashpee Inc. (Formerly Known as Medical Marijuana of Massachusetts, Inc.):

At the last meeting, the Select Board requested the Town Manager to negotiate the Host Community Agreement annual payment to an amount equal to 3% of gross revenue received by M3 Ventures d/b/a Triple M Mashpee for all marijuana product sales at the Mashpee facility.

Town Manager Rodney C. Collins recommended approval and authorization to execute a modified Host Community Agreement using the 3% of gross sales formula.

Board of Selectmen  
Minutes  
January 11, 2021

---

## **NEW BUSINESS**

Discussion and Approval to Authorize the Town Manager to Execute Amendment No. 2 to the Medical Marijuana Host Community Agreement; M3 Ventures Inc. d/b/a Triple M Mashpee Inc. (Formerly Known as Medical Marijuana of Massachusetts, Inc.): (continued)

**Motion made by Selectman Gottlieb to authorize the Town Manager to execute a modified Host Agreement annual payment with M3 Ventures d/b/a Triple M Mashpee, Inc. utilizing the 3% of gross sales formula for all marijuana sales at the Mashpee facility.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes  
Selectman Gottlieb, yes**

**Selectman O'Hara, yes  
Opposed, none**

**Selectman Sherman, yes**

It was noted the project is moving forward with an anticipated opening date of April 1, 2021. Additional funds would be beneficial to the Town and would hopefully offset the rise in general costs to the taxpayer.

Discussion, Certification and Confirmation of Building Commissioner: David Morris:

As the appointing authority Town Manager Rodney C. Collins recommended the Select Board certify and confirm the appointment of David Morris as Building Commissioner for the Town of Mashpee effective January 12, 2021.

Mr. Morris was previously employed by the Town of Sandwich and the Town of Wareham as a certified Building Commissioner. All policies and procedures of the Town of Mashpee have been adhered to for the Department Head position.

**Motion made by Selectman Gottlieb to certify and confirm the appointment of David Morris as Building Commissioner for the Town of Mashpee.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes  
Selectman Gottlieb, yes**

**Selectman O'Hara, yes  
Opposed, none**

**Selectman Sherman, yes**

Board of Selectmen  
Minutes  
January 11, 2021

---

## **NEW BUSINESS**

Discussion and Approval of Appointment of the following to the Mashpee Cable and Advanced Technology Committee (MCAT): Christopher R. Nelson II (Term Expires June 30, 2023), R. Micheal Segroves (Term Expires June 30, 2022), Jennifer McLarnon (Term Expires June 30, 2022):

Correspondence was received from Dan Riley of the Mashpee Cable and Advanced Technology Committee (MCAT) dated January 5, 2021 recommending the appointment of three candidates for at-large membership. Included in the communication was letters of interest and resumes from the perspective candidates. It was noted that all three candidates were interviewed and are worthy of appointment.

**Motion made by Selectman Gottlieb to appoint the following to the MCAT Board as At-Large Members;**

**Christopher R. Nelson II – Term to expire; June 30, 2023**

**R. Micheal Segroves – Term to expire; June 30, 2022**

**Jennifer McLarnon – Term to expire; June 30, 2022**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes**

**Selectman O'Hara, yes**

**Selectman Sherman, yes**

**Selectman Gottlieb, yes**

**Opposed, none**

## **LIAISON REPORTS**

Community Preservation Committee: The CPC has scheduled a Public Hearing on Thursday, January 14, 2021 at 7:00 p.m. to review the needs, possibilities and resources of the Town of Mashpee as they relate to historic preservation, recreation, affordable housing and open space. The public and interested town departments, boards and committees and town officials are invited to provide comment.

Sewer Commission: The Sewer Commission will be invited to attend the next Select Board meeting to review articles proposed for the May 2021 Town Meeting warrant. It was recommended that copies of the recent Sewer Commission meeting minutes be distributed to the Select Board prior to their next meeting.

May Town Meeting Warrant: It was recommended the Select Board move forward with a Town Meeting article requesting authorization to purchase plate readers for use at the Transfer Station and Town beaches.

## **TOWN MANAGER UPDATES**

Wastewater Project: Field investigations associated to Phase I of the Wastewater Treatment Facility and Collection design are underway. Site clearing adjacent to the Transfer Station has begun as well as survey work and soil test borings along the road and adjacent road shoulder. Information on the Wastewater Plan may be found on the Town's website; [www.mashpeema.gov](http://www.mashpeema.gov) under the heading; Department of Public Works.

Town Hall Closure: In observance of the Martin Luther King holiday, Town Hall will be closed on Monday, January 18, 2021.

Board of Selectmen  
Minutes  
January 11, 2021

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**ADJOURNMENT**

**Motion made by Selectman Gottlieb to adjourn at 6:55 p.m.**

**Motion seconded by Selectman Cotton.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Cotton, yes**

**Selectman Gottlieb, yes**

**Selectman O'Hara, yes**

**Opposed, none**

**Selectman Sherman, yes**

Respectfully submitted,

Kathleen M. Soares

Secretary to the Board of Selectmen



**AGENDA**  
**MASHPEE BOARD OF SEWER COMMISSIONERS**  
**TUESDAY, September 29, 2020**  
**WAQUOIT MEETING ROOM**  
**MASHPEE TOWN HALL**  
**16 GREAT NECK ROAD NORTH**  
**MASHPEE, MA 02649**

**\*Broadcast Live on Local Cable Channel 18\***

**\*Public Call in Number: (508)539-1400 extension 8585\***

**\*Streamed Live on Town of Mashpee Website:** <https://www.mashpeeema.gov/channel-18>\*

**3:00 p.m. – Convene Meeting in Open Session**

**Approval of minutes:** August 5, 2020

**Status of Final Plan:**

- June 15 Town Meeting approved \$2,480,000 for final design of Water Resource Recovery Facility and Phase 1 sewer collection system
- June 23 Proposition 2½ Ballot Question approved
- Revisions to Route 151 reconstruction project / Phase 2 sewer design funding article placed on October Town meeting warrant. Vote to support article.

**GHD WNMP Phase 1 Final Design project:**

- GHD Phase 1 Final Design Contract for Services signed September 15, 2020
- Project Evaluation Form (PEF) (first step in FY22 SRF Construction Loan application process) was submitted to State by August 15 deadline
- Review and approval of \$2000 contract for Weston & Sampson operations expert to participate in certain GHD/Town design workshops. Vote to approve contract.

**Other items not reasonably anticipated by the Chair**

**Correspondence**

**Adjournment**

MASHPEE TOWN CLERK

MAR 24 2020

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**AGENDA  
MASHPEE BOARD OF SEWER COMMISSIONERS  
WEDNESDAY, AUGUST 5, 2020  
WAQUOIT MEETING ROOM  
MASHPEE TOWN HALL  
16 GREAT NECK ROAD NORTH  
MASHPEE, MA 02649**

**\*Virtual / Remote Meeting\***

**\*Broadcast Live on Local Cable Channel 18\***

**\*Public Call in Number: (508)539-1400 extension 8585\***

**\*Streamed Live on Town of Mashpee Website:** <https://www.mashpeema.gov/channel-18>\*

**4:00 p.m. – Convene Meeting in Open Session**

**Welcome new Commission Member:**

- Mike Rapacz as Precinct 3 Commissioner

**Approval of minutes:** November 16, 2017, October 25 & November 15, 2018 and January 30, 2020

**Status of Final Plan:**

- June 15 Town Meeting approved \$2,480,000 for final design of Water Resource Recovery Facility and Phase 1 sewer collection system (175-75, more than the required 2/3).

- June 23 Proposition 2 1/2 Ballot Question approved 1419-459.

**GHD WNMP Phase 1 Final Design project:**

- Review and approval of GHD Phase 1 Final Design Contract for Services.

- Review and approval of Project Evaluation Form (PEF) (first step in FY22 SRF Construction Loan application process). PEF work was funded by Town Manager from FY20 Legal and Engineering budget.

- Report on revisions to Route 151 reconstruction project / Phase 2 sewer construction.

**Voucher approvals**

**Status of other tasks:**

- Shellfish (any report from DNR)

**Other items:**

- JBCC shared facility proposal: October 2019 Town Meeting approved \$250,000 towards study. No further information.

- Annual Reorganization.

**Any news regarding existing or potential private WWTPs**

**Other items not reasonably anticipated by the Chair**

**Correspondence**

**Adjournment**

**MASHPEE TOWN CLERK**

**JUL 30 2020**

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**Mashpee Board of Sewer Commissioners AGENDA**  
**Thursday, February 20, 2020**

**6:00 p.m. – Popponesset Meeting Room** (opposite Selectmen's office), Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649

**Call Meeting to Order**

**Approval of minutes:** November 16, 2017, October 25 & November 15, 2018 and January 23, 2020

**Interview potential new Commission member:**

- Mike Rapacz

**GHD WWTP Preliminary Design project:**

- Review of January 14 tour of Chatham Water Pollution Control Facility
- Written GHD response to Weston & Sampson VE report (no GHD presentation)

**May Town Meeting articles:**

- 3 relevant articles for May Town Meeting:

- 1) Proposed funding for Phase 1 final treatment plant design and complete design of Phase 1 sewer collection system (\$2,480,000) subject to a Proposition 2½ debt exclusion ballot question at May election
- 2) Article to create 2% surtax to fund Wastewater Infrastructure Investment Fund ("WIIF") subject to a ballot question at the November election
- 3) Article to reduce Community Preservation Act surtax from 3% to 2%, subject to a ballot question at the November election

**Voucher approvals**

**Status of other tasks:**

- Shellfish (any report from Rick York).

**Other items:**

- JBCC shared facility proposal: October 2019 Town Meeting approved \$250,000 towards study - no further information
- Discussion of proposed public information sheet regarding wastewater plan
- FY2021 Commission budget

**Any news regarding existing or potential private WWTPs**

**Other items not reasonably anticipated by the Chair**

**Correspondence**

**Adjournment**

**MASHPEE TOWN CLERK**

**FEB 19 2020**

RECEIVED BY: \_\_\_\_\_

## **Town of Mashpee Sewer Commission Minutes 2/20/20**

16 Great Neck Road North, Mashpee, MA 02649

Mashpee Town Hall, Popponesset Meeting Room

### **Attendance:**

Members: Tom Fudala, Ken Dunn, Brad Pittsley, Joe Lyons

Public: Mary Waygan, Mike Rapacz

Convene time: 6:16 pm

### **Approval of minutes:**

No action; there was no recording secretary present and minutes for this meeting were taken by Ken Dunn.

### **Interview Potential New Commission Member:**

- Mike Rapacz presented his resume and discussed his reasons for seeking a position on the sewer commission. Mike was asked some general questions about his past work with water and water quality issues along with his local residence.

**Brad Pittsley moved that we approve Mike Rapacz as a new member of the commission.**

**Joe Lyons seconded. All in favor with a vote of 4 – 0. Tom Fudala will send our recommendation to the Selectmen for final approval.**

### **GHD WWTP Preliminary Design project:**

- Review of January 14 tour of Chatham Water Pollution Control Facility – Commissioners Malone, Dunn and Fudala met at the Ockway Meeting Room in Town Hall and convened a meeting at 10 am prior to the drive to Chatham for a tour of their wastewater facility by Weston & Sampson (Val Peter). Commissioner Lyons joined the meeting at the facility when the meeting was reconvened at 11 am. The tour detailed their process and operations – minutes were difficult to take and Tom Fudala will summarize his notes. GHD supported the tour with Lenna Quackenbush and Audrey Starbard. The tour and information provided was excellent as the facility is clean and well operated. No action or votes were taken during the tour and the meeting was adjourned after the sewer commission members left the facility.

**No action or vote taken during this meeting. Tom Fudala will complete the minutes for this meeting.**

- Written GHD Response to Weston & Sampson VE Report (No GHD Presentation) – Ken Dunn commented on the GHD response and everyone felt it was a good meeting with all parties involved in the design discussion. GHD and Weston & Sampson have provided PDF version of their reports. It was noted that design memos included in the GHD documents were not originally provided to the sewer commission for their review.

**Joe Lyons volunteered to break up the GHD design documents (PDF) from the larger presentation for ease of review. No other action or vote required on this topic**

### **May Town Meeting Articles: There are three relevant articles for the May town meeting:**

1. Proposed funding for Phase 1 final treatment plant design and complete design of Phase 1 sewer collection system (\$2,480,000) subject to a Proposition 2 ½ debt exclusion ballot question at the May election. This warrant will require a 2/3 vote at the town meeting. Information needs to be provided to Selectmen / voters and will be discussed in detail under other items.

**Town of Mashpee Sewer Commission Minutes 2/20/20 – Page Two**

2. Article to create 2% surtax to fund Wastewater Infrastructure Investment Fund (“WIIF”) subject to a ballot question at the November election. Joe Lyons question the amount to be gained on each tax bill. The answer was provided – no issue for further discussion. The vote on this article was moved to November due to the timing between its submittal and the May election – the amount of time was not sufficient. This will delay the collection of the revenue until after the November election date.
3. Article to reduce community Preservation Act surtax from 3% to 2%, subject to a ballot question at the November election. No additional discussion on this item

**The only action needed is to review and edit the question and answer document – details provided in other items.**

**Voucher approvals:**

- None.

**Status of other tasks:**

- Shellfish (any report from Rick York). No comments.

**Other items:**

- JBCC shared facility proposal: October 2019 Town Meeting approved \$250,000 towards study / no further information. No comments.

**Other items not reasonably anticipated by the Chair:**

The Commissioners voted by roll call to add the following item to the agenda. Commissioners Fudala, Lyons, Pittsley and Dunn all voted in favor.

- Discussion of proposed public information sheet regarding wastewater plan.

Handouts of the Q & A documents from Joe Lyons and Tom Fudala were provided along with a document from Chatham. A one page handout from the Mashpee Clean Waters Facebook page was also provided for discussion. An email from Anne Malone was handed out since she was not able to make the meeting – her comments on the information document were included in her email.

The question and answer document from Tom Fudala was reviewed. This item involved significant discussion on each question and answer. All information exchanged was not documented in the minutes as Tom Fudala made the necessary changes to his document. Tom Fudala will then provide an updated version for further review by the sewer commission members. A summary of discussion points is outlined below:

- Mashpee Clean Waters Handout: Mary Waygan questioned the cost in the following sentence. “This design is expected to cost each homeowner roughly \$150 per year (which will be subject to future votes).” Ken Dunn had reviewed the past selectmen meeting on this subject and the estimated cost from the town financial advisors was less than \$150 for the entire phase 1 - \$51 million, not just the design portion that is on the May town meeting warrant.
- Mike Rapacz: the Joe Lyons document contained a lot of good information.
- Ken Dunn: it is my opinion that the document is too long and contains more information than is needed at this point. It should include only what is needed to address the

wastewater warrant at the May town meeting. Joe Lyons: we need to include all the information for the selectmen and town voters. Tom Fudala: all the information included needs to be correct.

### **Town of Mashpee Sewer Commission Minutes 2/20/20 – Page Three**

- There were discussions on the sewer connection process / cost and how it affects each homeowner and their septic systems. Private wastewater systems may be a concern when the new sewers are installed. All this was included in the Tom Fudala document version, but may need some editing on the proper wording to insure there is no confusion with recommended sewer commission procedures.
- Joe Lyons: the final draft of this document will be provided to the selectmen for approval. Tom Fudala: thought it would be put on the sewer commission website.
- Joe Lyons: will private roads have sewers installed. Tom Fudala: yes
- Mary Waygan questioned a number of items in the document she thought needed clarity. The overall plan included five phases with an assessment after each phase – Tom Fudala agreed and summarized the overall process. Two, in order to obtain the loans (debt forgiveness) for Phase 1, Mashpee needs to have a net zero growth bylaw. Mary wanted to Sewer Commission be the messenger to the Selectmen for this issue. Three, sewer system means increased town growth and higher population density.
- Mary Waygan's last statement on town growth provoked a number of 'what-if' questions from Joe Lyons and answers from Tom Fudala. The concern with private homeowners is that there will be increased bedrooms at each location since it will not be limited by septic tank size. Tom Fudala answered that the population density can increase, but limited to the zoning laws.
- Mike Rapacz: there should be an additional statement covering this issue in the question and answer document.
- Tom Fudala: access to the sewer system can be denied if the facility is at capacity.

**Action: Tom Fudala will communicate with the Mashpee Clean Waters group about corrections to their handout. Tom Fudala will update his version of the question and answer document and then provide it to the sewer members for review.**

- FY2021 Commission Budget. Budget increased due to the Town Manager's addition of the Town Engineer to the Commission's budget. No additional information provided.

**Correspondence:** None

**Adjournment:**

**Joe Lyons moved to adjourn, Brad Pittsley seconded. All in favor.**

**Meeting adjourned: 9:09 pm**

Respectfully submitted,

Ken Dunn  
Sewer Commissioner

**Mashpee Board of Sewer Commissioners AGENDA**  
**Friday, February 14, 2020**

**10:00 a.m.** – **Ockway Meeting Room**, Mashpee Town Hall, 16 Great Neck Road  
North, Mashpee, MA 02649

**Call Meeting to Order**

Adjourn to reconvene at:

**11:00 a.m.** – **Chatham Wastewater Treatment Plant**, 59 Sam Ryder Road,  
Chatham, MA 02633

Tour of Town of Chatham Water Pollution Control Facility and visits to associated  
wastewater pumping stations hosted by Facility operators Weston & Sampson, Inc.

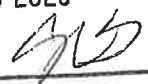
**NO VOTES WILL BE TAKEN**

**Adjournment**

**MASHPEE TOWN CLERK**

FEB 12 2020

RECEIVED BY: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'JLD', is written over the line for 'RECEIVED BY:'.

**Mashpee Board of Sewer Commissioners Minutes**  
**Friday, February 14, 2020**

Meeting convened at 10:00 a.m. in the Ockway Meeting Room, Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649.

Commissioners Fudala, Dunn and Malone were in attendance.  
No members of the public were present.

The meeting was adjourned to reconvene at 11:00 a.m. at the Chatham Wastewater Treatment Plant, 59 Sam Ryder Road, Chatham, MA 02633 at which Commissioner Lyons joined the meeting, along with Lenna Quackenbush and Audrey Starbard from GHD.

The purpose of the reconvened meeting was for the purpose of a tour of the Town of Chatham Water Pollution Control Facility and visits to associated wastewater pumping stations hosted by the facility operators Weston & Sampson, Inc. led by Mr. Richard V. "Val" Peter.

Mr. Peter noted that Chatham's treatment facility originally opened in 1969, along with a sewer collection system involving 3 pump stations. The plant was reconstructed to 100,000 gpd (gallons per day) capacity in response to a 1986 Consent Order. The plant was enlarged again in 2010-2012, after the completion of Mass. Estuaries Program (MEP) reports and the establishment of nitrogen TMDLs (Total Maximum Daily Loads) for Chatham's estuaries, with a capacity of 2.45 million gpd (mgd), with current average flow of 1.3 mgd. Approximately 25% of the town is currently sewered. The Town of Chatham intends to sewer the entire town, which will involve a phase 2 enlargement of the treatment plant's capacity to 3.56 mgd.

The facility has a formal entrance and parking, but the Town has also kept open the construction entrance to provide for bulk material deliveries and as a staging area for future construction activities.

The facility is connected to 2 separate electric grids and has 2 emergency generators.

The facility's main building includes:

- 2 large offices,
- 3 labs (wastewater, water quality and shared – both the Town's water supply and wastewater operations share the building, and the labs also test water quality from beaches, ponds etc. under the Board of Health)
- 2 bathrooms (male and female are required)
- a 16 seat / 4 table meeting room for staff training sessions and the many courses needed for staff certifications (Mr. Peters would prefer that it was twice the size, as Chatham hosts many training sessions involving staff from multiple area towns, as



many training sessions are otherwise held off-Cape at great distances from Chatham and the lower Cape.)

- a large "support room" with printers, copiers, computers, a mini-fridge and microwave (for staff lunch breaks)
- a large "operations room" with SCADA screens and 4 computer stations

The buildings are not required to be handicapped-accessible.

The buildings are connected by fiber optic cables and have WIFI.

Any rooms that could involve hazardous materials or situations have their light switches located outside the room so that the rooms are visible to employees before they enter, rather than having to open a door and enter a dark room which may have dangerous conditions.

Emergency information brochures are located at central, accessible locations.

Locations involving hazardous materials must have a remotely alarmed emergency shower and eyewash facility (which uses TEPID water).

Mr. Peters strongly recommended against proprietary fire control systems (e.g. Simplex) because you end up over a barrel regarding replacement parts availability and cost.

The Chatham facility uses a rechargeable carbon filter for low pH. The carbon gets spent in the process, so there must be convenient facilities for refilling it.

A Biofilter degrades much more slowly, although wood chips are bad due to their rate of degradation, while engineered plastic pellets (as proposed for our air filtration unit) are better and last much longer.

The Chatham operation involves a significant amount of large equipment (in a 12-bay garage!) including trucks, a tractor and York rake (for cleaning the sand filter beds), lawn mower, snow blower, a magnetic manhole cover lifter and a vacuum (could be jet) truck to clear the sewers twice per year.

The joint water and sewer operation involves 6 employees for each. All employees are certified for both water and sewer operations, but all equipment they use must be kept separate to avoid cross-contamination.

Mr. Peters suggested that Mashpee will likely need 2-3 employees to start, to cover plant operations, pump station maintenance and construction inspections. We will have to file a staffing plan with DEP as part of our permit application to operate / discharge permit, even if we hire a contractor to do the work. Solicitation of a contract operator is done through an RFP (Request for Proposals) which involves 2 parts. The first is our specification of required qualifications. The second is price. Applicants submit each part separately in sealed envelopes. The RFP is reviewed for qualifications first, on which basis the applicants are ranked. The highest ranked contractor is chosen and, only then, is their price proposal opened. (i.e. selection is not based on "lowest bidder".)

Among the required qualifications can be minimum response time to deal with problems (typically 15 minutes), and the grade of licenses required for operators, e.g. 6 or 7 (highest) and other staff.

Chatham's system currently costs approximately \$1 million/year to operate.

After touring the entire treatment plant grounds, the group drove to a number of pump stations. One station was entirely enclosed in a small building. 2 others involved pump facilities within fiberglass housing with external electrical control panels, located within fenced areas (chain link or wood, with some surrounding screening vegetation). The fenced areas appeared to be approximately 20x30 feet in area. There were Knox boxes on all the doors. Mr. Peters recommended manual valves on air bleeds for the pump stations.

The tour completed, the Commission thanked Mr. Peters for his excellent presentation, and he indicated that he would be available for any other information or advice we needed. The Commission then adjourned its meeting.

NO VOTES WERE TAKEN

Respectfully submitted by:

F. Thomas Fudala  
Commissioner

**Mashpee Board of Sewer Commissioners AGENDA**  
**Thursday, January 30, 2020**

**6:00 p.m. – Popponesset Meeting Room** (opposite Selectmen's office), Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649

**Call Meeting to Order**

**Welcome new Commission Member:**

- Anne Malone as Precinct 2 Commissioner

**Approval of minutes:** November 16, 2017, October 25 & November 15, 2018 and November 7, 2019

**Status of Final Plan:**

- No implementation begun other than limited shellfish propagation and WWTP preliminary design.

**GHD WWTP Preliminary Design project:**

- Presentation of Weston & Sampson Value Engineering Consultant report.
- Presentation of GHD response to VE report and of final WWTP preliminary design.

**May Town Meeting articles:**

- Vote to submit/support 2 wastewater articles for May Town Meeting:
  - 1) \$840,000 to complete the design of Phase 1 of the municipal wastewater treatment plant to be located adjacent to the Town's solid waste transfer station and
  - 2) \$1,640,000, subject to a Proposition 2½ debt exclusion ballot question, to complete the design of the first phase of the Town's sewer collection system

**Annual Report:**

- Vote to approve and submit the Commission's 2019 Annual Report

**Voucher approvals**

**Status of other tasks:**

- Shellfish (any report from Rick York).

