



# Meeting Agenda

**The Provincetown Board of Selectmen will hold a public meeting on Monday, June 22, 2015, at 6:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.**

*Consent Agenda – Approval without objection required for the following items:*

- A. *Parade Permit Application submitted by Sherry Brec on behalf of the CASAS (Carrie A. Seamen Animal Shelter) Charity Walk/Pet Parade on Sunday, September 27, 2015, from 2pm to 3pm.*
- B. *Bond Anticipation Note #1106 – Dan Hoort – Approval Required.*
- C. *Treasurer's Transfer – Beautification Gift Fund- Invoice from Garden Renovations in the amount of \$495.20 to pay for Planting Materials.*

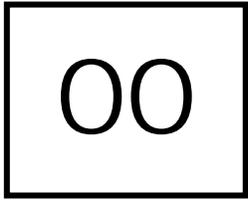
1. Public Hearings - Votes may be taken on the following items:
2. Public Statements – Five minutes maximum. Selectmen do not respond to Public Statements.
3. Selectmen's Statements – Initial comments from the Selectmen. Discussion dependent - votes may be taken.
4. Joint meeting / Presentations - Votes may be taken on the following items:
  - A. Presentation by Dan Sullivan regarding the FY2014 Annual Financial Audit and Clifton Larson Allen Management Letter.
  - B. Joint Meeting with Harbor Committee – Regulation Changes and Harbor Access Gift Fund for Kayak Racks.
5. Appointments - Votes may be taken on the following items:
  - A. Appointments as Members to the Economic Development Committee (Bryan Armstrong, Regina Cassidy, Karen Cappotto, Jeffrey Krainess, Michael Miller, and Steven Latasa-Nicks).
  - B. Appointment of Robert Costa to fill the Provincetown Chamber of Commerce Representative Seat on the VSB, with a term to end June 30, 2018.
  - C. Reappointments by BOS to Committees for End of Fiscal Year 2015, with terms to expire on June 30, 2018.
6. Requests - Votes may be taken on the following items:
  - A. Animal Control Officer Ruthann Cowing - Update Regarding the Death of a Dog at the Pilgrim Bark Park.
  - B. Conwell Street Bike Trail Improvements, Design, Engineering, and Construction Contract with Environmental Partners Group- DPW Deputy Director Eric Larsen.

7. Town Manager / Assistant Town Manager - Votes may be taken on the following items:
  - A. Approval of Police Chief Contract.
  - B. Discussion of Draft Town-wide Goals for FY 2016.
  - C. Board of Selectmen Rules of Procedure- Annual Review and Approval.
  - D. Town Manager Search Matters.
  - E. Other – Other matters that may legally come before the Board not known at the time of posting – votes may be taken.
8. Minutes – Approve minutes of previous meetings. Vote may be taken.
9. Closing Statements/Administrative Updates - Closing comments from the Selectmen. Discussion dependent, motions may be made, votes may be taken
  - A. Reading of Proclamations previously approved by the BOS on June 8, 2015: Proclamation to Declare June 15, 2015, as David W. Dunlap Day – Author of Building Provincetown by Historical Commission; Proclamation to Declare June 18, 2015, as Josephine & Salvatore Del Deo Day (Seniors of the Year), and Proclamation to Congratulate David McGlothin, as being named the Massachusetts 2015 History Teacher of the Year.
  - B. Letters of Thanks to Members of Boards and Committees not Being Reappointed or with Terms Ending for Fiscal Year 2015.

Posted: [www.provincetown-ma.gov](http://www.provincetown-ma.gov) 6/18/15 2:30 pm dj



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015



## CONSENT AGENDA

Approval required for the following items:

Requested by: BOS Chair Tom Donegan

Action Sought: Approval

### Proposed Motion(s)

***MOVE that the Board of Selectmen vote to approve items listed on the consent agenda as submitted.***

*Consent Agenda – Approval without objection required for the following items:*

- A. Parade Permit Application submitted by Sherry Brec on behalf of the CASAS (Carrie A. Seamen Animal Shelter) Charity Walk/Pet Parade on Sunday, September 27, 2015, from 2pm to 3pm.*
- B. Bond Anticipation Note #1106 – Treasurer Connie Boulos – Dan Hoort approval required.*
- C. Treasurer's Transfer – Beautification Commission to pay invoice in the amount of \$495.20 for Garden Renovations.*

### Additional Information

*See attached documents.*

### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

00A

# PARADE PERMIT REQUEST

## CASAS Charity Walk/Pet Parade

Requested by: Sherry Brec

Action Sought: Approval

### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve the Parade Permit Application submitted by Sherry Brec, P.O. Box 1826, Provincetown, MA 02657, on behalf of the CASAS (Carrie A. Seamen Animal Shelter) Charity Walk/Pet Parade on Sunday, September 27, 2015, from 2pm to 3pm.**

### Additional Information

See attached application. Route will begin at Saint Mary's of the Harbor Church complex on Commercial Street and end at the Pied Piper Bar, 199 Commercial Street. This is an annual event.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

## Town of Provincetown

James F. Golden  
Chief of Police, Acting  
jgolden@provincetown-ma.gov



## Police Department

26 Shank Painter Road  
Provincetown, MA 02657  
Phone: (508) 487-1213  
Fax: (508) 487-4077  
www.provincetown-ma.gov

To: Provincetown Board of Selectmen

From: Acting Chief of Police James Golden

Subject: CASAS (Carrie A. Seamen Animal Shelter) Parade Permit

Date: June 09, 2015

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Sir,

I have reviewed the parade application of Sherry Brec on behalf of the CASAS (Carrie A. Seamen Animal Shelter) Charity Walk/Pet Parade on Sunday September 27, 2015.

They estimate approximately 60 attendees. This is same as last year's estimate of 60.

The event is scheduled from 2:00pm to 3:00pm and will navigate a route beginning on Commercial Street starting at the Saint Mary's of the Harbor Church complex and ending at the Pied Piper Bar 199 Commercial Street. This is an annual event.

- Traffic on Commercial Street will need to be re-directed 5 minutes prior to the event and will be slowed for the duration of the event. One Police Officer will be required for this function. A police vehicle will be needed to escort the participants along the intended parade route.
- Historically the dedicated Animal Control Officer (Ruthanne Cowing) has acted as the escort in order to be part of the procession. We will endeavor to provide the service with on duty personnel again this year.

Please let me know what questions you may have.

RECEIVED  
BOS - ~~V-10~~

# Town of Provincetown Parade Permit Application

JUN 08 2015

CC: BOS/TM/ATM

Note: This form must be submitted to the Board of Selectmen's office at least six weeks prior to the date of your event.

Applicant's Name: CASAS  
Address: PO BOX 1374 Phone: 508-487-4243  
City/Town: Provincetown State: MA Zip Code: 02657  
Email: CASAS4RESCUE@comcast.net

Applicant is:  Private Individual  Business  Non-Profit Corp

Individual Responsible: Name: Sherry Brec  
Address: PO Box 1826 - P-town, MA 02657  
Phone: (017 817 0478  
Email: sbrec@yahoo.com

Will charges or fees be collected?  Yes  No

Name & Purpose of Parade: Annual Walk for Shelter - Pet Parade

Date of Parade: Sept 27, 2015 Rain Date (if any): \_\_\_\_\_

Schedule: Start Time: 2 pm Finish Time: 3 pm

Number of Marchers: Approx 60 Number of Vehicles: 1

Events with amplified sound, entertainment, alcohol or food service MUST obtain Licensing Department approvals. Noise bylaw waiver applications required minimum 60 days prior to your scheduled event.

(Please indicate actual or estimated.)

Note: Use the attached map, highlight and provide a written plan of parade route including assembly and disassembly locations, special parade features or events as well as stopping locations if any are requested.

The undersigned applicant agrees that the applicant and parade participants will conform with applicable laws, by-laws, and regulations as well as with special requirements that may be made a condition of the granting of a parade permit pursuant to this application. I/we agree to hold the Town of Provincetown harmless from any and all liability and will defend the Town of Provincetown in connection therewith

Signature of Applicant: Sherry Brec

Date: 3 June 2015

Application received by: [Signature]  
(Secretary to Board of Selectmen)

Date: 6.8.2015

**CONDITIONS and REQUIREMENTS**

It is the obligation of applicants, organization(s) and responsible individuals to assure that their parade(s) is (are) orderly. Unless specifically authorized, there will be no parades held during the hours of darkness and no stopping of the parade to advertise or perform.

All parades will be assigned and will follow a police cruiser on the approved route. If the Chief of Police deems it necessary to assign additional officers as part of the parade permit, then the cost of such special duty officers will be borne by the applicant.

Any violation of applicable laws, by-laws, regulations, the above requirements, and/or special requirements made a condition of the granting of a Parade Permit will be grounds for immediate revocation of the Parade Permit, prosecution, and denial of future parade permissions.

**PARADE ROUTE, SPECIAL CONDITIONS, REQUIREMENTS, ETC.** (Please PRINT or TYPE and allow margin space)

**APPROVALS**

\_\_\_\_\_  
Chief of Police

Date \_\_\_\_\_

**Board of Selectmen**

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Selectman

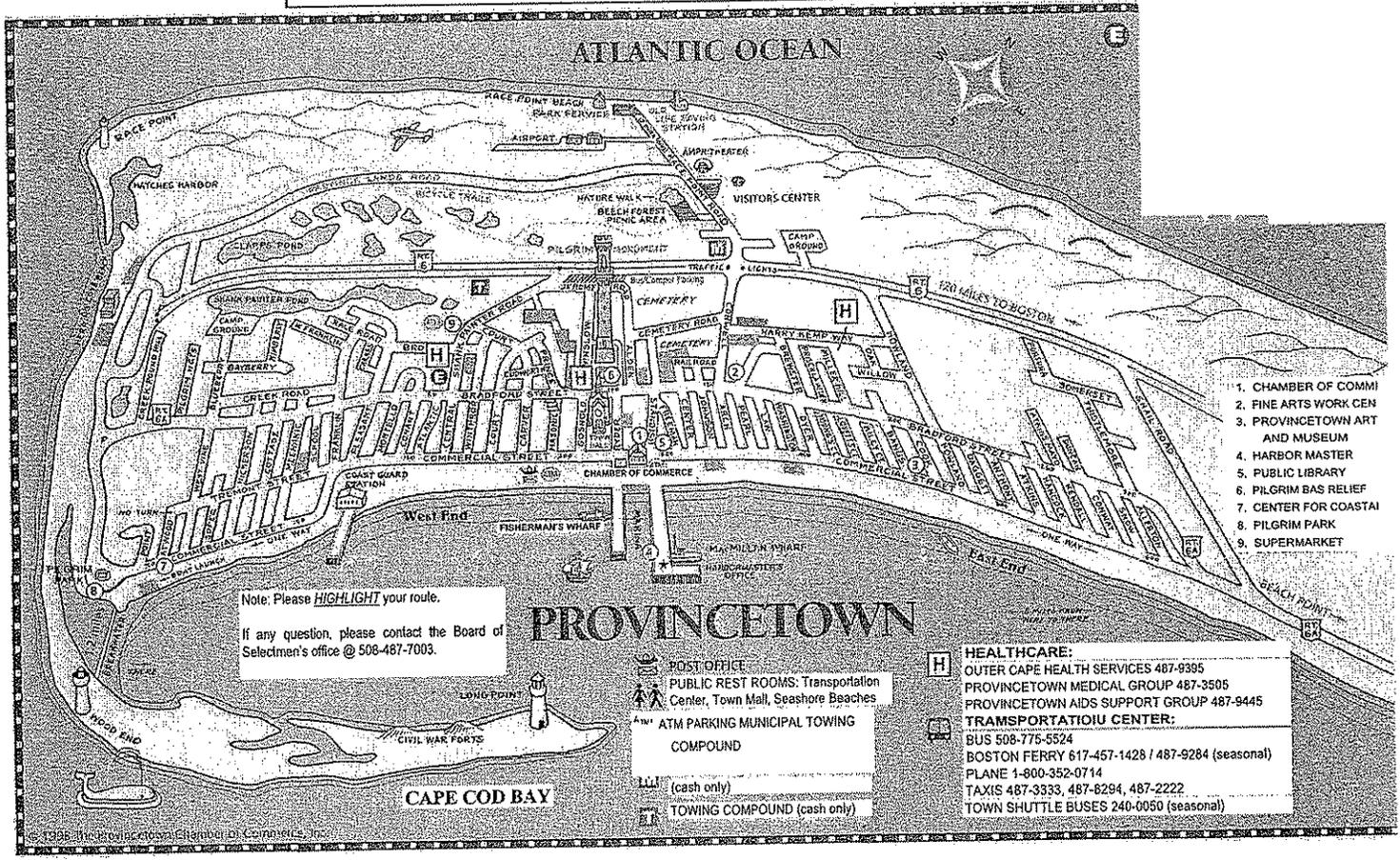
\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Date: \_\_\_\_\_

Please highlight your Parade Route on the Map



1. CHAMBER OF COMMI
2. FINE ARTS WORK CEN
3. PROVINCETOWN ART AND MUSEUM
4. HARBOR MASTER
5. PUBLIC LIBRARY
6. PILGRIM BAS RELIEF
7. CENTER FOR COASTAI
8. PILGRIM PARK
9. SUPERMARKET

Note: Please **HIGHLIGHT** your route.  
 If any question, please contact the Board of Selectmen's office @ 508-487-7003.

**POST OFFICE**  
 PUBLIC REST ROOMS, Transportation Center, Town Mall, Seashore Beaches  
**ATM** PARKING MUNICIPAL TOWING COMPOUND  
 (cash only)  
 TOWING COMPOUND (cash only)

**HEALTHCARE:**  
 OUTER CAPE HEALTH SERVICES 487-9395  
 PROVINCETOWN MEDICAL GROUP 487-3505  
 PROVINCETOWN AIDS SUPPORT GROUP 487-9445  
**TRANSPORTATION CENTER:**  
 BUS 508-775-5524  
 BOSTON FERRY 617-457-1428 / 487-9284 (seasonal)  
 PLANE 1-800-352-0714  
 TAXIS 487-3333, 487-8294, 487-2222  
 TOWN SHUTTLE BUSES 240-0050 (seasonal)

St. Mary's of the MARBOR → Pied BAR. 4 of 4



Provincetown Board of Selectmen  
Monday, June 22, 2015

00B

# Bond Anticipation Note #1106

Requested by: Connie Boulos, Treasurer 06/11/2015

Action Sought: **Approval**

**Proposed Motion(s)**

**MOVE that the Board of Selectmen vote to issue Bond Anticipation Note #1106 in the amount of \$1,332,538 dated June 30, 2015 at 0.60% (\$8,015.40) interest payable at maturity to Cape Cod Five Cents Savings Bank due June 30, 2016.**

**BOND ANTICIPATION NOTE ~ BAN #1106**

<b>From the April 2, 2012 Annual Town Meeting:</b>		
Article #5-11	-Town Emergency Shelter	\$ 11,836.00
<b>From the April 1, 2013 Annual Town Meeting:</b>		
Article #11-9	-Commercial St Maintenance #2	\$ 89,540.00
<b>From the April 1, 2013 Special Town Meeting:</b>		
Article #11	-Macmillan Pier Floating Docks	\$ 45,622.00
<b>From the April 7, 2014 Annual Town Meeting:</b>		
Article #11-12	-Roadway Paving Plan	\$ 165,540.00
<b>From the April 7, 2014 Annual Town Meeting:</b>		
Article #11-13	-Commercial St Paving	\$ 25,000.00
<b>From the November 21, 2013 Special Town Meeting:</b>		
Article #8	-Truro Kelly Property Purchase	\$ 280,000.00
<b>From the April 4, 2011 Special Town Meeting:</b>		
Article #6	-WWEF Optimization/Expansion	\$ 465,000.00
<b>From the April 2, 2012 Special Town Meeting:</b>		
Article #5	-WW Optimization/Expansion	\$ 250,000.00

**TOTAL BAN #1106 \$ 1,332,538.00**

**Additional Information**

**Issue of #1106: Interest Rate = \$1,332,538.00 x .60%/365 x 366 = \$8,015.40**

**Board Action**

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

THE COMMONWEALTH OF MASSACHUSETTS  
CERTIFICATE OF TOWN CLERK

Note Number(s): 1106

Town Treasurer's Record

Town of Provincetown

1. Date of Town Meeting Authorizing Loan:  
04/02/12 ATM 5-11, 04/01/13 ATM 11-9, 04/01/13 STM 11, 04/07/14 ATM 11-12,  
04/07/14 ATM 11-13, 11/21/13 STM 8, 04/04/11 STM 6, 04/02/12 STM 5
2. Purpose of Loan: Municipal Purpose Loans
3. Total Amount of Loan Authorized: \$ 11,136,417.00
4. Amount of Previous New Issues of this Loan: \$ 8,510,576.00
5. PayDown: \$ 0.00
6. Amount of this Issue: \$ 1,332,538.00
7. Balance of this Loan Unissued: \$ 1,293,303.00

*Note: Amount Authorized minus Previous New Issues minus This Issue (New Money) equals Unissued Balance.*

8. Issue Date: June 30, 2015 Date Due: June 30, 2016
9. Payable to: Cape Cod Five Cents Savings Bank
10. Payable at: Cape Cod Five Cents Savings Bank
11. Rate of Interest: .60% Payable At Maturity

12. Signed by , Town Treasurer

TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S),  
WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.

COUNTERSIGNED AND APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Selectmen  
and a  
majority  
thereof

In the presence of: \_\_\_\_\_, Town Clerk (complete right side)

# The Commonwealth of Massachusetts

## Certificate of Town Clerk

Only one Certificate is needed to cover all notes issued on the same date for the same purpose. The Town Clerk will furnish below an exact copy of the vote authorizing the loan, as appearing in the Clerk's records, showing how the vote was passed including a copy of the article in the warrant upon which the vote was based. The completed certificate is to be signed by the Clerk and given to the Treasurer, who must transmit the same, with the note or notes, to the Director of Accounts, Department of Revenue, Boston. General Laws Chapter 44, Sections 23-27.

### Copy of Vote Authorizing Loan

*(Attach a certified copy of the vote and warrant article  
for each authorization included in this borrowing.)*



Seal

I CERTIFY that this is a true copy of the Town Treasurer's Record of the issue of notes and a true copy of the vote passed at a meeting of the voters of the Town of PROVINCETOWN, duly warned as required by law, which authorized borrowing as stated, as appears on the records of the town; that said vote is in full force and effect and has not been repealed or modified in any way by subsequent vote of the town. I FURTHER CERTIFY that the person whose signature appears on the note as treasurer of the Town of PROVINCETOWN was the duly authorized treasurer on the date when said signature was made; and that the persons whose signatures appear upon the note as those of a majority of the selectmen were duly qualified selectmen on the date when such signatures were made. I ALSO CERTIFY that the copy of the warrant article is a true copy of the same; that it was duly served and certified by the constable as required by the General Laws and by-laws or vote of the town or both.

Date \_\_\_\_\_, Town Clerk

*(Revised: December 2003)*

No. 1106

\$ 1,332,538.00

The Commonwealth of Massachusetts  
Town of Provincetown  
*This Note is exempt from Taxation in Massachusetts*

Date of Issue June 30, 2015

For Value Received, the inhabitants of the Town of Provincetown

by their Treasurer, hereto duly authorized by vote of said Town passed on 04/02/12 ATM 5-11

04/01/13 ATM 11-9, 04/01/13 STM 11, 04/07/14 ATM 11-12, 04/07/14 ATM 11-13  
11/21/13 STM 8, 04/04/11 STM 6, 04/2/12 STM 5  
or by Massachusetts General Laws Chapter 44, Section 7 & 8, or both,

promise to pay to Cape Cod Five Cents Savings Bank or order

at Cape Cod Five Cents Savings Bank

the sum of One Million Three Hundred Thirty Two Thousand Five <sup>Hundred Fifty Eight</sup> Dollars

on 06/30/2016, with interest at an annual rate of .60 % payable at maturity.

Countersigned and Approved

\_\_\_\_\_  
Majority of  
\_\_\_\_\_  
the Board of  
\_\_\_\_\_  
Selectmen  
\_\_\_\_\_

*Christine Baulis*  
**Signed**  
Treasurer

Town of Provincetown

**Town Seal**  
*To be affixed here*

I certify that this note was countersigned and approved by the Selectmen in my presence.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

The Commonwealth of Massachusetts  
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of this issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Board of Selectmen.

\_\_\_\_\_  
Director of Accounts

\_\_\_\_\_  
Date

**Municipal Purpose Loan**

Town of Provincetown ~ BAN #1106 ~ Dated June 30, 2015 to June 30, 2016

This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program.

(A municipal purpose loan is one, which combines two or more authorizations for different purposes in one loan.)

Date	Article	Purpose	Amount Authorized	Previous New Issues	Paydown	This Issue New	This Issue Renewal	Unissued Balance
04/02/12	ATM5-11	Town Emergency Shelter	406,417.00			11,836.00		394,581.00
04/01/13	ATM11-9	Commercial St Maintenance #2	1,000,000.00	910,460.00		89,540.00		169,718.00
04/01/13	STM 11	MacMillan Pier Floating Docks	250,000.00	34,660.00		45,622.00		34,460.00
04/07/14	ATM11-12	Roadway Paving Plan	200,000.00			165,540.00		575,000.00
04/07/14	ATM11-13	Commercial St Paving	600,000.00			25,000.00		
11/21/13	STM 8	Truro Kelly Property Purchase	280,000.00			280,000.00		119,544.00
04/04/11	STM 6	WWEF Optimization/Expansion	3,900,000.00	3,315,456.00		465,000.00		
04/02/12	STM 5	Wastewater Optimization & Expansion	4,500,000.00	4,250,000.00		250,000.00		
<b>Totals</b>			11,136,417.00	8,510,576.00	0.00		1,332,538.00	1,293,303.00
Carry these figures over to the Clerk/Secretary's Certificate			Total of this column must equal line 3	Total of this column must equal line 4	Total of this column must equal line 5	Total of these columns must equal line 6	Total of this column must equal line 7	
							Ban #1105	\$2,850,000.00
							Ban #1106	\$1,332,538.00
								\$4,182,538.00

Note: Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued B: CCGG

\\TOWNHALL\DMF Team\0-Treasurer\0 DEBT SERVICE\DEBT SERVICE\FY15\BANS\BAN #1106\MPL BAN #1106 (DOR).xls\MPL BAN #1106

**Information Return for Tax-Exempt Governmental Obligations**

Under Internal Revenue Code section 149(e)

See separate instructions.

Department of the Treasury  
Internal Revenue Service

Caution: If the issue price is under \$100,000, use Form 8038-GC.