**Other items:**

- JBCC shared facility proposal: October 2019 Town Meeting approved \$250,000 towards study. No further information.
- Selectmen supported 4 wastewater articles for May Town Meeting, including the Commission's 2 proposed funding articles.
- FY2021 Commission budget.

**Any news regarding existing or potential private WWTPs**

**Other items not reasonably anticipated by the Chair**

**Correspondence**

**Adjournment**

MASHPEE TOWN CLERK

JAN 22 2020

RECEIVED BY: \_\_\_\_\_

**Town of Mashpee Sewer Commission Minutes 1/30/2020**

16 Great Neck Road North, Mashpee, MA 02649

Mashpee Town Hall, Popponesett Meeting Room

**Attendance:**

Members: Tom Fudala, Ken Dunn, Brad Pittsley, Joe Lyons, Anne Malone

Public: Mary Waygan, Mike Rapacz

Weston & Sampson: Kent Nichols, Val Peter, Rebecca Mongada

GHD: Anastasia Rudenko, Lenna Quackenbush

Convene time: 6:18pm

**Welcome new Commission Member:**

- Anne Malone as Precinct 2 Commissioner

**Approval of minutes:** November 16, 2017, October 25 & November 15, 2018 and November 7, 2019

**Mr. Dunn moved to approve the 11/7/19 minutes, Mr. Pittsley seconded. All in favor.**

**Status of Final Plan:**

- No implementation begun other than limited shellfish propagation and WWTP preliminary design.

**GHD WWTP Preliminary Design project:**

- Presentation of Weston & Sampson Value Engineering Consultant report.

Rebecca Mongada & Kent Nichols presented the report from Weston & Sampson. (attached)

Mr. Nichols made a point that a 30% design is enough to give an idea of the concept of what we're trying to do, it's not enough to get into discreet details/comments that we'd get into later at an advanced stage. For the most part these are preliminary comments.

Anastasia Rudenko and Lenna Quackenbush explained each slide in detail. Mr. Nichols commented that until you have a permit from DEP that locks you in, I always advise caution in sending money. The goal of this is to advise the Town to make sure you move further enough along with the final approval of the site so that you know you can lock down your rates and approvals and have a reasonable expectation if you're going to get a groundwater discharge permit, and if you do that it looks like what you think it's going to look like. The point is to do this before you advance design too much. The flip side is if you proceed with design and you find out you something needs to change, it could have a major impact and might cause you to go back and redesign things, which could potentially cause additional costs. The goal here is to make sure we have that understanding really soundly (and in writing, really) with DEP.

Joe Lyons asked how soon they should file for permits with DEP. Anastasia Rudenko said that it can take several months for approval. GHD will develop costs and send to you fairly quickly.

Kent Nichols brought up traffic control and concern that the transfer station is open different hours, it's crucial to think about a separate entrance or extra road outside of the fence. Site access

is critical. It's important to look in person, not just on paper, it's a challenging spot for trucks with other traffic. Tom Fudala asked if we need a second entrance for the fire department, Anastasia Rudenko answered no. Joe Lyons said a potential other entrance could be off Meeting House road.

There was discussion about putting up a fence around the property. Joe Lyons asked if we were legally required to put up a fence, Kent Nichols said right now it's a federal requirement. Joe Lyons said he is firmly against planting, would rather build a 6-8 foot berm. It would insulate sound, hide view from neighbors, it would naturally fill in and there is no maintenance. Tom Fudala disagreed and would rather have plantings.

Kent Nichols said one thing to really put some critical thought into is the collection process/odor control. May want to consider one common dumpster system. It's very operator intensive to have them combine everything into one dumpster, and if that dumpster isn't in the building where the odor control is, you've created a second source for odor control. Lenna Quackenbush and said right now what they're looking at for collection system is a hygienic bagging system, essentially like a trash bag. That often helps with odors. Tom Fudala asked how many bags per day, Val Peter said it really depends on the volume that's coming in. He recommended a public outreach for proper disposal, like a "sewer savvy" flyer.

Lenna Quackenbush said as far as the number of screens, after discussing, they would want full redundancy. There would be a cost comparison of more screens vs. life of membranes. Tom Fudala asked if there were any issues if one screen were out for a while, Lenna Quackenbush replied that each screen can handle the whole thing.

Kent Nichols said one of the things he'd like to point out from an odor control point is that sometimes you'd need to pull out the membranes to do maintenance on them, it's best to be enclosed so they can do that in all weather and maintain odor control. One thing he would challenge is covering certain areas with something that would be a little more efficient so that we don't enclose areas where there is no function.

In regards to screens, Kent Nichols said it's crucial to put careful thought in. He suggests oversizing racks long term or lean towards 3 instead of 2 membranes. If there was a long term problem with one membrane, you'd still have 2 operational membranes. Joe Lyons asked about keeping an extra one as a reserve, Kent Nichols advised against that because they will degrade if out of service. Keep all in service, and take out in rotation to clean and service. Use all 3 normally, but have 50% more than you need, it extends life. Lenna Quackenbush said they designed so that 1 membrane can handle peak size for one day. It's a good point and they will continue to look at it.

Kent Nichols said it's a really important point when you're trying to keep things cost effective and make sure things actually operate efficiently, when you get into your later phases and you have excess units you're trying to keep in service when you have larger flows, it actually works against you. Ultimately, start with a couple blowers, then two bigger blowers in the second phase instead of more blowers of the same size. Anastasia Rudenko said that this is a very conservative design, they will continue to refine this. Tom Fudala said it's important to remember that this is

designed for 4 stages to cover 5 phases. We may never get to all those phases if shellfish do their job. It's important not to over design.

Kent Nichols talked about chemical delivery. He suggested to get in touch with the actual companies regarding drum size, tote size, barrels, etc...to make sure there's enough storage room to get a forklift in if needed. Lenna Quackenbush said that they planned for the potential of bulk storage for future storage, so that they have ample room, instead of having to expand in the future. Ken Dunn said he's worked with chemical deliveries before and a line of sight is really important, he likes the garage door concept. The conversation went on to discuss the importance of proper storage/protocol/emergency plans to avoid something catastrophic.

Kent Nichols brought up the importance of having proper restroom, office space, on-site laundry & showers for the operators. This is not a small issue. There was further discussion from the group about various office design ideas.

Val Peter ended the presentation with a quick recap of the key points. He suggested the group come to the Chatham facility for a tour. The group set a date for Thursday, February 6, 2020 at 11am.

- Presentation of GHD response to VE report and of final WWTP preliminary design.

Anastasia Rudenko went through the GHD response (slides attached). This was aimed for the public, and will be posted on the Town website. It describes details about the wastewater treatment plant project in an easy to read (less technical) manner.

#### **May Town Meeting articles:**

- Vote to submit/support 2 wastewater articles for May Town Meeting:  
These 2 articles will be combined into 1 for the meeting:

1) \$840,000 to complete the design of Phase 1 of the municipal wastewater treatment plant to be located adjacent to the Town's solid waste transfer station

2) \$1,640,000, subject to a Proposition 2½ debt exclusion ballot question, to complete the design of the first phase of the Town's sewer collection system

**Ms. Malone moved to support the article to complete Phase 1 of the municipal wastewater treatment plant to be located adjacent to the Town's solid waste transfer station, Mr. Lyons seconded. All in Favor.**

Mary Waygan from the Community Preservation Committee asked if the commission would support the WIIF & CPC article and also state their preference of order to the Town Manager. Joe Lyons questioned some of the wording of the WIIF article. He suggested the Selectmen should remove the words "municipal drinking water" to prevent confusion.

**Joe Lyons moved to support the articles with the comment to remove "municipal drinking water" and to list the WIIF article first. Mr. Pittsley seconded. All in favor.**

**Annual Report:**

- Vote to approve and submit the Commission's 2019 Annual Report

**Mr. Dunn moved to forward the Commission's 2019 Annual Report to the Selectmen, Mr. Pittsley seconded. All in favor.**

**Voucher approvals N/A**

**Status of other tasks:**

- Shellfish

Rick York could not be present, but sent an email:

The update on implementation of the Shellfish Component of the CWNMP is that we are seeing more improvement in the water quality data (total nitrogen) in Great River, Little River, and Hamblin Pond as a result of the quahog population increase from our seeding. This is from the 2017 and 2018 data. We do not have the 2019 data yet. We seeded 4.6 million quahogs there last year and have ordered 11 million for this year. Oysters in the Mashpee River are also helping water quality with no fish kills last year. The harvest is going well. We have ordered 1,000 bags of oyster seed for this year again, and an additional 460,000 single oyster seed.

**Other items:**

- JBCC shared facility proposal: October 2019 Town Meeting approved \$250,000 towards study. No further information.
- Selectmen supported 4 wastewater articles for May Town Meeting, including the Commission's 2 proposed funding articles.
- FY2021 Commission budget.

**Any news regarding existing or potential private WWTPs N/A**

**Other items not reasonably anticipated by the Chair**

**A role call vote to add 2 items to the agenda, from Joe Lyons and Mike Rapacz.**

**All in favor.**

Joe Lyons spoke about the pollution at Santuit Pond. The Town needs to address this. There are a few hundred houses whose nitrogen is adding to the problem. This is the Sewer Commission's responsibility. He proposed we have GHD include it as a design factor for collection so we know what the cost will be when the ultimate question comes up-we'll have an answer. Tom Fudala argued that phosphorous is the issue, not nitrogen. He also stated that Phase 1 has already been approved and in order to change it we'd have to go back and get money and ask for them to rewrite the plan. He suggests at the end of Phase 1, when review of what's going on, we take a look at those houses on Santuit Pond. Joe Lyons said that's 5 years from now, Santuit Pond won't be there by then. Tom Fudala restated it's the phosphorous, not nitrogen causing the problem. Joe insisted nitrogen is a problem and that this needs to be addressed in Phase 1. He thinks we should answer the political question and take out part in addressing the pollution of Santuit Pond. Anne Malone said she would like to leave Phase 1 alone, as it's already been approved. She asked if it's possible for GDH to give an estimate of the cost of sewerage those houses. Joe reiterated he wants to know how much it would cost.

**Joe Lyons moved that GHD gives an estimate on the cost to do collection in the Santuit area in connection with the transfer station, and do it during the time of Phase 1, design it, but not to be installed during Phase 1. No second. Motion failed.**

Joe Lyons said we should ask GHD to give a full size print that shows the proposed collection area for Phase 1. Anastasia Rudenko said it's currently being worked on per request from the Selectmen.

Mike Rapacz explained to the group his concerns about Mashpee Wakeby Pond's phosphorous problem. He said 25+ years ago when the MA Estuaries Project was done, the freshwater bodies were ignored. He said Mashpee Wakeby was recently found to be severely phosphorous impaired. He would like to include the western side of Mashpee Wakeby in the sewerage plans. If Sandwich does what they say they're going to do in their Phase 1, it covers the northern side. He referenced the Red Field Ratio, an APCC study on all ponds, and results from chemical testing from Chatham Lab. Joe Lyons said if documented properly and made public, this will help move forward with the plan. Anne Malone said his point is accurate, but we're just barely getting started. The group thanked Mike Rapacz for coming and asked that he email them his data.

**Adjournment**

**Motion: Mr. Dunn moved to adjourn, Mr. Pittsley seconded.**

**Vote: 5-0 Unanimous**

Meeting Adjourned 10:05pm

Respectfully submitted,

  
Katrina Ewing  
Board Secretary



Rick York <ryork@mashpeeema.gov>

1/30/2020 4:26 PM

## Shellfish update

To Tom Fudala <tomfudala@comcast.net> Copy Ashley Fisher <afisher@mashpeeema.gov>

Tom,

I will not be attending the Sewer Commission meeting tonight. The update on implementation of the Shellfish Component of the CWNMP is that we are seeing more improvement in the water quality data (total nitrogen) in Great River, Little River and Hamblin Pond as a result of the quahog population increase from our seeding. This is from the 2017 and 2018 data. We do not have the 2019 data yet. We seeded 4.6 million quahogs there last year and have ordered 11 million for this year. Oysters in the Mashpee River are also helping water quality with no fish kills last year. The harvest is going well.; We have ordered 1,000 bags of oyster seed for this year again, and an additional 460,000 single oyster seed. I will send a full report later.

Rick York

DNR Director

Mashpee Sewer Transfer Station

Initial Personal Review of Value Engineering Report

1/27/20 - Joe Lyons

- 1) Pg 12 – Need to apply for GWD (Confirm loading rate)
- 2) Pg 16 & 17 – Area access could be straight off Meeting house (no neighbors /straight)  
Access off Ashers path needs to be built / removed for aesthetic reasons
- 3) Pg 18 – Gravity to TS ( N/A as TS elevation is too high)
- 4) Pg 20 – Plantings (6-8 foot berm better – sound and sight)
- 5) Pg 23 – Anoxic and aeration tanks (Outside tanks better)
- 6) Pg 24 – Good concept (Expand building as needed)
- 7) Pg 28 – Good concept (One bridge crane for all)
- 8) Pg 29 – Good concept (Provide 4-6"containment "berm")
- 9) Pg 31 – More practical (Should be redundant)
- 10) Pg 32 – Makes sense (Not needed)
- 11) Pg 34 – Control room (Provide counters for desk and testing)
- 12) Pg 35 – One bathroom (Place emergency wall shower outside of Chemical Area)
- 13) Pg 36 – Make exterior surface Stucco (Easy repair, maintenance, and matching additions)
- 14) Pg 37 – Building needs metal trusses for bridge crane. Roof surface area to South should be 2/3 at a 30 degree slope for solar, North side 1/3 area at 60 degrees for North light panels.
- 15) Pg 43 – Should go with Phase 2 volume (One primary blower with back up duplication)
- 16) Pg 44 – Good Point (Initial redundancy needed – multiple trains have redundancy)

Article       

Proposed Borrowing Authorization Article to Complete the Design of **BOTH** the Wastewater Treatment Facility and Sewer Collection System for Phase 1

~~(Note The Article can be used for the appropriation and funding of Phase 1 design costs, NO MATTER WHAT THE AMOUNT OF THE DEBT AUTHORIZATION IS. The appropriate debt amount could just be specified in the motion made under the Article. If you intend to authorize debt for a broader scope of wastewater initiatives (as your proposed language below suggests), use the following article language).~~

To see if the town will appropriate a sum of money by borrowing for the planning and design of wastewater collection, treatment and disposal initiatives in the Town of Mashpee, including all expenses incidental and related thereto, to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose, and to apply the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, to pay project costs and reduce the amount authorized to be borrowed by the amount of the premium so applied; provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ debt exclusion ballot question under General Laws Chapter 59, § 21C(k), or take any other action relative thereto.

Submitted by the Board of Selectmen

**Explanation:** This article would provide funding to complete the design of Phase 1 of the wastewater treatment plant to be located adjacent to the Town's solid waste transfer station and further to design the phase 1 sewer collection system to be connected to the wastewater treatment facility adjacent to the Town's transfer station. This project is one of the initial steps in implementing the Town's Watershed Nitrogen Management Plan/CWMP.

**Ballot Question for Debt Exclusion for BOTH WWTF and Sewer Collection System:**

*Shall the Town of Mashpee of be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to be used for the planning and design of wastewater collection, treatment and disposal initiatives of the Town?*

Yes        No

Article \_

**PROPOSED ARTICLE to create a Municipal Water Infrastructure Investment Fund (WIIF)  
(2% surcharge)**

To see if the Town will vote to accept General Laws Chapter 40, Section 39M for the purpose of establishing a separate account to be known as the Municipal Water Infrastructure Investment Fund, revenues from which shall be expended exclusively for maintenance, improvements and investments to municipal drinking, wastewater and stormwater infrastructure assets, and, further, to authorize the imposition of a water infrastructure surcharge on real property in the Town at the rate of two per cent (2%) of the real estate tax levy against said real property, as determined annually by the Board of Assessors, which will be deposited into the Fund; said surcharge to commence in Fiscal Year 2021, effective July 1, 2020; or take any other action relating thereto.

Submitted by the Board of Selectmen

**Explanation:** This article establishes a special fund for infrastructure for wastewater, stormwater and municipal drinking water. The funding source is a surcharge of two percent (2%) on the annual property tax assessed on real property starting in Fiscal Year 2021, which begins on July 1, 2020. Real estate properties that are fully exempt from property taxes are not subject to the surcharge. In addition, taxpayers who receive partial exemptions of the real estate taxes assessed on their domiciles, including certain seniors, veterans, blind persons and surviving spouses, are fully exempt from the surcharge. Taxpayers that receive other exemptions or abatements of their real estate taxes will receive a pro rata reduction in their surcharges.

**Proposed Ballot Question for Water Infrastructure Investment Fund and surcharge of 2%:**

***Shall the Town of Mashpee accept the provisions of Section 39M of Chapter 40 of the General Laws, and impose a water infrastructure surcharge on real property in the Town at the rate of two per cent (2%) of the real estate tax levy against said real property, a fair and concise summary of which appears below?***

Yes\_\_\_\_ No\_\_\_\_

***Summary: Section 39M of Chapter 40 of the General Laws of Massachusetts establishes a special "Municipal Water Infrastructure Investment Fund" with a dedicated funding source that may be spent on maintenance, improvements and investments to municipal drinking, wastewater and stormwater infrastructure assets. Town Meeting must approve all spending from the fund. The source of funding for said Fund is a surcharge of two percent (2%) on the annual property tax assessed on non-exempt real property starting in Fiscal Year 2021, which begins on July 1, 2020.***

Article \_

**PROPOSED ARTICLE for reducing the Community Preservation Act surcharge from 3% to 2%**

To see if the Town will vote to amend its acceptance of the Massachusetts Community Preservation Act (General Laws Chapter 44B, Sections 3-7) by reducing the annual surcharge imposed on real property in the Town for Chapter 44B purposes from the rate of three percent (3%) to the rate of two per cent (2%) of the real estate tax levy against said property; said reduction to take effect in Fiscal Year 2021, effective July 1, 2020; or take any other action relating thereto.

Submitted by the Board of Selectmen

**Explanation:** This Article proposes an amendment to the Town of Mashpee's acceptance of Massachusetts General Laws Chapter 44B, §§ 3-7, also known as the Community Preservation Act (the "Act"), by decreasing the surcharge imposed on real property from three percent (3%) to two percent (2%) of the tax levy, as determined annually by the Board of Assessors. The Act allows municipalities to impose a surcharge on real property to establish a dedicated source of funds for: the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with Community Preservation Funds.

**Proposed Ballot Question for Reduction of CPA Surcharge from 3% to 2%:**

*Shall the Town of Mashpee amend its acceptance of Sections 3 through 7, inclusive of Massachusetts General Laws Chapter 44B, also known as the Community Preservation Act,"), by decreasing the surcharge imposed on real property from three percent (3%) to two percent (2%) of the tax levy, as approved by its legislative body, a fair and concise summary of which appears below?*

**Summary:** *This ballot question relates to an amendment to the Town of Mashpee's acceptance of Massachusetts General Laws Chapter 44B, §§ 3-7, also known as the Community Preservation Act (the "Act"), by proposing to decrease the surcharge imposed on real property from three percent (3%) to two percent (2%) of the tax levy, as determined annually by the Board of Assessors. The Act allows municipalities to impose a surcharge on real property to establish a dedicated source of funds for: the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation, and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created with Community Preservation Funds.*

Yes \_\_\_\_ No \_\_\_\_



## Meeting Notes

January 6, 2021

Subject/Client: Design Workshop No. 2                      Ref. No. 11188223  
Mashpee WRRF and Collection System -  
Phase 1 Final Design  
Town of Mashpee, MA

From: Anastasia Rudenko                      Tel: 774-470-1637

Venue/Date/Time: Zoom Teleconference; December 3, 2020 @ 2:00 p.m.

Copies To: All Attendees, Absentees, File

|            |                               |         |                   |
|------------|-------------------------------|---------|-------------------|
| Attendees: | Catherine Laurent (Mashpee)   | Absent: | Jeff Gregg (GHD)  |
|            | Wayne Taylor (Mashpee)        |         | Sandy Tripp (GHD) |
|            | Craig Mayen (Mashpee)         |         |                   |
|            | Ken Dunn (Sewer Commission)   |         |                   |
|            | Tom Fudala (Sewer Commission) |         |                   |
|            | Joe Lyons (Sewer Commission)  |         |                   |
|            | Val Peter (Weston & Sampson)  |         |                   |
|            | Marc Drainville (GHD)         |         |                   |
|            | Sara Greenberg (GHD)          |         |                   |
|            | Audrey Starbard (GHD)         |         |                   |
|            | Howard Butler (GHD)           |         |                   |
|            | Anastasia Rudenko (GHD)       |         |                   |

| Item Description   | Action |
|--|--------|
| 1. Develop conceptual layout for equipment storage at the WRRF site.   | GHD    |
| 2. Develop revised conceptual layout for additional operator space in Process Building.  | GHD    |
| 3. Develop revised layout for Process Building with no superstructure over secondary treatment tanks and relocate secondary treatment tanks to western side of Process Building. | GHD    |
| 4. Develop revised site access layout, including an access road to the south off of Ashers Path.   | GHD    |
| 5. Send list of Town Counsel involvement items to Mr. Taylor by email.   | GHD    |
| 6. Develop conceptual layouts for pump station sites   | GHD    |



## **A. INTRODUCTIONS**

1. Project team members were introduced to the group, see above for list of attendees.
2. Ms. Rudenko introduced the topics of discussion for the meeting.

## **B. RESPONSE TO VALUE ENGINEERING COMMENTS**

1. Ms. Rudenko outlined the history of the value engineering process that was undergone during the preliminary design phase. She noted that this design workshop would focus on two value engineering comments that will affect this stage of WRRF layout design—provisions for additional operator space, and the option to cover the secondary treatment tanks in the Process Building.
2. Ms. Greenberg reviewed potential concepts for additional operator space, including additional bathrooms (which are required by Mashpee Code), space for showers, and the option to potentially construct the Administration Building (which was removed from Phase 1 in Preliminary Design) as part of Phase 1. Mr. Peter noted that the facility would likely require three to four operators and would need to include on-call time, weekend coverage, and vacation time.
3. Mr. Fudala requested to discuss the construction staging area and equipment storage. Ms. Rudenko noted that a construction staging area will be identified on the drawings. Mr. Peter noted that space may be needed for site maintenance equipment such as snowblowers and lawnmowers. It was asked if site maintenance equipment could potentially be stored at the adjacent Transfer Station. Ms. Laurent noted that all WRRF equipment would need to be stored within the footprint of the WRRF site. GHD will explore options for equipment storage and will develop a conceptual plan for review at an upcoming design workshop. Mr. Fudala asked about whether system maintenance equipment, such as vactor trucks, could be rented or need to be purchased. Mr. Peter noted that Chatham owns a vactor truck. Mr. Fudala asked what equipment would likely be needed for the WRRF. Mr. Peter felt that a tractor with a york rake (for sand bed maintenance) and a John Deere tractor with forks would likely be needed.
4. Construction of the Administration Building as part of Phase 1 was discussed. It was decided that an additional restroom and at least one shower should be added to the Process Building. GHD will develop a conceptual plan for review at an upcoming design workshop.
5. Ms. Greenberg reviewed the concept of removing the superstructure above the secondary treatment tankage. She noted that the superstructure was originally included in the design at the Town's request due to odor and aesthetic concerns. Ms. Greenberg noted that strategic landscaping can be used to mitigate aesthetic impacts of the tankage. Mr. Peter asked if enclosure in a building was required for odor control. Mr. Butler confirmed that potential odors will be managed by maintaining a negative pressure in the covered tanks and through the use of a biofilter to treat air extracted from the tanks. He noted that a building was not necessary with the proposed design for odor control. It was decided to remove the superstructure over the secondary treatment tanks and to only cover the MBR tanks. Ms. Laurent requested that the Phase 1 tanks will be re-located to the western side of the Process Building (closer to the existing Transfer Station). Based on comments received GHD will develop a revised Process Building layout for review at an upcoming design workshop. Mr. Dunn asked if fencing



would be included around the perimeter of the site in the revised scenario. GHD confirmed that the site will be fenced.

### **C. SITE ACCESS**

1. Ms. Greenberg reviewed the two site access roads established in preliminary design—the main entrance from the Transfer Station and the secondary entrance from Carleton Drive. It was requested that the main access road be relocated to the south, off of Ashers Path, such that the entrance to the WRRF was not through the Transfer Station. GHD will develop a revised site plan for review at an upcoming design workshop.

### **D. FIELD INVESTIGATIONS**

1. Ms. Greenberg reviewed the schedule for field investigations. Ms. Rudenko will provide an update on the field investigation schedule at the Board of Selectmen meeting on December 5, 2020. GHD will continue to coordinate with Ms. Laurent to schedule the field investigations.

### **E. TOWN COUNSEL INVOLVEMENT**

1. Ms. Greenberg reviewed upcoming items that will require Town Counsel involvement, including the decision on whether to list less than three named manufacturers on any equipment and construction contract items. Mr. Taylor requested that GHD compile an email with Town Counsel involvement questions.

### **F. PUMP TYPE**

1. Ms. Greenberg reviewed advantages and disadvantages of submersible and suction lift pump station. It was indicated that an engineering decision should be made by GHD to determine the appropriate type of station for each site. Several example pump stations were reviewed to present various visual impact options for each station. Mr. Lyons indicated that the decision on whether to enclose pump station electrical and generator equipment in a building will be driven by the location, sites in neighborhoods should be designed with a building enclosure. Mr. Peter noted that a crane truck will be required for submersible pump stations. GHD will provide a recommendation as to the appropriate pump station type and develop proposed layouts for each station for review at an upcoming design workshop.
2. Ms. Starbard provided an update that one of the originally designated pump station sites has a conservation restriction. GHD is working with Ms. Laurent to identify an alternate location for the pump station.

### **G. MISCELLANEOUS DISCUSSION ITEMS**

1. ADA requirements for the site were reviewed. It was noted that ADA compliance is not required if the site does not have public access. Mr. Peter noted that in Chatham the Administration Building is ADA compliant, but other buildings are not. Mr. Lyons asked about the level of access to the Chatham site. Mr. Peter noted that all building are routinely locked unless someone is working in the building. He also noted that a self-locking gate is not feasible in Chatham due to access requirements of septage





haulers, vendors, etc. It was decided that the Mashpee WRRF buildings would not have public access. It was confirmed that billing would be conducted off site. Mr. Fudala noted that billing will likely be handled by the Water District.

2. Mr. Butler asked for confirmation that the utility pole at the landfill is Town-owned. Ms. Laurent noted that the pole is likely owned by the Town and that the pole is also the receiving pole for the Transfer Stations solar installation. Mr. Butler stated that a dedicated pole may need to be identified upstream of the solar installation receiving pole.

## **H. NEXT DESIGN WORKSHOP**

1. GHD will coordinate availability and schedule the meeting.

☒ Attachments: PowerPoint Slides

This confirms and records GHD's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.



# **Mashpee Phase 1**

Water Resource Recovery Facility (WRRF) Pump Stations &  
Collection System  
Final Design

**Design Workshop 2** | December 3, 2020



# Presentation Outline

- 1 Response to Value Engineering Comments
- 2 Site Access
- 3 Field Investigations
- 4 Town Counsel Involvement
- 5 Pump Type
- 6 Miscellaneous Discussion Items

# **1 Response to Value Engineering Comments**

# **Value Engineering Background**

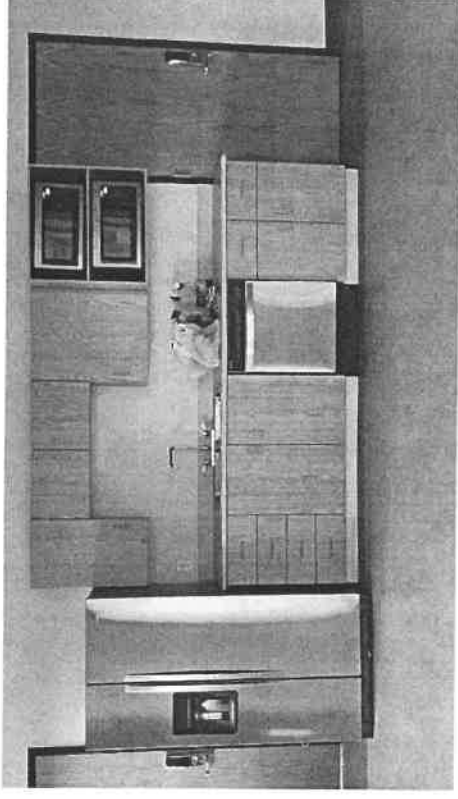
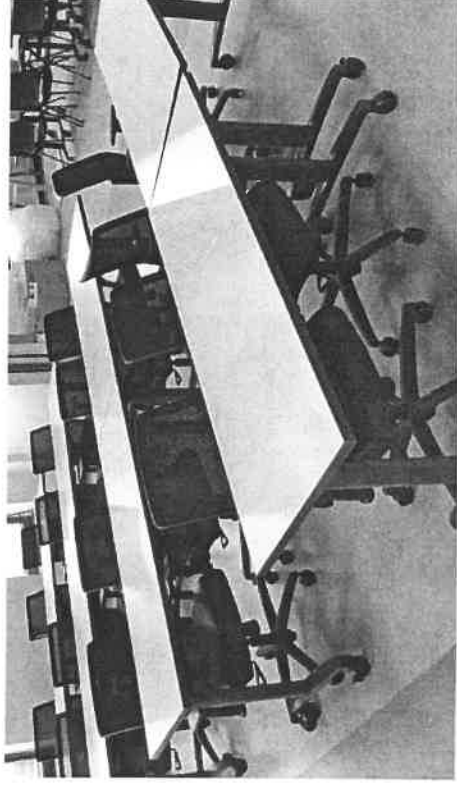
- **History:**
  - Value Engineering (VE) review conducted January 2020
    - Weston & Sampson reviewed preliminary design documents
    - Value Engineering Report submitted to GHD & Sewer Commission
    - Review meeting with Sewer Commission
    - GHD VE response memo
    - VE findings and response presented at a Public Meeting
  - Items for discussion:
    - 1) Additional Operator Space
    - 2) Covered Tanks inside Process Building

# **Additional Operator Space**

## **B-3 Restrooms**

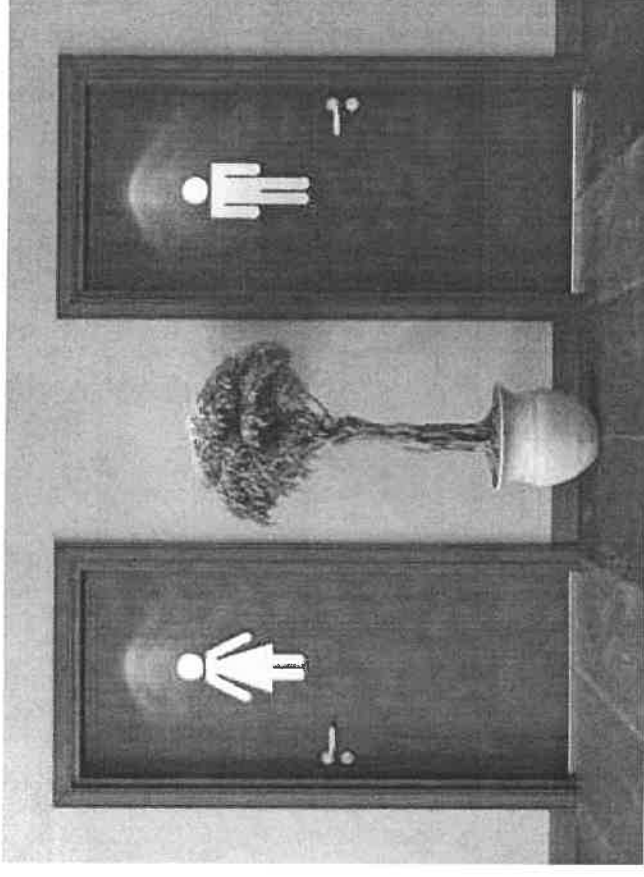
## B-3 Restrooms

- **Concept:**
  - Single Restroom in Process Building
- **VE Comment:**
  - Provide additional restroom
  - Provide provisions for shower area



## B-3 Restrooms

- **Benefits:**
  - Improved operations to have extra space for showering
- **Impact:**
  - Increased footprint

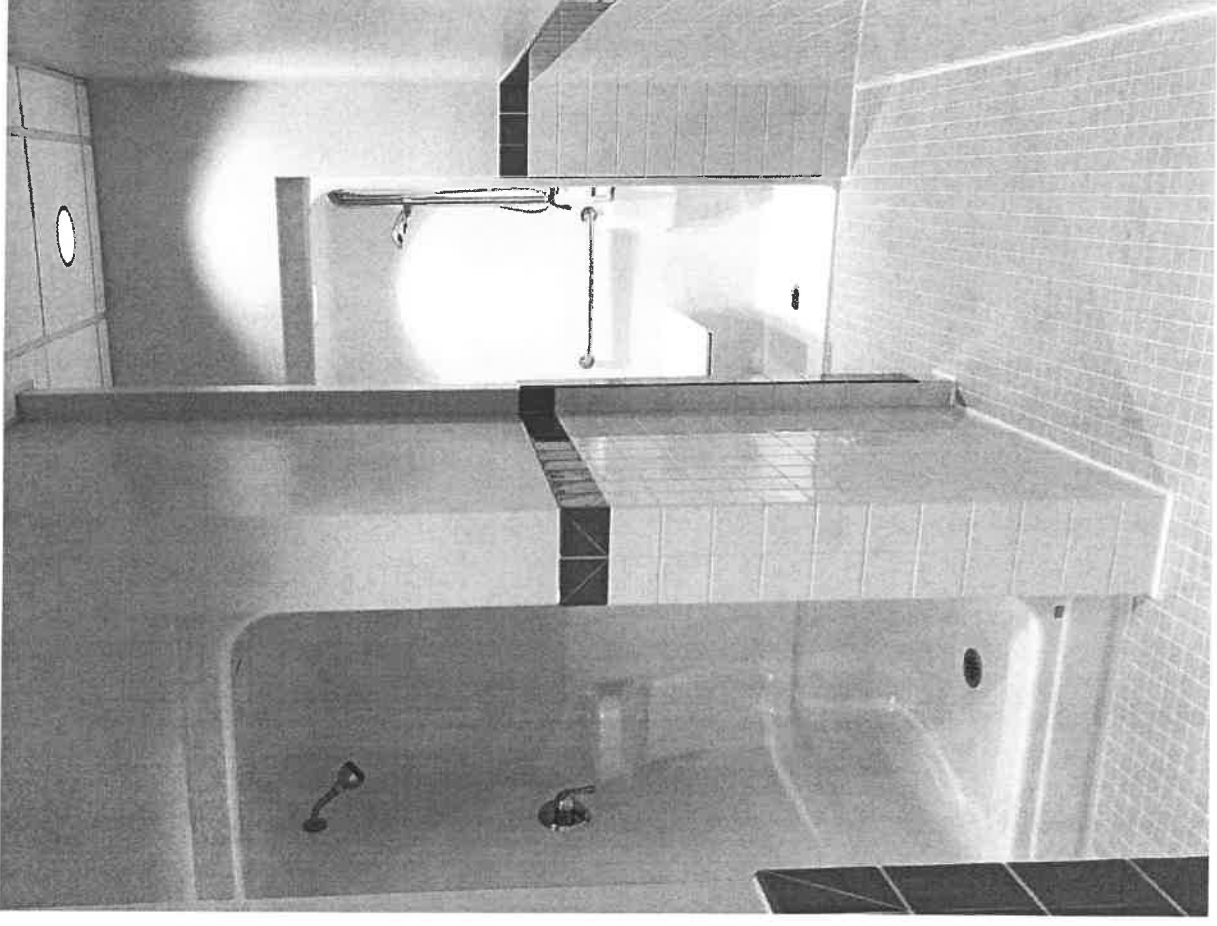


- **GHD Comment:**
  - Requirement for two restrooms based on follow up discussion with Building Inspector
  - Consider addition of showers / locker space



## **B-3 Restrooms**

- **Discussion Items:**
  - How many operators are needed for this facility?
  - Consider inclusion of showers and/or locker area in Process Building as part of restroom facilities

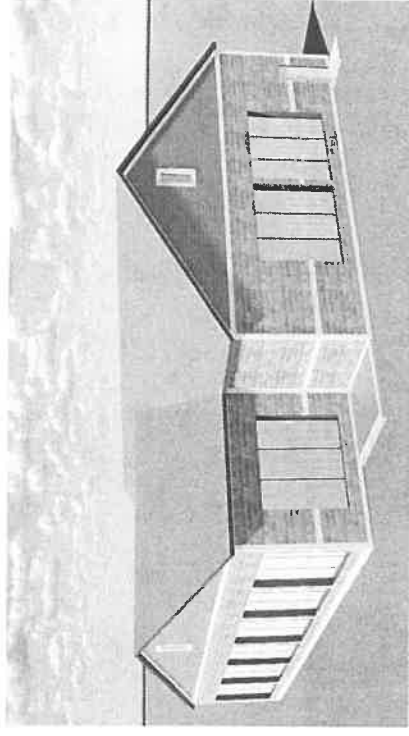
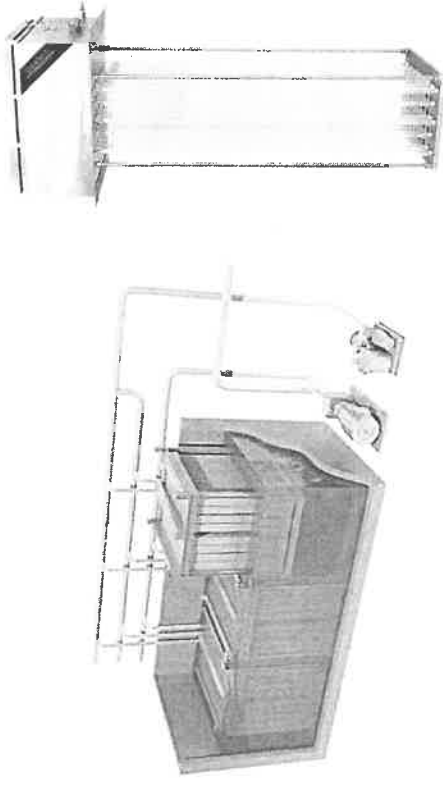


# **Covered Tanks Inside Building**

**VE Comment P-1**

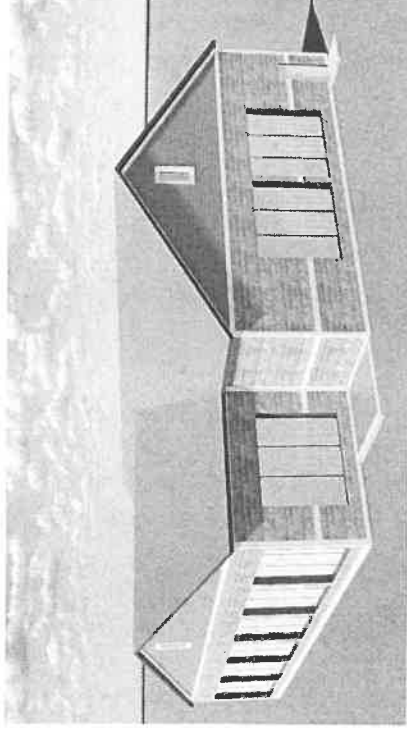
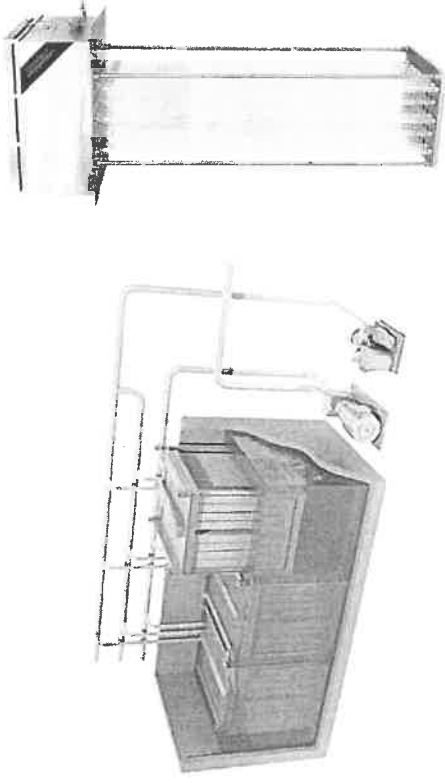
## P-1 Reducing Building Space

- **Concept:**
  - covered tanks within a building
- **VE Comment:**
  - Building only over membrane segments and permeate pump room
  - Remaining tankage buried outside building with hatches for access.



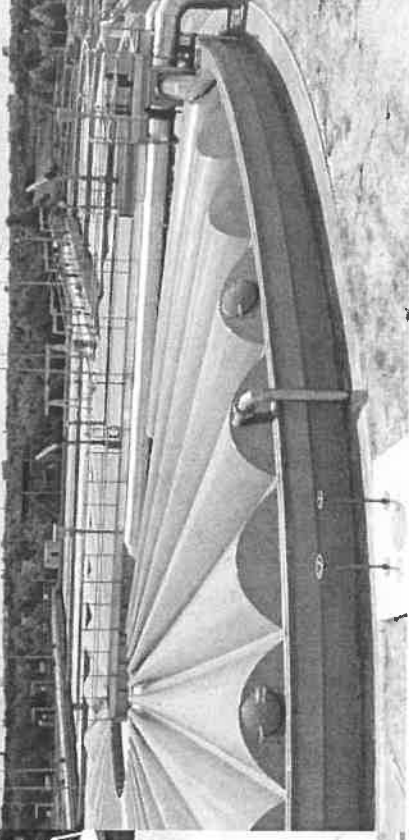
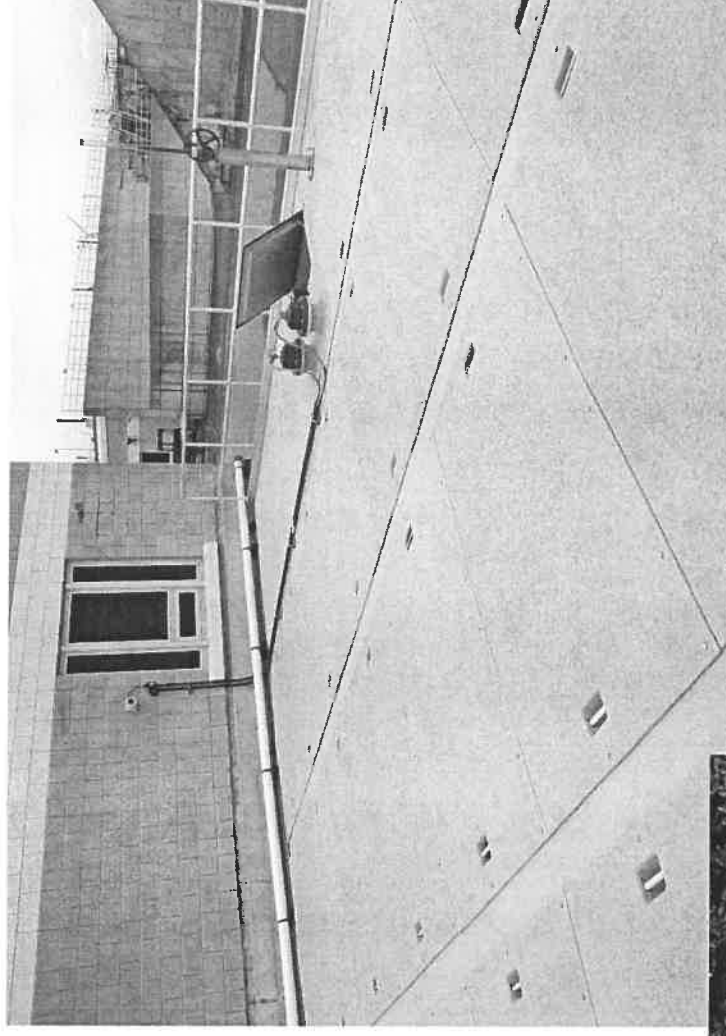
## P-1 Reducing Building Space

- **Potential Benefits:**
  - Reduced Building Footprint
  - Improved site aesthetics of smaller building
- **GHD Comment:**
  - More traditional approach
  - Site Aesthetics
    - Fiberglass Covers
    - Strategic landscaping to provide visual barrier