<b>Part I Reporting Authority</b>		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name Town of Provincetown, Massachusetts		2 Issuer's employer identification number (EIN) 04-6001274	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address) 260 Commercial Street		Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Provincetown, MA 02657		7 Date of issue 6/30/2015	
8 Name of issue Municipal Purpose - Bond Anticipation Note		9 CUSIP number n/a	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Ms. Constance Boulos, Treasurer		10b Telephone number of officer or other employee shown on 10a 1-508-487-7000 X 521	

**Part II Type of Issue (enter the issue price). See the instructions and attach schedule.**

11	Education	
12	Health and hospital	
13	Transportation	
14	Public safety	
15	Environment (including sewage bonds)	
16	Housing	
17	Utilities	
18	Other. Describe <b>Municipal Purpose</b>	\$1,332,538
19	If obligations are TANs or RANs, check only box 19a	<input type="checkbox"/>
	If obligations are BANs, check only box 19b	<input checked="" type="checkbox"/>
20	If obligations are in the form of a lease or installment sale, check box	<input type="checkbox"/>

**Part III Description of Obligations. Complete for the entire issue for which this form is being filed.**

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	6/30/2016	\$ 1,332,538	\$ 1,332,538	1.0 years	0.60 %

**Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)**

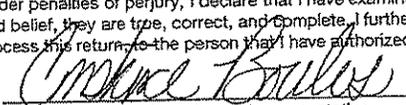
22	Proceeds used for accrued interest		22	0
23	Issue price of entire issue (enter amount from line 21, column (b))		23	\$1,332,538
24	Proceeds used for bond issuance costs (including underwriters' discount)	24	0	
25	Proceeds used for credit enhancement	25	0	
26	Proceeds allocated to reasonably required reserve or replacement fund	26	0	
27	Proceeds used to currently refund prior issues	27	0	
28	Proceeds used to advance refund prior issues	28	0	
29	Total (add lines 24 through 28)		29	0
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30	\$1,332,538

**Part V Description of Refunded Bonds. Complete this part only for refunding bonds.**

31	Enter the remaining weighted average maturity of the bonds to be currently refunded	_____ years
32	Enter the remaining weighted average maturity of the bonds to be advance refunded	_____ years
33	Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	6/30/2015
34	Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	

**Part VII Miscellaneous**

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . .	35	
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) . . . . .	36a	
	b Enter the final maturity date of the GIC ▶ _____		
	c Enter the name of the GIC provider ▶ _____		
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . .	37	
38a	If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:		
	b Enter the date of the master pool obligation ▶ _____		
	c Enter the EIN of the issuer of the master pool obligation ▶ _____		
	d Enter the name of the issuer of the master pool obligation ▶ _____		
39	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . .	▶	<input checked="" type="checkbox"/>
40	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . .	▶	<input type="checkbox"/>
41a	If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:		
	b Name of hedge provider ▶ _____		
	c Type of hedge ▶ _____		
	d Term of hedge ▶ _____		
42	If the issuer has superintegrated the hedge, check box . . . . .	▶	<input type="checkbox"/>
43	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . .	▶	<input type="checkbox"/>
44	If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . .	▶	<input type="checkbox"/>
45a	If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement . . . . . ▶ _____		
	b Enter the date the official intent was adopted ▶ _____		

<b>Signature and Consent</b>	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	 Signature of issuer's authorized representative	6/11/2015 Date	Constance Boulos, Treasurer Type or print name and title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	Firm's name ▶	Firm's EIN ▶		
	Firm's address ▶	Phone no.		

# CC5 GOVERNMENT BANKING

## CERTIFICATE AND DESIGNATION (Qualified Tax-Exempt Obligation)

We, the undersigned Treasurer and at least a majority of the members of the Board of Selectmen of the Town of Provincetown (the "Issuer"), hereby certify that we are the officers of the Issuer charged by law with the responsibility for issuing the following obligations of the Issuer (the "Obligations"):

<b>AMOUNT:</b>	\$1,332,538
<b>TITLE OF LOAN:</b>	Municipal Purpose - BAN
<b>DATED:</b>	June 30, 2015
<b>PAYABLE:</b>	June 30, 2016

We hereby certify that the Issuer does not reasonably anticipate issuing tax-exempt bond, notes or other obligations during the calendar year beginning January 1, 2015, and ending December 31, 2015, which, in the aggregate, will exceed \$10,000,000 (including all such obligations issued to date, the obligations and all such obligations expected to be issued during the balance of the current calendar year) and we hereby designate, on behalf of the Issuer, the obligations as a "Qualified Tax-Exempt Obligation" for the purpose of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as inserted by Section 902 of the Tax Reform Act of 1986.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board of Selectmen

\_\_\_\_\_, 2015

  
\_\_\_\_\_  
Treasurer

## PROVINCETOWN, MASSACHUSETTS MATERIAL EVENTS DISCLOSURE

In connection with the issuance by the Town of Provincetown, Massachusetts (the "Issuer") of its \$1,332,538 Bond Anticipation Note dated June 30, 2015, due June 30, 2016, (the "Notes") and with reference to the continuing disclosure requirements of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended effective July 1, 2009 (the "Rule"), the Issuer hereby covenants that it will comply with the undertakings herein for the benefit of the registered owners of the Note, subject to the conditions and limitations specified herein.

1. As provided in paragraph (b)(5)(i)(C) of the Rule, the Issuer hereby undertakes to provide in a timely manner to the Municipal Securities Rulemaking Board ("MSRB" or "Board") instead of to multiple Nationally Recognized Municipal Securities Information Repositories ("NRMSIRs") and the State Information Depository ("SID"), and to provide such information in an electronic format and accompanied by identifying information as prescribed by the MSRB, pursuant to the Rule, notice of the occurrence of any of the following events with respect to the Note, if material:

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties (it is noted that there are no debt service reserves established with respect to the Note);
- d. Unscheduled draws on the Letter of Credit provided for the Note reflecting financial difficulties;
- e. Substitution of Letter of Credit provider, or their failure to perform;
- f. Adverse tax opinions or events affecting the tax-exempt status of the Note;
- g. Modifications to the rights of registered owners of the Note;
- h. Note calls (it is noted that the Notes are not callable prior to their maturity);
- i. Defeasances;
- j. Release, substitution, or sale of property securing the repayment of the Note (it is noted that the Note is a general obligation of the Issuer and is not secured by property); or
- k. Changes to the ratings of the Note by any nationally recognized credit agency which has rated the Note at the request of the Issuer and of which the Issuer has received notice.

2. The intent of the Issuer's undertaking hereunder is to comply with paragraph (b)(5)(i)(C) of the Rule. Accordingly, the Issuer reserves the right to modify its undertaking in paragraph 1 hereof so long as any such modification is made in a manner consistent with the Rule. Furthermore, to the extent that the Rule no longer requires the issuers of municipal securities to provide all or any portion of the information the Issuer has agreed to provide, the obligation of the Issuer to provide such information hereunder also shall cease immediately.

3. The purpose of the Issuer's undertaking is to conform to the requirements of the Rule and not to create new contractual or other rights for any registered owner or beneficial owner of the Note, any municipal securities broker or dealer, any potential purchaser of the Note, the Securities and Exchange Commission or any other person. The sole remedy in the event of any actual or alleged failure by the Issuer to comply with any provision herein shall be an action for the specific performance of the Issuer's obligations hereunder and not for money damages in any amount. Any failure by the Issuer to comply with any provision of this undertaking shall not constitute an event of default with respect to the Note.

TOWN OF PROVINCETOWN,  
MASSACHUSETTS

By: *Christine Bulos*  
Treasurer

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\_\_\_\_\_  
The Board of Selectmen



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

00C

## TREASURER'S TRANSFERS

### Beautification Gift Fund

Requested by: Treasurer Constance Boulos, 06/22/15

Action Sought: **Approval**

#### Proposed Motion(s)

**MOVE** that the Board of Selectmen vote, as Commissioners of the Town of Provincetown Gift Funds, pursuant to MGL C44 § 53A, to approve the use of \$495.20 from the Beautification Gift Fund to pay for the attached invoice(s).

#### Additional Information

Attached is the authorized Voucher(s) to Pay this request totaling **\$495.20** from the Beautification Gift Fund leaving a balance of **\$3,729.55**.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# TOWN OF PROVINCETOWN

## REQUEST FOR TRANSFER OF FUNDS

Date: June 22, 2015  
To: Constance Boulos, Treasurer  
From: Board of Selectmen

As Commissioners of the Town of Provincetown Gift Funds, permission is hereby granted to you, the Treasurer of the Town of Provincetown, to approve the use of **\$495.20** from the Beautification Gift Fund for the payment of the attached invoice(s):

<u>\$ 495.20</u>	Garden Renovations Plant Material West Vine Island
<b>\$ 495.20</b>	<b>TOTAL</b>

The Honorable Board of Selectmen:

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Thomas N Donegan, Chair

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Erik Yingling, Vice Chair

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Cheryl Andrews, Selectman

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Raphael Richter, Selectman

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Robert Anthony, Selectman



Garden Renovations

P.O. Box 374  
 Provincetown MA 02657

# Invoice

Date	Invoice #
5/28/2015	3332

Bill To
Bill Docker Town of Provincetown Beautification Committee 260 Commercial St. Provincetown, MA 02657

*TO: BOSS 6/9/15  
 For Approval*

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Retail Sales at Nursery - Non Taxable - Perennials purchased at nursery	249.00	249.00
	Retail Sales at Nursery - Non Taxable - 20% DISCOUNT ON PERENNIALS	-49.80	-49.80
	Retail Sales at Nursery - Non Taxable - Annuals purchased at nursery	33.00	33.00
	Retail Sales at Nursery - Non Taxable - 20% DISCOUNT ON ANNUALS	-6.60	-6.60
1	Retail Sales at Nursery - Non Taxable: Shrub purchased at nursery	26.00	26.00
1	Retail Sales at Nursery - Non Taxable - 20% DISCOUNT ON SHRUB	-5.20	-5.20
3	Retail Sales at Nursery - Non Taxable - Roses purchased at nursery	57.00	171.00
3	Retail Sales at Nursery - Non Taxable: 20% DISCOUNT ON ROSES	-11.40	-34.20
4	Retail Sales at Nursery - Non Taxable: Roses purchased at nursery	30.00	120.00
4	Retail Sales at Nursery - Non Taxable: 50% DISCOUNT ON ROSES	-15.00	-60.00
1	Retail Sales at Nursery - Non Taxable: Bucket purchased at nursery	30.00	30.00
1	Retail Sales at Nursery - Non Taxable: 20% DISCOUNT ON BUCKET	-6.00	-6.00
1	Retail Sales at Nursery - Non Taxable: Basket purchased at nursery	35.00	35.00
1	Retail Sales at Nursery - Non Taxable - 20% DISCOUNT ON BASKET	-7.00	-7.00
	Retail Sales - Massachusetts tax Rate	6.25%	0.00
<p><i>o.k. to pay from                      Beautification Gift Fund.                      BOSS                      Gladis                      West Vire / Brad</i></p>			
<b>Total</b>			\$495.20

Beautification Minutes of 6/9/2015

Meeting Called to order at 4:31

present: Bill Docker, Anika Costa, Christine Sylvia, Frank Vasello, Ross Sormani  
absent: Dottie Frietas

1. Brenda Haywood spoke regarding a proposal for a Mashpee-Aquinnah Wampanoag Memorial in conjunction with the 2020 celebration  
Gave a preliminary plan regarding installing a boulder with both native and english inscription
2. Welcome new member Christine Sylvia
3. Approval of Minutes, Ross motions to approve minutes as amended, Bill seconds 4-0-1 abstention
4. Treasurer Report  
\$500 received from Victor DiPaulo for the gift fund  
total in gift fund \$4229.07  
Beautification Budget \$9175.06  
Bills to pay  
Bayberry Gardens: \$1059.79 from the Beautification Budget for water bags, mulch and other items  
Frank motions to pay bill, Bill seconds, vote 4-0-1 abstention

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Bill, to speak with Tony and or Eric, regarding not paying for mulch in the future and to not you guys a re awesome! be charged to BG  
Conwell Lumber: \$199.79 from the Beautification Budget for mulch/shake and feed/fertilizer/soil  
Ross makes motion, Anika seconds 5-0

Garden Renovations: \$1200.70 for plant mater from the Beautification Budget  
\$495.20 for plant matter from the Gift Fund  
Ross motions, Bill seconds 5-0

Funds after payment Beatification: \$6714.78  
Gift Fund: \$3733.87

5. Project Updates

- Update on projects given and reviewed
- a. West Vine project completed and received many positive responses
  - b. Harry Kemp, flat of annuals planted for color
  - c. Shankpainter/Bradford spruced up
  - d. Walk-Around with DPW, reviewed with DPW basic places for weeding, mulching watering, pruning etc.
  - e. Water Bags, installed 17, 3 to be used at DPW discretion
  - f. VSB brickwork, completed and planted  
\$200 left for Ross discretion as the summer moves on
  - g. Flower Barrels, all planted
  - h. Bench Report, Christine to meet with Dottie to take over the Bench Duties  
new bench request to be reviewed by Dottie and Christine

- i. 2020 meeting report,
- j. Doubled Poles, there are 10 of them possibly more, number taken off the poles and given to David Gardner to see about removing them, this item is now out of our hands
- k. New Cigarette Receptacles, \$150 per, Motion to purchase 4 black metal receptacles  
Ross motions, Frank seconds 5-0
- l. Dahlia Society, told them they should come to one of our meetings...tbd
- m. Bus Stop Park, Fire Dept to paint the pole and trim the tree so flag can be raised

6. New Business

- Motion RS, AC, Refurbish Town Hall beds for \$700 5-0
- Motion RS, BD \$100 for Fertilizer 5-0
- Motion for \$2000 RS AC 5-0 for Fishermans Park

Grace Hall Working group to report at next meeting  
Gazebo and Bas Relief moved to next meeting

Next Meeting: Tuesday July 14th 4:30

Motion to adjourn RS, FV seconds. 5-0

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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

1

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## PUBLIC HEARING

Requested by: Board of Selectmen

Action Sought: Public Hearing/Discussion

Proposed Motion(s)

None

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

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## PUBLIC STATEMENTS

Requested by: Board of Selectmen

Action Sought: Open

Proposed Motion(s)

Five minutes maximum. Selectmen do not respond during Public Statements.

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

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## SELECTMEN'S STATEMENTS

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

### Proposed Motion(s)

**Motions may be made and votes may be taken.**

**Robert Anthony**

**Raphael Richter**

**Erik Yingling**

**Cheryl Andrews**

**Tom Donegan**

### Additional Information

### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

4A

## PRESENTATION BY DAN SULLIVAN

FY2014 Annual Financial Audit & Clifton Larson Allen Management Letter

Requested by: Finance Director Dan Hoot

Action Sought: Review

### Proposed Motion(s)

**Discussion dependent – votes may be taken.**

### Additional Information

See attached documents.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**BASIC FINANCIAL STATEMENTS**  
**AND REQUIRED SUPPLEMENTARY INFORMATION**  
**YEAR ENDED JUNE 30, 2014**



**TOWN OF PROVINCETOWN, MASSACHUSETTS  
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## INDEPENDENT AUDITORS' REPORT

To the Honorable Board of Selectmen  
Provincetown, Massachusetts

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Provincetown, Massachusetts, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Provincetown, Massachusetts' primary government as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Basis for Adverse Opinion on the Discretely Presented Component Unit***

The financial statements referred to above do not include financial data for the Town's legally separate component unit, the Provincetown Public Pier Corporation. Accounting principles generally accepted in the United State of America require financial data for the Town's legally separate component unit to be reported with the financial data of the Town's primary government, unless the Town also issues financial statements for the financial reporting entity that include the financial data for the component unit. The Town has not issued such reporting entity financial statements. The amount by which this departure from accounting principles generally accepted in the United States would affect the assets, liabilities, net position, revenues, and expenses of the discretely presented component unit has not been determined.

***Adverse Opinion***

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on the Discretely Presented Component Unit" paragraph, the financial statements referred to above do not present fairly the financial position of the discretely presented component unit of the Town of Provincetown, as of June 30, 2014, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Unmodified Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Provincetown, Massachusetts, as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (located on pages 4 through 11) and budgetary comparison and certain pension and other postemployment benefits information (located on pages 59 through 63) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Board of Selectmen  
Town of Provincetown, Massachusetts

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2015 on our consideration of the Town of Provincetown, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Provincetown, Massachusetts' internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**  
Burlington, Massachusetts  
March 20, 2015

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

As management of the Town of Provincetown, Massachusetts (Town), we offer readers of these financial statements this narrative overview and analysis of the Town's financial activities for the fiscal year ended June 30, 2014.

***Financial Highlights***

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$100,143,763 (net position). The Town's governmental activities had negative unrestricted net position of (\$4,542,282) and its business-type activities had positive unrestricted net position of \$27,540,727.
- The Town's total net position increased by \$5,709,304.
- At the end of the fiscal year, unassigned fund balance for the general fund totaled \$3,117,942, or 12.2 percent of total general fund revenues and other financing sources.
- The Town's total bonded debt increased by \$4,168,098 during the fiscal year. \$8,318,910 of new debt was issued.

***Overview of the Basic Financial Statements***

This discussion and analysis are intended to serve as an introduction to the *basic financial statements*, which consists of the following three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements.

This report also contains other supplementary information in addition to the basic financial statements.

**Government-wide financial statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The **statement of net position** presents information on all of the Town's non-fiduciary assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The **statement of activities** presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes, earned but unused vacation leave, etc.).

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). Governmental activities include general government, public safety, education, public works, health and human services and culture and recreation. Business-type activities include water and wastewater operations.

The government-wide financial statements can be found on pages 12-14 of this report.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into the following categories and are described below:

1. Governmental funds
2. Proprietary funds
3. Fiduciary funds

*Governmental Funds*

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effect of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains 206 individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the general fund, which is considered to be a major fund. Data from the other governmental funds are combined into a single, aggregated presentation titled *nonmajor governmental funds*.

The basic governmental funds financial statements can be found on pages 15-18 of this report.

*Proprietary Funds*

*Enterprise funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses enterprise funds to account for its water and wastewater operations, both of which are considered to be major funds.

The basic proprietary fund financial statements can be found on pages 19-22 of this report.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

*Fiduciary Funds*

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's programs. The accounting used for fiduciary funds is similar to that used for proprietary funds.

Private-purpose trust funds and agency funds are reported and combined into a single, aggregate presentation in the fiduciary fund financial statements under the captions "private purpose trust funds" and "agency funds", respectively.

The basic fiduciary fund financial statements can be found on pages 23-24 of this report.

*Notes to the Basic Financial Statements*

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 25-57 of this report.

*Required Supplementary Information*

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Presented in this information are the budget comparisons for the general fund, and certain pension and other post employment benefits information, which can be found on pages 59-63.

***Government-Wide Financial Analysis***

The following tables present current and prior year data on the government-wide financial statements.

Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Town's assets exceeded liabilities by \$100,143,763 at the close of the fiscal year ended June 30, 2014 and are summarized as follows:

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

	<i>Governmental Activities</i>		<i>Business-Type Activities</i>		<i>Total</i>	
	2014	2013	2014	2013	2014	2013
<b>Assets</b>						
Current assets.....	\$ 14,447,422	\$ 14,882,606	\$ 11,123,207	\$ 10,150,468	\$ 25,570,629	\$ 25,033,074
Noncurrent assets (excluding capital assets).....	583,802	579,986	19,995,325	21,627,652	20,579,127	22,207,638
Capital assets (net).....	<u>57,181,798</u>	<u>54,971,322</u>	<u>66,235,633</u>	<u>60,762,687</u>	<u>123,417,431</u>	<u>115,734,009</u>
Total assets.....	<u>72,213,022</u>	<u>70,433,914</u>	<u>97,354,165</u>	<u>92,540,807</u>	<u>169,567,187</u>	<u>162,974,721</u>
<b>Liabilities</b>						
Current liabilities (excluding debt).....	1,002,120	1,555,342	3,722,161	1,343,462	4,724,281	2,898,804
Noncurrent liabilities (excluding debt).....	10,360,748	10,060,922	583,606	560,192	10,944,354	10,621,114
Current debt.....	1,875,106	2,340,762	2,405,354	7,243,703	4,280,460	9,584,465
Noncurrent debt.....	<u>17,269,608</u>	<u>16,711,260</u>	<u>32,204,721</u>	<u>28,724,619</u>	<u>49,474,329</u>	<u>45,435,879</u>
Total liabilities.....	<u>30,507,582</u>	<u>30,668,286</u>	<u>38,915,842</u>	<u>37,871,976</u>	<u>69,423,424</u>	<u>68,540,262</u>
<b>Net Position</b>						
Net investment in capital assets	38,806,147	35,671,174	30,897,596	23,879,365	69,703,743	59,550,539
Restricted.....	7,441,575	7,250,131	-	916,070	7,441,575	8,166,201
Unrestricted.....	<u>(4,542,282)</u>	<u>(3,155,677)</u>	<u>27,540,727</u>	<u>29,873,396</u>	<u>22,998,445</u>	<u>26,717,719</u>
Total net position.....	<u>\$ 41,705,440</u>	<u>\$ 39,765,628</u>	<u>\$ 58,438,323</u>	<u>\$ 54,668,831</u>	<u>\$ 100,143,763</u>	<u>\$ 94,434,459</u>

The largest portion of the Town's net position (70%) reflects its investment in capital assets (e.g., land, buildings and improvements, machinery, equipment and vehicles, infrastructure, construction in progress and intangible assets); less any related outstanding debt used to acquire those assets. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town's net position (7%) represents resources that are subject to external restrictions on how they may be used.

Unrestricted net position of \$27,540,727 may be used to support business-type activities. The Town has no unrestricted net position available for the support of governmental activities. Such resources have been consumed with the recognition of other post-employment benefits liabilities.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

**Changes in Net Position**

For the fiscal year ended June 30, 2014, the Town's total net position increased by \$5,709,304, compared to an increase of \$11,818,924 in the prior fiscal year. These amounts are summarized as follows:

	<i>Governmental Activities</i>		<i>Business-Type Activities</i>		<i>Total</i>	
	2014	2013	2014	2013	2014	2013
<b>Revenues</b>						
<i>Program Revenues:</i>						
Charges for services.....	\$ 4,473,602	\$ 4,430,569	\$ 3,259,168	\$ 4,174,485	\$ 7,732,770	\$ 8,605,054
Operating grants and contributions.....	2,480,376	2,729,926	408,348	417,402	2,888,724	3,147,328
Capital grants and contributions.....	1,601,698	3,434,099	5,187,456	9,020,779	6,789,154	12,454,878
<i>General Revenues:</i>						
Real estate and personal property taxes.....	17,686,649	16,786,882	-	-	17,686,649	16,786,882
Motor vehicle and other excise taxes.....	528,708	494,823	-	-	528,708	494,823
Hotel/motel taxes.....	2,137,177	2,022,874	-	-	2,137,177	2,022,874
Penalties and interest on taxes.....	112,487	239,857	-	-	112,487	239,857
Payments in lieu of taxes.....	5,959	6,011	-	-	5,959	6,011
Community preservation surcharges.....	425,449	404,394	-	-	425,449	404,394
Landbank taxes.....	486,727	442,831	-	-	486,727	442,831
Grants and contributions not restricted to specific programs.....	91,401	87,558	-	-	91,401	87,558
Unrestricted investment income.....	6,318	30,669	-	-	6,318	30,669
Other.....	-	-	-	-	-	-
<b>Total revenues.....</b>	<b>30,036,551</b>	<b>31,110,493</b>	<b>8,854,972</b>	<b>13,612,666</b>	<b>38,891,523</b>	<b>44,723,159</b>
<b>Expenses</b>						
General government.....	4,196,683	4,695,252	-	-	4,196,683	4,695,252
Public safety.....	7,457,439	7,285,277	-	-	7,457,439	7,285,277
Education.....	7,214,328	7,322,118	-	-	7,214,328	7,322,118
Public works.....	5,066,749	5,064,052	-	-	5,066,749	5,064,052
Airport.....	518,356	1,307,127	-	-	518,356	1,307,127
Health and human services.....	1,043,141	938,741	-	-	1,043,141	938,741
Culture and recreation.....	1,862,379	1,620,162	-	-	1,862,379	1,620,162
Debt service - interest.....	627,446	730,427	-	-	627,446	730,427
Water Enterprise Fund.....	-	-	1,901,719	1,574,826	1,901,719	1,574,826
Wastewater Enterprise Fund.....	-	-	2,853,227	2,366,253	2,853,227	2,366,253
<b>Total expenses.....</b>	<b>28,427,273</b>	<b>28,963,156</b>	<b>4,754,946</b>	<b>3,941,079</b>	<b>33,182,219</b>	<b>32,904,235</b>
Change in net position before transfers.....	1,609,278	2,147,337	4,100,026	9,671,587	5,709,304	11,818,924
Transfers, net.....	330,534	376,643	(330,534)	(376,643)	-	-
Change in net position.....	1,939,812	2,523,980	3,769,492	9,294,944	5,709,304	11,818,924
Net position - beginning of year.....	39,765,628	37,241,648	54,668,831	45,373,887	94,434,459	82,615,535
Net position - end of year.....	<b>\$ 41,705,440</b>	<b>\$ 39,765,628</b>	<b>\$ 58,438,323</b>	<b>\$ 54,668,831</b>	<b>\$ 100,143,763</b>	<b>\$ 94,434,459</b>

Governmental activities increased the Town's net position by \$1,939,812. In the prior year, governmental activities increased the Town's net position by \$2,523,980. The key element of this change is the decrease in capital grant revenues and contributions.