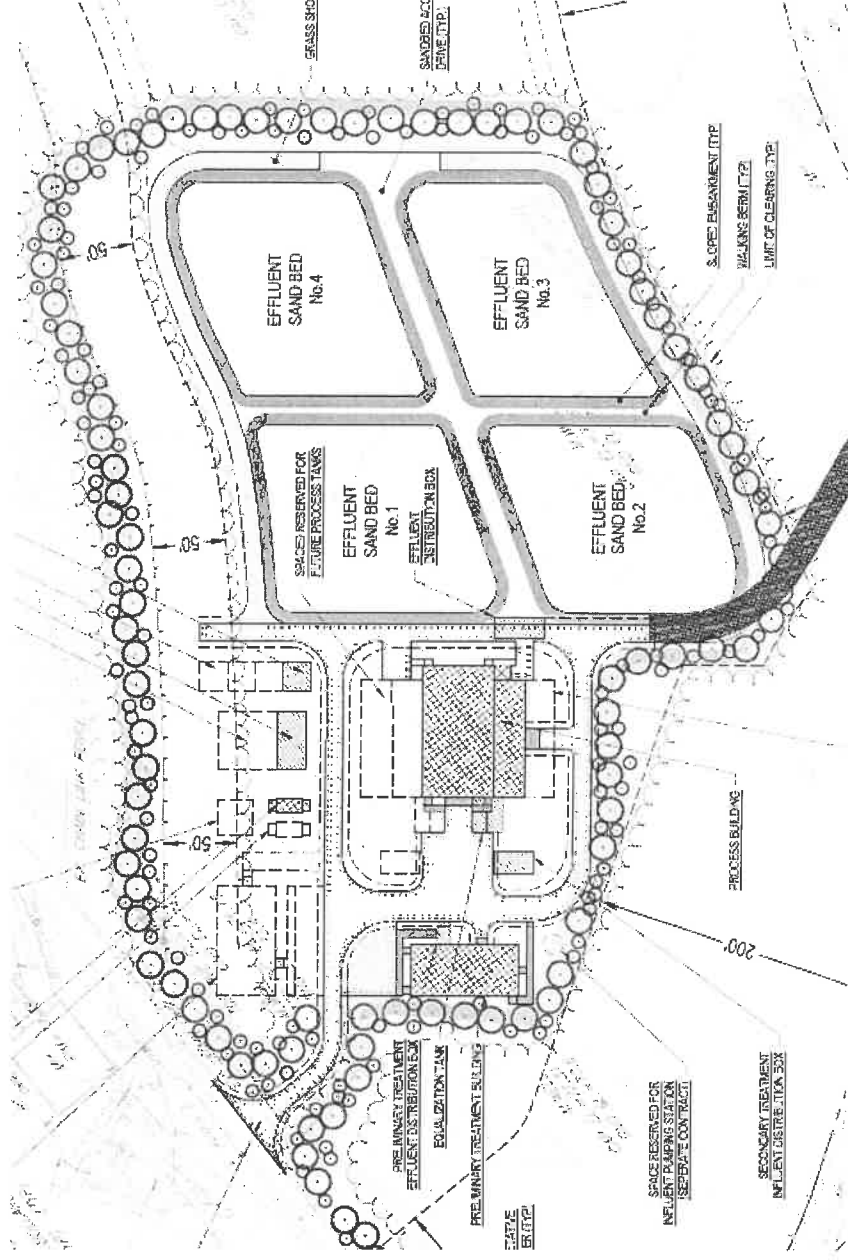
## **WRRF Site Aesthetics**

- **Fiberglass Covers**
- **Strategic Perimeter Landscaping**



# WRRF Site Aesthetics

- Fiberglass Covers
- Strategic Perimeter Landscaping





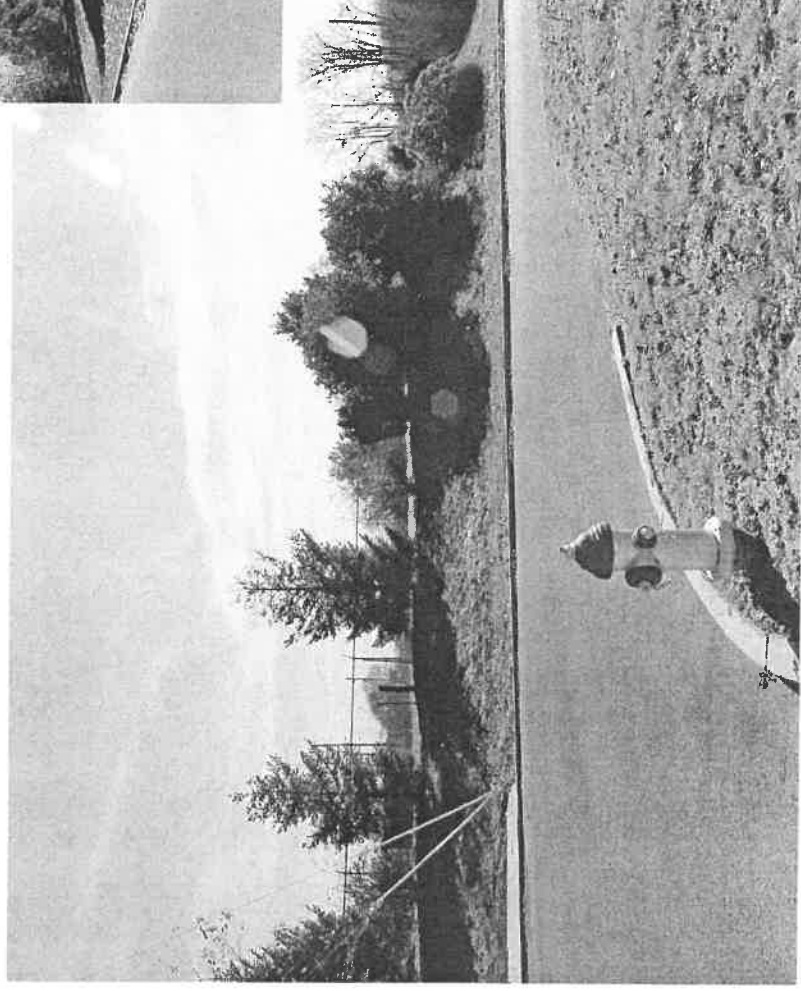
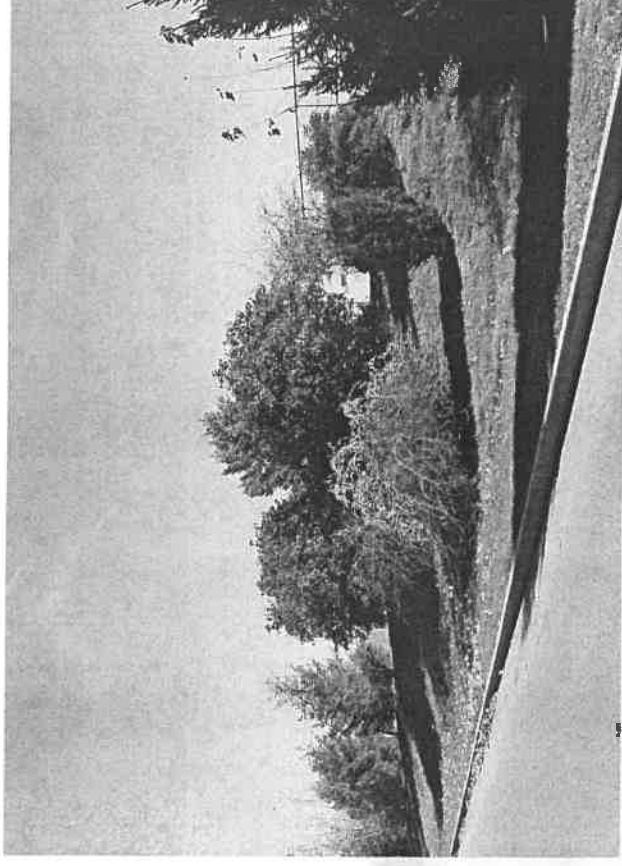
## WRRF Site Aesthetics



Precisely located berm hides the treatment facility from the adjacent residential street.

# WRRF Site Aesthetics

- Street View

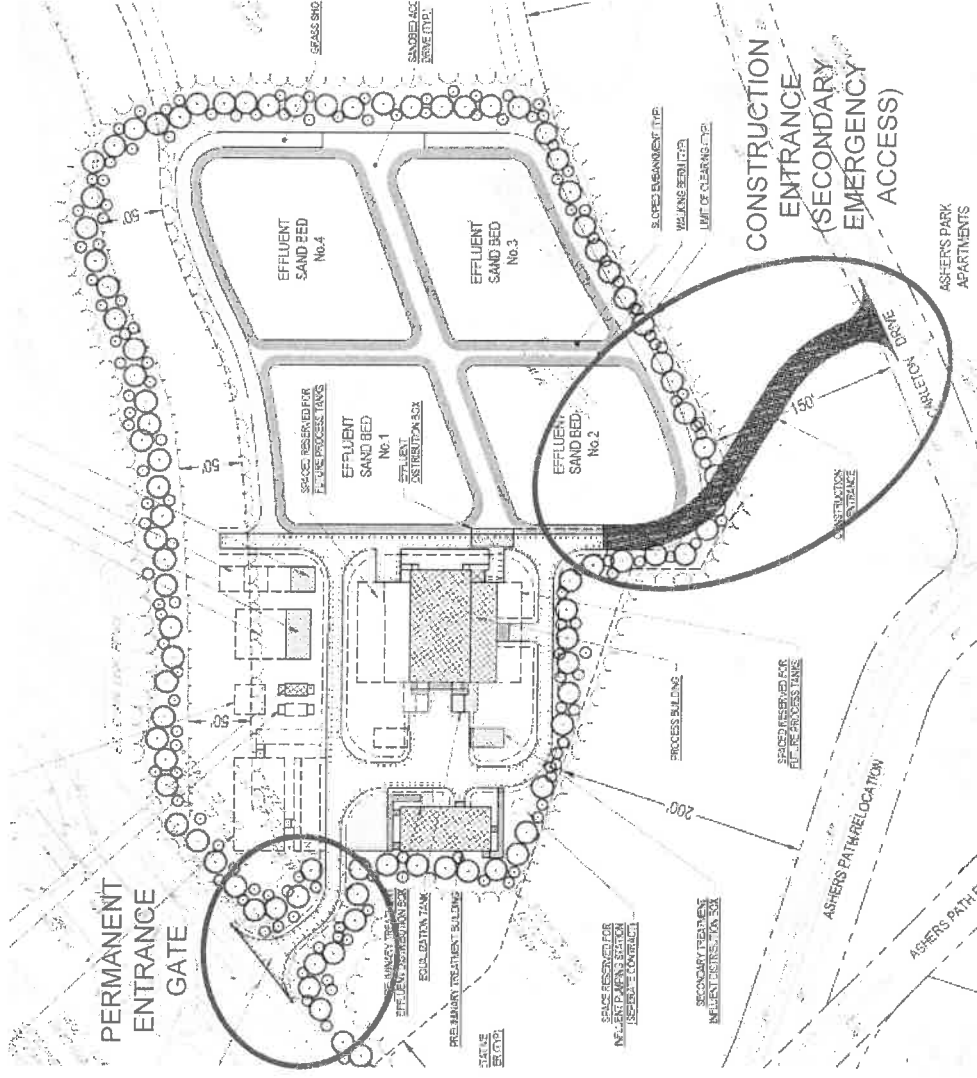




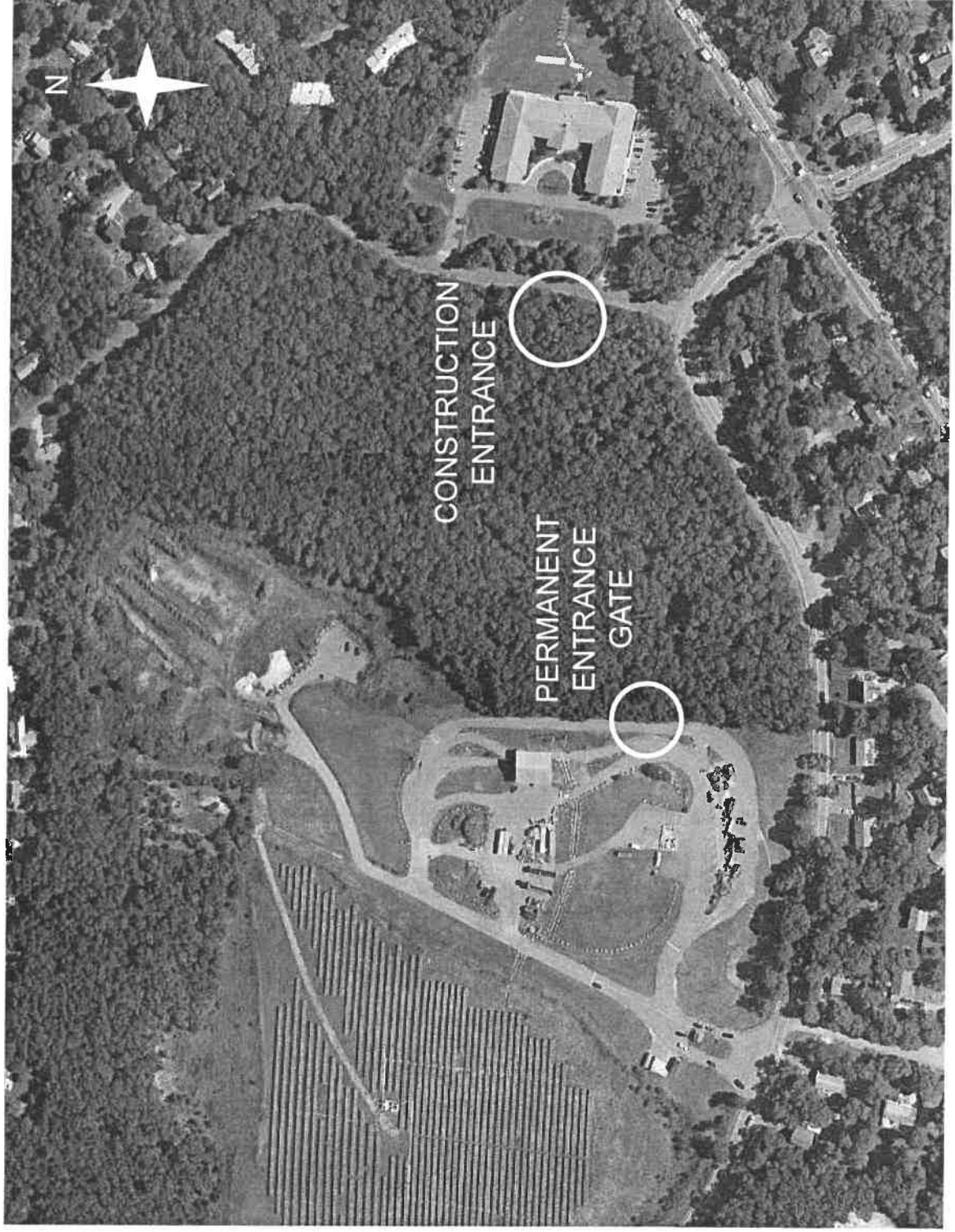
## **2 Site Access**

# Access Roads

- Discussion Items:
  - Transfer Station (main entrance)
  - Carleton Drive (emergency access entrance)



## Access Roads

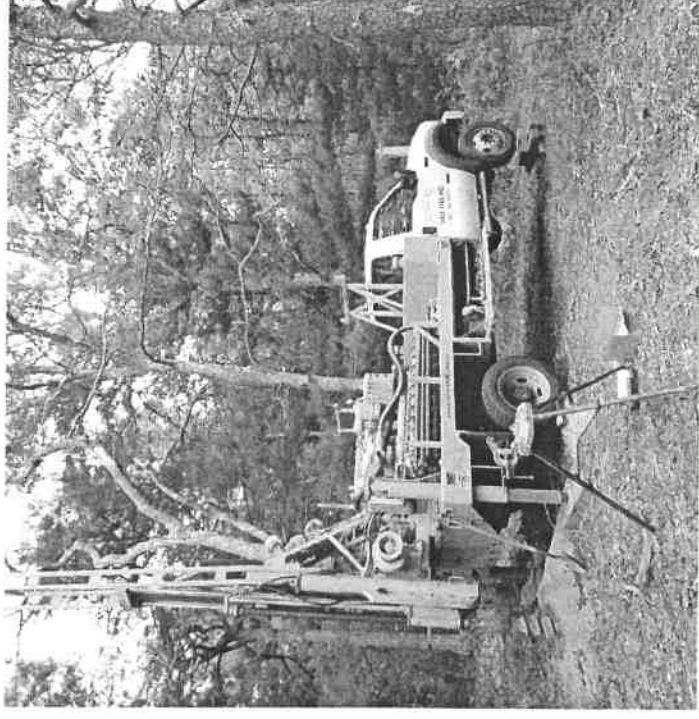


## **3 Field Investigations**



## Field Investigations

- Town to Provide Access for the following:
  - Soil Borings, Percolation Test, Test Pit
- December 2020 – January 2021



## **4 Town Counsel Involvement**

## **Looking Ahead**

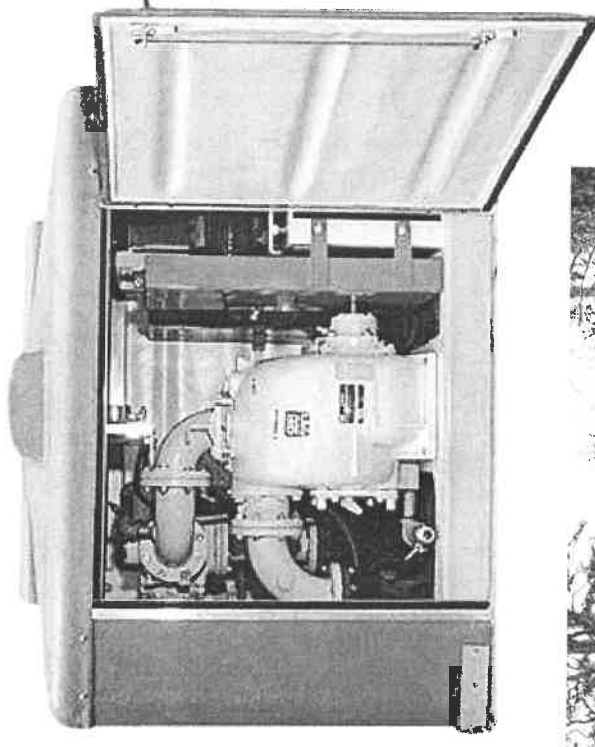
- **Discussion Items:**
  - Three (3) Named Manufacturers
    - Sole Sourced Equipment
    - Less than Three (3)
  - Construction Contract
    - Insurance / Bonds
    - Agreement
    - EJCDC

## **5 Pump Type**



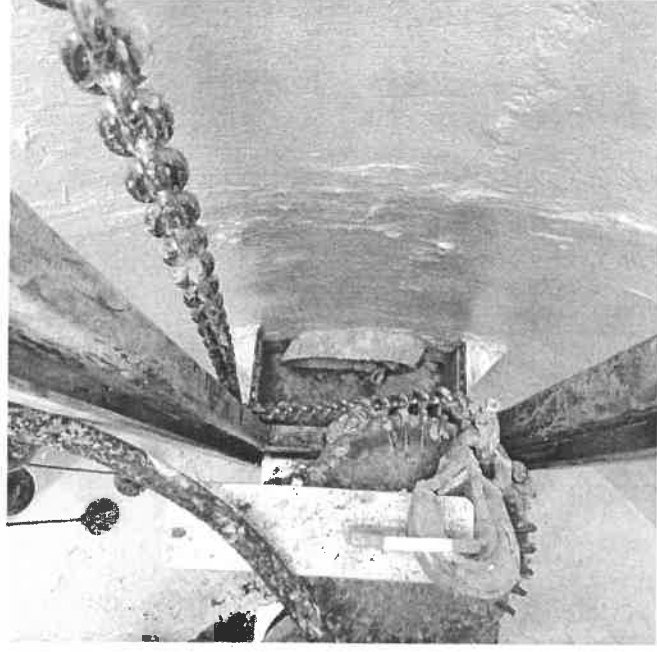
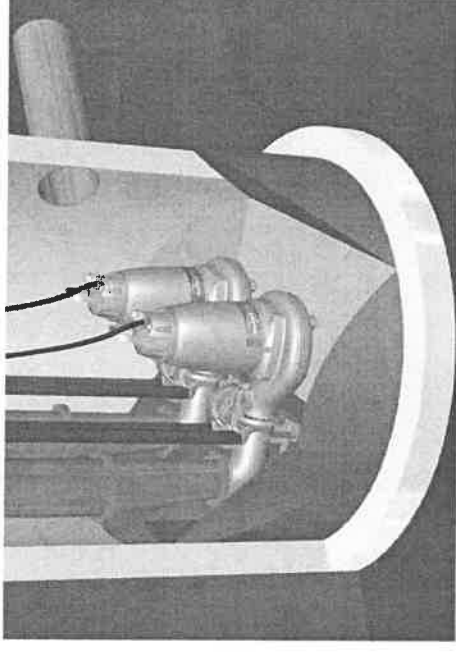
## Pump Type

- **Suction Lift:**
  - Advantages
    - Maintenance of equipment without hoisting and washing
    - Pumps housed above ground in a non-confined space area
  - Disadvantages
    - Limited by depth of sewer
    - Lower pump efficiency
    - Higher anticipated power costs
    - Larger above-ground footprint
    - Limited Manufacturers

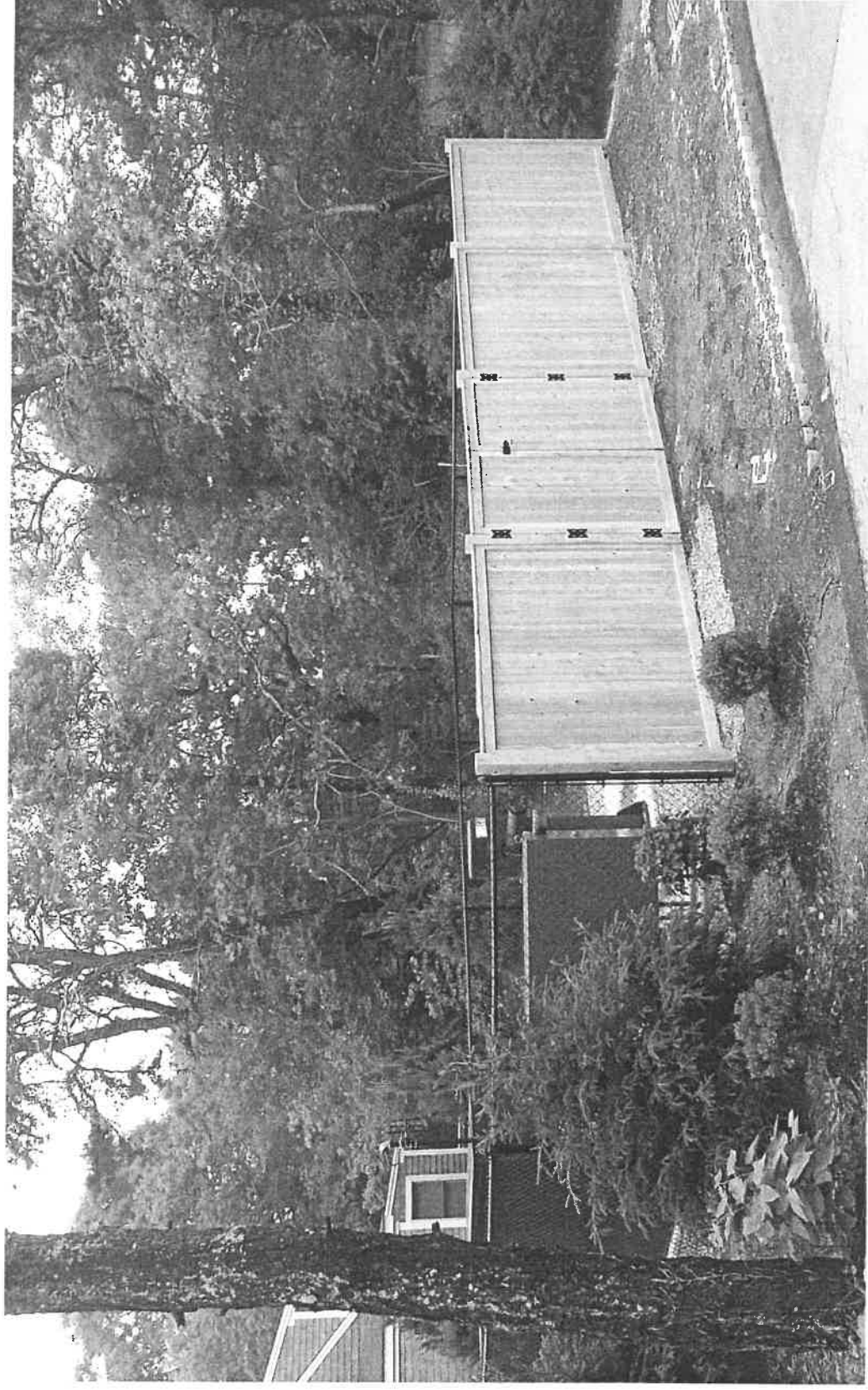


# Pump Type

- **Submersible:**
  - Advantages
    - More flexibility with operational parameters impacted by elevation
    - Lower impact of collection system construction uncertainty
    - Higher pump efficiency
    - Lower anticipated electrical costs
    - Smaller above-ground footprint
    - Multiple manufacturers
  - Disadvantages
    - Pumps are housed in wet well, submerged in wastewater
    - Maintenance involves hoisting and washing pumps



## Visual Impact / Pump Station Building Options



Fenced in with landscaping

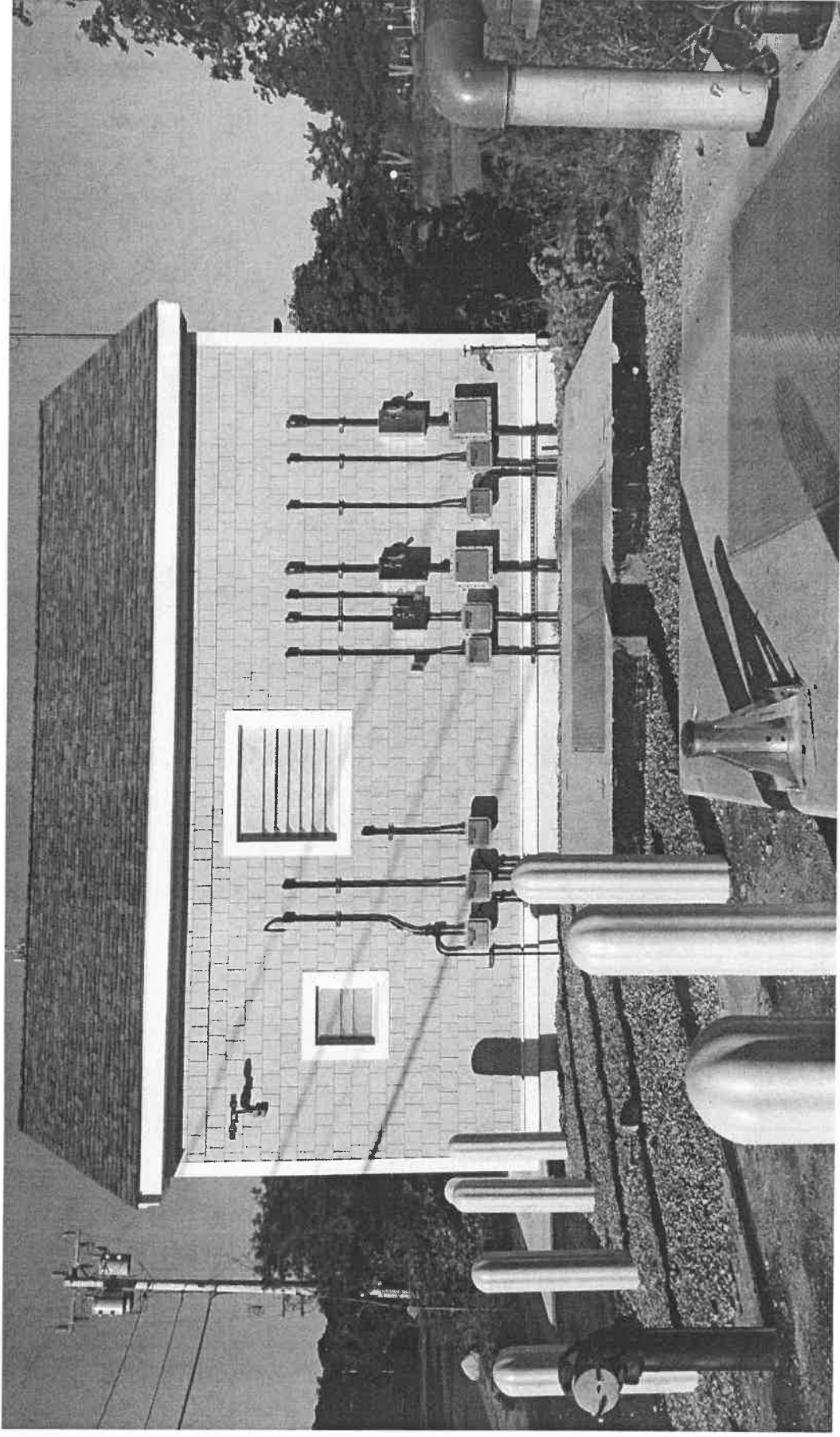
## Visual Impact / Pump Station Building Options