Business-type activities increased the Town's net position by \$3,769,492. In the prior year, business-type activities increased the Town's net position by \$9,294,944. The key element of this change is the decrease in capital grant revenues and contributions during the current fiscal year.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

***Fund Financial Statement Analysis***

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the Town's financing requirements.

At the end of the current fiscal year, the governmental funds reported combined ending fund balances totaling \$12,599,609, an increase of \$68,769 from the prior year. Approximately \$3,118,000 of fund balance represents unassigned fund balance. The remainder of fund balance includes the following constraints:

- Nonspendable (\$356,088)
- Restricted (\$7,420,867)
- Committed (\$1,615,776)
- Assigned (\$88,936)

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund totaled \$3,117,942, while total fund balance was \$4,543,997. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund revenues and other financing sources. Unassigned fund balance represents 12.2% of total general fund revenues and other financing sources, while total fund balance represents 17.8% of that same amount.

In fiscal year 2014, the Town's general fund balance decreased \$955,204. The Town anticipated utilizing approximately \$3,172,000 of reserves to fund the 2014 budget; however, the Town ultimately recognized an approximate \$1,073,000 budgetary surplus.

Proprietary funds

The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the water and wastewater enterprise funds at the end of the year amounted to \$1,585,028 and \$25,955,699, respectively. The water and wastewater enterprise funds had increases in net position for the year of \$2,987,343 and \$782,149, respectively. Other factors concerning the finances of these two funds have already been addressed in the discussion of the Town's business-type activities.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

**General Fund Budgetary Highlights**

The original general fund budget of \$24,002,802 was increased by \$1,382,366 (5.8%) during the fiscal year. The following table summarizes the increase:

<u>Purpose of Increase</u>	<u>Amount</u>	<u>Funding Source</u>
Purchase of Land with Improvements	\$ 900,000	Unassigned fund balance
OPEB Trust Fund	440,752	Unassigned fund balance
Provincetown Community Television	<u>41,614</u>	Special revenue fund
Total increase	<u>\$ 1,382,366</u>	

During the year, general fund revenues and other financing sources exceeded budgetary estimates, while expenditures and encumbrances and continuing appropriations were less than budgeted appropriations, resulting in a positive budget to actual variance of approximately \$1,073,000.

**Capital Asset and Debt Administration**

**Capital assets**

The Town's investment in capital assets for its governmental and business type activities at the end of the fiscal year totaled \$123,417,431 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, machinery, equipment and vehicles, construction in progress, intangible assets and infrastructure. The total increase in the investment in capital assets for the current fiscal year totaled \$7,683,422 or 6.6%.

Major capital asset events that occurred during the current fiscal year include the following:

- Wastewater expansion and capital improvements \$2,872,267
- Water main replacement and capital improvements \$3,443,812
- VFW Property – Land and Building \$900,000
- High school building improvements \$1,391,107
- Road Improvements \$1,832,000
- Runway reconstruction \$579,000

The following table summarizes the Town's capital assets (net of accumulated depreciation):

	<i>Governmental Activities</i>		<i>Business-Type Activities</i>		<i>Total</i>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
Land.....	\$ 7,347,280	\$ 6,749,750	\$ 3,015,500	\$ 2,735,500	\$ 10,362,780	\$ 9,485,250
Building and improvements.....	24,013,480	23,818,281	-	-	24,013,480	23,818,281
Machinery, equipment and vehicles.....	2,394,749	2,319,122	77,026	70,498	2,471,775	2,389,620
Infrastructure.....	22,426,289	21,084,169	63,143,107	30,280,256	85,569,396	51,364,425
Construction in progress.....	-	-	-	27,676,433	-	27,676,433
Intangible assets.....	1,000,000	1,000,000	-	-	1,000,000	1,000,000
Total capital assets.....	<u>\$ 57,181,798</u>	<u>\$ 54,971,322</u>	<u>\$ 66,235,633</u>	<u>\$ 60,762,687</u>	<u>\$ 123,417,431</u>	<u>\$ 115,734,009</u>

Additional information on the Town's capital assets can be found in Note 5 on pages 41-43 of this report.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2014**

**Long-Term Debt**

At the end of the current fiscal year, total bonded debt outstanding was \$53,754,789, which is backed by the full faith and credit of the Town, and is summarized as follows:

	<i>Governmental Activities</i>		<i>Business-Type Activities</i>		<i>Total</i>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
General obligation bonds.....	\$ 18,878,454	\$ 18,374,273	\$ 20,040,894	\$ 15,152,484	\$ 38,919,348	\$ 33,526,757
MWPAT notes.....	<u>266,260</u>	<u>296,916</u>	<u>14,569,181</u>	<u>15,763,018</u>	<u>14,835,441</u>	<u>16,059,934</u>
Total bonds and notes.....	<u>\$ 19,144,714</u>	<u>\$ 18,671,189</u>	<u>\$ 34,610,075</u>	<u>\$ 30,915,502</u>	<u>\$ 53,754,789</u>	<u>\$ 49,586,691</u>

The Town's total bonded debt increased by \$4,168,098 (8.4%) during the current fiscal year, with new debt issuances of \$8,318,910.

Standard and Poor's assigned an "AA" rating on bonds issued during fiscal year 2014.

Additional information on the Town's long-term debt can be found in Note 9 on pages 45-49 of this report.

***Economic Factors and Next Year's Budgets and Rates***

The Town's primary economic engine is the tourism industry, which operates at full capacity in June, July, and August. Real estate values in the Town remain strong. The median home value in Town is \$336,000. The median list price per square foot in the Town is \$796, an increase of 39.6% compared to the same period last year.

The development of the fiscal year 2015 general fund operating budget was influenced by limitations on the property tax levy imposed by Proposition 2 ½, and increase in the cost of goods and services. The total real estate property tax levy for fiscal year 2015 is \$17,957,000, an increase of 3.5% or \$614,500. On the expense side, a majority of Town employees are covered by collective bargaining agreements, therefore salary and benefit increases in fiscal year 2015 were largely driven by these agreements.

***Requests for Information***

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Dan Hoort, Finance Director, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2014**

ASSETS	Primary Government		
	Governmental	Business-Type	Total
	Activities	Activities	
<b>ASSETS</b>			
Current Assets:			
Cash and Cash Equivalents	\$ 4,228,082	\$ 5,769,909	\$ 9,997,991
Restricted Cash and Cash Equivalents	7,806,243	1,137,044	8,943,287
Receivables, Net of Allowance for Uncollectible Amounts:			
Real Estate and Personal Property Taxes	792,933	-	792,933
Tax and Utility Liens	563,805	76,414	640,219
Motor Vehicle and Other Excise Taxes	112,617	-	112,617
Community Preservation Surcharges	20,561	-	20,561
Landbank	23,042	-	23,042
User Charges	-	1,170,829	1,170,829
Special Assessments	-	3,039,029	3,039,029
Departmental and Other	155,106	-	155,106
Intergovernmental	125,318	534,088	659,406
Loans	15,609	-	15,609
Internal Balances	604,106	(604,106)	-
Total Current Assets	14,447,422	11,123,207	25,570,629
Noncurrent Assets:			
Restricted Investments	271,796	-	271,796
Receivables, Net of Allowance for Uncollectible Amounts:			
Real Estate Tax Deferrals	67,627	-	67,627
Special Assessments	-	17,965,304	17,965,304
Intergovernmental	50,472	2,030,021	2,080,493
Loans	131,820	-	131,820
Tax Foreclosures	62,087	-	62,087
Capital Assets Not Being Depreciated	8,347,280	3,015,500	11,362,780
Capital Assets, Net of Accumulated Depreciation	48,834,518	63,220,133	112,054,651
Total Noncurrent Assets	57,765,600	86,230,958	143,996,558
Total Assets	72,213,022	97,354,165	169,567,187
<b>LIABILITIES</b>			
Current Liabilities:			
Warrants Payable	291,863	519,289	811,152
Accrued Payroll	409,997	2,377	412,374
Customer Deposits	-	242,507	242,507
Other Liabilities	108,469	-	108,469
Liabilities	15,117	-	15,117
Accrued Interest	120,926	107,102	228,028
Capital Lease Obligations	23,609	-	23,609
Compensated Absences	32,139	886	33,025
Short-Term Notes Payable	-	2,850,000	2,850,000
Long-Term Bonds and Notes Payable	1,875,106	2,405,354	4,280,460
Total Current Liabilities	2,877,226	6,127,515	9,004,741
Noncurrent Liabilities:			
Compensated Absences	289,252	7,974	297,226
Net OPEB Obligation	10,071,496	575,632	10,647,128
Long-Term Bonds and Notes Payable	17,269,608	32,204,721	49,474,329
Total Noncurrent Liabilities	27,630,356	32,788,327	60,418,683
Total Liabilities	30,507,582	38,915,842	69,423,424
<b>NET POSITION</b>			
Net Investment in Capital Assets	38,806,147	30,897,596	69,703,743
Restricted for:			
Community Preservation and Landbank	3,033,921	-	3,033,921
Tourism	952,020	-	952,020
Affordable Housing	466,615	-	466,615
Loans	147,429	-	147,429
Debt Service	258,967	-	258,967
Library	190,993	-	190,993
Permanent Funds:			
Expendable	62,135	-	62,135
Nonexpendable	356,088	-	356,088
Other Specific Purposes	1,973,407	-	1,973,407
Unrestricted	(4,542,282)	27,540,727	22,998,445
Total Net Positions	\$ 41,705,440	\$ 58,438,323	\$ 100,143,763

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2014**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
Governmental Activities:					
General Government	\$ 4,250,001	\$ 534,685	\$ 73,524	\$ 325,946	\$ (3,315,846)
Public Safety	7,457,439	2,719,854	92,217	1,381	(4,643,987)
Education	7,214,328	221,324	2,083,812	-	(4,909,192)
Public Works	5,066,749	569,466	19,961	677,305	(3,800,017)
Airport	518,356	45,040	46,700	525,266	98,650
Health and Human Services	1,043,141	173,952	43,833	71,800	(753,556)
Culture and Recreation	1,862,379	209,281	64,328	-	(1,588,770)
Debt Service - Interest	627,446	-	109,319	-	(518,127)
Total Governmental Activities	<u>28,480,591</u>	<u>4,473,602</u>	<u>2,533,694</u>	<u>1,601,698</u>	<u>(19,871,597)</u>
Business-Type Activities:					
Water	1,901,719	2,173,278	1,255	2,936,852	3,209,666
Wastewater	2,853,227	1,085,890	407,093	2,250,604	890,360
Total Business-Type Activities	<u>4,754,946</u>	<u>3,259,168</u>	<u>408,348</u>	<u>5,187,456</u>	<u>4,100,026</u>
Total Primary Government	<u>\$ 33,235,537</u>	<u>\$ 7,732,770</u>	<u>\$ 2,942,042</u>	<u>\$ 6,789,154</u>	<u>\$ (15,771,571)</u>

(continued)

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
STATEMENT OF ACTIVITIES (CONTINUED)  
YEAR ENDED JUNE 30, 2014**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>CHANGES IN NET POSITION</b>			
Net (Expense) Revenue (From Previous Page)	\$ (19,871,597)	\$ 4,100,026	\$ (15,771,571)
<i>General Revenues:</i>			
Real Estate, Personal Property Taxes and Tax Liens	17,686,649	-	17,686,649
Motor Vehicle and Other Excise Taxes	528,708	-	528,708
Hotel/Motel and Meals Taxes	2,137,177	-	2,137,177
Penalties and Interest Taxes	112,487	-	112,487
Payments in Lieu of Taxes	5,959	-	5,959
Community Preservation Surcharges	425,449	-	425,449
Landbank Taxes	486,727	-	486,727
Grants and Contributions Not Restricted to Specific Programs	91,401	-	91,401
Unrestricted Investment Income	6,318	-	6,318
<i>Transfers, Net</i>	330,534	(330,534)	-
Total General Revenues and Transfers	21,811,409	(330,534)	21,480,875
CHANGE IN NET POSITION	1,939,812	3,769,492	5,709,304
Net Position - Beginning of Year	39,765,628	54,668,831	94,434,459
NET POSITION - END OF YEAR	\$ 41,705,440	\$ 58,438,323	\$ 100,143,763

(concluded)

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2014**

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 4,228,082	\$ -	\$ 4,228,082
Receivables, Net of Allowance for Uncollectible Amounts:			
Real Estate and Personal Property Taxes	792,933	-	792,933
Real Estate Tax Deferral	67,627	-	67,627
Tax and Utility Liens	563,805	-	563,805
Motor Vehicle and Other Excise Taxes	112,617	-	112,617
Community Preservation Surcharges	-	20,561	20,561
Landbank Taxes	-	23,042	23,042
Departmental and Other	150,924	4,183	155,107
Intergovernmental	96,211	79,579	175,790
Loans	-	147,429	147,429
Due from Other Funds	604,106	-	604,106
Tax Foreclosures	62,087	-	62,087
Restricted Assets:			
Cash and Cash Equivalents	-	7,806,242	7,806,242
Investments	-	271,796	271,796
Total Assets	\$ 6,678,392	\$ 8,352,832	\$ 15,031,224
<b>LIABILITIES</b>			
Warrants Payable	\$ 202,860	\$ 89,002	\$ 291,862
Accrued Payroll	392,812	17,186	409,998
Other Liabilities	108,469	-	108,469
Liabilities Due Depositors	15,117	-	15,117
Total Liabilities	719,258	106,188	825,446
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable Revenue	1,415,137	191,032	1,606,169
<b>FUND BALANCES</b>			
Nonspendable	-	356,088	356,088
Restricted	258,967	7,161,900	7,420,867
Committed	1,078,152	537,624	1,615,776
Assigned	88,936	-	88,936
Unassigned	3,117,942	-	3,117,942
Total Fund Balances	4,543,997	8,055,612	12,599,609
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 6,678,392	\$ 8,352,832	\$ 15,031,224

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
YEAR ENDED JUNE 30, 2014**

	General	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>			
Real Estate and Personal Property Taxes	\$ 17,213,856	\$ -	\$ 17,213,856
Motor Vehicle and Other Excise Taxes	517,162	-	517,162
Hotel/Motel and Meals Taxes	1,026,046	1,111,131	2,137,177
Real Estate Tax and Utility Liens	117,164	-	117,164
Payments in Lieu of Taxes	5,959	-	5,959
Community Preservation Surcharges	-	424,016	424,016
Landbank Taxes	-	485,929	485,929
Charges for Services	-	705,617	705,617
Parking	1,750,283	-	1,750,283
Solid Waste	240,213	-	240,213
Intergovernmental	1,911,681	2,079,980	3,991,661
Penalties and Interest on Taxes	112,363	124	112,487
Licenses and Permits	643,875	-	643,875
Fines and Forfeitures	127,055	-	127,055
Departmental and Other	454,414	499,598	954,012
Contributions	-	123,412	123,412
Investment Income	8,618	9,606	18,224
	<u>24,128,689</u>	<u>5,439,413</u>	<u>29,568,102</u>
<b>EXPENDITURES</b>			
Current:			
General Government	2,932,310	302,538	3,234,848
Public Safety	4,908,734	349,481	5,258,215
Airport	97,361	677,521	774,882
Education	4,427,515	928,928	5,356,443
Public Works	3,474,903	2,291,055	5,765,958
Health and Human Services	435,733	230,130	665,863
Culture and Recreation	539,177	677,807	1,216,984
Pension Benefits	2,650,534	-	2,650,534
Employee Benefits	3,572,168	-	3,572,168
Property and Liability Insurance	653,759	-	653,759
State and County Charges	626,508	-	626,508
Debt Service:			
Principal	1,644,487	315,442	1,959,929
Interest	473,516	163,033	636,549
	<u>26,436,705</u>	<u>5,935,935</u>	<u>32,372,640</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(2,308,016)	(496,522)	(2,804,538)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers In	1,282,703	3,164	1,285,867
Proceeds of Bonds and Notes	-	2,433,454	2,433,454
Premium from Issuance of Bonds and Notes	109,319	-	109,319
Transfers Out	(39,210)	(916,123)	(955,333)
	<u>1,352,812</u>	<u>1,520,495</u>	<u>2,873,307</u>
NET CHANGE IN FUND BALANCE	(955,204)	1,023,973	68,769
Fund Balance - Beginning of Year	<u>5,499,201</u>	<u>7,031,639</u>	<u>12,530,840</u>
FUND BALANCE - END OF YEAR	<u>\$ 4,543,997</u>	<u>\$ 8,055,612</u>	<u>\$ 12,599,609</u>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
GOVERNMENTAL FUNDS  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION  
JUNE 30, 2014**

Total Governmental Fund Balances	\$	12,599,609
Capital Assets (net of accumulated depreciation) used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds		57,181,798
Other assets are not available to pay for current period expenditures and, therefore, are deferred in the governmental funds		1,606,169
In the statement of net position, interest is accrued on outstanding long-term debt, whereas in the governmental funds interest is not reported until due		(120,926)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds		
Long-Term Bonds and Notes Payable		(19,144,714)
Capital Lease Obligation		(23,609)
Compensated Absences		(321,391)
Net OPEB Obligation		<u>(10,071,496)</u>
Net Position of Governmental Activities	\$	<u><u>41,705,440</u></u>

The accompanying notes are an integral part of the financial statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2014**

Net Change in Fund Balance - Total Governmental Funds	\$	68,769
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. These amounts represent the related activity of the current period.</p>		
Capital Outlays		5,309,488
Depreciation		(3,099,012)
<p>Revenues in the statement of activities that do not provide current financial resources are fully deferred in the statement of revenues, expenditures and changes in fund balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise tax, etc.) differ between the two statements. This amount represents the net change in deferred inflows.</p>		
		412,446
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction; however, has any impact on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are amortized in the statement of activities. These amounts represent the related activity of the current period.</p>		
Bond Proceeds		(2,433,454)
Bond Maturities		1,959,929
Capital Lease Maturities		37,248
<p>In the statement of activities, interest is accrued on outstanding long-term debt, whereas in the governmental funds interest is not reported until due. This amount represents the net change in accrued interest payable.</p>		
		9,103
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in the governmental funds.</p>		
<p>These amounts represent the net changes:</p>		
Compensated Absences		(12,688)
Net OPEB Obligation		(312,017)
		(324,705)
Changes in Net Position of Governmental Activities	\$	1,939,812

The accompanying notes are an integral part of the financial statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
 PROPRIETARY FUNDS  
 STATEMENT OF NET POSITION  
 JUNE 30, 2014**

	<u>Business-Type Activities - Enterprise Funds</u>		
	<u>Water</u>	<u>Wastewater</u>	<u>Total</u>
<b>ASSETS</b>			
Current Assets:			
Cash and Cash Equivalents	\$ 1,776,898	\$ 3,993,011	\$ 5,769,909
Restricted Cash and Cash Equivalents	-	1,137,044	1,137,044
Receivables, Net of Allowance for Uncollectible Amounts:			
Utility Liens	58,047	18,367	76,414
User Charges	783,887	386,942	1,170,829
Special Assessments	-	3,039,029	3,039,029
Intergovernmental	101,766	432,322	534,088
<b>Total Current Assets</b>	<b>2,720,598</b>	<b>9,006,715</b>	<b>11,727,313</b>
Noncurrent Assets			
Special Assessments	-	17,965,304	17,965,304
Intergovernmental	-	2,030,021	2,030,021
Capital Assets not being Depreciated	3,015,500	-	3,015,500
Capital assets, Net of Accumulated Depreciation	17,451,928	45,768,205	63,220,133
<b>Total Noncurrent Assets</b>	<b>20,467,428</b>	<b>65,763,530</b>	<b>86,230,958</b>
<b>Total Assets</b>	<b>23,188,026</b>	<b>74,770,245</b>	<b>97,958,271</b>
<b>LIABILITIES</b>			
Current Liabilities:			
Warrants Payable	35,334	483,955	519,289
Accrued Payroll	2,377	-	2,377
Customer Deposits	-	242,507	242,507
Due to Other Funds	604,106	-	604,106
Accrued Interest	35,375	71,727	107,102
Compensated Abscences	816	70	886
Short-Term Notes Payable	-	2,850,000	2,850,000
Long-Term Bonds and Notes Payable	660,474	1,744,880	2,405,354
<b>Total Current Liabilities</b>	<b>1,338,482</b>	<b>5,393,139</b>	<b>6,731,621</b>
Noncurrent Liabilities:			
Compensated Abscences	7,346	628	7,974
Net OPEB Obligation	450,216	125,416	575,632
Long-Term Bonds and Notes Payable	7,650,737	24,553,984	32,204,721
<b>Total Noncurrent Liabilities</b>	<b>8,108,299</b>	<b>24,680,028</b>	<b>32,788,327</b>
<b>Total Liabilities</b>	<b>9,446,781</b>	<b>30,073,167</b>	<b>39,519,948</b>
<b>NET POSITION</b>			
Net Investment in Capital Assets	12,156,217	18,741,379	30,897,596
Unrestricted	1,585,028	25,955,699	27,540,727
<b>Total Net Position</b>	<b>\$ 13,741,245</b>	<b>\$ 44,697,078</b>	<b>\$ 58,438,323</b>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
 PROPRIETARY FUNDS  
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION  
 YEAR ENDED JUNE 30, 2014**

	Business-Type Activities - Enterprise Funds		
	Water	Wastewater	Total
<b>OPERATING REVENUES</b>			
Charges for Services	\$ 1,949,413	\$ 1,042,933	\$ 2,992,346
Utility Liens	74,586	33,123	107,709
Penalties and Interest	14,251	9,834	24,085
Other	135,028	166,347	301,375
	<u>2,173,278</u>	<u>1,252,237</u>	<u>3,425,515</u>
<b>OPERATING EXPENSES</b>			
Cost of Service and Administration	1,181,001	1,283,936	2,464,937
Repairs and Maintenance	203,707	136,050	339,757
Depreciation	336,879	811,239	1,148,118
	<u>1,721,587</u>	<u>2,231,225</u>	<u>3,952,812</u>
<b>OPERATING INCOME</b>	<u>451,691</u>	<u>(978,988)</u>	<u>(527,297)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>			
Hotel/Motel Taxes	-	240,745	240,745
Intergovernmental	2,936,852	319,543	3,256,395
Investment Income	1,255	-	1,255
Interest Expense	(180,132)	(622,001)	(802,133)
	<u>2,757,975</u>	<u>(61,713)</u>	<u>2,696,262</u>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	3,209,666	(1,040,701)	2,168,965
Special Assessments	-	1,931,061	1,931,061
Transfers In	58,575	36,046	94,621
Transfers Out	(280,898)	(144,257)	(425,155)
<b>CHANGE IN NET POSITION</b>	2,987,343	782,149	3,769,492
Net Position - Beginning of Year	<u>10,753,902</u>	<u>43,914,929</u>	<u>54,668,831</u>
<b>NET POSITION AT END OF YEAR</b>	<u>\$ 13,741,245</u>	<u>\$ 44,697,078</u>	<u>\$ 58,438,323</u>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
 PROPRIETARY FUNDS  
 STATEMENT OF CASH FLOWS  
 YEAR ENDED JUNE 30, 2014**

	Business-Type Activities - Enterprise Funds		
	Water	Wastewater	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Customers and Users	\$ 2,273,624	\$ 1,300,249	\$ 3,573,873
Receipts from Interfund Services Provided			-
Payments to Vendors	(1,404,434)	(882,371)	(2,286,805)
Payments to Employees	(604,595)	(119,785)	(724,380)
Payments for Interfund Services Used			-
Net Cash Provided (Used) by Operating Activities	<u>264,595</u>	<u>298,093</u>	<u>562,688</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Transfers In	58,575	36,046	94,621
Transfers Out	(280,898)	(144,257)	(425,155)
Advances from Other Funds	363,281		363,281
Net Cash Provided (Used) by Noncapital Financing Activities	<u>140,958</u>	<u>(108,211)</u>	<u>32,747</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Proceeds from the Issuance of Bonds and Notes	3,163,000	10,815,456	13,978,456
Intergovernmental Capital Grant	5,007,184	30,546	5,037,730
Hotel/Motel Taxes	-	240,745	240,745
Acquisition and Construction of Capital Assets	(3,748,797)	(2,872,267)	(6,621,064)
Principal Payments on Bonds and Notes	(2,874,941)	(9,611,762)	(12,486,703)
Interest Expense	(176,356)	(355,344)	(531,700)
Special Assessments		2,018,494	2,018,494
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>1,370,090</u>	<u>265,868</u>	<u>1,635,958</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Investment Income	1,255	-	1,255
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<u>1,776,898</u>	<u>455,750</u>	<u>2,232,648</u>
Cash and Cash Equivalents - Beginning of Year	-	4,674,305	4,674,305
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 1,776,898</u>	<u>\$ 5,130,055</u>	<u>\$ 6,906,953</u>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
 PROPRIETARY FUNDS  
 STATEMENT OF CASH FLOWS (CONTINUED)  
 YEAR ENDED JUNE 30, 2014**

	Business-Type Activities - Enterprise Funds		
	Water	Wastewater	Total
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>			
Operating Income (Loss)	\$ 451,691	\$ (978,988)	\$ (527,297)
Adjustment to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:			
Depreciation	336,879	811,239	1,148,118
Net OPEB Obligation	20,141	3,981	24,122
Changes in Assets and Liabilities:			
User Charges	27,368	48,109	75,477
Water Liens	(14,534)	-	(14,534)
Wastewater Liens	-	(97)	(97)
Departmental and Other	87,512	-	87,512
Warrants Payable	(645,803)	479,760	(166,043)
Accrued Payroll	2,109	-	2,109
Customer Deposits	-	(65,892)	(65,892)
Compensated Absences	(768)	(19)	(787)
Total Adjustments	(187,096)	1,277,081	1,089,985
Net Cash Provided (Used) by Operating Activities	\$ 264,595	\$ 298,093	\$ 562,688
<b>NONCASH INVESTING, CAPITAL AND FINANCING ACTIVITIES</b>			
Intergovernmental Debt Subsidies (MWPAT)	\$ -	\$ 471,557	\$ 471,557

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET POSITION  
JUNE 30, 2014**

	<u>Other Postemployment Benefits Trust Fund</u>	<u>Private Purpose Trust Funds</u>	<u>Agency Funds</u>
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 538,955	\$ 234,138	\$ 176,520
Investments	<u>-</u>	<u>1,998,564</u>	<u>-</u>
Total Assets	<u>538,955</u>	<u>2,232,702</u>	<u>176,520</u>
<b>LIABILITIES</b>			
Warrants Payable	-	-	7,786
Accrued Payroll	-	-	21,282
Liabilities Due Depositors	<u>-</u>	<u>-</u>	<u>147,452</u>
Total Liabilities	<u>-</u>	<u>-</u>	<u>176,520</u>
<b>NET POSITION</b>			
Held in Trust for Other Purposes	<u>\$ 538,955</u>	<u>\$ 2,232,702</u>	<u>\$ -</u>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
YEAR ENDED JUNE 30, 2014**

	Other Postemployment Benefits Trust Fund	Private Purpose Trust Funds
	<u>                    </u>	<u>                    </u>
<b>ADDITIONS</b>		
Contributions:		
Employer	\$ 440,752	\$ -
Private Donations	-	1,696
Net Investment Income:		
Interest	667	35,198
Intergovernmental	40,887	-
	<u>482,306</u>	<u>36,894</u>
TOTAL ADDITIONS	482,306	36,894
<b>DEDUCTIONS</b>		
Scholarships Awarded	-	59,301
	<u>                    </u>	<u>                    </u>
CHANGES IN NET POSITION	482,306	(22,407)
NET POSITION - BEGINNING OF YEAR	<u>56,649</u>	<u>2,255,109</u>
NET POSITION - END OF YEAR	<u>\$ 538,955</u>	<u>\$ 2,232,702</u>

See accompanying Notes to Financial Statements.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. General**

The basic financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

**B. Reporting Entity**

The Town of Provincetown, Massachusetts (Town) is a municipal corporation that is governed by an elected Board of Selectmen.

For financial reporting purposes, the basic financial statements include all funds, organizations, agencies, boards, commissions and institutions that are not legally separate from the Town.

The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and/or significance of their relationship with the Town are such that exclusion would cause the Town's basic financial statements to be misleading or incomplete.

Discretely Presented Component Unit

Discretely presented component units are entities that are legally separate from the Town, but are financially accountable to the Town, or whose relationships with the Town are such that exclusion would cause the Town's financial statements to be misleading or incomplete.

The Provincetown Public Pier Corporation is a body politic and corporate organized and existing under Chapter 13 of the Acts of 2000, as amended by Chapter 260 of the Acts of 2002 of the Commonwealth of Massachusetts. It is a public instrumentality separate from the Town and is not an authority, board or committee of the Town. The Provincetown Public Pier Corporation was created in part for the purpose of managing and regulating all activities occurring on MacMillan Pier, Town owned property, which it leases from the Town. The Provincetown Public Pier Corporation is managed by a board of directors consisting of five members, appointed by the Board of Selectmen of the Town.

The Town has not included the Provincetown Public Pier Corporation as a discretely presented component unit. This is a departure from accounting principles generally accepted in the United States of America.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Reporting Entity (Continued)**

Joint Venture

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town participates in one joint venture with other municipalities to pool resources and share the costs, risks and rewards of providing goods and services to venture participants directly, or for the benefit of the general public or specified recipients. The following table identifies the Town's joint venture and related information:

<u>Name</u>	<u>Purpose</u>	<u>Address</u>	<u>Fiscal Year 2014 Assessment</u>
Cape Cod Regional Technical High School	To provide vocational educational services	351 Pleasant Lake Avenue Harwich, MA 02645	\$ 66,914

The Cape Cod Regional Technical High School (School) is governed by a twenty-one member school committee consisting of two elected representatives (appointed by the Board) from the Town. The Town is indirectly liable for the School's debt and other expenditures and is assessed annually for its share of operating and capital costs. Separate financial statements may be obtained by writing to the Treasurer of the School at the address identified above.

**C. Implementation of New Accounting Principles**

For the year ended June 30, 2014, the Town implemented the following pronouncements issued by the GASB:

- GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*
- GASB Statement No. 66, *Technical Corrections – 2012 – an amendment of GASB Statements No. 10 and No. 62*
- GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. Implementation of New Accounting Principles (Continued)**

The implementation of GASB Statement No. 65 introduced deferred inflows and outflows of resources. These separate financial statement elements represent acquisitions and consumptions of net position/fund balance that applies to a future period(s). The implementation of GASB Statement No. 65 had no retrospective reporting impact for the Town.

The implementation of GASB Statement No.'s 66 and 70 had no reporting impact for the Town.

**D. Government-Wide and Fund Financial Statements**

**Government-Wide Financial Statements**

The government-wide financial statements (statement of net position and the statement activities) report information on all non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are primarily supported by user fees.

**Fund Financial Statements**

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Fiduciary funds are reported by fund type.

**E. Measurement Focus, Basis of Accounting and Basis of Presentation**

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a specific function or segment.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Government-Wide Financial Statements (Continued)**

Taxes and other items not identifiable as program revenues are reported as general revenues.

Except for charges between the general fund and enterprise funds, the effect of interfund activity has been eliminated from the government-wide financial statements. Elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

**Fund Financial Statements**

**Governmental funds** financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60-days after the end of the fiscal year. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental fund is reported:

The *general fund* is used to account for and report all financial resources not accounted for and reported in another fund.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

- *Special revenue funds* are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- *Capital projects funds* are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**E. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Fund Financial Statements (Continued)**

- *Permanent funds* are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs and benefit the government or its citizenry.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting, whereby revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary funds are reported:

- The *water enterprise fund* is used to account for the water activities.
- The *wastewater enterprise fund* is used to account for the wastewater activities.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the government's programs.

The following fiduciary fund types are reported:

- The *other postemployment benefit trust fund* accounts for the activities of the Town's other postemployment benefits plan, which accumulates resources for retiree medical and life insurance benefits.
- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the permanent fund, under which principal and investment income exclusively benefits individuals, private organizations, or other governments.
- The *agency fund* is used to account for assets held in a custodial capacity. Such assets consist primarily of performance bonds and student activity funds. Agency funds do not present the results of operations or have a measurement focus.

**F. Cash and Cash Equivalents**

**Government-Wide and Fund Financial Statements**

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. Accounts Receivable**

**Government-Wide and Fund Financial Statements**

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and fund financial statements are reported under the accrual basis of accounting and the modified accrual basis of accounting, respectively.

**Real Estate Taxes, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due November 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date.

**Real Estate Taxes, Personal Property Taxes and Tax Liens (Continued)**

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

**Motor Vehicle Excise Taxes**

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles to the Town. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

**Community Preservation Surcharges**

Community preservation surcharges are levied annually and at a rate of 3.0% of residents' real estate tax bills with exemptions for the first \$100,000 of residential property and property owned by qualified persons with low income and seniors (60+) with low or moderate income as defined by DOR guidelines. The surcharge is due with the real estate tax November 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Overdue surcharges are included on the tax liens processed on delinquent real estate taxes. Surcharges are recorded as receivables in the fiscal year of the levy.

**Landbank Surcharges**

Landbank surcharges are levied annually and at a rate of 3.0% of residents' real estate tax bills. The surcharge is due with the real estate tax on November 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Overdue surcharges would be included on the tax liens processed on delinquent real estate taxes. Surcharges are recorded as receivables in the fiscal year of the levy.

**Water and Wastewater**

User fees consist of water and wastewater levied semi-annually based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and wastewater liens are processed annually and are included as a lien on the property owner's tax bill. Water and wastewater charges and liens are recorded as receivables in the fiscal year of the levy.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. Accounts Receivable (Continued)**

**Government-Wide and Fund Financial Statements (Continued)**

Special Assessments

Special assessments for wastewater betterments are levied annually based on the municipal wastewater project. Residents have the option of paying their respective share of the betterment up front or over a period of up to 20 years and are subject to penalties and interest if they are not paid by the respective due dates. Special assessments are recorded as receivables when the project is complete.

Departmental and Other

Departmental and other receivables represent amounts due from various departmental activities. These receivables are recorded when the service has been provided or the applicable agreement has been entered into.

Intergovernmental

Various state and federal operating and capital grants are applied for and received annually. For non-expenditure driven grants, revenue is recognized as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, revenue is recognized when the qualifying expenditures are incurred and all other grant requirements are met.

Loans

The Town administers various loan programs to residents that provide assistance to comply with Title V (related to septic systems) requirements. Loans are recorded as receivables upon issuance.

**H. Allowance for Uncollectible Amounts**

The allowance for uncollectible amounts is estimated based on historical trends and specific account analysis for the following accounts receivable:

- Personal property taxes
- Motor vehicle and other excise taxes
- Departmental and other

The following types of accounts receivable are secured via the lien process and are considered 100% collectible. Accordingly, an allowance for uncollectible amounts is not reported.

- Real estate taxes and tax liens
- Community preservation surcharges
- Landbank surcharges
- Special Assessments
- Water and wastewater
- Loans

Intergovernmental receivables are considered 100% collectible.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**I. Inventories**

**Government-Wide and Fund Financial Statements**

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements and therefore are not reported.

**J. Restricted Assets**

**Government-Wide and Fund Financial Statements**

Assets are reported as restricted when limitations on their use change the nature of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation.

Restricted assets in the enterprise funds represent cash and short-term investments and investments set aside for repayment of customer deposits.

**K. Capital Assets**

**Government-Wide and Proprietary Fund Financial Statements**

Capital assets, which consist of land, construction in progress, intangible assets, buildings and improvements, machinery, equipment and vehicles and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activities column of the government-wide financial statements.

Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

Purchases and construction costs are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year in accordance with the following capitalization dollar threshold as recommended by the Commonwealth of Massachusetts, Department of Revenue, Division of local services, Bureau of Accounts:

Capital Asset Type	Capitalization Threshold (in dollars)
Land.....	\$ 25,000
Intangible assets.....	25,000
Buildings.....	100,000
Building Improvements.....	50,000
Machinery, equipment and vehicles.....	20,000
Infrastructure.....	150,000

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**K. Capital Assets (Continued)**

**Government-Wide and Proprietary Fund Financial Statements (Continued)**

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Buildings and improvements.....	10-40
Machinery, equipment and vehicles.....	3-15
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

**Governmental Fund Financial Statements**

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

**L. Interfund Receivables and Payables**

During the course of its operations, transactions occur between and within funds that may result in amounts owed between funds.

**Government-Wide Financial Statements**

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances".

**Fund Financial Statements**

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

**M. Interfund Transfers**

During the course of its operations, resources are permanently reallocated between and within funds.

**Government-Wide Financial Statements**

Transfers between and within governmental funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**M. Interfund Transfers (Continued)**

**Fund Financial Statements**

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

**N. Deferred Outflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time.

The Town does not have items that qualify for reporting in this category.

**O. Deferred Inflows of Resources**

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

The Town has one item that qualifies for reporting in this category. It is as follows:

Unavailable revenue is reported in the governmental funds balance sheet. Unavailable revenue represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting.

**P. Net Position and Fund Balances**

**Government-Wide Financial Statements and Proprietary Fund Financial Statements (Net Position)**

Net position is the residual of all other elements (assets, liabilities, deferred outflows and deferred inflows) presented in a statement of financial position and is displayed in three components – net investment in capital assets; restricted (distinguishing between major categories of restrictions); and unrestricted.

Net position is reported as restricted when amounts are restricted by outside parties for a specific future use.

Net position has been “restricted” for the following:

“Community Preservation and Landbank” represents amounts restricted for affordable housing, open space and historic purposes.

“Tourism” represents amounts restricted for the promotion of tourism.

“Affordable Housing” represents amounts restricted to provide for the creation and preservation of affordable housing for the benefit of low and moderate income households.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**P. Net Position and Fund Balances (Continued)**

**Government-Wide Financial Statements and Proprietary Fund Financial Statements (Net Position) (Continued)**

“Loans” represents outstanding septic loans receivable.

“Debt Service” represents the amount accumulated for the future payment of long-term debt service costs.

“Library” represents amount restricted for the support of the public library.

“Permanent Funds – expendable” represents amounts held in trust for which the expenditures are restricted by various trust agreements.

“Permanent Funds – nonexpendable” represents amounts held in trust for which only investment earnings may be expended.

“Other Specific Purposes” represents restrictions placed on assets from outside parties.

**Governmental Funds Financial Statements (Fund Balances)**

The following fund balance classifications describe the relative strength of the spending constraints:

*Nonspendable* — represents amounts that cannot be spent either because they are in nonspendable form (i.e., prepaid amounts) or because they are legally or contractually required to be maintained intact (i.e., principal of permanent fund).

*Restricted* — represents amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed* — represents amounts that can be used only for specific purposes imposed by a formal action of Town Meeting which is the highest level of decision-making authority for the Town. Committed amounts may be established, modified, or rescinded only through actions approved by Town Meeting.

*Assigned* — represents amounts that do not meet the criteria to be classified as restricted or committed but are intended to be used for specific purposes. Under the Town’s structure, only authorized assignments for non-contractual encumbrances can be made by individual department heads.

*Unassigned* – represents the residual fund balance for the General Fund and the negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting assigned fund balance amounts.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned and unassigned.

Encumbrance amounts have been assigned for specific purposes for which resources already have been allocated.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Q. Long-term Debt**

**Government-Wide and Proprietary Fund Financial Statements**

Long-term debt is reported as liabilities in the government-wide and proprietary fund statements of net position. Material bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

**Governmental Fund Financial Statements**

The face amount of governmental funds long-term debt is reported as other financing sources when the debt is issued. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

**R. Investment Income**

Excluding the permanent funds, investment income derived from major and Nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is retained in the funds.

**S. Compensated Absences**

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

**Government-Wide and Proprietary Fund Financial Statements**

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

**Governmental Fund Financial Statements**

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon employee retirements and resignations.

**T. Post Retirement Benefits**

**Government-Wide and Fund Financial Statements**

In addition to providing pension benefits, the Town provides health and life insurance coverage for current and future retirees and their spouses as more fully described in Note 11.

**U. Use of Estimates**

**Government-Wide and Fund Financial Statements**

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**V. Total Column**

**Government-Wide Financial Statements**

The total column presented on the government-wide financial statements represents consolidated financial information.

**Fund Financial Statements**

The total column presented on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. Budgetary Information**

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting vote. The Board of Selectmen presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Any town meeting may, by majority vote increase an appropriation or transfer any existing appropriation to any other municipal use. During the last two months of the fiscal year and first 15 days of the subsequent fiscal year the selectmen, with the agreement of the finance committee, may transfer any departmental appropriation to another appropriation within the same or other department; however, this procedure may not be used to transfer more than three percent of a department's annual budget, or \$5,000, whichever is greater.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year.

Generally, expenditures may not exceed the level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The original fiscal year 2014 approved budget for the general fund authorized approximately \$24,003,000 in appropriations and other amounts to be raised. During fiscal year 2014 supplemental appropriations totaling approximately \$1,382,000 were authorized.

The Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

The budgetary comparison schedule presented in the accompanying required supplementary information presents comparisons of the legally adopted budget, as amended, with actual results and encumbrances and continuing appropriations carried forward to the ensuing fiscal year. The originally adopted budget is presented for purposes of comparison to the final, amended budget.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (CONTINUED)**

**A. Excess of Expenditures over Appropriations**

For the fiscal year ended June 30, 2014, expenditures of the general fund exceeded appropriations for culture recreation in the amount of \$1,700, pension benefits in the amount of \$3,558, property and liability insurance in the amount of \$69,585, and transfers out \$3,164.

**NOTE 3 DEPOSITS AND INVESTMENTS**

The municipal finance laws of the Commonwealth authorize the Town to invest temporarily idle cash in bank term deposits and certificates of deposits, and treasury and agency obligations of the United States government, with maturities of one year or less; U.S. treasury or agency repurchase agreements with maturities of not more than 90 days; money market accounts; and the state treasurer's investment pool – the Massachusetts Municipal Depository Trust (MMDT).

The MMDT meets the criteria of an external investment pool and operates in accordance with applicable state laws and regulations. The Treasurer of the Commonwealth serves as Trustee. The reported value of the pool is the same as the fair value of pool shares.

A cash and investment pool is maintained that is available for use by all funds with unrestricted cash and investments. The deposits and investments of private purpose trust funds and the pension trust fund are held separately from other Town funds.

**Deposits - Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of a bank failure, the Town's deposits may not be recovered. The Town does not have a policy for custodial credit risk of deposits. As of June 30, 2014, \$3,518,554 of the Town's bank balance of \$19,785,159 was uninsured and exposed to custodial credit risk.

**Investments Summary**

The Town's investments at June 30, 2014 are presented below. All investments are presented by investment type, with debt securities presented by maturity.

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in Years)</u>	
		<u>Less Than 1</u>	<u>1 - 5</u>
<u>Debt Securities:</u>			
U.S. Treasuries.....	\$ 185,936	\$ -	\$ 185,936
U.S. Agencies.....	1,347,377	-	1,347,377
Money market mutual funds.....	51,478	51,478	-
Certificates of deposit.....	887,337	150,291	737,046
	<u>2,472,128</u>	<u>\$ 201,769</u>	<u>\$ 2,270,359</u>
<u>Other Investments:</u>			
External investment pools.....	<u>2,049</u>		
Total investments.....	<u>\$ 2,474,177</u>		

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

**Investments (Debt Securities) - Interest Rate Risk**

Interest rate risk for debt securities is the risk that changes in interest rates of debt securities will adversely affect the fair value of an investment. The Town does not have a policy for interest rate risk of debt securities.

**Investments - Concentration of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the magnitude of the Town's investment in a single issuer. The Town does not have a policy for concentration of credit risk. As of June 30, 2014, the Town had the following certificates of deposit with a single issuer that represented 5 percent or more of the Town's total investments:

Issuer	Fair Value	Percentage of Total Investments
Federal National Mortgage Association.....	\$ 723,445	29%
Federal Home Loan Mortgage Corporation.....	482,373	19%
Firstbank PR Santurce.....	246,110	10%
Bank of China, New York City, NY.....	150,291	6%
Discover Bank, Greenwood, Delaware.....	150,273	6%
Goldman Sachs Bank USA, NY.....	149,756	6%
Federal Home Loan Bank.....	129,745	5%

**Investments - Custodial Credit Risk**

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town does not have a policy for custodial credit risk of investments. As of June 30, 2014 the Town was not exposed to custodial credit risk.

Investment Type	Fair Value	Quality Ratings *	
		AA+	Unrated
U.S. Agencies.....	\$ 1,347,377	\$ 1,347,377	\$ -
U.S. Treasuries.....	185,936	185,936	-
Certificates of deposit.....	887,337	-	887,337
Money market mutual funds.....	51,478	-	51,478
External investment pools.....	2,049	-	2,049
Total.....	<u>\$ 2,474,177</u>	<u>\$ 1,533,313</u>	<u>\$ 940,864</u>

\* Per the rating scale of Standard and Poor's (a national credit rating organization).