Enclosed entirely in building



## Visual Impact / Pump Station Building Options



Hybrid Approach

## **6 Miscellaneous Questions**

## **Miscellaneous Questions**

- **Discussion Items:**
  - Building Site setbacks
  - Public Building
    - ADA
    - Billing
  - Utility Pole at Landfill – Town

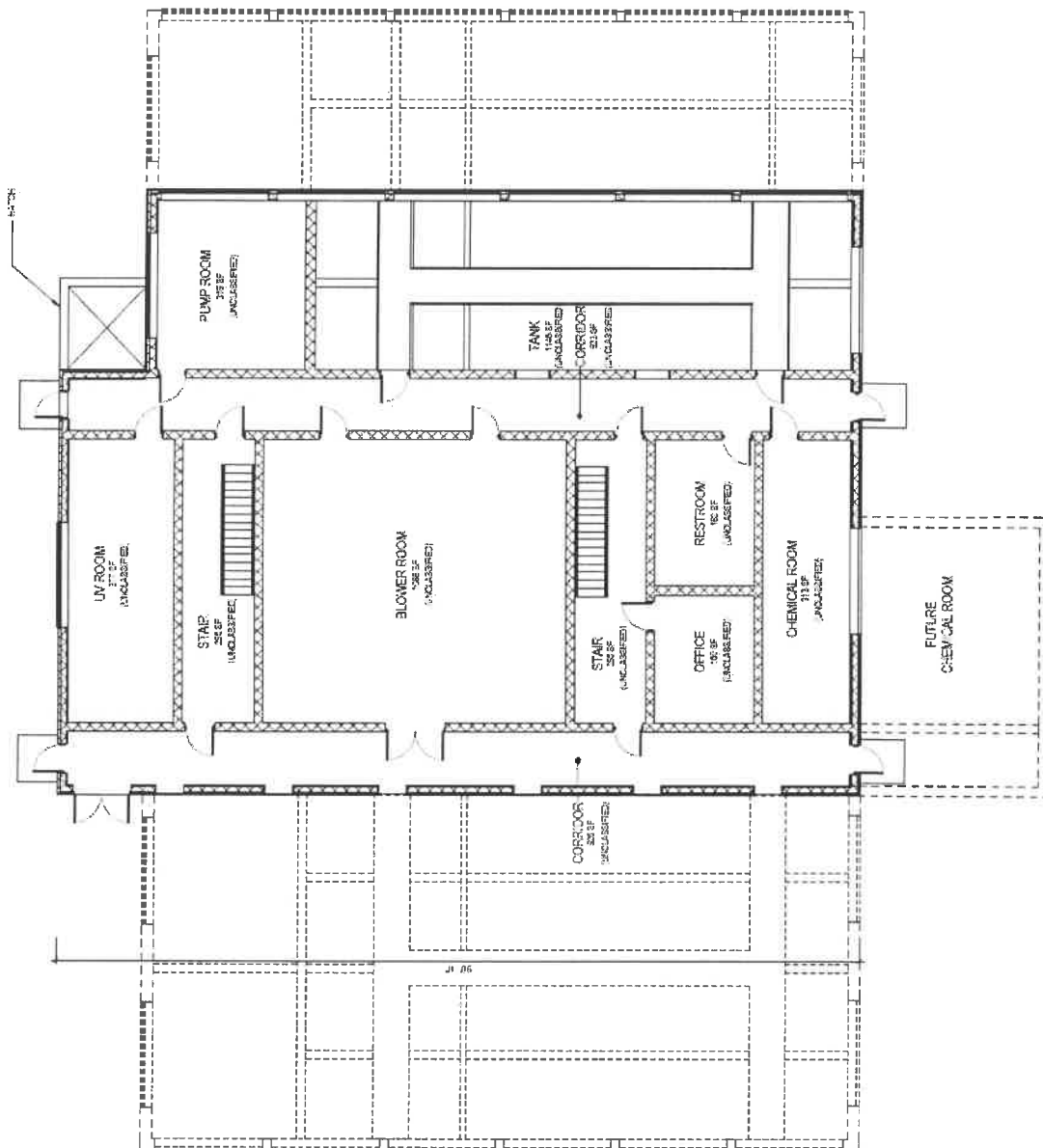


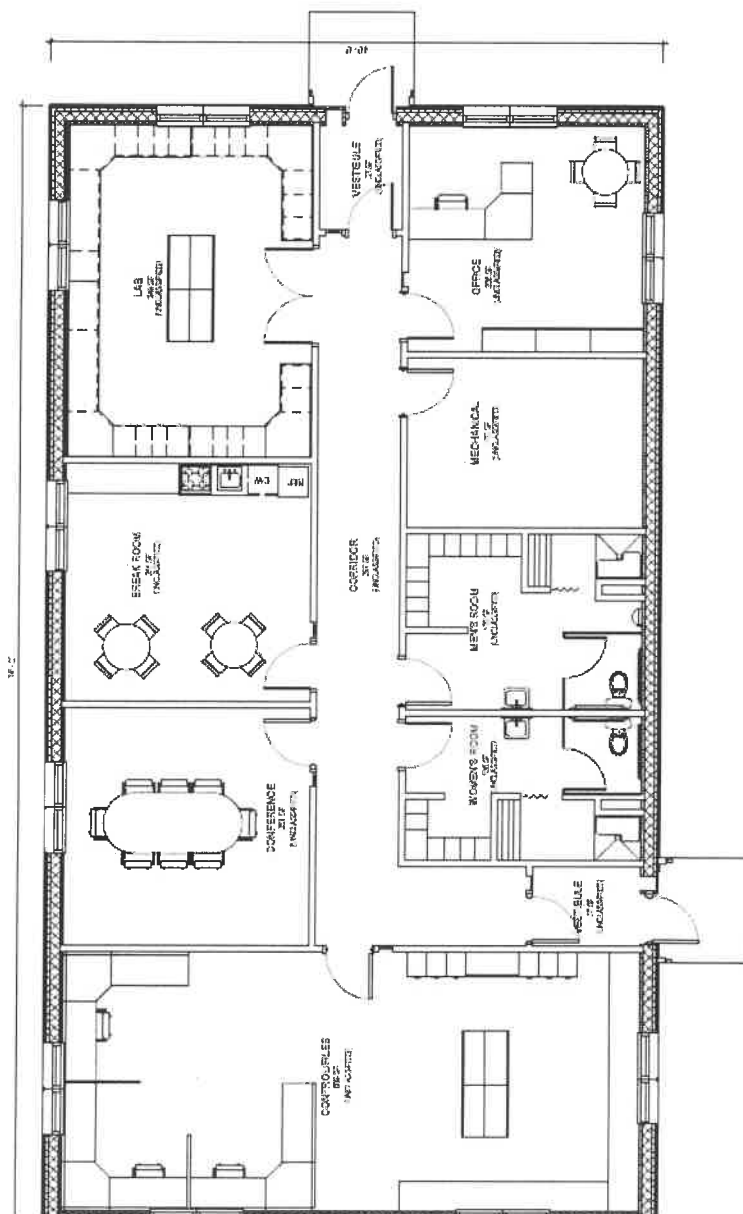
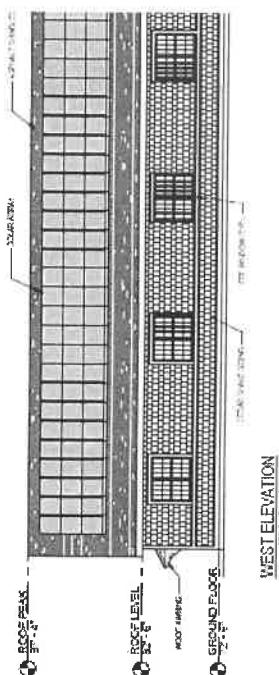
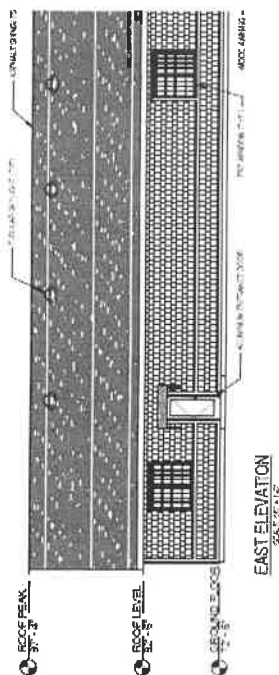
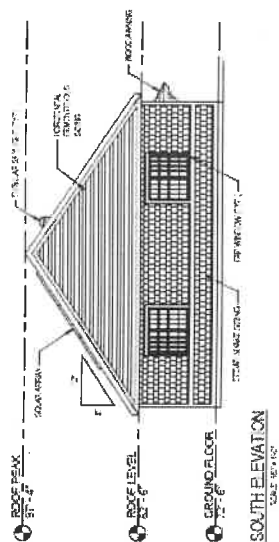
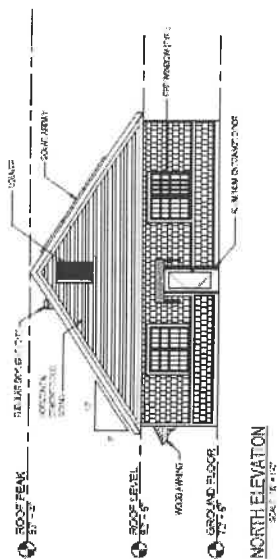
# Questions





[www.ghd.com](http://www.ghd.com)

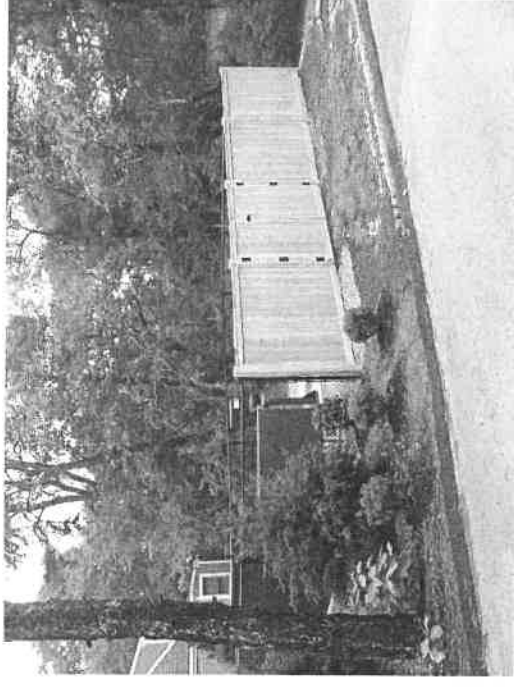
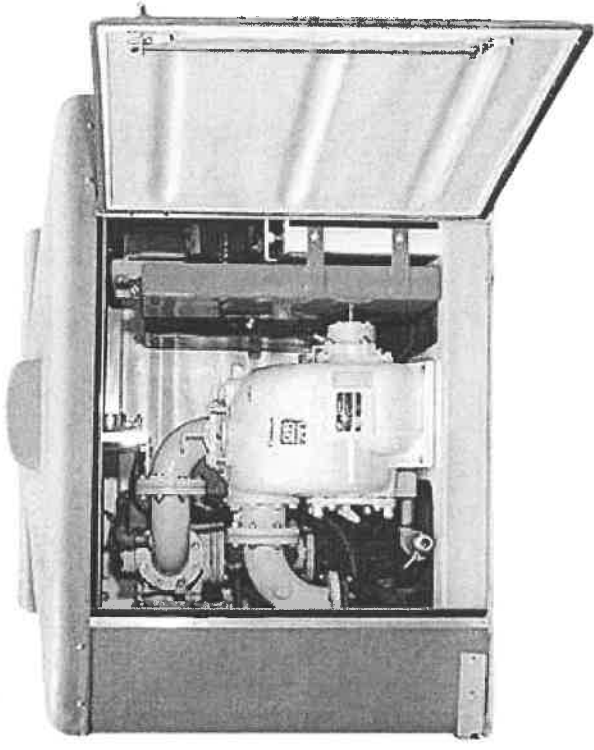




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| TOWN OF MASHPEE, MA<br>PRELIMINARY DESIGN OF MASHPEE W<br>OPERATIONS BUILDING<br>FUTURE PLAN AND ELEVATIONS | Project No.<br>11181223 | Date | Design<br>Firm<br>A. BUCKNER<br>ARCHITECTS | Owner<br>TOWN OF MASHPEE, MA | Scale<br>As indicated | Notes<br>1. All dimensions are in feet and inches.<br>2. All dimensions are to the centerline of the building.<br>3. All dimensions are to the centerline of the building. | Notes<br>1. All dimensions are in feet and inches.<br>2. All dimensions are to the centerline of the building.<br>3. All dimensions are to the centerline of the building. | Notes<br>1. All dimensions are in feet and inches.<br>2. All dimensions are to the centerline of the building.<br>3. All dimensions are to the centerline of the building. | Notes<br>1. All dimensions are in feet and inches.<br>2. All dimensions are to the centerline of the building.<br>3. All dimensions are to the centerline of the building. | Notes<br>1. All dimensions are in feet and inches.<br>2. 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# Pump Type

- **Suction Lift:**
  - Advantages
    - Easier access for maintenance
    - Easier individual component replacement
  - Disadvantages
    - Requires at grade housing
    - Application limited by depth of sewers
    - Limited Manufacturers





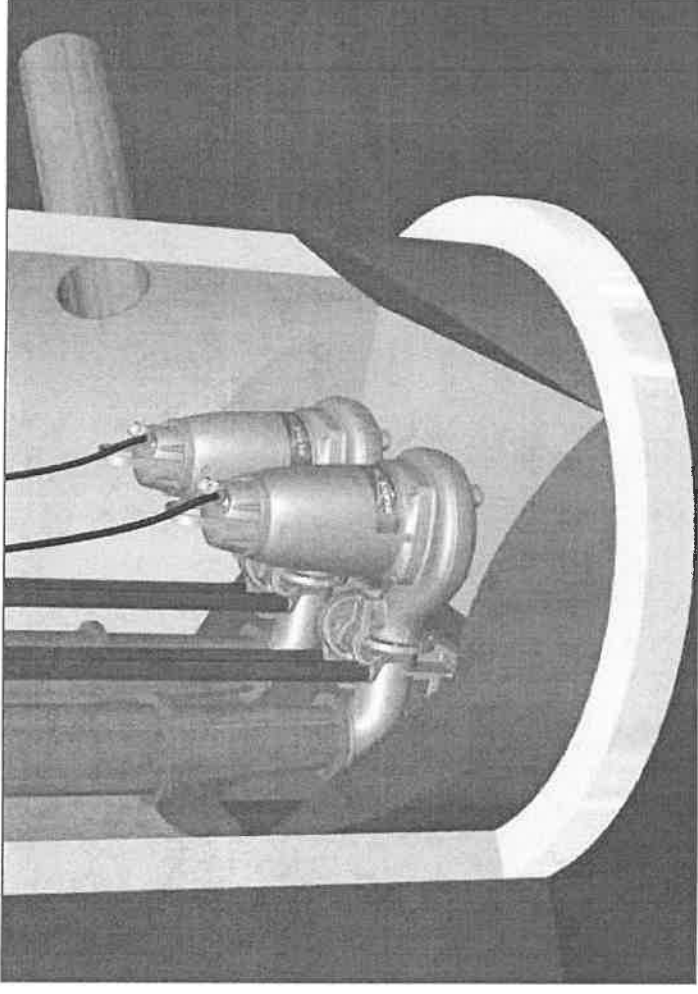
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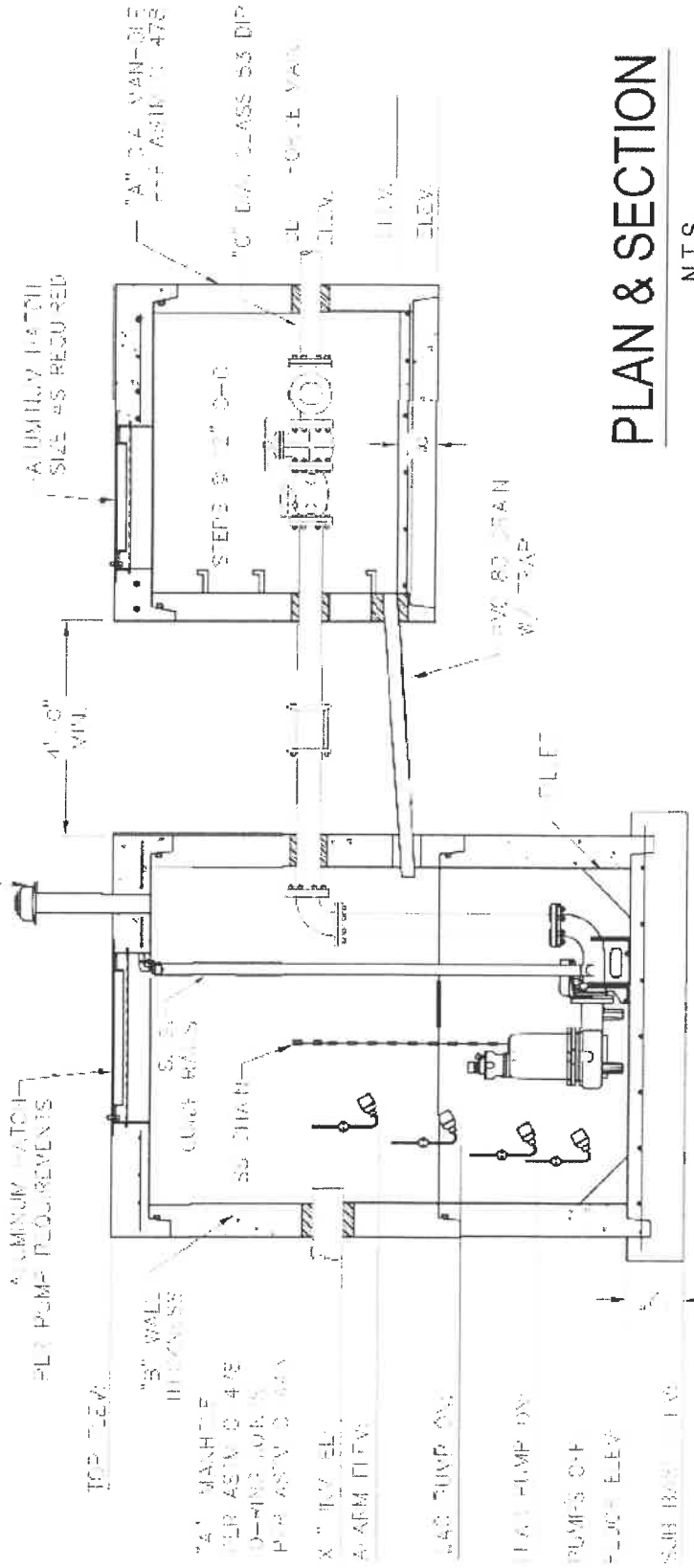
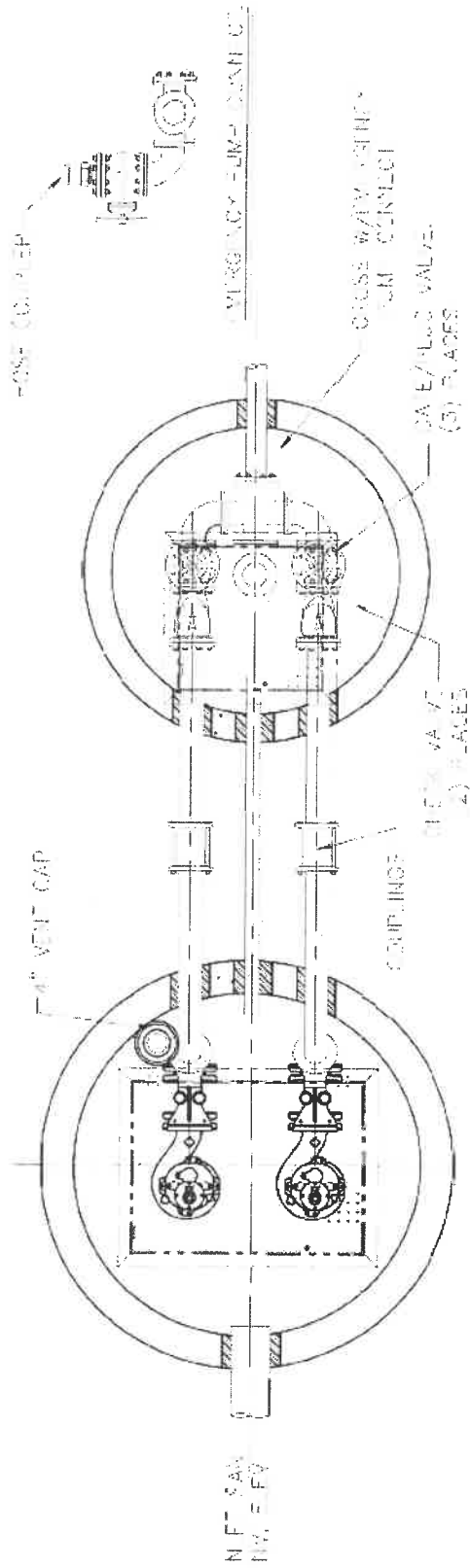


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## Pump Type

- **Submersible:**
  - Advantages
    - Multiple manufacturers
    - No above grade structure
  - Disadvantages
    - Less operator serviceable parts
    - Requires portable hoist for removal and routine inspection





# PLAN & SECTION

NTS.



## Meeting Notes

December 7, 2020

Subject/Client: Design Workshop No. 1                      Ref. No. 11188223  
Mashpee WRRF and Collection System -  
Phase 1 Final Design  
Town of Mashpee, MA

*ARS*

From: Audrey Starbard                      Tel: 774-470-1637

Venue/Date/Time: Mashpee Town Hall; November 16, 2020 @ 2:00 p.m.