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 4 ACCOUNTS RECEIVABLE**

At June 30, 2014, receivables for the individual major governmental funds and nonmajor, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible amounts, are as follows:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 792,933	\$ -	\$ 792,933
Real estate tax deferrals.....	67,627	-	67,627
Tax, trash and utility liens.....	563,805	-	563,805
Motor vehicle and other excise taxes.....	112,617	-	112,617
Community preservation surcharges.....	20,561	-	20,561
Landbank taxes.....	23,042	-	23,042
Departmental and other.....	155,107	-	155,107
Intergovernmental.....	175,790	-	175,790
Loans.....	147,429	-	147,429
	<u>\$ 2,058,911</u>	<u>\$ -</u>	<u>\$ 2,058,911</u>

At June 30, 2014, receivables for the water and wastewater enterprise funds consist of the following:

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Utility liens.....	\$ 76,414	\$ -	\$ 76,414
User charges.....	1,170,829	-	1,170,829
Special assessments.....	21,004,333	-	21,004,333
Intergovernmental.....	2,564,109	-	2,564,109
	<u>\$ 24,815,685</u>	<u>\$ -</u>	<u>\$ 24,815,685</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 5 CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2014 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 6,749,750	\$ 597,530	\$ -	\$ 7,347,280
Construction in progress.....	-	-	-	-
Intangible assets.....	1,000,000	-	-	1,000,000
Total capital assets not being depreciated.....	<u>7,749,750</u>	<u>597,530</u>	<u>-</u>	<u>8,347,280</u>
<u>Capital assets being depreciated:</u>				
Buildings and improvements.....	38,476,201	1,693,577	-	40,169,778
Machinery, equipment and vehicles.....	6,451,987	607,381	(26,250)	7,033,118
Infrastructure.....	43,182,255	2,411,000	-	45,593,255
Total capital assets being depreciated.....	<u>88,110,443</u>	<u>4,711,958</u>	<u>(26,250)</u>	<u>92,796,151</u>
<u>Less accumulated depreciation for:</u>				
Buildings and improvements.....	(14,657,920)	(1,498,378)	-	(16,156,298)
Machinery, equipment and vehicles.....	(4,132,865)	(531,754)	26,250	(4,638,369)
Infrastructure.....	(22,098,086)	(1,068,880)	-	(23,166,966)
Total accumulated depreciation.....	<u>(40,888,871)</u>	<u>(3,099,012)</u>	<u>26,250</u>	<u>(43,961,633)</u>
Total capital assets being depreciated, net.....	<u>47,221,572</u>	<u>1,612,946</u>	<u>-</u>	<u>48,834,518</u>
Total governmental activities capital assets, net.....	<u>\$ 54,971,322</u>	<u>\$ 2,210,476</u>	<u>\$ -</u>	<u>\$ 57,181,798</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 5 CAPITAL ASSETS (CONTINUED)**

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-Type Activities:</b>				
<i>Water Enterprise Fund</i>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 2,735,500	\$ 280,000	\$ -	\$ 3,015,500
Construction in progress.....	8,909,606	-	(8,909,606)	-
Total capital assets not being depreciated.....	11,645,106	280,000	(8,909,606)	3,015,500
<u>Capital assets being depreciated:</u>				
Machinery, equipment and vehicles.....	233,206	24,985	-	258,191
Infrastructure.....	10,783,009	12,353,418	-	23,136,427
Total capital assets being depreciated.....	11,016,215	12,378,403	-	23,394,618
<u>Less accumulated depreciation for:</u>				
Machinery, equipment and vehicles.....	(162,708)	(18,457)	-	(181,165)
Infrastructure.....	(5,443,103)	(318,422)	-	(5,761,525)
Total accumulated depreciation.....	(5,605,811)	(336,879)	-	(5,942,690)
Total capital assets being depreciated, net.....	5,410,404	12,041,524	-	17,451,928
Total water capital assets, net.....	\$ 17,055,510	\$ 12,321,524	\$ (8,909,606)	\$ 20,467,428
	Beginning Balance	Increases	Decreases	Ending Balance
<i>Wastewater Enterprise Fund</i>				
Construction in progress.....	\$ 18,766,827	\$ -	\$ (18,766,827)	\$ -
Total capital assets not being depreciated.....	18,766,827	-	(18,766,827)	-
<u>Capital assets being depreciated:</u>				
Machinery and equipment.....	23,970	-	-	23,970
Infrastructure.....	29,742,380	21,639,094	-	51,381,474
Total capital assets being depreciated.....	29,766,350	21,639,094	-	51,405,444
<u>Less accumulated depreciation for:</u>				
Machinery and equipment.....	(23,970)	-	-	(23,970)
Infrastructure.....	(4,802,030)	(811,239)	-	(5,613,269)
Total accumulated depreciation.....	(4,826,000)	(811,239)	-	(5,637,239)
Total capital assets being depreciated, net.....	24,940,350	20,827,855	-	45,768,205
Total wastewater capital assets, net.....	\$ 43,707,177	\$ 20,827,855	\$ (18,766,827)	\$ 45,768,205

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 5 CAPITAL ASSETS (CONTINUED)**

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 944,641
Airport.....	322,473
Public safety.....	378,700
Education.....	457,496
Public works.....	527,959
Health and human services.....	65,354
Culture and recreation.....	<u>402,389</u>
Total depreciation expense - governmental activities.....	<u>\$ 3,099,012</u>
 <b>Business-Type Activities:</b>	
Water.....	\$ 336,879
Wastewater.....	<u>811,239</u>
Total depreciation expense - business-type activities.....	<u>\$ 1,148,118</u>

**NOTE 6 INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS**

Receivables and payables between funds at June 30, 2014 are summarized as follows:

Receivable Fund	Payable Fund	Amount
General Fund (0100)	Water Enterprise Fund (1975, 4007, 6001)	\$ 604,106

Interfund transfers for fiscal year ended June 30, 2014 are summarized as follows:

Transfers Out:	Transfers In:				Total
	General Fund	Nonmajor Governmental Funds	Water Enterprise Fund	Wastewater Enterprise Fund	
General Fund.....	\$ -	\$ 3,164	\$ -	\$ 36,046	\$ 39,210 (1)
Nonmajor Governmental Funds.....	857,548	-	58,575	-	916,123 (2)
Water Enterprise Fund.....	280,898	-	-	-	280,898 (3)
Wastewater Enterprise Fund.....	<u>144,257</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>144,257 (4)</u>
	<u>\$ 1,282,703</u>	<u>\$ 3,164</u>	<u>\$ 58,575</u>	<u>\$ 36,046</u>	<u>\$ 1,380,488</u>

- (1) Budgeted transfers from the general fund to wastewater enterprise fund (\$36,046) and various closed capital articles (\$3,164)  
(2) Budgeted transfers to the general fund from capital stabilization (\$340,600), parking (\$143,675), cable television (\$168,114), land bank (\$74,808), municipal waterways (\$60,000), ferry embarkation (\$35,000), Title V Betterment (\$30,655), wetland protection (\$4,696) special revenue funds and transfer from community preservation fund (\$58,575) to water enterprise fund for debt service.  
(3) Budgeted transfer from the water enterprise fund  
(4) Budgeted transfer from the wastewater enterprise fund

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 7 SHORT-TERM FINANCING**

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue anticipation notes (RAN) or tax anticipation notes (TAN).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BAN) or grant anticipation notes (GAN).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise fund, respectively.

Details related to the short-term debt activity for the fiscal year ended June 30, 2014 is as follows:

**Notes Payable – Governmental Funds**

Type	Description	Origination Date	Maturity Date	Interest Rate	Balance at June 30, 2013	Increases	Decreases	Balance at June 30, 2014
BAN	Trash removal trailer/truck.....	4/1/13	4/1/14	0.45%	98,833		(98,833)	-
BAN	Public Library remodeling.....	4/1/13	4/1/14	0.45%	44,000		(44,000)	-
BAN	Drainage (Stormwater Management).....	6/26/13	4/1/14	0.45%	37,000		(37,000)	-
BAN	Street construction.....	6/26/13	4/1/14	0.45%	115,000		(115,000)	-
BAN	High School renovations.....	6/26/13	4/1/14	0.45%	86,000		(86,000)	-
BAN	Trash removal trailer/truck.....	4/1/14	6/20/14	0.45%		98,833	(98,833)	-
BAN	Public Library remodeling.....	4/1/14	6/20/14	0.45%		44,000	(44,000)	-
BAN	Drainage (Stormwater Management).....	4/1/14	6/20/14	0.45%		37,000	(37,000)	-
BAN	Street construction.....	4/1/14	6/20/14	0.45%		115,000	(115,000)	-
BAN	High School renovations.....	4/1/14	6/20/14	0.45%		86,000	(86,000)	-
Total.....					\$ 380,833	\$ 380,833	\$ (761,666)	\$ -

**Notes Payable – Enterprise Funds**

Type	Description	Origination Date	Maturity Date	Interest Rate	Balance at June 30, 2013	Increases	Decreases	Balance at June 30, 2014
BAN	Water System improvements.....	4/1/13	4/1/14	0.45%	1,200,000		(1,200,000)	-
BAN	Water main replacement.....	4/1/13	4/1/14	0.45%	72,000		(72,000)	-
BAN	North Union Field land acquisition.....	4/1/13	4/1/14	0.45%	349,820		(349,820)	-
BAN	Wastewater optimization and expansion.....	4/1/13	4/1/14	0.45%	864,000		(864,000)	-
BAN	Wastewater optimization and expansion.....	6/26/13	4/1/14	0.45%	537,000		(537,000)	-
BAN	Wastewater optimization and expansion.....	6/26/13	4/1/14	0.45%	1,901,000		(1,901,000)	-
BAN	Water excavator.....	6/26/13	4/1/14	0.45%	50,000		(50,000)	-
BAN	Water pick-up truck.....	6/26/13	4/1/14	0.45%	25,000		(25,000)	-
BAN	Water mains.....	6/26/13	4/1/14	0.45%	54,000		(54,000)	-
BAN	Water main replacement.....	4/1/14	6/20/14	0.45%		72,000	(72,000)	-
BAN	North Union Field land acquisition.....	4/1/14	6/20/14	0.45%		340,000	(340,000)	-
BAN	Wastewater optimization and expansion.....	4/1/14	6/20/14	0.45%		864,000	(864,000)	-
BAN	Wastewater optimization and expansion.....	4/1/14	6/20/14	0.45%		537,000	(537,000)	-
BAN	Wastewater optimization and expansion.....	4/1/14	6/20/14	0.45%		1,901,000	(1,901,000)	-
BAN	Water excavator.....	4/1/14	6/20/14	0.45%		50,000	(50,000)	-
BAN	Water pick-up truck.....	4/1/14	6/20/14	0.45%		25,000	(25,000)	-
BAN	Water mains.....	4/1/14	6/20/14	0.45%		54,000	(54,000)	-
BAN	Wastewater optimization and expansion.....	6/20/14	12/19/14	0.45%	-	4,250,000	(1,400,000)	2,850,000
Total.....					\$ 5,052,820	\$ 8,093,000	\$ (10,295,820)	\$ 2,850,000

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 8 LONG-TERM OBLIGATIONS**

The following represents a summary of changes that occurred in long-term obligations during the fiscal year ended June 30, 2014:

	Balance June 30, 2013	Increases	Decreases	Balance June 30, 2014	Current Portion
<b>Governmental Activities:</b>					
Bonds and notes payable.....	\$ 18,671,189	\$ 2,433,454	\$ (1,959,929)	\$ 19,144,714	\$ 1,875,106
Capital lease obligations.....	60,857	-	(37,248)	23,609	23,609
Net OPEB obligation.....	9,759,479	2,037,951	(1,725,934)	10,071,496	-
Compensated absences.....	308,704	12,688	-	321,392	32,139
Total.....	<u>\$ 28,800,229</u>	<u>\$ 4,484,093</u>	<u>\$ (3,723,111)</u>	<u>\$ 29,561,211</u>	<u>\$ 1,930,854</u>
<b>Business-type Activities:</b>					
Bonds and notes payable.....	\$ 30,915,502	\$ 5,885,456	\$ (2,190,883)	\$ 34,610,075	\$ 2,405,354
Net OPEB obligation.....	551,510	157,554	(133,432)	575,632	-
Compensated absences.....	9,647	-	(549)	9,098	886
Total.....	<u>\$ 31,476,659</u>	<u>\$ 6,043,010</u>	<u>\$ (2,324,864)</u>	<u>\$ 35,194,805</u>	<u>\$ 2,406,240</u>

**NOTE 9 LONG-TERM DEBT**

Details related to the outstanding indebtedness at June 30, 2014 and the debt service requirements are as follows:

**Bonds and Notes Payable – Governmental Funds**

Project	Maturity Date	Interest Rate	Outstanding at June 30, 2013	Issued	Redeemed	Outstanding at June 30, 2014
MWPAT Title V Septic Program.....	08/01/18	0.00%	65,212	-	(10,872)	54,340
MWPAT Title V Septic Program.....	08/01/24	0.00%	109,050	-	(9,525)	99,525
MWPAT Title V Septic Program.....	08/01/24	0.00%	122,654	-	(10,259)	112,395
Municipal Purpose Loan of 2006.....	09/15/24	3.71%	1,314,000	-	(133,000)	1,181,000
Municipal Purpose Loan of 2007.....	11/15/25	3.86%	1,742,000	-	(143,000)	1,599,000
Municipal Purpose Loan of 2009.....	06/15/29	3.72%	4,720,000	-	(495,000)	4,225,000
Municipal Purpose Loan of 2011.....	01/15/30	3.49%	5,775,000	-	(575,000)	5,200,000
Municipal Purpose Loan of 2012.....	12/15/30	2.59%	3,133,273	-	(308,273)	2,825,000
Refunding of MPL 2002 & MPL 2004.....	11/01/26	2.0-4.0%	1,690,000	-	(275,000)	1,415,000
Municipal Purpose Loan of 2014.....	06/15/34	2.0-3.5%	-	2,433,454	-	2,433,454
Total governmental funds.....			<u>\$ 18,671,189</u>	<u>\$ 2,433,454</u>	<u>\$ (1,959,929)</u>	<u>\$ 19,144,714</u>

During fiscal year 2014, the Town issued bonds of \$2,433,454 for street construction, library remodeling, school building remodeling, purchase of equipment, and other various municipal purposes.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 9 LONG-TERM DEBT (CONTINUED)**

Debt service requirements (gross) for principal and interest for governmental bonds and notes payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2015.....	\$ 1,875,106	\$ 628,726	\$ 2,503,832
2016.....	1,827,164	576,873	2,404,037
2017.....	1,744,164	518,520	2,262,684
2018.....	1,649,164	462,720	2,111,884
2019.....	1,519,164	410,139	1,929,303
2020.....	1,277,296	362,661	1,639,957
2021.....	1,267,296	321,209	1,588,505
2022.....	1,230,296	280,283	1,510,579
2023.....	1,145,296	238,381	1,383,677
2024.....	1,129,884	198,059	1,327,943
2025.....	1,059,884	157,836	1,217,720
2026.....	925,000	121,746	1,046,746
2027.....	810,000	89,512	899,512
2028.....	620,000	59,247	679,247
2029.....	615,000	36,204	651,204
2030.....	250,000	12,873	262,873
2031.....	145,000	4,218	149,218
2032.....	20,000	1,788	21,788
2033.....	20,000	1,138	21,138
2034.....	15,000	488	15,488
	<u>19,144,714</u>	<u>4,482,621</u>	<u>23,627,335</u>
Total.....	\$ <u>19,144,714</u>	\$ <u>4,482,621</u>	\$ <u>23,627,335</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 9 LONG-TERM DEBT (CONTINUED)**

**Bonds and Notes Payable – Enterprise Funds**

Project	Maturity Date	Interest Rate	Outstanding at June 30, 2013	Issued	Redeemed	Outstanding at June 30, 2014
MWPAT Wastewater Facilities.....	08/01/22	0.00%	\$ 8,935,000	\$ -	\$ (775,000)	\$ 8,160,000
MWPAT Sewer Syatem Improvements.....	08/01/19	0.00%	161,662	-	(19,595)	142,067
MWPAT Wastewater Facilities Planning.....	08/01/23	0.00%	54,316	-	(4,316)	50,000
MWPAT Wastewater Facilities.....	07/15/25	0.00%	1,543,918	-	(105,039)	1,438,879
MWPAT Wastewater Facilities.....	07/15/27	0.00%	4,409,051	-	(254,583)	4,154,468
MWPAT Wastewater Facilities.....	07/15/28	2.00%	659,071	-	(35,304)	623,767
Municipal Purpose Loan of 2007.....	11/15/25	3.86%	1,297,000	-	(100,000)	1,197,000
Municipal Purpose Loan of 2009.....	06/15/29	3.72%	960,000	-	(80,000)	880,000
USDA Sewer Bond.....	12/15/49	2.25%	2,846,152	-	(76,924)	2,769,228
Municipal Purpose Loan of 2011.....	01/15/30	3.49%	75,000	-	(5,000)	70,000
Municipal Purpose Loan of 2009.....	06/15/29	3.72%	575,000	-	(130,000)	445,000
Municipal Purpose Loan of 2006.....	09/15/24	3.71%	816,000	-	(137,000)	679,000
Municipal Purpose Loan of 2007.....	11/15/25	3.86%	161,000	-	(47,000)	114,000
Municipal Purpose Loan of 2011.....	01/15/30	3.49%	555,000	-	(85,000)	470,000
USDA Water Bond.....	04/17/50	2.00%	2,401,105	-	(64,895)	2,336,210
Municipal Purpose Loan of 2012.....	12/15/41	2.59%	1,484,227	-	(104,227)	1,380,000
Municipal Purpose Loan of 2012.....	12/15/41	2.59%	3,252,000	-	(122,000)	3,130,000
Refunding of MPL 2002 & MPL 2004.....	11/01/32	2.0-4.0%	280,000	-	(15,000)	265,000
Refunding of MPL 2002 & MPL 2004.....	11/01/32	2.0-4.0%	450,000	-	(30,000)	420,000
Municipal Purpose Loan of 2014.....	06/15/34	2.58%	-	1,422,000	-	1,422,000
Municipal Purpose Loan of 2014.....	06/15/34	2.58%	-	1,863,456	-	1,863,456
USDA Water Bond.....	03/28/52	2.00%	-	1,200,000	-	1,200,000
USDA Wastewater Bond.....	08/15/52	2.75%	-	1,400,000	-	1,400,000
Total Enterprise funds.....			<u>\$ 30,915,502</u>	<u>\$ 5,885,456</u>	<u>\$ (2,190,883)</u>	<u>\$ 34,610,075</u>

During fiscal year 2014, the Town issued enterprise fund bonds of \$5,885,456 for sewer improvements, water mains, water meters, purchase of equipment and water meter pits.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 9 LONG-TERM DEBT (CONTINUED)**

**Bonds and Notes Payable – Enterprise Funds (Continued)**

Debt service requirements for principal and interest for enterprise fund bonds and notes payable (gross) in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2015.....	\$ 2,405,354	\$ 527,467	\$ 2,932,821
2016.....	2,414,778	532,782	2,947,560
2017.....	2,376,083	496,355	2,872,438
2018.....	2,294,555	461,582	2,756,137
2019.....	2,308,197	432,949	2,741,146
2020.....	2,273,014	405,555	2,678,569
2021.....	2,292,516	380,143	2,672,659
2022.....	2,318,693	354,765	2,673,458
2023.....	2,338,057	327,617	2,665,674
2024.....	1,347,608	301,141	1,648,749
2025.....	1,312,353	274,999	1,587,352
2026.....	1,252,294	251,128	1,503,422
2027.....	1,016,208	228,615	1,244,823
2028.....	968,802	209,792	1,178,594
2029.....	617,897	193,431	811,328
2030.....	560,241	178,156	738,397
2031.....	555,241	163,395	718,636
2032.....	550,241	148,571	698,812
2033.....	545,241	133,585	678,826
2034.....	460,241	119,579	579,820
2035.....	320,241	106,616	426,857
2036.....	320,241	98,203	418,444
2037.....	320,241	89,789	410,030
2038.....	320,241	81,376	401,617
2039.....	320,241	72,962	393,203
2040.....	320,241	64,549	384,790
2041.....	320,241	56,135	376,376
2042.....	305,241	47,977	353,218
2043.....	210,241	41,688	251,929
2044.....	210,241	37,015	247,256
2045.....	210,241	32,341	242,582
2046.....	210,241	27,668	237,909
2047.....	210,241	22,995	233,236
2048.....	210,241	18,321	228,562
2049.....	210,241	13,648	223,889
2050.....	210,195	8,974	219,169
2051.....	68,422	4,302	72,724
2052.....	68,420	2,657	71,077
2053.....	36,809	1,012	37,821
Total.....	\$ <u>34,610,075</u>	\$ <u>6,949,835</u>	\$ <u>41,559,910</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 9 LONG-TERM DEBT (CONTINUED)**

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2014, the Town had the following authorized and unissued debt:

<u>Purpose</u>	<u>Amount</u>
Wastewater Optimization.....	\$ 250,000
North Union Field Land Acq.....	778,391
Commercial St. Paving.....	600,000
Wastewater Opt & Exp Phase 3.....	584,544
Town Emergency Shelter.....	406,417
Truro Wellhead Protection.....	280,000
MacMillian Pier Docks & Piers.....	215,340
Open Cape Connections.....	200,000
Roadway Paving Plan.....	200,000
Commercial St. Repaving Phase 2.....	89,540
Roadway Paving Plan.....	50,000
Water Meter Pits.....	25,000
Public Works Fleet Replacement.....	22,095
Excavator of Water Dept.....	<u>5,000</u>
Total.....	<u>\$ 3,706,327</u>

The Town receives subsidy assistance from the Massachusetts Water Pollution Abatement Trust (MWPAT). Principal and interest on the outstanding bonds for MWPAT is subsidized over the life of the bonds to assist the Town in the repayment of this future debt. During fiscal year 2014, the Town's subsidy totaled approximately \$486,000. Future subsidies total approximately \$3,498,000. The amount of MWPAT bonds outstanding at June 30, 2014, totaled \$14,835,441.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 10 CAPITAL LEASES**

The Town has entered into certain capital lease agreements for vehicles and equipment under which the vehicles and equipment will become property of the Town when all terms of the lease agreement are met. The agreements also contain early purchase options which would allow the Town to purchase the vehicles and equipment before the end of the lease terms.

The following schedule presents future minimum lease payments as of June 30, 2014:

<u>Fiscal Years</u> <u>Ending June 30</u>	<u>Governmental</u> <u>Activities</u>
2015.....	24,959
Total minimum lease payments.....	24,959
Less: amounts representing interest.....	1,350
Present value of minimum lease payments.....	\$ <u>23,609</u>

Vehicles and equipment and related accumulated amortization under capital lease are as follows:

<u>Asset:</u>	<u>Governmental</u> <u>Activities</u>
Machinery and equipment.....	\$ 171,387
Less: accumulated amortization.....	<u>(126,067)</u>
Total.....	\$ <u>45,320</u>

Amortization of leased vehicles and equipment under capital leases is included with depreciation expense.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 11 OTHER POST EMPLOYMENT BENEFITS**

**Plan Description** – The Town provides health, dental and life insurance coverage for its retirees and their survivors (hereinafter referred to as the Plan) as a single-employer defined benefit Other Post Employment Benefit (OPEB) plan. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions. Changes to plan design and contribution rates must be accomplished through the collective bargaining process. The Plan does not issue a stand alone, GAAP-basis audited financial report.

The OPEB trust fund reported in the fiduciary funds financial statements is reported using the flow of economic resources measurement focus and uses the accrual basis of accounting. Contributions are recognized as additions in the period when they become due pursuant to formal commitments, statutory or contractual requirements. Benefits and refunds are recognized as deductions when incurred.

The number of participants as of July 1, 2012, the latest actuarial valuation, is as follows:

Active employees.....	132
Retired employees, beneficiaries and dependents.....	223
	223
Total.....	355

**Funding Policy** - The contribution requirements of Plan members and the Town are established and may be amended by the Town. The required health and dental insurance (including Medicare Part B) contribution rates of Plan members and the Town are 20% and 80%, respectively. The Plan members and the Town contribute 50% and 50%, respectively, towards a \$1,000 term life insurance premium. The Town currently contributes enough money to the Plan to satisfy current obligations on a pay-as-you-go basis. The costs of administering the Plan are paid by the Town.