Copies To: All Attendees, Absentees, File

|            |                               |                       |
|------------|-------------------------------|-----------------------|
| Attendees: | Catherine Laurent (Mashpee)   | Absent:               |
|            | Wayne Taylor (Mashpee)        | Marc Drainville (GHD) |
|            | Craig Mayen (Mashpee)         | Sandy Tripp (GHD)     |
|            | Ken Dunn (Sewer Commission)   | Howard Butler (GHD)   |
|            | Tom Fudala (Sewer Commission) |                       |
|            | Joe Lyons (Sewer Commission)  |                       |
|            | Jeff Gregg (GHD)              |                       |
|            | Anastasia Rudenko (GHD)       |                       |
|            | Audrey Starbard (GHD)         |                       |
|            | Darlene Zelinski (GHD)        |                       |

| Item Description   | Action                           |
|--|----------------------------------|
| Provide operating costs for the pump stations.   | GHD to prepare                   |
| Potential to extend collection system to the old Zachary's location.                               | Mr. Taylor to confirm            |
| Naukabout Brewery possible sewer extension area.   | Ms. Rudenko to provide an update |
| Confirm the future use of the land behind Town Hall for affordable housing or a school.            | Town to confirm                  |
| A pre-scoping meeting will be set up with MassDEP.   | GHD will coordinate              |
| Coordinate news alerts and public notification prior to the boring and survey crews being on site. | GHD to coordinate through Town   |
| Prepare handouts and/or information to be posted at the Transfer Station about the project.        | GHD to prepare for the Town      |
| Confirm the availability of the property for pump station D-1 (Mashpee Neck Woodlands).            | Ms. Laurent to confirm           |
| Prepare a larger plan view of the WRRF site for access discussions.                                | GHD to prepare                   |





## **A. INTRODUCTIONS**

1. Project team members were introduced to the group, see above for list of attendees.
2. Ms. Rudenko identified that the focus of this meeting is on collection system and pumping stations.

## **B. DESIGN HISTORY**

1. Ms. Rudenko discussed the design history of the project:
  - a. Ms. Rudenko stated that the current project captures both the Site\*4 and Wampanoag original design flows. Mr. Fudala asked if the proposed pump station locations are affected by this and Mr. Gregg stated that only the force main sizes and routes will be affected by the routing of flow originally intended for the Wampanoag WWTF in the 2017 conceptual layout to Site 4.
  - b. Ms. Rudenko identified that the collection system design will expand upon the work done in 2017.
  - c. Mr. Fudala noted that the Town has engaged Val Peter of Weston & Sampson to continue to support the design process by providing comments on the designs. Mr. Peter will be attending the next Workshop.

## **C. PROJECT SCHEDULE**

1. Ms. Rudenko discussed the proposed schedule as outlined in the PowerPoint presentation (attached). She noted that the project is proposed to be submitted to MassDEP (through the SRF program) earlier than the standard October submission period.
2. Engineer's opinion of probable construction costs will be provided to the Town in February 2021. The Town discussed that they may put a place holder in the warrant for the cost in early February and submit to the Board the following month to make sure this is on the warrant for Town Meeting. Projected operations and maintenance costs will also be developed as part of the project.
3. For design, Mr. Mayen would like to see a breakdown of the spending/cash flow on a monthly basis. It was noted that the design is anticipated to be completely billed out by late Fall 2021 for both treatment and collections.
4. It is anticipated to take two years to construct the entire project.
5. Town requested Ms. Rudenko present the rough project schedule to the Board of Selectmen in early December. Ms. Rudenko will request to be added to the December 7<sup>th</sup> BOS agenda.

## **D. COLLECTION SYSTEM OVERVIEW**

1. Project Limits
  - a. Phase 1 infrastructure—The Town wants to ensure super structures will be limited.
    - i. Ms. Laurent requested operating costs for the pump stations.
    - ii. The extent of the sewer system was reviewed and shown in the attached PowerPoint.



b. Future expansion/site limitations.

- i. Mr. Fudala questioned the possible extension to the old Zachary's location. Mr. Taylor will look into this for the next meeting.
- ii. Additionally, Naukabout Brewery was also brought up as a possible sewer extension area. Ms. Rudenko has coordinated to receive the brewery's septic plan. There is the possibility of a cross-country run for sewer connection. Ms. Rudenko will provide an update at an upcoming meeting.
- iii. Mr. Fudala raised the possibility that the Town property that is behind Town Hall may be used for affordable housing or a school. GHD will need further direction on this in order to make sure sufficient capacity is designed into the system. GHD requested the potential flow or level of development (so a flow could be developed) for this property for the pump station and pipe sizing.
- iv. Town confirmed that no other future areas are anticipated be developed at this time, aside from the abovementioned.
- v. The recharge capacity of the Mashpee WRRF will be optimized; pump and force main sizes may change but locations will not.
- vi. The Town will reassess the nutrient loading five years after the completion of the system as part of Phase 1 and the commission will continuously monitor changes. The Town is required to submit a Notice of Project Change summarizing each phase of the project.
- vii. The Town identified that Santuit Pond and Mashpee/Mashpee Pond are still areas of concern.

## **E. BIDDING DISCUSSION**

1. Contracts

- a. WRRF and Influent Pump Station – c. 149 S44A-J—This will require the use of filed sub-bids and potentially contractor pre-qualifications.
- b. Collection System and Pump Stations (multiple contracts) – c. 30-S39m.
  - i. Ms. Rudenko discussed that GHD has conferred with local contractors regarding bidding of this project. The collection system and pump stations will be a large fee if bid together. Therefore GHD recommended that the contract be split by location based possibly north and south of Route 28, and that pump stations be included in each bid package (versus being bid separately) as allowed by M.G.L.
  - ii. The Town noted that contractor coordination is a concern and possible street restrictions to coordinate the two contracts could impact the construction schedule. GHD to consider contract requirements to manage areas of construction with consideration of neighborhoods and major traffic ways.
  - iii. Ms. Laurent stated that it is anticipated that no work will be on major roads in the summer and construction can resume after Labor Day. Lower traffic neighborhoods may allow work throughout the summer.



- c. The Town indicated the current plan should be followed until further direction is provided.

## **F. PERMITTING**

1. Site History—Ms. Rudenko described the site history. Archeological survey has been completed at the WRRF but still needs to be completed along the roads and pump station sites. The Town indicated that there is no historical use of the undeveloped portion of Site 4.
2. Groundwater Discharge Application
  - a. Pre-scoping meeting—A meeting will need to be set up with MassDEP.
  - b. Site clearing—Ms. Laurent stated that the DPW can provide assistance with enough notice and starting in December is preferred.
  - c. Test pits and percolation tests observed by MassDEP will be required as part of this process.
3. NHESP
  - a. Initial filing was made during planning, however additional filing is required.
4. Stormwater Pollution Prevention Plan (SWPPP)
  - a. A model SWPPP will be developed as part of the construction contracts. Mr. Fudala stated that the Town has a stormwater management plan and that Ms. Laurent is the agent.
5. Zoning
  - a. Town identified that Town-owned properties/projects are exempt from Zoning.

## **G. FIELD INVESTIGATIONS**

1. Collection System Survey
  - a. The Town would like to see a news alert and public notification prior to the boring and survey crews will be on site. Town Selectmen's meeting is on December 7<sup>th</sup> and Mr. Taylor suggested adding the alert to the agenda.
  - b. Mr. Taylor indicated that the notice to abutters can be sent out prior to the December 7<sup>th</sup> Board of Selectmen's meeting, since the Town Managers office is aware of the schedule..
2. Borings
  - a. WRRF site – December 2020 – Coordinate so as to not interfere with Transfer Station operations; when clearing, maintain vegetative buffer around site.
  - b. Collection System/Pump Station Sites – January to Feb 2021.
  - c. Road opening permit required from DPW – Not discussed.
  - d. Permit for State Highway will be obtained by the drilling contractor, with support from GHD.
  - e. Ms. Laurent would like to see the borings marked out prior to drilling for DPW to verify locations. Ms. Laurent is not partial to cold patch, Ms. Zelinski suggested that cold patch will be used at the end of each boring and the contractor would return with hot mix once a sufficient amount have



been completed. Ms. Laurent also stated that DPW can store any of the soil samples received from the borings.

- f. Prevailing wage rates will be sent to Ms. Laurent for the soil boring contractor.
- 3. Police Details—Ms. Laurent stated that police details will be needed on all major roadways, however they are typically not required for neighborhoods. Mr. Taylor will reach out to the PD for a point of contact.
- 4. Town Coordination for Site Access—DPW will need advanced notice and in December they will be wrapping up the road projects.
- 5. Town suggested handouts or information about the project be posted at the Transfer Station.

## **H. COLLECTION SYSTEM DESIGN**

### **1. Collection System**

- a. Force main material—GHD basis of design will include ductile iron as pipe material, however they will test soil for potentially corrosive conditions. If soils are identified to be potentially corrosive, HDPE pipe material is recommended.
- b. Design parameters—A basis of design memorandum summarizing the design parameters will be developed for the project and provided to the Town. This will include recommendations for pipe materials, velocities, pipe and pump station sizing, manhole sizes, and benchwall materials for example.
- c. Paving requirements—A subsequent meeting will be held between Ms. Laurent and GHD to further discuss.
- d. Private roads—Mr. Taylor will reach out to Town Counsel for direction.
- e. Drainage improvements—Ms. Laurent will review plans for drainage impacts. Drainage improvements, if requested by the Town, should be identified early so the project can address these. The Town indicated there are some drainage projects, but they are unlikely to have the additional funding required to add them to the project at this time. There was also a portion of Route 28 that they desire improvements on; but based on concerns over timing, cost, and additional coordination with the State, the Town said they don't anticipate requesting that be part of this project.
- f. Coordination with any other upcoming municipal/private utility projects—A subsequent meeting will be held between Ms. Laurent and GHD to further discuss.

### **2. Proposed Pump Station Sites**

- a. Availability—Ms. Laurent was going to confirm the property for pump station D-1 (Mashpee Neck Woodlands) as it is likely restricted since it may be conservation land.
  - i. Site A-3 intersection will be changed to a roundabout in the master plan; accommodations should be made to address this future need.



- ii. Discussions with Water District—Mr. Fudala is meeting with the Water Department the following day and requested GHD send the anticipated size of the pump station sites for discussion.
- b. Access for survey and field investigations—Ms. Laurent will confirm the site locations to verify the pump station sites access.
- c. Utility easements—Possible utility easements may be necessary; Mr. Fudala is meeting with Water Department the following day to discuss.
- d. Potential for Zoning Board waivers—Ms. Starbard described how the sites will possibly be restricted by the setbacks and there is a potential for a ZBA waiver/variance. Town stated that Town projects and properties are exempt from Zoning.

#### **I. OTHER ITEMS**

- 1. A question was raised about the involvement of the Town's planning and construction committee and will be posed to the Counsel.
- 2. Town requested site access be discussed at next workshop. They also requested that a larger plan view of the site for access discussions be provided.

#### **J. NEXT DESIGN WORKSHOP**

- 1. Format—Discussion was had regarding format of next meeting and would likely be similar to this meeting unless COVID-19 restrictions change.
- 2. Topics for Upcoming Workshop.
  - a. Building over secondary treatment tanks in Process Building.
  - b. Administration Building.
  - c. Site Access at the WRRF location was briefly discussed but put on hold for the next meeting.
  - d. TBD.
- 3. It was agreed that the next design meeting, which will focus on the WRRF, will be targeted for the first week of December 2020. GHD will coordinate availability and schedule the meeting.

☒ Attachments: PowerPoint Slides

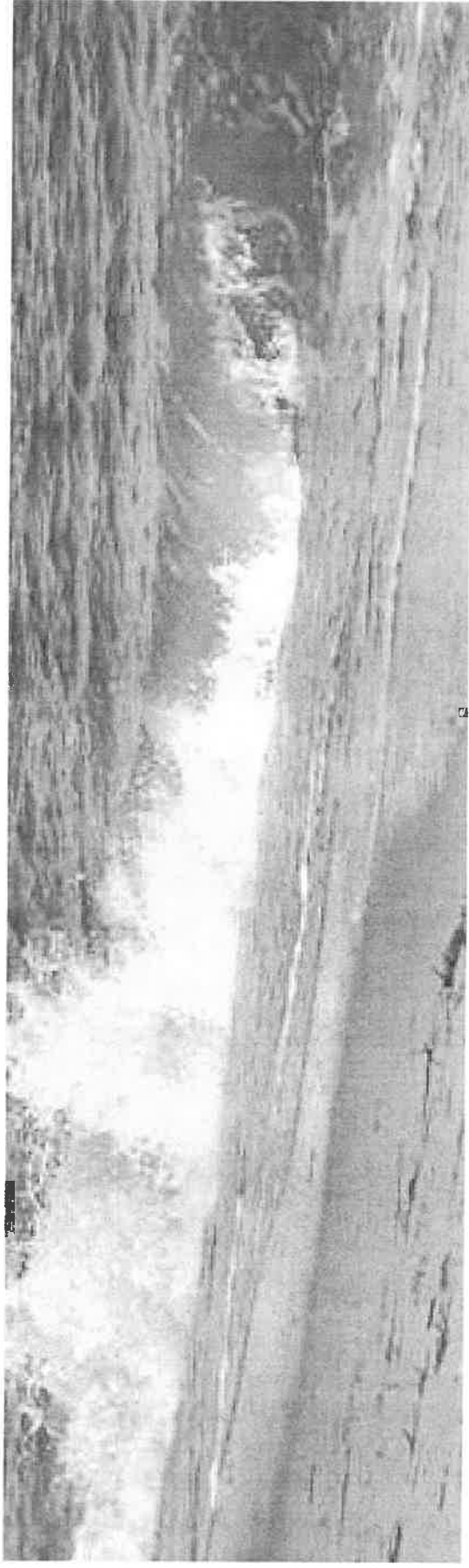
This confirms and records GHD's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.



# **Mashpee Phase 1**

Water Resource Recovery Facility (WRRF) Pump Stations & Collection  
System  
Final Design

**Design Workshop 1** | November 16, 2020



# Agenda

- Introductions
- Design History
- Project Schedule
- Collection System Overview
- Bidding Discussion
- Permitting
- Field Investigations
- Collection System Design
- Other Items
- Next Design Workshop



## **Design History**

- Collection System
  - Conceptual SewerCAD layout completed in 2017
  - Potential pump station locations identified
- Water Resource Recovery Facility
  - Preliminary design completed in 2019
  - Value Engineering review completed in 2019





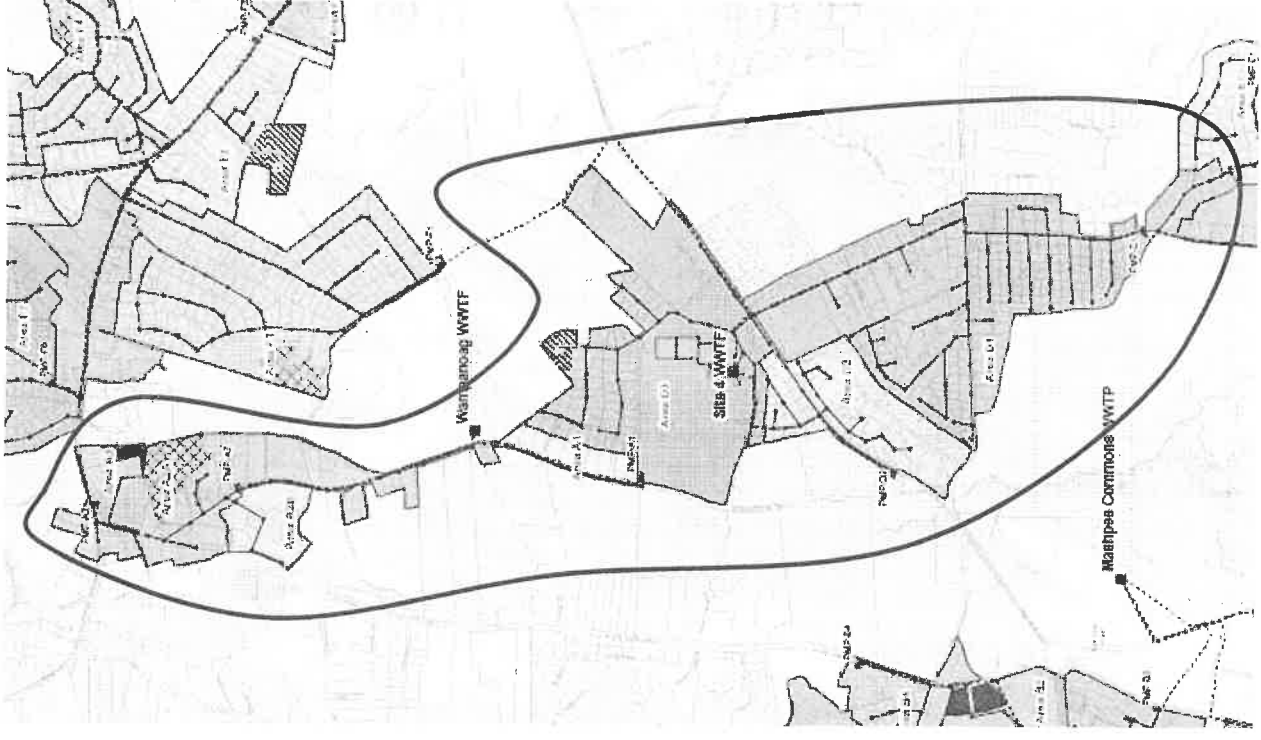
## **Project Schedule**

- State Revolving Fund Schedule
  - SRF PEF Application – Submitted August 2020
  - Intended Use Plan - January 2021
  - Town Construction Appropriation – Spring 2021
  - SRF Design Submittal Target Date – July 2021
  - Target Bid Date – November 2021
- Project Deliverables
  - Project Initiated – October 2020
  - 75% Design Submitted for Town Review – March 2021
  - 90% Design Submitted for MassDEP Review – July 2021
  - 100% Design for Town Submittal – November 2021



## Phase 1 Collection System

- SewerCAD model last updated in 2017
  - Updated to primarily gravity system
  - 6 pump stations (A1-A3, D1-D3)
  - Pump station sites need to be confirmed as part of this project
  - Pump station type needs to be determined as part of this project
- Preliminary sewer plans and profiles developed in Civil 3d (2017)
- Town, private, and State (Route 28) roads



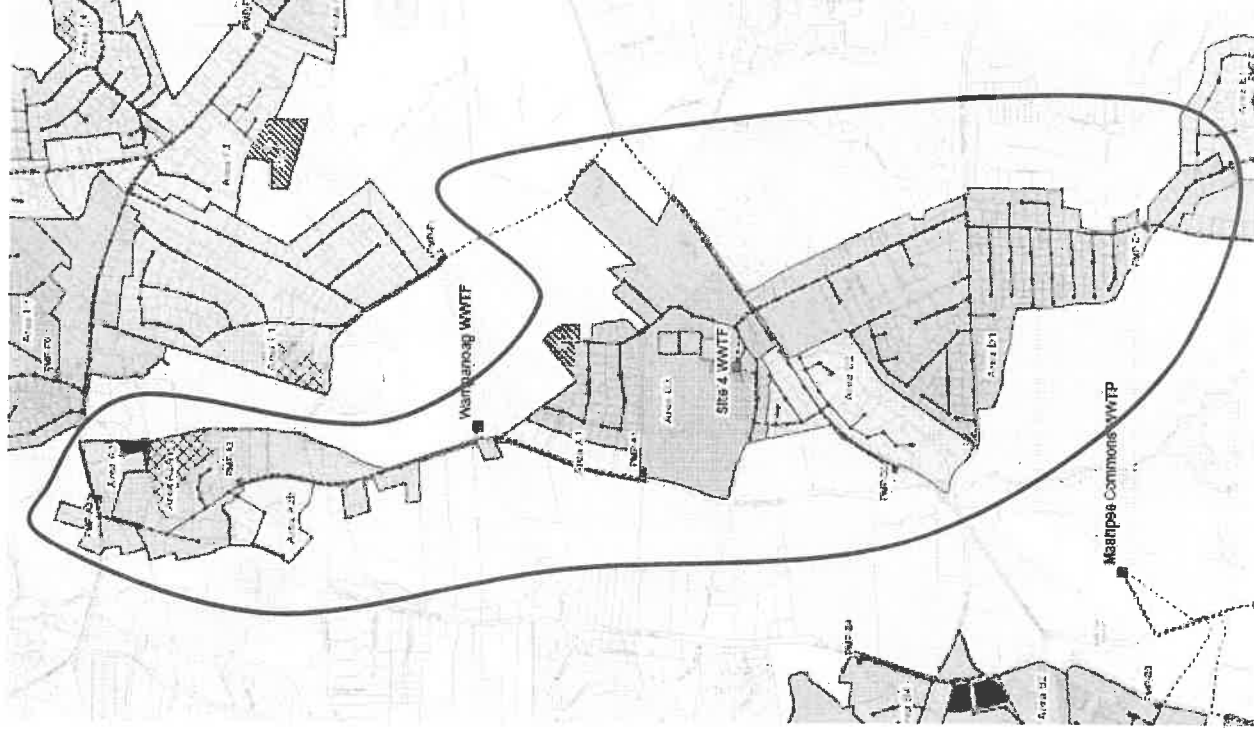
# Future Expansion

- Extent of Stage 4 Collection System (per WMNP)
- Stage 4 flow requires additional effluent recharge capacity



## Bidding Discussion

- WRRF and Influent Pump Station
  - Bid under c.149 S44A-J
- Collection System and Pump Stations (multiple contracts)
  - Bid under c. 30 S39M



## Permitting - Site History

- ~ 13 undeveloped acres
- Preliminary design completed in 2019
- VE review completed in 2019



# Anticipated Permits

- \*\*Groundwater Discharge Permit (incl. Hydrogeological Eval.)\*\*
- \*\*Massachusetts Endangered Species Act filings\*\*
- NOI / RDA – Mashpee Conservation Commission / MassDEP
- Model SWPPP (as required)
- Massachusetts Historical Commission filings
- MassDOT permit for State Roads
- WRRF site assignment / potential re-zoning



RE: Project Location: 3891 Asher's Path  
 Town: MASHPEE  
 NHESP Tracking No.: 08-25582

To Whom It May Concern:

Thank you for contacting the Natural Heritage and Endangered Species Program ("NHESP") of the MA Division of Fisheries & Wildlife for information regarding state-listed rare species in the vicinity of the above referenced site. Based on the information provided, this project site, or a portion thereof, is located within *Priority Habitat 15* (PH 15) and *Estimated Habitat 79* (EH 79) as indicated in the *Massachusetts Natural Heritage Atlas* (13<sup>th</sup> Edition). Our database indicates that the following state-listed rare species have been found in the vicinity of the site:

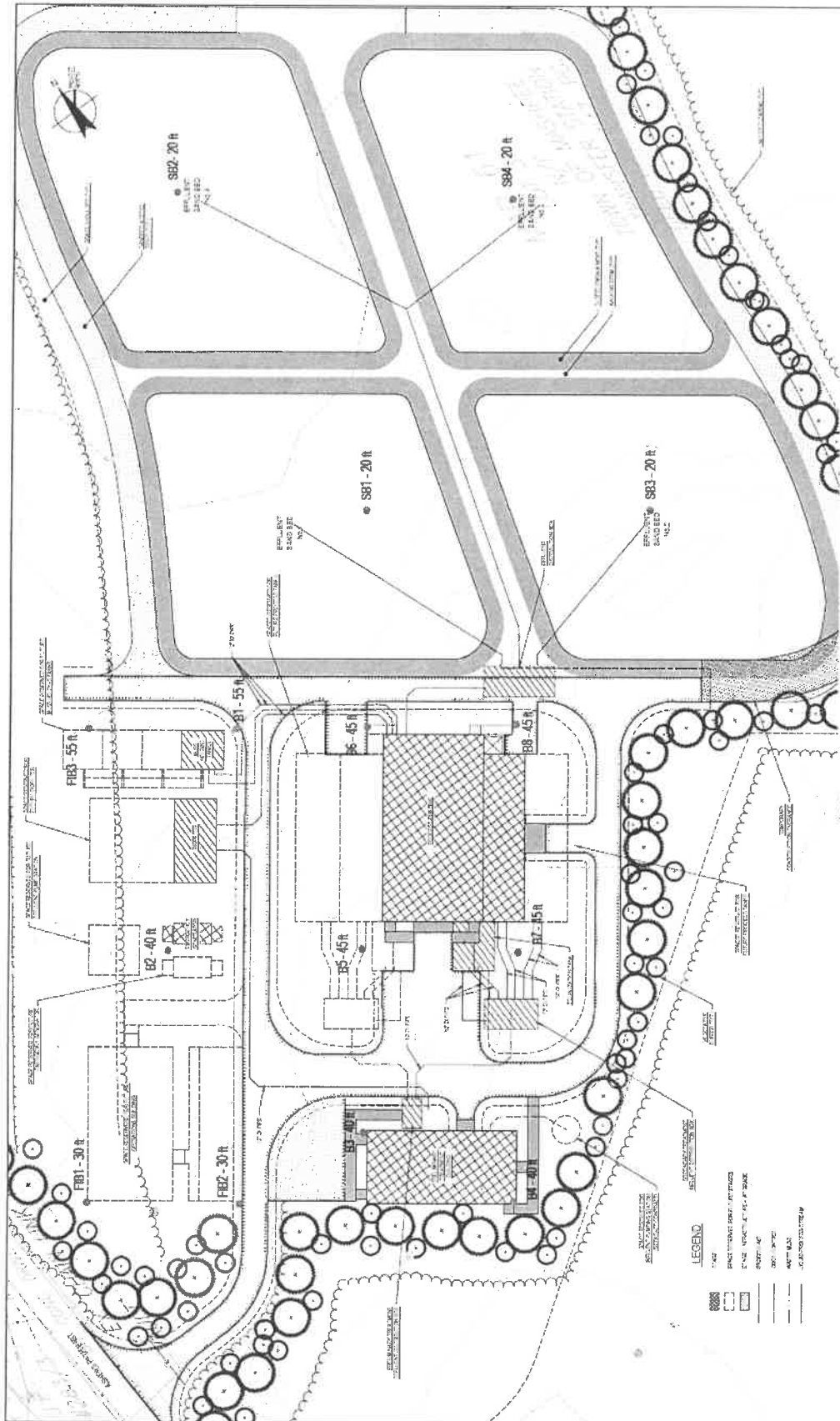
| Scientific name               | Common Name         | Taxonomic Group | State Status    |
|-------------------------------|---------------------|-----------------|-----------------|
| <i>Terrapene carolina</i>     | Eastern Box Turtle  | Reptile         | Special Concern |
| <i>Ammodramus saccharinus</i> | Grasshopper Sparrow | Bird            | Threatened      |



# Groundwater Discharge Permit

- Pre-scoping meeting
- Site clearing for field investigations
  - Percolation tests / test pits
  - Soil borings





PROPOSED YARD PIPING PLAN

SCALE: 1\"/>

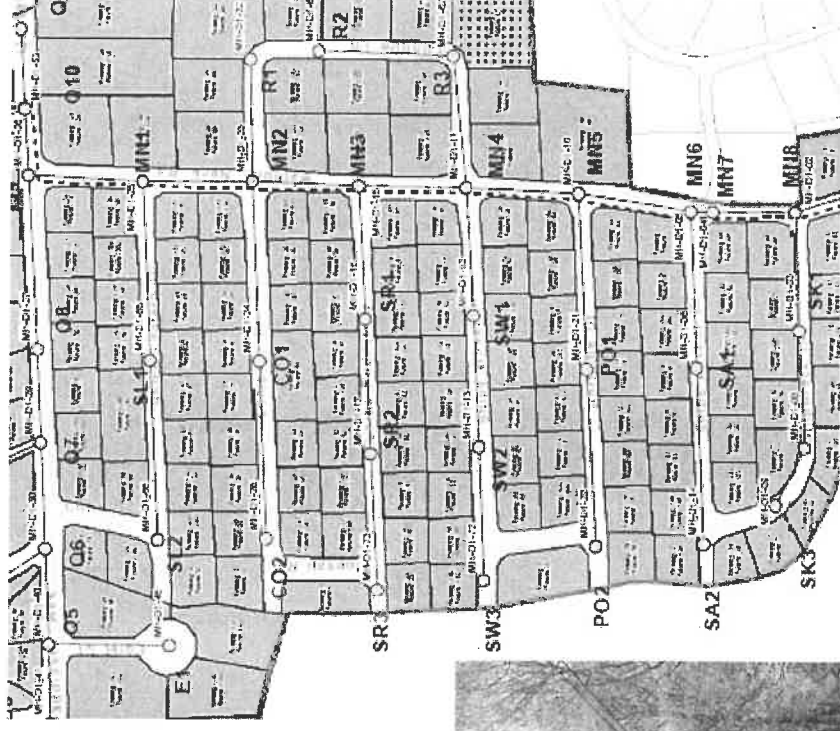
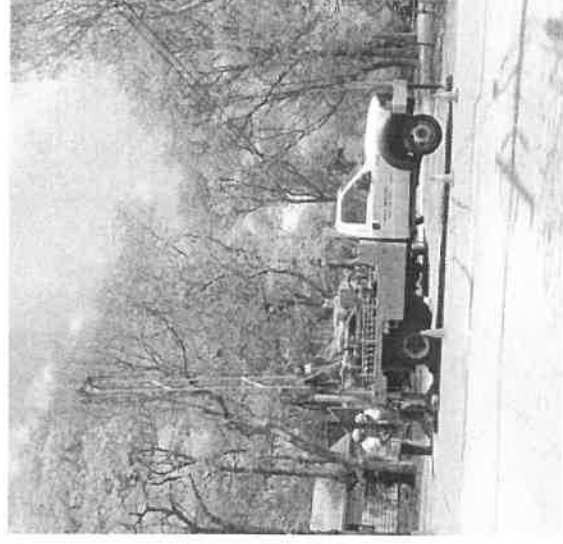
|  |                                |  |                            |                            |
|--|--------------------------------|--|----------------------------|----------------------------|
| <p><b>PRELIMINARY</b><br/>NOT FOR CONSTRUCTION</p> |                                | <p><b>TOWN OF MASHPEE, MA</b><br/>PRELIMINARY DESIGN OF MASHPEE WRRF<br/>PROPOSED YARD PIPING PLAN</p> |                            | <p>DATE: 11/18/2020</p>    |
| <p>DESIGNED BY: [Signature]</p>                    | <p>CHECKED BY: [Signature]</p> | <p>APPROVED BY: [Signature]</p>  | <p>PROJECT NO: 1118123</p> | <p>DATE: 11/18/2020</p>    |
| <p>PROJECT NO: 1118123</p>                         | <p>PROJECT NO: 1118123</p>     | <p>PROJECT NO: 1118123</p>   | <p>PROJECT NO: 1118123</p> | <p>PROJECT NO: 1118123</p> |
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## Field Investigations (Collection System)

- Collection system survey
- Borings ~ 160 borings
- Police details
- Town coordination for site access/private road access
- Sample storage
- Town contact



## Collection System



## Pump Stations

| Pump Station Designation | New Pump Station Site   | Land Use  |
|--------------------------|-------------------------|-----------|
| A1                       | 380 Ashers Path East    | Municipal |
| A2                       | 50 Meeting House Road   | Municipal |
| A3                       | 2 Great Neck Road North | Municipal |
| D1                       | 0 Mashpee Neck Road     | Municipal |
| D2                       | 0 Falmouth Road         | Municipal |
| D3                       | 380 Ashers Path East    | Municipal |

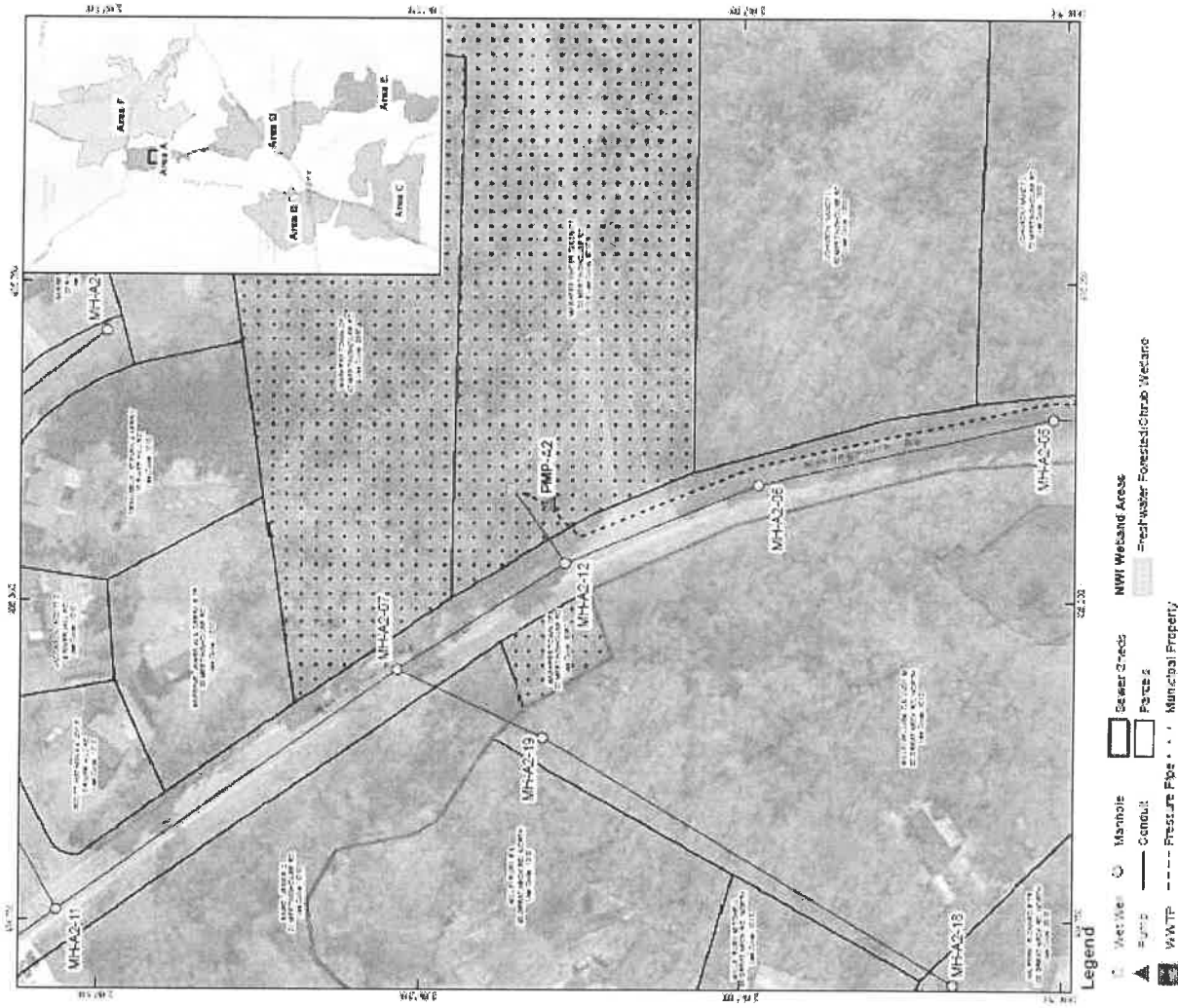




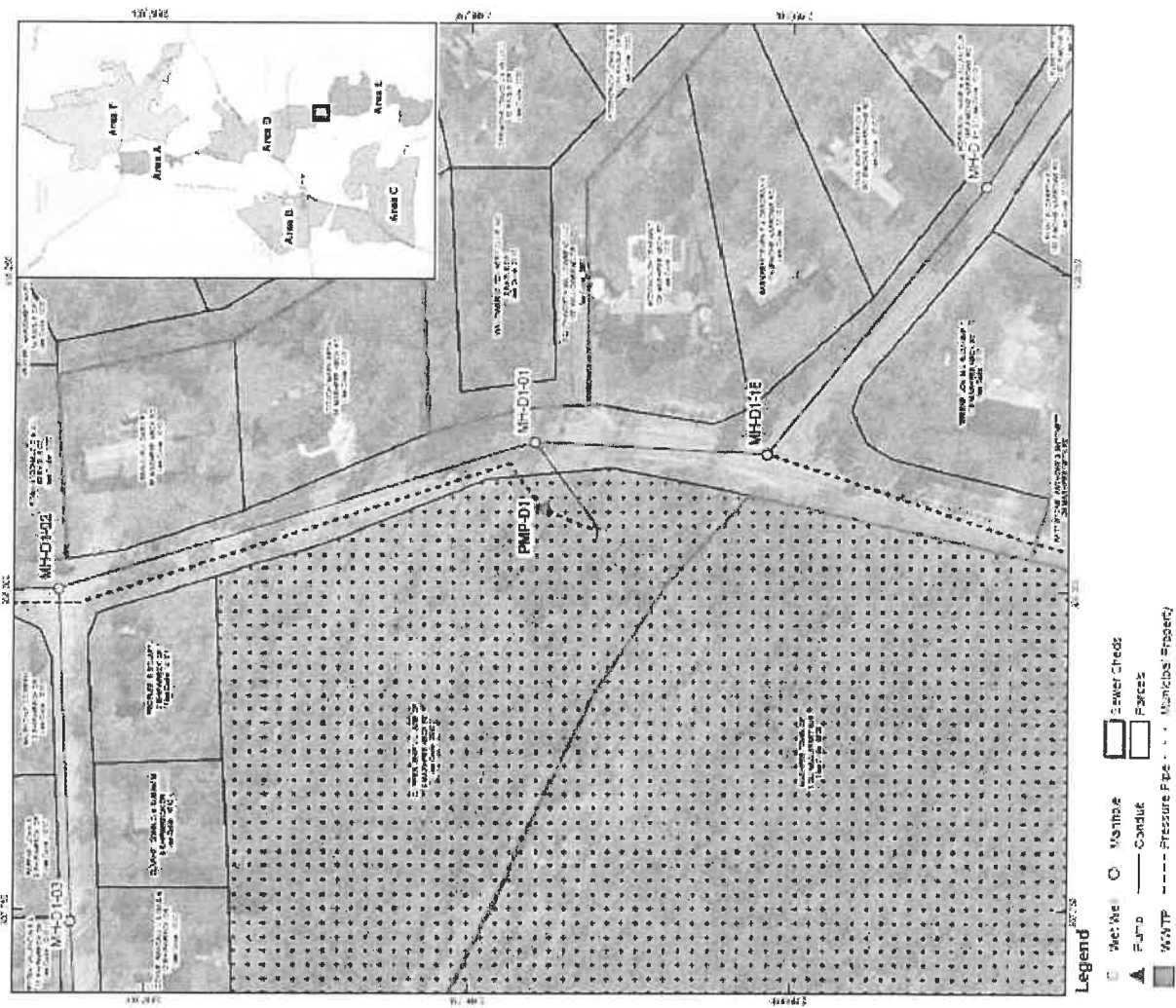
**Legend**

- Wet Well
- Manhole
- Conduit
- Pressure Pipe
- Municipal Property
- Sewer Shaft
- Pipe

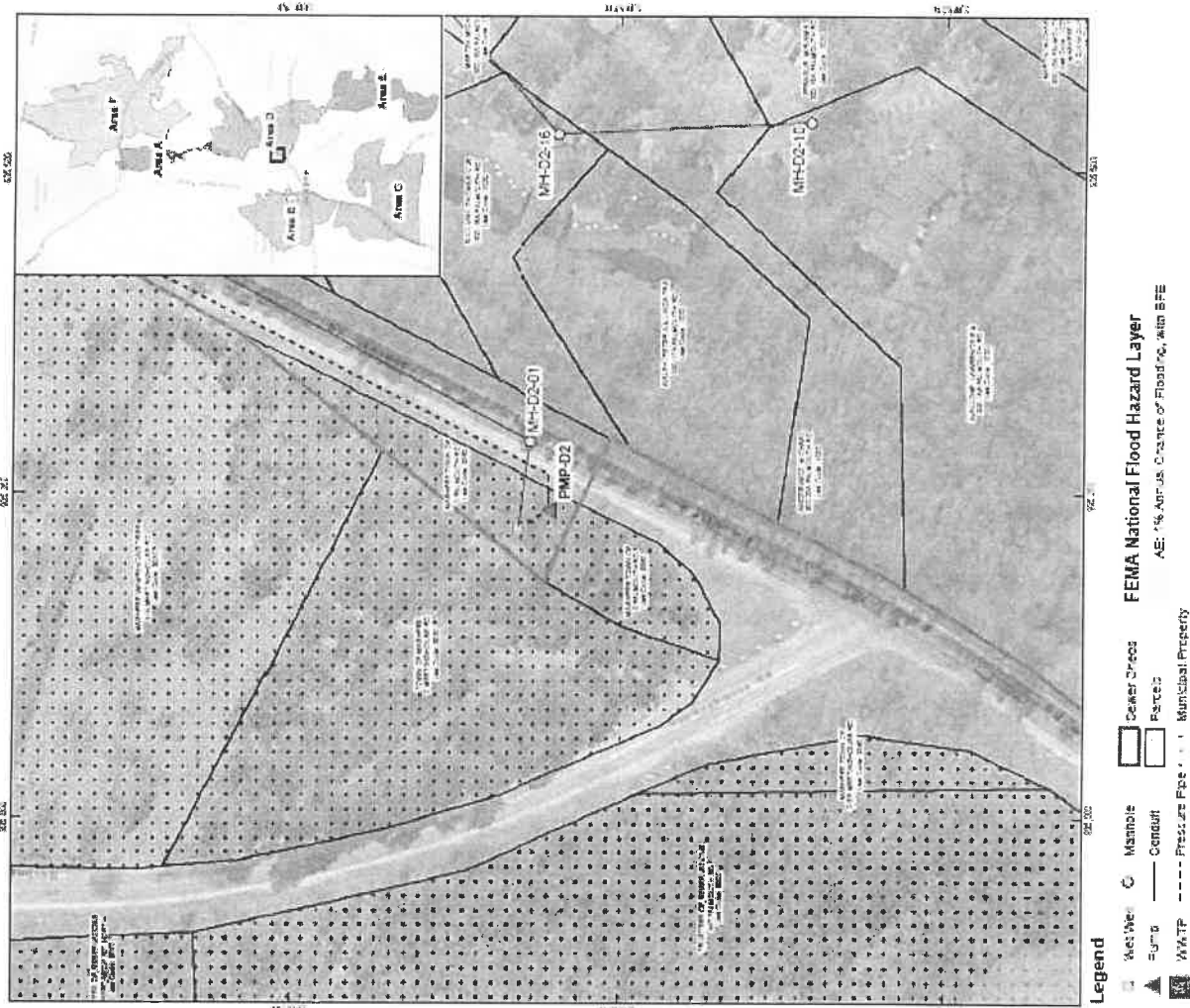














**Town of Mashpee - Land Space Requirements Table 9.10**

| Zoning District      | Minimum Size <sup>12</sup><br>(square feet) | Minimum Lot Frontage <sup>12,13</sup><br>(feet) | Minimum Lot Front <sup>15,16,19</sup><br>20, (feet) | Rear <sup>15, 19,23</sup><br>(feet) | Side <sup>15,19, 23</sup><br>(feet) | Maximum Building Height <sup>4,17,18,23</sup><br>(Stories) | Maximum Building<br>(feet) | Maximum of Lot Coverage <sup>16</sup><br>(percent) |
|----------------------|---|---|---|-------------------------------------|-------------------------------------|--|----------------------------|--|
| Residence Districts  |   |   |   |                                     |                                     |  |                            |  |
| R-3                  | 40,000                                      | 150   | 40  | 15                                  | 15                                  | 2 1/2  | 35                         | 20 <sup>5</sup>                                    |
| R-5                  | 80,000                                      | 150   | 40  | 15                                  | 15                                  | 2 1/2  | 35                         | 20 <sup>5</sup>                                    |
| Commercial Districts |   |   |   |                                     |                                     |  |                            |  |
| C-1                  | 40,000                                      | 200   | 40 <sup>14</sup>                                    | 40 <sup>8</sup>                     | 20 <sup>8</sup>                     | 2 <sup>24</sup>  | 35 <sup>24</sup>           | 25 <sup>4</sup>                                    |
| C-2                  | 40,000                                      | 200   | 75 <sup>14</sup>                                    | 20 <sup>8,9</sup>                   | 20 <sup>8</sup>                     | 2  | 35                         | 20 <sup>4</sup>                                    |
| C-3 <sup>20</sup>    | 40,000                                      | 200   | 75  | 20                                  | 20                                  | 2 1/2  | 35                         | 20   |
| Industrial Districts |   |   |   |                                     |                                     |  |                            |  |
| I-1                  | 40,000                                      | 200   | 75 <sup>11,15</sup>                                 | 50                                  | 30 <sup>8</sup>                     | 2  | 35                         | 25   |