**Annual OPEB Cost and Net OPEB Obligation** - The Town’s annual OPEB cost (expense) is calculated based on the annual required contribution (ARC) of the employer, an actuarially determined amount that is calculated in accordance with the parameters set forth in GASB Statement #45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The following table shows the components of the Town’s annual OPEB cost for the year, the actual amount contributed to the plan, and changes in the Town’s net OPEB obligation:

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

	<b>Amount</b>
Annual required contribution.....	\$ 2,107,837
Interest on net OPEB obligation.....	463,995
Adjustment to annual required contribution.....	(376,327)
Annual OPEB cost.....	2,195,505
Contributions made.....	(1,859,366)
Increase in net OPEB obligation.....	336,139
Net OPEB obligation at beginning of year.....	10,310,989
Net OPEB obligation at end of year.....	\$ 10,647,128

Trend information regarding annual OPEB cost, the percentage of the annual OPEB cost contributed and the net OPEB obligation is as follows:

Fiscal Year Ending	Annual OPEB Cost (AOPEBC)	Percentage of AOPEBC Contributed	Net OPEB Obligation
June 30, 2012.....	4,666,423	48.4%	9,539,376
June 30, 2013.....	2,108,618	63.4%	10,310,989
June 30, 2014.....	2,195,505	84.7%	10,647,128

**Funded Status and Funding Progress** – The funded status of the Plan at June 30, 2012, the most recent actuarial valuation, was as follows:

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAAL as a Percentage of Covered Payroll ((B-A)/C)
07/01/12	\$ 56,649	\$ 28,932,161	\$ 28,875,512	0.2%	\$ 10,358,998	279%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

**Methods and Assumptions** - Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 11 OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

The significant methods and assumptions as of the latest actuarial valuation are as follows:

Valuation date:	June 30, 2012
Actuarial cost method:	Projected Unit Credit
Amortization method:	Amortization payments increasing at 4.0%
Remaining amortization period:	30 years (open)
Interest discount rate:	4.5%
Healthcare/Medical cost trend rate:	8.0% decreasing by 0.5% for 6 years to an ultimate level of 5.0% per year
Projected salary increases:	4.0% annually

**Allocation of AOPEBC** – AOPEBC costs were allocated to the Town’s functions as follows:

**Governmental Activities:**

General government.....	\$	241,681
Public safety.....		740,246
Education.....		535,104
Public works.....		361,226
Health and human services.....		62,328
Culture and recreation.....		97,366
		2,037,951
Total AOPEBC - governmental activities.....		2,037,951

**Business-Type Activities:**

Water enterprise fund.....		131,552
Wastewater enterprise fund.....		26,002
		157,554
Total AOPEBC.....	\$	2,195,505

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 12 FUND BALANCES**

The constraints on fund balances as listed in aggregate in the Governmental Funds Balance Sheet are detailed as follows:

	<u>General</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Nonspendable:</b>			
Permanent fund principal.....	\$ -	\$ 356,088	\$ 356,088
Sub-total - Nonspendable.....	<u>-</u>	<u>356,088</u>	<u>356,088</u>
<b>Restricted:</b>			
Debt service.....	258,967	-	258,967
Community preservation.....	-	1,932,143	1,932,143
Land Bank.....	-	1,058,175	1,058,175
Tourism.....	-	952,020	952,020
Affordable housing.....	-	466,615	466,615
Capital.....	-	20,697	20,697
General government.....	-	424,434	424,434
Public safety.....	-	264,063	264,063
Airport.....	-	53,300	53,300
Education.....	-	168,115	168,115
Public works.....	-	1,400,108	1,400,108
Health and human services.....	-	15,235	15,235
Culture and recreation.....	-	406,995	406,995
Sub-total - Restricted.....	<u>258,967</u>	<u>7,161,900</u>	<u>7,420,867</u>
<b>Committed:</b>			
Subsequent year's expenditures.....	157,476	-	157,476
Continuing appropriations.....	920,676	-	920,676
Capital stabilization.....	-	537,624	537,624
Sub-total - Committed.....	<u>1,078,152</u>	<u>537,624</u>	<u>1,615,776</u>
<b>Assigned:</b>			
Encumbrances.....	<u>88,936</u>	-	<u>88,936</u>
Sub-total - Assigned.....	<u>88,936</u>	-	<u>88,936</u>
<b>Unassigned.....</b>	<u>3,117,942</u>	-	<u>3,117,942</u>
<b>Total fund balance.....</b>	<u>\$ 4,543,997</u>	<u>\$ 8,055,612</u>	<u>\$ 12,599,609</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 13 STABILIZATION FUNDS**

The Town maintains a general stabilization fund that was established under MGL Chapter 40, Section 5B. Appropriations in and out of the stabilization fund require two-thirds vote of Town Meeting. Investment income is retained by the fund.

The balance of the stabilization fund as of June 30, 2014 totals \$1,133,971 and is reported as unassigned fund balance in the general fund.

**NOTE 14 RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

**Health Insurance**

The Town participates in a health insurance risk pool administered by the Cape Cod Municipal Health Group (Group). The Group offers a variety of premium based plans to its members with each participating governmental unit charged a premium for coverage based on rates established by the Group. The Town is obligated to pay the Group its required premiums and, in the event the Group is terminated, its proportionate share of a deficit, should one exist.

**Workers' Compensation**

The Town is self-insured for workers' compensation claims for certain public safety employees. There were no outstanding liabilities related to these self-insured claims as of June 30, 2013 and June 30, 2014, nor were any claims incurred or paid during fiscal years 2013 and 2014.

For all other Town employees, the Town participates in a premium-based workers' compensation plan. The amount of claim settlements has not exceeded insurance coverage in any of the previous three fiscal years.

**Unemployment Insurance**

The Town is self-insured for its unemployment insurance activities. There were no outstanding liabilities related to these self-insured claims as of June 30, 2013 and June 30, 2014, nor were any claims incurred or paid during fiscal years 2013 and 2014.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 15 PENSION PLAN**

**Plan Description**

The Town contributes to the Barnstable County Retirement Association (Association), a cost-sharing multiple-employer defined benefit pension plan administered by the Barnstable Contributory Retirement Board. Substantially all employees of the Town are members of the Association, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement Association.

Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. The Association provides retirement, disability and death benefits to plan members and beneficiaries. Cost-of-living adjustments granted between 1981 and 1997 and any increases in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be authorized by the Barnstable Contributory Retirement Board and are borne by the Association. The Association issues a publicly available report in accordance with guidelines established by the Commonwealth's Public Employee Retirement Administration Commission, which differ from generally accepted accounting principles. That report may be obtained by contacting the Association located at 750 Attucks Lane, Hyannis, Massachusetts, 02601.

**Funding Policy**

Chapter 32 of MGL governs the contributions of plan members and the Town. Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on annual covered payroll. The Town's contributions to the System for the fiscal years ended June 30, 2014, 2013, and 2012 were \$1,299,590, \$1,248,743, and \$1,110,296, respectively, which equaled its required contribution for each fiscal year.

**NOTE 16 MASSACHUSETTS TEACHERS RETIREMENT SYSTEM**

Public school teachers and certain administrators are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$1,346,775 for the fiscal year ended June 30, 2014, and accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

**NOTE 17 COMMITMENTS**

The Town has entered into, or is planning on entering into contracts totaling approximately \$3,000,000 for various capital projects and purchases including the wastewater optimization and expansion program, water system capital improvements, Commercial Street maintenance, building repairs, and land acquisitions.

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2014**

**NOTE 18 CONTINGENCIES**

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2014, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2014.

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2014, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

**NOTE 19 FUTURE IMPLEMENTATION OF GASB PRONOUNCEMENTS**

The GASB has issued the following statements:

- Statement No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27*, which is required to be implemented during fiscal year 2015. The implementation of this Statement will represent a significant change in the accounting and reporting of pension expense and the related liability. For the first time, the Authority will be required to recognize its long-term obligation for pension benefits as a liability and to more comprehensively measure the annual costs of pension benefits. The implementation of this Statement also expands pension related note disclosures and required supplementary information.
- Statement No. 69, *Government Combinations and Disposals of Government Operations*, which is required to be implemented during fiscal year 2015. Management does not believe the implementation of this Statement will impact the basic financial statements.
- Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, which is required to be implemented during fiscal year 2015. The implementation of this Statement will require the Town, in the transition year of Statement No. 68, to recognize contributions to defined benefit pension plans between the measurement date of the reported net pension liability and the end of the government's reporting period as a deferred outflow of resources.

These pronouncements will be implemented by their respective implementation dates.

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**TOWN OF PROVINCETOWN, MASSACHUSETTS  
REQUIRED SUPPLEMENTARY INFORMATION  
GENERAL FUND - STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCE (NON-GAAP BUDGETARY BASIS) - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2014**

	Prior Year Encumbrances and Continuing Appropriations	Original Budget	Supplemental Appropriations and Transfers	Final Budget
<b>REVENUES</b>				
Real Estate and Personal Property Taxes	\$ -	\$ 17,374,096	\$ -	\$ 17,374,096
Motor Vehicle and Other Excise Taxes	-	452,500	-	452,500
Hotel/Motel Tax and Meals Tax	-	975,998	-	975,998
Tax and Utility Liens	-	-	-	-
Payments in Lieu of Taxes	-	3,005	-	3,005
Parking	-	1,750,000	-	1,750,000
Solid Waste	-	266,000	-	266,000
Intergovernmental	-	532,225	-	532,225
Penalties and Interest on Taxes	-	191,300	-	191,300
Licenses and Permits	-	552,200	-	552,200
Fines and Forfeitures	-	131,600	-	131,600
Departmental and Other	-	345,768	-	345,768
Investment Income	-	16,630	-	16,630
Total Revenue	-	22,591,322	-	22,591,322
<b>EXPENDITURES</b>				
Current:				
General Government	96,487	3,020,895	156,021	3,273,403
Public Safety	91,700	5,102,527	29,275	5,223,502
Educaiton	1,303,763	3,450,298	53,922	4,807,983
Public Works	118,134	2,412,692	1,261,029	3,791,855
Airport	-	98,450	-	98,450
Health and Human Services	10,789	476,375	9,640	496,804
Culture and Recreation	54,218	510,463	26,476	591,157
Pension Benefits	-	1,300,201	-	1,300,201
Employee Benefits	-	4,246,102	(224,972)	4,021,130
Property and Liability Insurance	-	584,174	-	584,174
State and County Charges	-	678,602	-	678,602
Debt Service:				
Principal	-	1,537,232	107,255	1,644,487
Interest	-	548,745	(36,280)	512,465
Total Expenditures	1,675,091	23,966,756	1,382,366	27,024,213
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	(1,675,091)	(1,375,434)	(1,382,366)	(4,432,891)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer In	-	1,296,606	-	1,296,606
Premium from Issuance of Bonds and Notes	-	-	-	-
Transfers Out	-	(36,046)	-	(36,046)
Total Other Financing Sources (Uses)	-	1,260,560	-	1,260,560
<b>NET CHANGE IN FUND BALANCE</b>				
	(1,675,091)	(114,874)	(1,382,366)	(3,172,331)
Fund Balance - Beginning of Year	4,091,186	4,091,186	4,091,186	4,091,186
<b>FUND BALANCE - END OF YEAR</b>	\$ 2,416,095	\$ 3,976,312	\$ 2,708,820	\$ 918,855

See accompanying notes to required supplementary information.

	Actual	Current Year Encumbrances and Continuing Appropriations	Actual and Encumbrances and Continuing Appropriations	Variance Positive/ (Negative)
\$	17,080,026	\$ -	\$ 17,080,026	\$ (294,070)
	517,162	-	517,162	64,662
	1,026,046	-	1,026,046	50,048
	117,164	-	117,164	117,164
	5,959	-	5,959	2,954
	1,750,283	-	1,750,283	283
	240,213	-	240,213	(25,787)
	550,553	-	550,553	18,328
	112,363	-	112,363	(78,937)
	643,875	-	643,875	91,675
	127,055	-	127,055	(4,545)
	454,414	-	454,414	108,646
	6,328	-	6,328	(10,302)
	<u>22,631,441</u>	<u>-</u>	<u>22,631,441</u>	<u>40,119</u>
	2,930,729	231,267	3,161,996	111,407
	4,908,733	190,465	5,099,198	124,304
	4,427,515	329,077	4,756,592	51,391
	3,474,903	193,226	3,668,129	123,726
	97,361	-	97,361	1,089
	435,733	11,897	447,630	49,174
	539,177	53,680	592,857	(1,700)
	1,303,759	-	1,303,759	(3,558)
	3,572,168	-	3,572,168	448,962
	653,759	-	653,759	(69,585)
	626,508	-	626,508	52,094
	1,644,487	-	1,644,487	-
	459,163	-	459,163	53,302
	<u>25,073,995</u>	<u>1,009,612</u>	<u>26,083,607</u>	<u>940,606</u>
	<u>(2,442,554)</u>	<u>(1,009,612)</u>	<u>(3,452,166)</u>	<u>980,725</u>
	1,282,703	-	1,282,703	(13,903)
	109,319	-	109,319	109,319
	(39,210)	-	(39,210)	(3,164)
	<u>1,352,812</u>	<u>-</u>	<u>1,352,812</u>	<u>92,252</u>
	(1,089,742)	(1,009,612)	(2,099,354)	1,072,977
	<u>4,091,186</u>	<u>4,091,186</u>	<u>4,091,186</u>	<u>-</u>
\$	<u>3,001,444</u>	<u>3,081,574</u>	<u>1,991,832</u>	<u>1,072,977</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2014**

**PENSION PLAN SCHEDULES**

The following schedules provide information related to the Association as a whole, for which the Town is one participating employer.

**SCHEDULES OF FUNDING PROGRESS (ASSOCIATION)**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/14	\$ 776,973,700	\$ 1,353,810,101	\$ 576,836,401	57.4%	\$ 253,920,106	227.2%
01/01/12	\$ 651,063,981	\$ 1,173,483,848	\$ 522,419,867	55.5%	\$ 239,437,303	218.2%
01/01/10	554,876,554	1,030,210,321	475,333,767	53.9%	234,374,075	202.8%
01/01/09	520,089,855	966,564,614	446,474,759	53.8%	249,971,296	178.6%
01/01/07	517,396,087	825,863,068	308,466,981	62.6%	226,391,633	136.3%
01/01/06	465,637,984	765,747,723	300,109,739	60.8%	215,474,180	139.3%

**SCHEDULE OF EMPLOYER CONTRIBUTIONS (ASSOCIATION)**

Year Ended December 31	Annually Required Contributions (ARC)	Percentage of ARC Contributed (%)
2007	\$ 34,360,912	100
2008	36,982,873	100
2009	39,899,322	100
2010	43,893,051	100
2011	43,807,158	100
2012	46,702,087	100
2013	49,504,212	100

The following schedule provides information related to the Town's portion of the System's ARC:

**TOWN SHARE OF SYSTEM ARC**

Fiscal Year Ended June 30,	ARC	Percentage of ARC Contributed (%)	Town ARC as a Percentage of Association ARC (%)
2008	\$ 817,971	100	2.4%
2009	870,500	100	2.4%
2010	964,223	100	2.4%
2011	1,057,398	100	2.4%
2012	1,110,296	100	2.5%
2013	1,248,743	100	2.7%
2014	1,299,590	100	2.6%

**TOWN OF PROVINCETOWN, MASSACHUSETTS  
REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2014**

**OTHER POST EMPLOYMENT BENEFITS SCHEDULE**

The following schedule provides information related to the Town's other post employment benefits plan.

**SCHEDULES OF FUNDING PROGRESS**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
06/30/12	\$ 56,649	\$ 28,932,161	\$ 28,875,512	0.2%	\$ 10,358,998	279%
06/30/10	-	71,400,315	71,400,315	-	N/A	N/A
06/30/08	-	63,376,040	63,376,040	-	N/A	N/A

A change in the plan election assumption at age 65 for the Town resulted in a significant decrease in its actuarial accrued liability (AAL) at June 30, 2012 compared to the AAL at June 30, 2010. The assumed percentage of all retirees who elect a Medicare Supplement plan upon age 65 was increased from 50% to 95%, based on recent enrollment experience. This was the effect of Massachusetts General Law Chapter 32B, Section 18A which requires mandatory enrollment in Medicare at age 65.

**TOWN OF PROVINCETOWN  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2014**

**NOTE A BUDGETARY – GAAP RECONCILIATION**

For budgetary financial reporting purposes, the Uniform Massachusetts Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2014, is presented below:

	<u>Revenues</u>	<u>Expenditures</u>	<u>Other Financing Sources (Uses)</u>	<u>Fund Balance</u>
Budgetary basis as reported on the schedule of revenues, expenditures and changes in fund balance - budget and actual.....	\$ 22,631,441	\$ 26,030,289	\$ 1,299,494	\$ 1,991,832
<u>Adjustments</u>				
Net change in recording 60-day receipts.....	(83,887)	-	-	411,476
Net change in recording tax refunds payable.....	217,717	-	-	-
To record activity for MWPAT subsidies.....	14,353	14,353	-	-
To record MTRS on-behalf payments.....	1,346,775	1,346,775	-	-
Net change in recording other expenditures.....	-	1,582	-	(2,894)
To record encumbrances and continuing appropriations.....	-	(1,009,612)	-	1,009,612
Activity of stabilization fund recorded in the general fund for GAAP purposes.....	<u>2,290</u>	<u>-</u>	<u>-</u>	<u>1,133,971</u>
GAAP basis as reported on the statement of revenues, expenditures and changes in fund balances.....	<u>\$ 24,128,689</u>	<u>\$ 26,383,387</u>	<u>\$ 1,299,494</u>	<u>\$ 4,543,997</u>

**TOWN OF PROVINCETOWN, MASSACHUSETTS**

**MANAGEMENT LETTER**

**JUNE 30, 2014**





CliftonLarsonAllen

CliftonLarsonAllen LLP  
CLAAconnect.com

To the Honorable Board of Selectmen  
Town of Provincetown, Massachusetts

In planning and performing our audit of the financial statements of the Town of Provincetown, Massachusetts (Town) as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of deficiencies in internal control (other than significant deficiencies and material weaknesses) that are opportunities to strengthen your internal control and improve the efficiency of your operations. The memorandum that accompanies this letter summarizes our comments and recommendations regarding those matters. A separate communication dated March 20, 2015 and titled, *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*, contains our written communication of a material weakness in the Town's internal control. This letter does not affect our report dated March 20, 2015, on the financial statements of the Town.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and recommendations with Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The Town's written responses to the matters identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, the Board of Selectmen and others within the organization and should not be used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Burlington, Massachusetts  
March 20, 2015

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TOWN OF PROVINCETOWN, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2014

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## Comments and Recommendations

### **Provincetown Public Pier Corporation – Discretely Presented Component Unit of the Town**

#### Comment

Discretely presented component units are entities that are legally separate from the Town, but are financially accountable to the Town, or whose relationships with the Town are such that exclusion would cause the Town's financial statements to be misleading or incomplete. The Provincetown Public Pier Corporation (Pier Corp) meets the requirement of a discretely presented component unit of the Town.

The Pier Corp is a body politic and corporate organized and existing under Chapter 13 of the Acts of 2000, as amended by Chapter 260 of the Acts of 2002 of the Commonwealth of Massachusetts. It is a public instrumentality separate from the Town and is not an authority, board or committee of the Town. The Pier Corp was created in part for the purpose of managing and regulating all activities occurring on MacMillan Pier, Town owned property, in which it leases from the Town. The Pier Corp is managed by a board of directors consisting of five members, appointed by the Board of Selectmen of the Town.

The Pier Corp is suppose to have a separate audit of its financial statements performed each year. However; the audit for fiscal 2014 was not completed in time for the Town to include the Pier Corp as a discretely presented component unit in its financial statements. This is a departure from accounting principles generally accepted in the United States of America (GAAP) because the nature and significance of the Pier Corp's relationship with the Town is such that exclusion causes the Town's financial statements to be misleading.

#### Recommendation

We recommend the Town work closely with the Pier Corp to ensure that an audit of the Pier Corp's financial statements is completed in a time so that the Town may include it as a discretely presented component unit in its financial statements.

#### Management's Response

The Pier has released their audit statements through June 30, 2012. FY 2013 and FY 2014 are expected shortly. Going forward it is expected that the Pier Corp's financial statements will be completed in a time so the Town may include their results.

## **Treasurer's Cash Book - Automation**

### Comment

Currently, the Treasurer uses Spreadsheet Software (Microsoft Excel) to maintain the treasurer's cash book. While Microsoft Excel is one solution for maintaining an automated treasurer's cash book, a relational database program (QuickBooks) is proven more effective and efficient to maintain and manage the accounting of bank accounts.

Limitations of Spreadsheet Software (Microsoft Excel):

- Reporting is difficult and requires setting up pivot tables or sorting data.
- When working, accidental changes are the common problem. There is no instant alert system.
- Potential for losing data by deleting a row or column by mistake.
- Potential of losing data if the file is not properly saved.
- Roll forwarding schedules, copying and pasting formulas are susceptible to human error.
- Read only option is really cumbersome and area should be kept on enlarging as the data increases.
- Changing the data may be time-consuming.
- Multiple users difficulty – Sharing the document is impossible
- Tracking the users is a challenge
- Partial access to users is impossible
- Backup is a potential risk. There will be no prompting for backup.

Benefits of using relational database software (QuickBooks):

- Standardized design and procedures for entering cash transactions: receipts, disbursements and transfers.
- Relational database is designed to link tables of related data together, such as dates, accounts, and transaction types. This allows for easier financial reporting.
- Whenever data changes a relational database alerts if the changes are to be saved.
- Relational databases are safer because they write data to the hard drive immediately. .
- Setting up multiple users, restricting access is simple.
- Provides an Audit Trail. .
- Backup system with promptings, automatic backup.

### Recommendation

We recommend the Treasurer consider using QuickBooks or MUNIS Cash Management System to maintain the treasurer's cash book.

### Management's Response

At this time the Treasurer is still reviewing her options in order to determine the best means of cash management for her. Cash is correctly reconciled every month, the decision is what method is the most accurate and efficient.

## **Excess Bank Accounts**

### Comment

The Treasurer maintains separate bank accounts for many special revenue funds for which separate bank accounts are not required by law or otherwise. These separate bank accounts serve no other business purpose. However, maintaining these bank accounts is time consuming for the treasurer because she is constantly making transfers of monies in and out of these bank accounts to match cash receipts and disbursements made in and out of these funds.

### Recommendation

We recommend that each bank account maintained by the Treasurer serve a specific business and/or investment purpose and any excess or unnecessary bank accounts be closed.

### Management's Response

The Treasurer is currently evaluating the purpose behind each account. One account has already been closed and we expect that more bank accounts will be consolidated and unnecessary bank accounts will be closed.

## **Payroll Process**

### Comment

The Town uses the Harper's Millennium software to process payroll. Millennium is a PC based software that is designed to provide quick and easy data entry for generating the payroll. However, we noted that the payroll process overall is time consuming and cumbersome. We found that the Town has difficulty in recording the payroll transactions on the Town's accounting ledgers (MUNIS). Currently, the Payroll Administrator performs numerous manual procedures including building Excel worksheets to produce a payroll warrant and record the warrant into MUNIS. The process is labor intensive and repetitive.

The Harper's Millennium software has the capability of exporting the payroll information easily into MUNIS to generate the payroll warrant which would be a significant time savings in the process.

### Recommendation

We recommend the Town use the import/export function between Millennium and MUNIS to expedite the recording of payroll into MUNIS.

### Management's Response

The payroll and employee benefits manager has not yet addressed this recommendation.

## **Transfer Station Receivables**

### Comment

The Town's transfer station bills certain customers for use of the facilities and services. To account for this activity, the transfer station maintains its own accounts receivable ledger that is maintained independently from the Town's general ledger software. We identified that the receivables committed/billed by the transfer station are not submitted to the Town Accountant and recorded on the general ledger. Proper internal controls require all receivables to be accounted for and recorded on the general ledger.

### Recommendation

We recommend the implementation of a process whereby all billing and collection activity of the transfer station is forwarded to the Accounting Department so the activity can be tracked and maintained on the general ledger. Additionally, we recommend that the Town consider using the MUNIS general accounts receivable module to bill and collect these receivables. Implementation of this recommendation will provide independent verification of the detailed accounts receivable balance and strengthen internal control over the process.

### Management's Response

All billing and collection activity has now been forwarded to the Accounting Department. We are researching the idea of doing the billing through MUNIS.

## Federal Grant Accounting

### Comment

We identified the following deficiencies of internal controls over the accounting for federal funded grants:

- The Towns chart of accounts is not designed in a manner that clearly identified federal grant revenues and related expenditures. Therefore, it is made more difficult to comply with the reporting requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- Federal grant revenues and expenditures were commingled with related locally funded capital projects. This made it difficult to ensure compliance with the federal grant requirements.
- Numerous journal entries were made to reclassify expenditures between federal grants, state grants and capital projects. Some of the journal entries with not supported by adequate explanation and supporting documentation. Also, some of the reclassifications were for expenditures in a different accounting period. This makes it more difficult to ensure compliance with federal grant spending and reporting requirements.

Commingling federal grant transactions with non-federal grant transactions and not having adequate supporting documentation for journal entries increases the risk that the Town will not comply with the grant requirements and later the expenditures may be deemed non-reimbursable.

### Recommendation

We recommend that the Town segregate federal grant revenues and expenditures from other revenues and expenditures by creating accounts that are clearly identified as federal and posting transactions into accounts separate from non-federal transactions.

We recommend that the Town be very careful when recording the original federal grant transactions so as to reduce the need for adjustments and reclassifications.

### Management's Response

Previously we recorded all expenses paid by an article and a matching grant to the same account. We have changed our accounting records so that expenses paid from an article are recorded separately from expenses paid by a grant, even if they are the same project.

## **Police Extra Duty Details**

### Comment

The Police Department is currently responsible for billing and collecting police details revenues. On a monthly basis, bills are submitted to police detail customers and collections are processed by Police Department personnel. We noted that Police detail billings are not reported to the Accountant on a regular basis. As a result, the Accountant cannot review the activity and record a receivable on the general ledger. This is a deficiency in internal controls over financial reporting.

### Recommendation

We recommend that the police detail activity (billings and collections) be reported to the Accountant monthly; and the Accountant record and maintain the outstanding accounts receivable amount on the general ledger.

We recommend the Town consider using the MUNIS general billing module to bill and collect the police detail revenues. The module is fully integrated with the Town's general ledger and revenue ledger and will eliminate the duplication of effort to maintain two systems and strengthen internal controls over billing, collecting and financial reporting of police details.

### Management's Response

We are working on consolidating our accounting software and eventually transferring outside billing modules to MUNIS. We will first need to set up the police department on MUNIS and then train them on the billing module. It is hoped this will be complete in FY 2016.

## **Student Activity Funds**

### Comment

As noted in prior years' management letters, the following deficiencies have not been resolved related to the accounting for student activity funds:

- There is a variance between the Student Activity fund balance maintained by the School Department and that of the general ledger.
- There is a variance between the Student Activity fund balances maintained by the School Department and the Student Activity cash balances maintained by the Treasurer.
- Massachusetts General Laws (MGL) Chapter 71, Section 47, which establishes various guidelines, related to student activity funds, states the following: "There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the department of education." An annual audit or agreed upon procedures is not being performed on the Town's student activity funds. Based upon the MGL requirement and the inherent risks associated with student activity funds, we believe that the performance of an audit or agreed-upon procedures on the Town's student activity funds would be prudent.

### Recommendation

We recommend the Town resolve the variance between the accounting records of the School Department and those of the Town Accountant and Treasurer.

We recommend that the Town have an audit of its student activity funds in compliance with MGL.

### Management's Response

We have worked on reconciling all the school accounts, but unfortunately having gone back as far as twelve years we find the accounts were out of balance back then. The Finance Director will talk to the Superintendent of Schools and recommend that they make an adjusting entry in their records to bring the accounts into balance.

## **Financial Policies and Procedures Manual**

### Comment

We believe that preparation of a formal policy and procedures manual would improve and standardize the Town's financial policies and procedures. Inherent in any organization that operates without formalized written procedures are inconsistencies in everyday policies and procedures. The number of such inconsistencies can be minimized by the written codification of policies and procedures and insistence on adherence to them.

Such a manual should include policies and procedures relative to all financial functions and processes, including, but not limited to, the following:

- Cash receipts
- Cash disbursements
  - Payroll
  - Vendor
- Procurement
- Accounts payable
- Budget
- Grants administration
- Capital assets
- Month-end and year-end closing and reporting
- Property tax commitments and accounts payable
- Motor vehicle, boat excise and other accounts receivable
- Fraud
- Financial reserve
- Investment Policy

The manual should also clearly define the objectives, responsibilities and authorizations for all employees/job positions.

The use of written policies, procedures, and job descriptions in conjunction with specific assignment of responsibilities would increase supervisory personnel's effectiveness. Such written documents would decrease the time spent on supervision of clerical personnel and in attempts to define job responsibilities on each occasion of employee turnover.

### Recommendation

We recommend management design and implement a formal financial policies and procedures manual.

### Management's Response

We expect the manual will be completed by June 30, 2015.

## **Risk Assessment and Monitoring**

### Comment

When internal controls are *initially* implemented, they are usually designed to adequately safeguard assets. However, over time, these controls can become ineffective due to changes in technology, operations, etc. In addition, changes in personnel and structure, as well as the addition of new programs and services, can add risks that previously did not exist. As a result, all municipalities must periodically perform a risk assessment to anticipate, identify, analyze and manage the risk of asset misappropriation. Risk assessment (which includes fraud risk assessment), is one element of internal control.

The risk assessment should be performed by management-level employees who have extensive knowledge of the Town's operations. Ordinarily, the management-level employees would conduct interviews or lead group discussions with personnel who have knowledge of the Town's operations, its environment, and its processes. The risk assessment process should consider the Town's vulnerability to misappropriation of assets. It should also address operations that involve heightened levels of risk. When conducting the assessment, the following questions should be considered:

- What assets are susceptible to misappropriation?
- What departments receive cash receipts?
- What departments have movable inventory?
- What operations are the most complex?
- How could assets be stolen?
- Are there any known internal control weaknesses that would allow misappropriation of assets to occur and remain undetected?
- How could potential misappropriation of assets be concealed?
- What prior internal control issues could still continue to be problematic?

Once the areas vulnerable to risks have been identified, a review of the Town's systems, procedures, and existing controls related to these areas should be conducted. The Town should consider what additional controls (if any) need to be implemented to reduce risk.

After risk has been assessed, periodic monitoring of the identified risk areas must be performed in order to evaluate the controls that have been implemented to mitigate the risks. Since control-related policies and procedures tend to deteriorate over time, the monitoring process ensures that controls are fully operational and effective.

### Recommendation

We recommend management develop and implement a risk assessment program to periodically anticipate, identify, analyze, and manage the risk of asset misappropriation. The risk assessment program should be formally documented and become part of the Town's financial policies and procedures manual.

We recommend management develop and implement a monitoring program to periodically evaluate the operational effectiveness of internal controls. The monitoring process should be documented in order to facilitate the evaluation of controls and to identify improvements that need to be made.

### Management's Response

We implemented a Risk Assessment Program in FY 2015.



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

4B

## JOINT MEETING – HARBOR COMMITTEE

### Regulation Changes and Harbor Access Gift Fund for Kayak Racks

Requested by: Board of Selectmen

Action Sought: Discussion/Approval

#### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve the changes to Chapter 2 definitions of resident, non-resident taxpayer and occupant as written in the June 22<sup>nd</sup> recommendation letter from the Harbor Committee.**

**MOVE that the Board of Selectmen vote to approve the changes to 2-8-3, 2-8-4 and 2-9-1 regarding references to mooring field mapping and Army Corp definitions as written in the June 22<sup>nd</sup> recommendation letter from the Harbor Committee.**

**MOVE that the Board of Selectmen vote to approve the changes to 3-2-1, 3-2-2, 3-2-3 and Appendix B regarding seasonal use of the beaches for boat storage as written in the June 22<sup>nd</sup> recommendation letter from the Harbor Committee.**

**MOVE that the Board of Selectmen vote to approve the recommendation of the Harbor Committee to expend an amount not to exceed \$5,300 from the Harbor Access Gift Fund for the construction of portable kayak racks at the back of the trailer parking area at West End ramp.**

#### Additional Information

See attached documents.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>



## Harbor Committee

June 22, 2015

To: Provincetown Board of Selectmen  
Tom Donegan, Chairman

### RE: Recommended Harbor Regulations Changes

The Harbor Committee met with the Selectmen June 23, 2014 to discuss our recommendations for changes to the Harbor Regulations during a duly noticed public hearing. The Harbor Committee had also held a public hearing on those changes April 10, 2014. The selectmen postponed any action for refinement. Our approach to the regulations was to provide a comprehensive set of changes addressing a number of issues at once. The hearing became contentious and confusing. Tonight, we recommend a few changes that should be less contentious and yet still make progress toward addressing some of the issues facing the harbor and the competing uses.

#### Address changes to the definitions of Resident etc.

These changes were at the request of the Part-time Resident Taxpayers Association. The previous definition had led to confusion over the meaning of or and both in the same sentence. The changes have been reviewed by town Counsel. The text reads as follows (in public hearing form):

~~2-2-14 Resident: Resident real estate tax payers, year round tenants, non-seasonal tenants (6 months or more of the calendar year) of residential dwellings located within the Town of Provincetown. Proof of Residency: Current real estate tax bill, non-seasonal lease or valid Massachusetts Operators License or any other ID issued by the Massachusetts Motor Vehicle Registration, both listing a residential dwelling within the Town of Provincetown. The address of a Post Office Box is not acceptable as proof of residency.~~

2-2-14 Resident: Any registered voter in the Town of Provincetown.

2-2-15 Non-Resident Taxpayer: any natural person owning real estate in the Town of Provincetown but who is not a Resident.

2-2-16 Occupant: any natural person who lives in the Town of Provincetown six months of the calendar year or more but who is not a Resident or Non-Resident Taxpayer. To establish occupant status, an applicant must furnish: 1) written proof of occupancy, such as: a written

lease, electric bill, or insurance policy of a period of six months or more for a property located in the Town of Provincetown or , a valid Massachusetts Driver's License or any other ID issued by the Massachusetts Registry of Motor Vehicles; and (2) the applicant must certify, under the pains and penalties of perjury that he/she lives in Provincetown for at least six months of the calendar year.

The next set of recommended changes requested by the Harbormaster clarify the current mooring field chart in use as opposed to the old map dated 1991 and clarify an Army Corps term for sensitive aquatic sites:

**2-8-3** Anchorage is available in all areas with the exception of the private mooring fields, Rental Zones, sensitive aquatic sites as the term is defined by the Army Corp of Engineers, and the Fairway, which are at the discretion of the Harbormaster.

**2-8-4** No new moorings will be allowed in the Fairway as posted in the Coast Guard's "Local Notice to Mariners" (12/1/81) and as noted in the Provincetown Mooring Chart as maintained and updated at the Harbormaster's Office. Map ("Plan of Provincetown Harbor, Mass.," 11/27/91, C12-648). Renewal of moorings in the Fairway will be subject to the discretion of the Harbormaster and may be prohibited if the U.S. Coast Guard objects, if it is a hazard to navigation. Anchoring in the Fairway is prohibited. No new moorings will be allowed in the 100 foot wide fairway from the West End Boat Ramp seaward for 1000 feet.<sup>26</sup>

**2-9-1** Mooring permit numbers will be the same as the shot number on the Plan of Provincetown Harbor (C12-648) if one exists or in the Provincetown Mooring Chart as maintained and updated at the Harbormaster's Office. Otherwise, the Harbormaster will continue the numbers as used for the shots and may reissue a shot number if a mooring is considered abandoned or if the mooring must be relocated.

The third set of changes addresses boats on the beach. This committee continues to recommend the beached boat permit for boats on the beach become a seasonal permit. The conflict between competing uses of the beach is being overwhelmed with boats- primarily kayaks- and is damaging grasses, not allowing the beaches to recover and generally hap-hazard across town. There is a waiver for vessels that are needed in the off-season. We have also begun adding recommendations to Chapter 91 applications to have kayak racks on site as a public benefit for those properties that can or need to accommodate public benefit in their licenses. The committee respectfully requests approval of the following changes to Chapter 3:

**3-2-1** Vessels, including their lines and anchors, shall not be located on public beaches unless they receive written authorization and appropriate permits from the Harbormaster. The owner of any unauthorized vessel which is located on a public beach shall be subject to ticketing and/or removal and storage at the expense of the owner pursuant to 3-2-.3 (b). <sup>26</sup>

a) No vessel over 17 feet may be stored on public beaches from ~~May 15<sup>th</sup> to October 15<sup>th</sup>~~ April 15<sup>th</sup> to November 15<sup>th</sup>. No vessel with an enclosed cabin may be stored on public beaches for more than 7 days per calendar year.

**3-2-2** Vessels, including their lines and anchors, shall not be located on private beaches or private property without written authorization from the property owner, a copy of which shall be provided to the Harbormaster Office. The owner of any unauthorized vessel which is located on a private beach shall be subject to ticketing and/or removal and storage at the expense of the vessel owner pursuant to 3-2-.3 (b). 26

**3-2-3** Dinghies and vessels routinely (more than seven consecutive days) stored above the mean-high waterline along the beaches must first obtain a permit from the Harbormaster. The Harbormaster shall issue a beached boat ID permit upon formal application and payment of all fees. Permit stickers must be affixed to the vessel as required. Effective January 1, 2015 new beached boat permits are valid from April 15<sup>th</sup> through December 31<sup>st</sup> November 15<sup>th</sup> of the year issued. All beached boats must be removed by the permit expiration date. Boats left on public beaches after the expiration date are subject to removal pursuant to 3-2-3(b).

c) A waiver may be issued by the Harbormaster only if you have a boat on a mooring after November 15<sup>th</sup>. A permit or waiver to have a boat on the beach excludes work like sanding, grinding, fiber glassing or mixing chemicals.

### **Appendix B**

**Beached Boat ID Permit** \$40 \$20 without current mooring permit  
No charge \$10 with current mooring permit

We hope you will approve the most critical changes requested here. We will continue to monitor progress of the changes and if required come back to you will modifications.

Respectfully submitted,

John Santos, Harbor Committee chair

JS/rm



## Harbor Committee

June 22, 2015

Provincetown Board of Selectmen  
Tom Donegan, chairman

Re: Activity Update Addendum

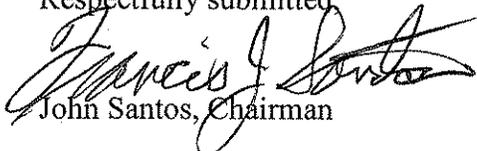
In addition to the requested changes to the harbor regulations we are working in a number of other areas. We have designs for kayak racks that we want to add to the back of the trailer parking area at the West End Boat Ramp. We have quotes for construction of these movable structures (see attached drawings). We are requesting the Selectmen move to approve the recommendation to expend up to \$5300 from the Harbor Access Gift Fund to pay for construction of kayak racks to be used in the back of the trailer parking area at the West End Boat Ramp Lot.

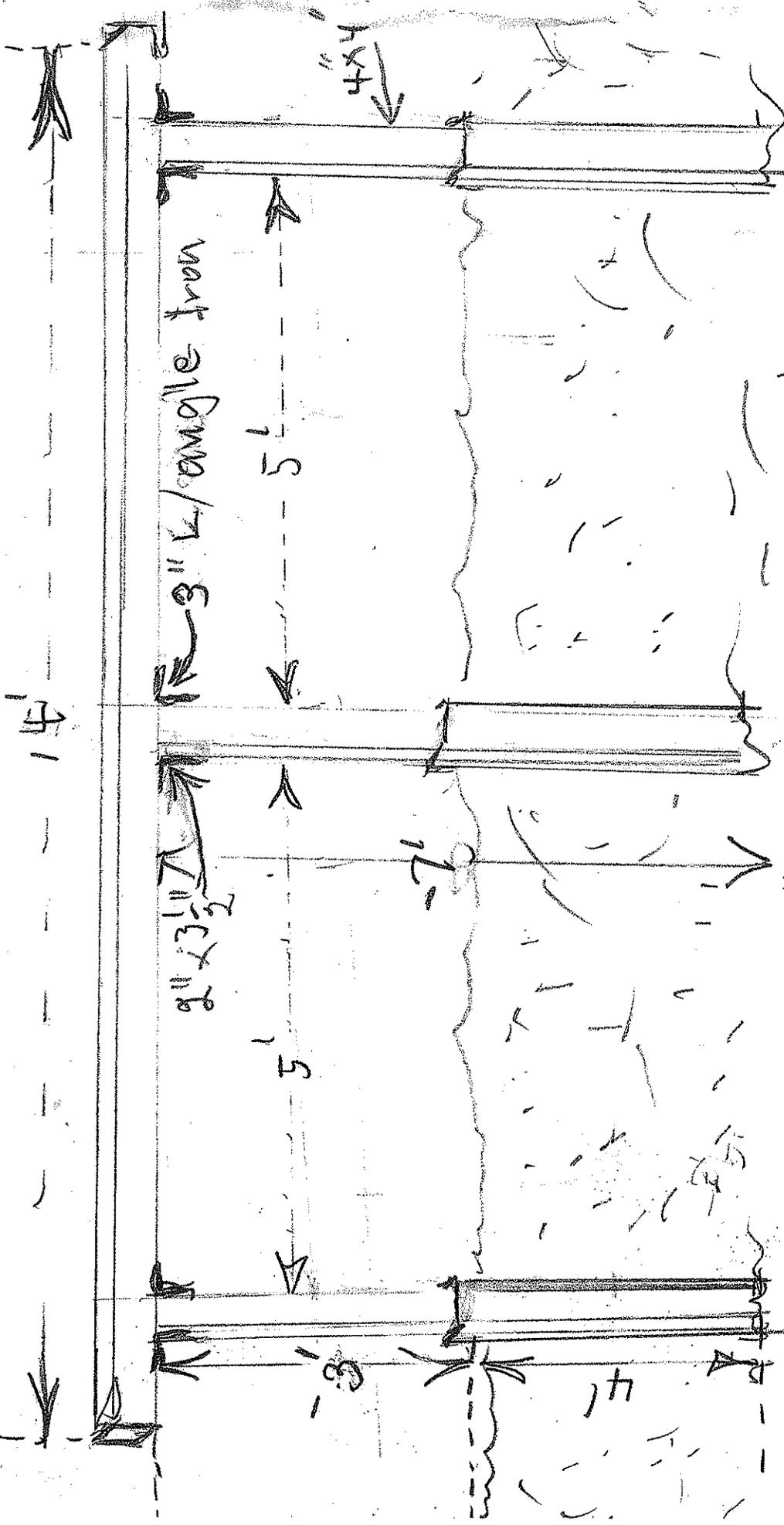
As we have recently begun recommending kayak racks as a public benefit for waterfront properties that need to provide benefits for their Chapter 91 Licenses. We have scheduled a hearing with Conservation Commission to get a "blanket" rack approval so individual property owners do not have yet another layer of permitting to contend with. This is one of several projects we are working with Conservation Commission.

A beach rake maintenance permit has been approved with ConCom. The permit special conditions allow for regular cleaning of Ryder and Freeman Street beaches during the season. The conditions are designed to ensure little or no environmental damage. The conditions are supported by the environmental monitoring studies of the last three years. Additionally, the permit also allows for cleaning other Town center landings in the event of safety hazards or public health concerns. The conditions also relieve DPW from frequent gear changes on the tractor between the rake and side cutting head.

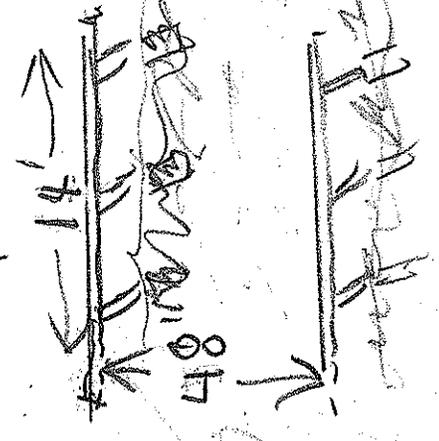
Our beach management planning project is reaching a milestone with the completion of our Coastal Resilience grant for sediment transport. The result of workshops last winter identified areas of town to concentrate our efforts for beach nourishment. Through the process of elimination we have settled on the near west end for the first of the beach nourishment projects. The project also identified source materials for dredging. Closing out the grant has two results; a permit/shovel ready beach nourishment project that will validate and calibrate the sediment transport studies (in preparation for the next grant cycle), and we continue with the public process of building a comprehensive beach management plan. The public process will continue with the assistance of Cape Cod Commission planner, Dr. Cally Harper. We will keep you informed as we move forward on our projects.