## **Upcoming Design Workshops**

- Format
- Topics of upcoming workshop
  - Building over secondary treatment tanks in Process Building
  - Administration Building
  - TBD



| DEPARTMENT                     |                      | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|--------------------------------|----------------------|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| <b>MODERATOR</b>               |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY 1             | 200               | 200               | 200                          | 200                              |                          | 200                                  |
| <b>TOTAL</b>                   |                      | <b>200</b>        | <b>200</b>        | <b>200</b>                   | <b>200</b>                       | <b>0.0000%</b>           | <b>200</b>                           |
| <b>SELECTMEN</b>               |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY-ELECTED 2     | 15,500            | 14,000            | 15,500                       | 15,500                           | 0.0000%                  | 15,500                               |
|                                | SALARY/WAGE 3        | 340,637           | 377,408           | 397,970                      | 411,950                          | 3.5100%                  | 411,950                              |
|                                | EXPENSE 4            | 21,624            | 22,749            | 38,500                       | 38,500                           | 0.0000%                  | 38,500                               |
|                                | LEG/ENG/CONSULTING 5 | 296,179           | 266,127           | 385,000                      | 385,000                          | 0.0000%                  | 385,000                              |
| <b>TOTAL</b>                   |                      | <b>673,940</b>    | <b>680,284</b>    | <b>836,970</b>               | <b>850,950</b>                   | <b>1.6700%</b>           | <b>850,950</b>                       |
| <b>FINANCE COMMITTEE</b>       |                      |                   |                   |                              |                                  |                          |                                      |
|                                | RESERVE FUND 6       | -                 | -                 | 57,236                       | 100,000                          | 0.0000%                  | 100,000                              |
|                                | EXPENSE 7            | 63,301            | 66,072            | 67,000                       | 70,000                           | 4.4800%                  | 70,000                               |
| <b>TOTAL</b>                   |                      | <b>63,301</b>     | <b>66,072</b>     | <b>124,236</b>               | <b>170,000</b>                   | <b>4.4800%</b>           | <b>170,000</b>                       |
| <b>TOWN ACCOUNTANT</b>         |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY/WAGE 8        | 256,139           | 276,152           | 290,380                      | 300,236                          | 3.3900%                  | 300,236                              |
|                                | EXPENSE 9            | 1,422             | 1,203             | 2,790                        | 2,675                            | -4.0000%                 | 2,675                                |
| <b>TOTAL</b>                   |                      | <b>257,561</b>    | <b>277,355</b>    | <b>293,170</b>               | <b>302,911</b>                   | <b>3.3200%</b>           | <b>302,911</b>                       |
| <b>ASSESSORS</b>               |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY-APPOINTED 10  | 3,000             | 3,000             | 3,000                        | 3,000                            | 0.0000%                  | 3,000                                |
|                                | SALARY/WAGE 11       | 266,978           | 282,701           | 299,852                      | 310,995                          | 3.7200%                  | 310,995                              |
|                                | EXPENSE 12           | 5,714             | 4,423             | 6,400                        | 6,400                            | 0.0000%                  | 6,400                                |
| <b>TOTAL</b>                   |                      | <b>275,692</b>    | <b>290,124</b>    | <b>309,252</b>               | <b>320,395</b>                   | <b>3.6000%</b>           | <b>320,395</b>                       |
| <b>TREASURER/TAX COLLECTOR</b> |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY/WAGE 13       | 233,874           | 243,701           | 255,320                      | 264,972                          | 3.7800%                  | 264,972                              |
|                                | EXPENSE 14           | 44,629            | 43,095            | 47,100                       | 48,900                           | 3.8200%                  | 48,900                               |
|                                | DEBT SERVICE 15      | 1,267             | 2,491             | 2,500                        | 2,500                            | 0.0000%                  | 2,500                                |
|                                | FORECLOSURE 16       | 9,189             | 12,000            | 12,000                       | 12,000                           | 0.0000%                  | 12,000                               |
| <b>TOTAL</b>                   |                      | <b>288,959</b>    | <b>301,287</b>    | <b>316,920</b>               | <b>328,372</b>                   | <b>3.6100%</b>           | <b>328,372</b>                       |
| <b>HUMAN RESOURCES</b>         |                      |                   |                   |                              |                                  |                          |                                      |
|                                | SALARY/WAGE 17       | 295,148           | 305,784           | 367,134                      | 387,660                          | 5.5900%                  | 387,660                              |
|                                | EXPENSE 18           | 45,562            | 58,261            | 113,519                      | 116,429                          | 2.5600%                  | 113,519                              |
| <b>TOTAL</b>                   |                      | <b>340,710</b>    | <b>364,045</b>    | <b>480,653</b>               | <b>504,089</b>                   | <b>4.8800%</b>           | <b>501,179</b>                       |

| DEPARTMENT                           |                       |    | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|--------------------------------------|-----------------------|----|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| <b>INFORMATION TECHNOLOGY</b>        |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY/WAGE           | 19 | 315,739           | 339,459           | 360,167                      | 374,048                          | 3.85%                    | 374,048                              |
|                                      | EXPENSE               | 20 | 250,397           | 282,643           | 314,328                      | 326,480                          | 3.87%                    | 314,328                              |
|                                      | EQUIPMENT REPLACEMENT | 21 | 26,452            | 26,126            | 27,000                       | 27,000                           | 0.00%                    | 27,000                               |
| <b>TOTAL</b>                         |                       |    | <b>592,588</b>    | <b>648,228</b>    | <b>701,495</b>               | <b>727,528</b>                   | <b>3.71%</b>             | <b>715,376</b>                       |
| <b>TOWN CLERK</b>                    |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY-ELECTED        | 24 | 79,872            | 85,768            | 91,520                       | 93,355                           | 2.01%                    | 93,355                               |
|                                      | SALARY/WAGE           | 25 | 84,859            | 63,160            | 98,750                       | 105,251                          | 6.58%                    | 105,251                              |
|                                      | EXPENSE               | 26 | 8,514             | 6,239             | 9,175                        | 9,175                            | 0.00%                    | 9,175                                |
| <b>TOTAL</b>                         |                       |    | <b>173,245</b>    | <b>155,167</b>    | <b>199,445</b>               | <b>207,781</b>                   | <b>4.18%</b>             | <b>207,781</b>                       |
| <b>ELECTIONS &amp; REGISTRATIONS</b> |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY/WAGE           | 27 | 52,903            | 52,101            | 60,612                       | 63,095                           | 4.10%                    | 63,095                               |
|                                      | EXPENSE               | 28 | 14,226            | 14,775            | 23,000                       | 23,000                           | 0.00%                    | 23,000                               |
| <b>TOTAL</b>                         |                       |    | <b>67,129</b>     | <b>66,876</b>     | <b>83,612</b>                | <b>86,095</b>                    | <b>2.97%</b>             | <b>86,095</b>                        |
| <b>CONSERVATION</b>                  |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY/WAGE           | 29 | 191,546           | 202,295           | 221,731                      | 228,350                          | 2.99%                    | 228,350                              |
|                                      | EXPENSE               | 30 | 3,253             | 3,547             | 5,336                        | 5,420                            | 1.57%                    | 5,336                                |
|                                      | HERRING EXPENSE       | 31 | 500               | 500               | 500                          | 500                              | 0.00%                    | 500                                  |
| <b>TOTAL</b>                         |                       |    | <b>195,299</b>    | <b>206,342</b>    | <b>227,567</b>               | <b>234,270</b>                   | <b>2.95%</b>             | <b>234,186</b>                       |
| <b>NATURAL RESOURCES</b>             |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY/WAGE           | 32 | 378,083           | 428,208           | 457,685                      | 508,932                          | 11.20%                   | 508,932                              |
|                                      | EXPENSE               | 33 | 87,698            | 97,801            | 132,840                      | 136,500                          | 2.76%                    | 132,840                              |
|                                      | PROPAGATION           | 34 | 79,502            | 161,031           | 162,000                      | 135,000                          | -20.00%                  | 135,000                              |
| <b>TOTAL</b>                         |                       |    | <b>545,283</b>    | <b>687,040</b>    | <b>752,525</b>               | <b>780,432</b>                   | <b>3.71%</b>             | <b>776,772</b>                       |
| <b>PLANNING BOARD</b>                |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | EXPENSE               | 35 | 7,651             | 7,700             | 8,265                        | 8,325                            | 0.73%                    | 1,125                                |
| <b>TOTAL</b>                         |                       |    | <b>7,651</b>      | <b>7,700</b>      | <b>8,265</b>                 | <b>8,325</b>                     | <b>0.73%</b>             | <b>1,125</b>                         |
| <b>PLANNING DEPARTMENT</b>           |                       |    |                   |                   |                              |                                  |                          |                                      |
|                                      | SALARY/WAGE           | 36 | 100,696           | 127,974           | 135,345                      | 142,730                          | 5.46%                    | 142,730                              |
|                                      | EXPENSE               | 37 | 2,906             | 3,239             | 4,250                        | 4,125                            | -0.03%                   | 4,125                                |
| <b>TOTAL</b>                         |                       |    | <b>103,602</b>    | <b>131,213</b>    | <b>139,595</b>               | <b>146,855</b>                   | <b>5.20%</b>             | <b>146,855</b>                       |

| DEPARTMENT                |                         | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|---------------------------|-------------------------|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| <b>TOWN HALL</b>          |                         |                   |                   |                              |                                  |                          |                                      |
|                           | EXPENSE                 | 38                | 201,835           | 282,000                      | 282,000                          | 0.00%                    | 282,000                              |
| <b>TOTAL</b>              |                         |                   | <b>201,835</b>    | <b>282,000</b>               | <b>282,000</b>                   | 0.00%                    | <b>282,000</b>                       |
| <b>POLICE</b>             |                         |                   |                   |                              |                                  |                          |                                      |
|                           | SALARY/WAGE             | 39                | 3,679,320         | 4,166,642                    | 4,404,421                        | 5.71%                    | 4,404,421                            |
|                           | EXPENSE                 | 40                | 291,138           | 317,681                      | 317,681                          | 0.00%                    | 317,681                              |
|                           | DISPATCHERS SALARY/WAGE | 41                | 464,913           | 529,365                      | 548,095                          | 3.54%                    | 548,095                              |
| <b>TOTAL</b>              |                         |                   | <b>4,435,371</b>  | <b>5,013,688</b>             | <b>5,270,197</b>                 | 5.12%                    | <b>5,270,197</b>                     |
| <b>FIRE</b>               |                         |                   |                   |                              |                                  |                          |                                      |
|                           | SALARY/WAGE             | 42                | 3,335,918         | 3,900,285                    | 4,158,990                        | 6.63%                    | 4,158,990                            |
|                           | EXPENSE                 | 43                | 449,797           | 507,723                      | 510,047                          | 0.05%                    | 507,723                              |
| <b>TOTAL</b>              |                         |                   | <b>3,785,715</b>  | <b>4,408,008</b>             | <b>4,669,037</b>                 | 5.92%                    | <b>4,666,713</b>                     |
| <b>BUILDING INSPECTOR</b> |                         |                   |                   |                              |                                  |                          |                                      |
|                           | SALARY/WAGE             | 44                | 295,539           | 332,535                      | 332,993                          | 0.14%                    | 332,993                              |
|                           | EXPENSE                 | 45                | 6,032             | 29,375                       | 29,375                           | 0.00%                    | 29,375                               |
| <b>TOTAL</b>              |                         |                   | <b>301,571</b>    | <b>361,910</b>               | <b>362,368</b>                   | 0.13%                    | <b>362,368</b>                       |
| <b>TREE WARDEN</b>        |                         |                   |                   |                              |                                  |                          |                                      |
|                           | EXPENSE                 | 46                | 424               | 2,000                        | 2,000                            | 0.00%                    | -                                    |
| <b>TOTAL</b>              |                         |                   | <b>424</b>        | <b>2,000</b>                 | <b>2,000</b>                     | 0.00%                    | -                                    |
| <b>SCHOOL</b>             |                         |                   |                   |                              |                                  |                          |                                      |
|                           | BUDGET                  | 47                | 21,249,277        | 22,778,314                   | 23,528,435                       | 3.29%                    | 23,299,435                           |
| <b>TOTAL</b>              |                         |                   | <b>21,249,277</b> | <b>22,778,314</b>            | <b>23,528,435</b>                | 3.29%                    | <b>23,299,435</b>                    |
| <b>D.P.W.</b>             |                         |                   |                   |                              |                                  |                          |                                      |
|                           | SALARY/WAGE             | 49                | 2,305,208         | 2,696,278                    | 2,896,661                        | 7.43%                    | 2,756,526                            |
|                           | EXPENSE                 | 50                | 775,757           | 963,420                      | 1,178,295                        | 22.30%                   | 965,420                              |
|                           | BUILDINGS & GROUNDS     | 51                | 1,142,320         | 1,200,311                    | 1,300,311                        | 8.33%                    | 1,300,311                            |
| <b>TOTAL</b>              |                         |                   | <b>4,223,285</b>  | <b>4,860,009</b>             | <b>5,375,267</b>                 | 10.60%                   | <b>5,022,257</b>                     |
| <b>SNOW &amp; ICE</b>     |                         |                   |                   |                              |                                  |                          |                                      |
|                           | EXPENSE                 | 52                | 139,241           | 116,570                      | 116,570                          | 0.00%                    | 116,570                              |
| <b>TOTAL</b>              |                         |                   | <b>139,241</b>    | <b>116,570</b>               | <b>116,570</b>                   | 0.00%                    | <b>116,570</b>                       |

| DEPARTMENT              |    | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|-------------------------|----|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| <b>STREET LIGHTING</b>  |    |                   |                   |                              |                                  |                          |                                      |
| EXPENSE                 | 53 | 11,020            | 8,108             | 25,000                       | 22,000                           | -0.12%                   | 22,000                               |
| <b>TOTAL</b>            |    | <b>11,020</b>     | <b>8,108</b>      | <b>25,000</b>                | <b>22,000</b>                    | -0.12%                   | <b>22,000</b>                        |
| <b>TRANSFER STATION</b> |    |                   |                   |                              |                                  |                          |                                      |
| EXPENSE                 | 54 | 820,105           | 895,194           | 1,047,126                    | 1,154,149                        | 10.22%                   | 1,078,249                            |
| <b>TOTAL</b>            |    | <b>820,105</b>    | <b>895,194</b>    | <b>1,047,126</b>             | <b>1,154,149</b>                 | 10.22%                   | <b>1,078,249</b>                     |
| <b>SEWER COMMISSION</b> |    |                   |                   |                              |                                  |                          |                                      |
| SALARY                  | 55 | -                 | -                 | 90,900                       | 100,820                          | 10.91%                   | 100,820                              |
| EXPENSE                 | 56 | 185               | 4,685             | 10,200                       | 10,200                           | 0.00%                    | 10,200                               |
| <b>TOTAL</b>            |    | <b>185</b>        | <b>4,685</b>      | <b>101,100</b>               | <b>111,020</b>                   | 9.81%                    | <b>111,020</b>                       |
| <b>CEMETERY</b>         |    |                   |                   |                              |                                  |                          |                                      |
| EXPENSE                 | 57 | 5,391             | 5,004             | 43,000                       | 15,000                           | -286.67%                 | 15,000                               |
| <b>TOTAL</b>            |    | <b>5,391</b>      | <b>5,004</b>      | <b>43,000</b>                | <b>15,000</b>                    | -286.67%                 | <b>15,000</b>                        |
| <b>HEALTH</b>           |    |                   |                   |                              |                                  |                          |                                      |
| SALARY-APPOINTED        | 58 | 3,000             | 3,000             | 3,000                        | 3,000                            | 0.00%                    | 3,000                                |
| SALARY/WAGE             | 59 | 234,673           | 237,888           | 309,294                      | 321,105                          | 3.82%                    | 321,105                              |
| EXPENSE                 | 60 | 17,070            | 22,767            | 41,290                       | 63,040                           | 52.68%                   | 63,040                               |
| <b>TOTAL</b>            |    | <b>254,743</b>    | <b>263,655</b>    | <b>353,584</b>               | <b>387,145</b>                   | 9.49%                    | <b>387,145</b>                       |
| <b>COUNCIL ON AGING</b> |    |                   |                   |                              |                                  |                          |                                      |
| SALARY/WAGE             | 61 | 216,758           | 206,306           | 251,546                      | 264,680                          | 5.22%                    | 264,680                              |
| EXPENSE                 | 62 | 33,284            | 30,655            | 44,095                       | 43,627                           | -2.00%                   | 43,627                               |
| <b>TOTAL</b>            |    | <b>250,042</b>    | <b>236,961</b>    | <b>295,641</b>               | <b>308,307</b>                   | 4.28%                    | <b>308,307</b>                       |
| <b>VETERANS</b>         |    |                   |                   |                              |                                  |                          |                                      |
| EXPENSE                 | 63 | 73,007            | 96,568            | 110,000                      | 121,000                          | 10.00%                   | 121,000                              |
| MEMBERSHIP              | 64 | 35,500            | 39,591            | 45,000                       | 49,500                           | 10.00%                   | 41,500                               |
| <b>TOTAL</b>            |    | <b>108,507</b>    | <b>136,159</b>    | <b>155,000</b>               | <b>170,500</b>                   | 10.00%                   | <b>162,500</b>                       |
| <b>HUMAN SERVICES</b>   |    |                   |                   |                              |                                  |                          |                                      |
| SALARY/WAGE             | 65 | 71,807            | 76,341            | 80,411                       | 85,601                           | 6.45%                    | 85,601                               |
| EXPENSE                 | 66 | 48,006            | 40,496            | 51,910                       | 51,910                           | 0.00%                    | 51,910                               |
| <b>TOTAL</b>            |    | <b>119,813</b>    | <b>116,837</b>    | <b>132,321</b>               | <b>137,511</b>                   | 3.92%                    | <b>137,511</b>                       |

| DEPARTMENT                       |                | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|----------------------------------|----------------|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| <b>LIBRARY</b>                   |                |                   |                   |                              |                                  |                          |                                      |
|                                  | SALARY/WAGE 67 | 445,300           | 448,243           | 518,818                      | 529,898                          | 2.14%                    | 529,898                              |
|                                  | EXPENSE 68     | 187,708           | 182,004           | 192,018                      | 193,467                          | 0.08%                    | 193,467                              |
| <b>TOTAL</b>                     |                | <b>633,008</b>    | <b>630,247</b>    | <b>710,836</b>               | <b>723,365</b>                   | <b>1.76%</b>             | <b>723,365</b>                       |
| <b>RECREATION</b>                |                |                   |                   |                              |                                  |                          |                                      |
|                                  | SALARY/WAGE 69 | 266,030           | 253,903           | 288,255                      | 296,871                          | 2.99%                    | 296,871                              |
|                                  | EXPENSE 70     | 28,997            | 28,587            | 32,125                       | 32,125                           | 0.00%                    | 32,125                               |
| <b>TOTAL</b>                     |                | <b>295,027</b>    | <b>282,490</b>    | <b>320,380</b>               | <b>328,996</b>                   | <b>2.69%</b>             | <b>328,996</b>                       |
| <b>HISTORICAL</b>                |                |                   |                   |                              |                                  |                          |                                      |
|                                  | TEMP WAGE 71   | 7,645             | 6,455             | 9,000                        | 9,000                            | 0.00%                    | 9,000                                |
|                                  | EXPENSE 72     | 4,919             | 1,750             | 6,830                        | 6,830                            | 0.00%                    | 6,830                                |
| <b>TOTAL</b>                     |                | <b>12,564</b>     | <b>8,205</b>      | <b>15,830</b>                | <b>15,830</b>                    | <b>0.00%</b>             | <b>15,830</b>                        |
| <b>CULTURAL COUNCIL</b>          |                |                   |                   |                              |                                  |                          |                                      |
|                                  | EXPENSE 73     | -                 | -                 | 90                           | 90                               | 0.00%                    | 90                                   |
| <b>TOTAL</b>                     |                | <b>-</b>          | <b>-</b>          | <b>90</b>                    | <b>90</b>                        | <b>0.00%</b>             | <b>90</b>                            |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>PRINCIPAL INSIDE 2 1/2</b>    | 74             | <b>1,448,581</b>  | <b>1,313,253</b>  | <b>1,250,142</b>             | <b>1,178,797</b>                 | <b>-5.71%</b>            | <b>1,173,797</b>                     |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>PRINCIPAL OUTSIDE 2 1/2</b>   | 75             | <b>605,000</b>    | <b>825,000</b>    | <b>810,000</b>               | <b>805,000</b>                   | <b>-6.17%</b>            | <b>805,000</b>                       |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>TEMP PRINC OUTSIDE 2 1/2</b>  | 76             | <b>-</b>          | <b>-</b>          | <b>-</b>                     | <b>-</b>                         | <b>0.00%</b>             | <b>-</b>                             |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>INTEREST INSIDE 2 1/2</b>     | 77             | <b>182,085</b>    | <b>292,211</b>    | <b>251,688</b>               | <b>209,138</b>                   | <b>-1.69%</b>            | <b>209,138</b>                       |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>INTEREST OUTSIDE 2 1/2</b>    | 78             | <b>170,425</b>    | <b>317,825</b>    | <b>289,375</b>               | <b>261,125</b>                   | <b>-10.24%</b>           | <b>261,125</b>                       |
| Principal & Interest             |                |                   |                   |                              |                                  |                          |                                      |
| <b>TEMP BORROW INSIDE 2 1/2</b>  | 79             | <b>40,638</b>     | <b>460</b>        | <b>40,000</b>                | <b>70,000</b>                    | <b>75.00%</b>            | <b>70,000</b>                        |
| Principal & Interest             |                |                   |                   |                              |                                  |                          |                                      |
| <b>TEMP BORROW OUTSIDE 2 1/2</b> | 80             | <b>28,875</b>     | <b>464</b>        | <b>-</b>                     | <b>61,250</b>                    | <b>100.00%</b>           | <b>61,250</b>                        |
|                                  |                |                   |                   |                              |                                  |                          |                                      |
| <b>RETIREMENT EXPENSE</b>        | 81             | <b>3,000,007</b>  | <b>3,253,617</b>  | <b>3,649,255</b>             | <b>3,774,725</b>                 | <b>3.44%</b>             | <b>3,704,763</b>                     |
|                                  |                |                   |                   |                              |                                  |                          |                                      |

| DEPARTMENT            |    | FY 2019<br>ACTUAL | FY 2020<br>ACTUAL | FY 2021<br>REVISED<br>BUDGET | FY 2022<br>DEPARTMENT<br>REQUEST | FY 2022<br>PCT<br>CHANGE | FY 2022<br>TOWN MANAGER<br>RECOMMEND |
|-----------------------|----|-------------------|-------------------|------------------------------|----------------------------------|--------------------------|--------------------------------------|
| UNEMPLOYMENT          | 82 | 40,000            | 60,000            | 40,000                       | 60,000                           | 50.00%                   | 40,000                               |
| MEDICAL INSURANCE     | 83 | 7,150,822         | 7,087,420         | 7,882,008                    | 8,592,742                        | 9.02%                    | 8,592,742                            |
| GROUP INSURANCE       | 84 | 13,936            | 14,080            | 15,645                       | 15,845                           | 1.28%                    | 15,845                               |
| MEDICARE              | 85 | 440,446           | 452,722           | 462,187                      | 485,000                          | 4.94%                    | 485,000                              |
| TOWN INSURANCE        | 86 | 587,848           | 666,029           | 902,378                      | 946,520                          | 4.89%                    | 946,520                              |
| TOTAL                 |    | 54,140,947        | 56,022,097        | 61,088,990                   | 64,108,132                       | 4.93%                    | 63,316,930                           |
| CAPE COD TECH TUITION | 87 | 1,088,399         | 1,026,999         | 1,077,178                    | 1,120,266                        | 4.00%                    | 1,120,266                            |
| CAPE COD TECH DEBT    | 88 | -                 | 611,150           | 487,847                      | 487,447                          | -0.08%                   | 487,447                              |
| CAPE COD TECH TOTAL   |    | 1,088,399         | 1,638,149         | 1,565,025                    | 1,607,713                        | 2.73%                    | 1,607,713                            |
| GRAND TOTAL           |    | 55,229,346        | 57,660,246        | 62,654,015                   | 65,715,845                       | 4.89%                    | 64,924,643                           |



**FY 2022 CAPITAL IMPROVEMENT PROGRAM**  
**Capital Improvement Program Committee Recommendation**  
**for May 3 2021 Town Meeting (Vote 1-29-2021)**

**Department Requests**

**FY 2022**

**DPW**

|                           |           |                |
|---------------------------|-----------|----------------|
| Repl 2012 Ford F350       | \$        | 44,000         |
| Repl 2014 Ford F350       | \$        | 46,000         |
| Repl 2014 Ford F550       | \$        | 91,000         |
| Repl 2013 Vermeer Chipper | \$        | 75,000         |
| <b>Total DPW</b>          | <b>\$</b> | <b>256,000</b> |

**FIRE**

|                                       |           |                |
|---------------------------------------|-----------|----------------|
| Purch 2 Vehicles (DC 372/Utility 350) | \$        | 120,000        |
| <b>Total Fire</b>                     | <b>\$</b> | <b>120,000</b> |

**INFORMATION TECHNOLOGY**

|                                     |           |                |
|-------------------------------------|-----------|----------------|
| Phone System Upgrade                | \$        | 25,564         |
| Network Switch - Town Hall          | \$        | 50,000         |
| MS Office                           | \$        | 33,884         |
| <b>Total Information Technology</b> | <b>\$</b> | <b>109,448</b> |

MCAT

**NATURAL RESOURCES**

|                                |           |                |
|--------------------------------|-----------|----------------|
| Replace Shellfish Boats        | \$        | 43,000         |
| Replace Harbormaster Boat      | \$        | 158,000        |
| <b>Total Natural Resources</b> | <b>\$</b> | <b>201,000</b> |

**PLANNING & CONSTRUCTION**

|   |           |                  |
|---|-----------|------------------|
| Flooring Replacement                                  | \$        | 50,000           |
| DNR Facility  | \$        | 850,000          |
| Roof Solar System Purchase (MMHS, DPW, Senior Center) | \$        | 119,198          |
| QS Library AC Installation                            | \$        | 75,000           |
| MMHS Parking Lot Resurfacing                          | \$        | 350,000          |
| School Security Upgrades                              | \$        | 90,000           |
| <b>Total Planning &amp; Construction</b>              | <b>\$</b> | <b>1,534,198</b> |

**POLICE**

|                     |           |                |
|---------------------|-----------|----------------|
| 10 Police Vehicles  | \$        | 156,000        |
| 4 Police Vehicles   | \$        | 68,400         |
| <b>Total Police</b> | <b>\$</b> | <b>224,400</b> |

**SCHOOL**

|   |           |                |
|---|-----------|----------------|
| Food Service Equipment Upgrades         | \$        | 25,000         |
| Chromebook Leases                       | \$        | 45,000         |
| Interactive Board Systems in Classrooms | \$        | 25,000         |
| Replacement of Teacher PCs              | \$        | 56,000         |
| Wireless Upgrades                       | \$        | 30,000         |
| Flag Pole Installation - KCC, QS, MMHS  | \$        | 30,000         |
| <b>Total School</b>                     | <b>\$</b> | <b>211,000</b> |

MCAT

**TOTAL ALL DEPARTMENTS**

**\$ 2,656,046**

**MCAT**

**\$ 80,000.00**

**Capital Stabilization**

**\$ 2,576,046.00**