Respectfully submitted,

  
John Santos, Chairman



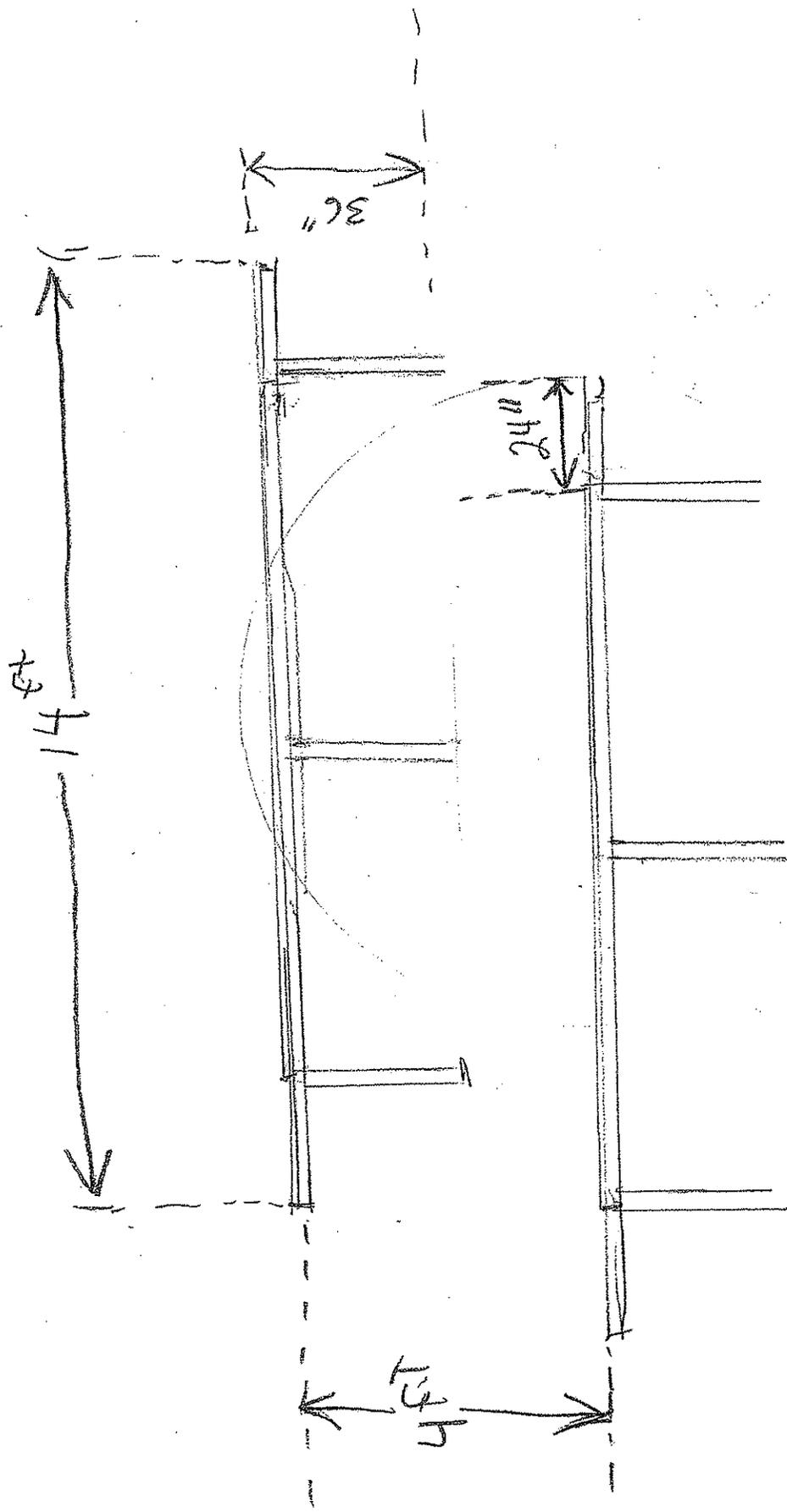
Top View

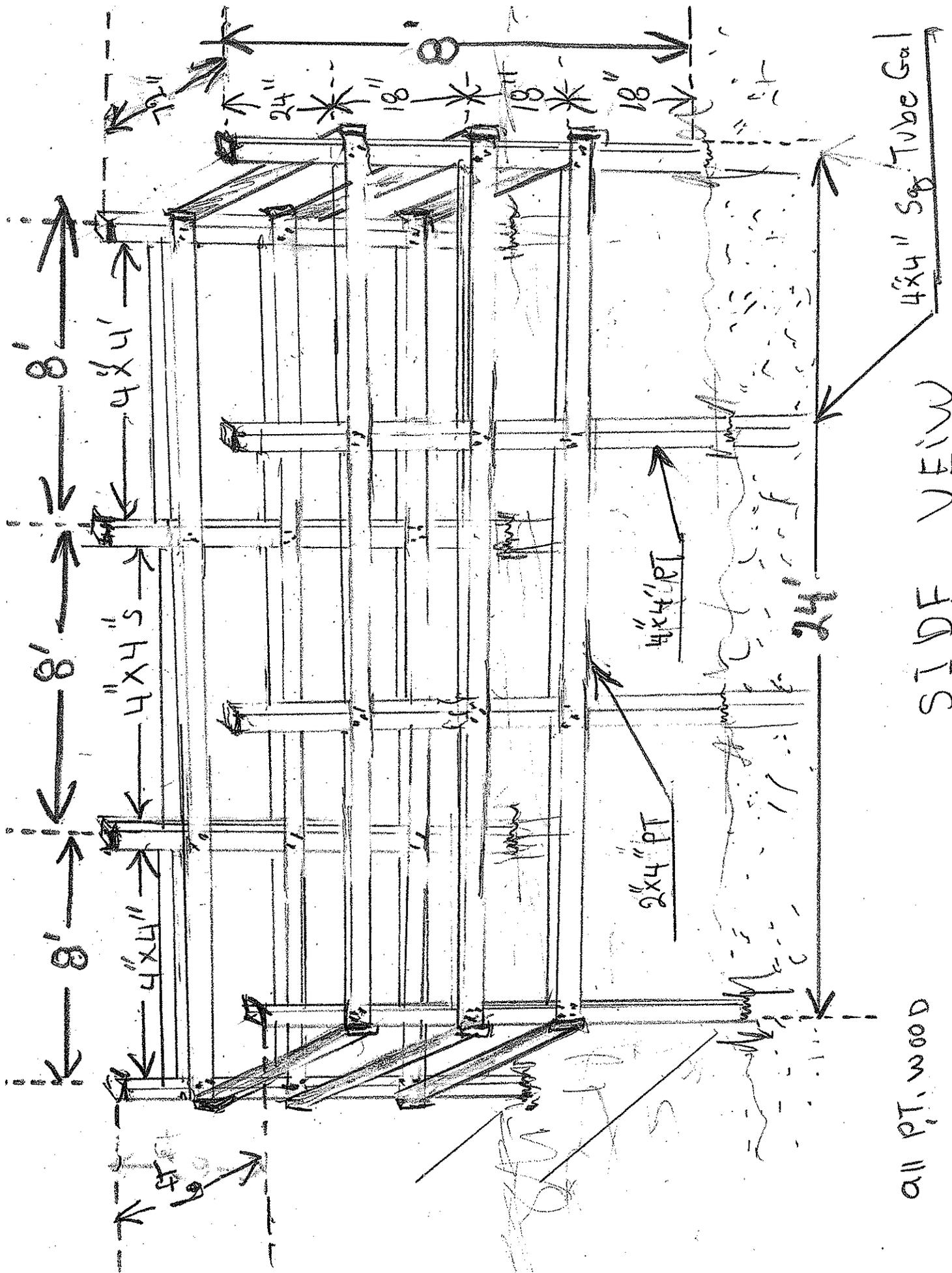


- 2 - 14' 4" x 4" P.T.
- 6 - 8' 4" x 4" P.T.

- 12 - angles 3" x 3 1/2"
- 6 - Sq Tube 4" x 4"

Dinghy's  
Rack



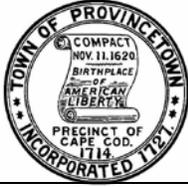


all PT. wood

Dressed without Drowns or Top

SIDE VIEW

4x4" Sq. Tube Gal



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

5A

## BOARD OF SELECTMEN APPOINTMENTS

### Economic Development Committee

Requested by: Board of Selectmen

Action Sought: Approval

#### Proposed Motion(s)

Move that the Board of Selectmen vote to appoint Bryan Armstrong as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

Move that the Board of Selectmen vote to appoint Karen Capotto as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

Move that the Board of Selectmen vote to appoint Regina Cassidy as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

Move that the Board of Selectmen vote to appoint Jeffrey Krainess as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

Move that the Board of Selectmen vote to appoint Michael Miller as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

Move that the Board of Selectmen vote to appoint Steven Latasa-Nicks as a \_\_\_\_\_ member to the Economic Development Committee with a term to expire on \_\_\_\_\_.

#### Additional Information

See attached applications.

- (1) Regular position with term to expire on December 31, 2016
- (2) Regular positions with terms to expire on December 31, 2017
- (2) Regular positions with terms to expire on December 31, 2018
- (1) Alternate position with term to expire on December 31, 2016.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Bryan Matthew Armstrong  
Please type or print

Resident Address: 8 Priscilla Alden Road Provincetown, MA 02657

Mailing Address (if different): \_\_\_\_\_

Telephone #: 305-393-2145 Work # (\_\_\_\_) \_\_\_\_\_

Email address: kugbydude@gmail.com

Please consider this as my application for  membership  reappointment on the following Town Board(s).  
(Please list order of preference.)

1. Economic Development Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

I currently sit as a Alternate on ZBA, I have a Masters from Vanderbilt University in urban Development, and was a V.P. of Operations for Construction company.

I hereby certify that I am a resident of the Town of Provincetown.

Bryan Armstrong Signature of Applicant      6/3/15 Date

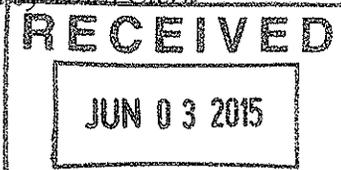
**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes     No  
S. Phastone  
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.  
 Application Termination Date: 6/3/16

Date Received by Board of Selectmen

Date Received by Town Clerk





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Bryan Matthew Armstrong  
8 Priscilla Alden Road  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 305.393.2145  
Email: rugbydude@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee

For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Bryan Matthew Armstrong appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

2



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Karen Cappotto  
Please type or print

Resident Address: 40 Nelson Provincetown, MA 02657

Mailing Address (if different): Provincetown

Telephone #: 617 699-4666 Work # ( ) \_\_\_\_\_

Email address: Karen Cappotto @ gmail . com

Please consider this as my application for [ ] membership [ ] reappointment on the following Town Board(s).  
(Please list order of preference.)

1. Economic Development EDC

2. \_\_\_\_\_

3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

previous  
Business owner on Commercial St for 14 years  
Landscaper artist. LOWF grant recipient.  
Maintain design & painting studio here.  
currently owner of PEG + DICK wholesale decorator

I hereby certify that I am a resident of the Town of Provincetown. <sup>Business</sup> based in Ptarmigan

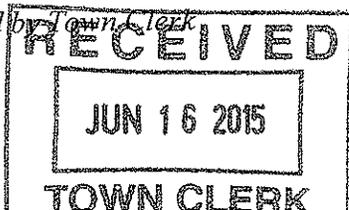
Karen Cappotto June, 16, 2015  
Signature of Applicant Date

### TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <u>[Signature]</u>  Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received.  Application Termination Date: <u>6/16/16</u></p>
--	---

Date Received by Board of Selectmen

Date Received by <sup>Town Clerk</sup>





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Karen Cappotto  
40 Nelson  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 617.699.4666  
Email: karencappotto@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee  
For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Karen Cappotto appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

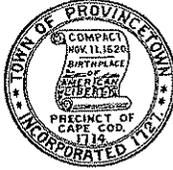
\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provincions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

A



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: REGINA CASSIDY  
Please type or print

Resident Address: 104 BRADFORD ST Provincetown, MA 02657

Mailing Address (if different): SAME

Telephone #: 508-564-2662 Work # (508) 487-0513 (CUFFY'S)

Email address: JEAN.CASSIDY@ROCKETMAIL.COM

Please consider this as my application for [] membership [] reappointment on the following Town Board(s).  
(Please list order of preference.)

1. ECONOMIC DEVELOPMENT COMMITTEE
2. \_\_\_\_\_
3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

PRESENTLY ON PERSONNEL BOARD. 20+ YEARS EXPERIENCE IN STAFFING AT ALL LEVELS FROM MINIMUM WAGE TO ATTORNEY PLACEMENTS. RESPONSIBLE FOR ALL BUSINESS DEVELOPMENT AND EMPLOYMENT PARTNERSHIPS

I hereby certify that I am a resident of the Town of Provincetown.

Regina Cassidy 4/30/15  
Signature of Applicant Date

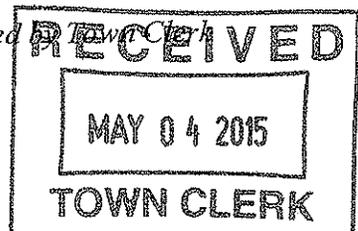
**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No  
D. Johnston  
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.  
 Application Termination Date: 5.3.2016

Date Received by Board of Selectmen

Date Received by Town Clerk





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Regina Cassidy  
104 Bradford Street  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.564.2662  
Email: jeancassidy@rocketmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee

For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Regina Cassidy appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



TOWN OF PROVINCETOWN

Application for Town Board Membership

Name: Jeffrey Krainess  
Please type or print

Resident Address: 10 Washington Avenue, #5 Provincetown, MA 02657

Mailing Address (if different): P.O. Box 932, Provincetown, MA 02657

Telephone #: 212-321-0963 Work # ( ) \_\_\_\_\_

Email address: JPKRAINESS@ME.com

Please consider this as my application for  membership [ ] reappointment on the following Town Board(s).  
(Please list order of preference.)

1. Economic Development Committee.
2. \_\_\_\_\_
3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

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I hereby certify that I am a resident of the Town of Provincetown.

Jeffrey Krainess 5-19-15  
 Signature of Applicant Date

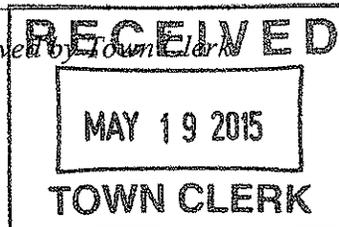
**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No  
Johnstone  
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.  
 Application Termination Date: 5-18-2016

Date Received by Board of Selectmen

Date Received by Town Clerk



7



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Jeffrey Krainess  
10 Washington Avenue, #5  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 212.321.0963  
Email: [jkrainess@me.com](mailto:jkrainess@me.com)

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee  
For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Jeffrey Krainess appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

I have over 20 years of experience in the private sector having worked for several major retailers in leadership/management capacities and was responsible for participating in major decisions regarding new businesses, closing businesses, financial planning and strategic planning. I have relocated to Provincetown (for most of the year) so that I can be a part of shaping Provincetown's future.

Retaining the character of our community and recognizing the value of our natural environment need to be cornerstones of what could be exciting growth opportunities. I have lived in Provincetown, voted in Provincetown, work in Provincetown, love our community and want to be involved in continuing the great history of our town.

A handwritten signature in black ink, appearing to read "Jeff Krainess". The signature is fluid and cursive, with a prominent initial "J" and a long, sweeping underline.

Sincerely

Jeff Krainess



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: MICHAEL MILLER  
Please type or print

Resident Address: 52 CREEK ROAD Provincetown, MA 02657

Mailing Address (if different): 1315 (P.O. BOX)

Telephone #: 917.680.9890 Work # ( )

Email address: MMNY24@YAHOO.COM

Please consider this as my application for  membership [ ] reappointment on the following Town Board(s).  
(Please list order of preference.)

1. ECONOMIC DEVELOPMENT
2. \_\_\_\_\_
3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

PLEASE SEE ENCLOSED RESUME

I hereby certify that I am a resident of the Town of Provincetown.

M. Miller 6/2/15  
Signature of Applicant Date

**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No  
D. Stone  
Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.  
Application Termination Date: 6.2.2016

Date Received by Board of Selectmen

Registered on 6/3/15

Date Received by Town Clerk

RECEIVED  
JUN 03 2015  
TOWN CLERK

## Michael Miller

P.O. Box 1315 Provincetown, MA 02657 tel: (917) 680-9890  
[mmny24@yahoo.com](mailto:mmny24@yahoo.com)

---

**Billings Forge Community Works** 2008-2015  
Director of Marketing, Communications and Development  
Responsible for building a non-profit entrepreneurial start up social enterprise from an operating budget of \$400,000 in 2008 to \$1.8 million in 2014. Skill set additions: social media marketing, place making, event planning, food and service industry business planning, real estate development and marketing, community and government relations.

**The CT Business Expo/The Hartford Business Journal** 2008  
General Manager/Consultant  
Manage every aspect of the inaugural Hartford Business Journal CT Business Expo at the Connecticut Convention Center in a five-month time period. Responsibilities included: Hiring sales team, negotiation of all vendor contracts, building and selling sponsorship packages, building web site, building ad campaign, creating new marketing materials, and developing all content for the one day business to business trade show.

**Time Inc./TIME WARNER** 1997-2007

***People en Español/The People Group***

Associate Publisher

2006-2007

National Ad Director

2005

- Effectively ran a 22 Million dollar business to record growth consecutively for two years.
- Increased sales revenue in 2005 by 22% and 26% in 2006.
- In charge of overhaul and re-launch of web site and on-line sales.
- Responsible for sales, marketing, budgeting, compensation, training, and motivation of Sales and Marketing team.

***Business 2.0/The Fortune Group***

Northwest Sales Director

2002-2005

- Brought in to motivate and develop a sales team, set goals, increase brand awareness, and drive business during the technology bust. Increased market share dominance vs. direct competitor from 39% in 2002 to 62% in 2004.
- Expertise in marketing to the B2B and SMB space

***Time Magazine/Time International***

1997-2002

Regional Sales Director (West/Southeast/New York)

2000-2002

Account Manager (West/Midwest/Southeast/New York)

1997-2000

- Pioneer in integrated sales and marketing programs across Time Warner.
- Consistently met and exceeded aggressive budget goals. Grew the Western Territory from \$2.1 to \$5.5 million in revenue.
- Proven track record uncovering potential revenue opportunities, handling complex programs and negotiations, and closing high revenue deals

**Condé Nast** 1996-1997  
**Details Magazine- Account Manager**  
**Corporate Sales Training Program**  
Trainee

- One of four participants selected from 300 applicants.

**Organization Resources Counselors (ORC- now Mercer)** 1989-1995  
Expatriate Compensation Consultant

- Advised clients on all policy issues affecting expatriate employees.
- Supervised, managed, hired, and trained 150 field agents responsible for conducting cost of living research in 86 Countries.

**Special projects related to:** Mexican peso devaluation (1995), development of the Commonwealth of Independent States (1994), Eastern Europe's transition to market economy (1990-1992), and the reopening of Kuwait after the Gulf War (1991)

**Odd Jobs** 1987-1989

- Employment during travel to Australia, New Zealand, South-East Asia, and Mexico included: Importer (Thailand, Mexico); Lending Officer for WestPac Bank; Migrant Farm Laborer; Railway Worker; Tattoo salesperson; Bartender (Australia/New Zealand)

**Education:** University of Florida/BA Business Marketing 1987  
International College of London 1986

Interests include basketball, tennis, NYC Marathon, reading, rafting, place making, social enterprise, and entrepreneurship.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Michael Miller  
52 Creek Road  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 917.680.9890  
Email: mmny24@yahoo.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee  
For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Michael Miller appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

13



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Steven Latasa-Nicks

*Please type or print*

Resident Address: 14 Brewster St Provincetown, MA 02657

Mailing Address (if different): \_\_\_\_\_

Telephone #: 508.487.1449 Work # ( 917 ) 207-8080

Email address: steven.nicks@icloud.com

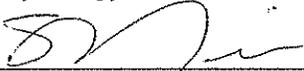
*Please consider this as my application for [x] membership [ ] reappointment on the following Town Board(s). (Please list order of preference.)*

1. Economic Development Committee
2. \_\_\_\_\_
3. \_\_\_\_\_

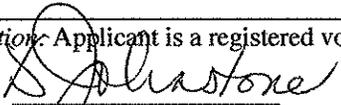
*Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:*

I currently serve as part of the DART Working Group and am eager to help Provincetown become a viable year-round economy. I have owned property in Provincetown for more than 10 years and have been a full-time resident for more than a year. I have 25 years of work experience that includes starting and selling my own company and serving as a member of the executive team at a high tech company. In 2006 and 2007 I served as one of President Obama's domestic policy advisors as part of the 2008 Obama Campaign.

*I hereby certify that I am a resident of the Town of Provincetown.*

 5/6/15  
 Signature of Applicant Date

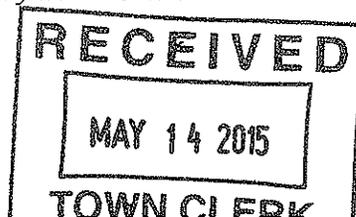
**TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK**

Town Clerk Certification: Applicant is a registered voter:  
 Yes  No  
  
 Name of Town Clerk

This application will remain on file in the Town Clerk's Office for 364 days from the date received.  
 Application Termination Date: 5.13.2016

Date Received by Board of Selectmen

Date Received by Town Clerk





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Steven Latasa-Nicks  
14 Brewster Street  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.487.1449  
Email: steven.nicks@icloud.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Economic Development Committee  
For and within the Town of Provincetown for a term expiring 12/31/201 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Steven Latasa-Nicks appointee to the office of  
Economic Development Committee and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

15



## Board of Selectmen

# Public Notice

## Economic Development Committee

The Provincetown Board of Selectmen is seeking applicants to serve on a five regular member and one alternate member Economic Development Committee. The committee will be responsible for encouraging initiatives to which the Town of Provincetown might grant funding that will increase year-round economic opportunities for Provincetown citizens without creating adverse impacts on the character of our community or our natural environment; or to take any other action relative thereto. Applications can be obtained in the Town Clerk's Office, 260 Commercial Street, Provincetown, MA 02657, and must be returned back to that office by no later than June 3, 2015.

*Thomas N. Donegan*  
*Chairman, Board of Selectmen*

Posted: [www.provincetown-ma.gov](http://www.provincetown-ma.gov) 5/21/15 11:50 am dj  
Published: Provincetown Banner: May 28<sup>th</sup> 2015



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

5B

## APPOINTMENT

### Chamber of Commerce Representative to the Visitor Service Board

Requested by: Doug Johnstone, Town Clerk

Action Sought: **Approval**

#### Proposed Motion(s)

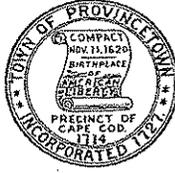
**Move that the Board of Selectmen vote to appoint Robert Costa as the Provincetown Chamber of Commerce Representative to the Visitor Service Board with a term to expire on June 30, 2018.**

#### Additional Information

**See attached application.**

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# TOWN OF PROVINCETOWN

## Application for Town Board Membership

Name: Robert Costa  
Please type or print

Resident Address: 9 Washington Ave. Provincetown, MA 02657

Mailing Address (if different): \_\_\_\_\_

Telephone #: 508-560-3518 Work # 508 487-1950

Email address: artsdunetours@icloud.com

Please consider this as my application for  membership [ ] reappointment on the following Town Board(s).  
(Please list order of preference.)

1. Visitor Services Board
2. \_\_\_\_\_
3. \_\_\_\_\_

Listed below are the applicant's skills, experience, background, or other factors which would contribute to these committees:

I have been in the tourism industry my entire life. From being a tour guide locally, to one globally and now running my family tour business for the past 20 years. I love people, travel, tourism and business and have a strong will to keep Provincetown strong in tourism industry.

*I hereby certify that I am a resident of the Town of Provincetown.*

Robert Costa  
Signature of Applicant

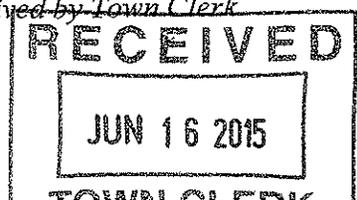
6/16/15  
Date

### TO THE APPLICANT: FILE COMPLETED FORM WITH THE TOWN CLERK

<p>Town Clerk Certification: Applicant is a registered voter:  <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No  <u>D. Johnson</u>  Name of Town Clerk</p>	<p>This application will remain on file in the Town Clerk's Office for 364 days from the date received.  Application Termination Date: <u>6/15/16</u></p>
---	---

Date Received by Board of Selectmen

Date Received by Town Clerk





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Robert Costa  
9 Washington Avenue  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.560.3518  
Email: artsdunetours@icloud.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Chamber of Commerce Representative to Visitor Service Board  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Robert Costa appointee to the office of  
Chamber of Commerce Representative to Visitor Service Board and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.

## **Loretta Dougherty**

---

**From:** Candice Collins-Boden <candy@ptownchamber.com>  
**Sent:** Monday, June 15, 2015 12:09 PM  
**To:** boardofselectmen@provincetown-ma.gov  
**Cc:** Loretta Dougherty  
**Subject:** memo from chamber for VSB nominee

Dear Board of Selectmen

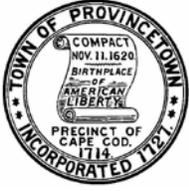
The Provincetown Chamber of Commerce Board of Directors are pleased to select Robert Costa as our nominee to represent us on the Visitors Service Board. Rob owns and operates Art's Dune Tours which is a long time thriving and growing business in Provincetown bringing thousands of visitors to town every year.

Thank You  
Provincetown Chamber of Commerce  
Candice Collins-Boden, Executive Director

Provincetown Chamber of Commerce  
PO Box1017  
Provincetown, MA 02657

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508-487-3424  
[www.ptownchamber.com](http://www.ptownchamber.com)  
[info@ptownchamber.com](mailto:info@ptownchamber.com)



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

5C

## BOARD OF SELECTMEN REAPPOINTMENTS

### Board of Selectmen End of Fiscal Year 2015 Reappointments

Requested by: Doug Johnstone, Town Clerk

Action Sought: **Approval**

#### Proposed Motion(s)

**Move that the Board of Selectmen vote to reappoint the following Board and Committee members, as noted in the attached list, to an additional three-year term to expire on June 30, 2018 as [submitted] [revised].**

#### Additional Information

**All candidates have agreed to serve another term.**

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



## ***Board of Selectmen End of Fiscal Year 15 Reappointments***

---

**Current board members with appointments ending June 30, 2015, who are eligible and wish to be reappointment:**

<b>Town Board</b>	<b>Name</b>	<b>Position</b>
Animal Welfare Committee	Barbara Murphy	Regular
Community Housing Council	Susan Cook	Regular
Community Housing Council	Louise Silver	Regular
Harbor Committee	David Flattery	Regular
Harbor Committee	Laura Ludwig	Regular
Harbor Committee	Christopher Brooke	Alternate
Human Services Committee	Gabrielle Villegas	Regular
Human Services Committee	Joseph Murphy	Alternate
Open Space Committee	Rebecca Matarazzi	Regular



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Barbara Murphy  
10 Pilgrim Heights Road  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.487.7806  
Email: bphoenix910@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Animal Welfare Committee - Regular

For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Barbara Murphy appointee to the office of  
Animal Welfare Committee - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Susan Cook  
9 Conant Street  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.487.9117  
Email: cookgolfchamp@aol.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Community Housing Council - Regular  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Susan Cook appointee to the office of  
Community Housing Council - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Louise Silver  
586 Commercial Street, #1  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 617.887.0077  
Email: lrsilver@comcast.net

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Community Housing Council - Regular  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Louise Silver appointee to the office of  
Community Housing Council - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: David Flattery  
3 Kings Way  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.681.9791  
Email: flatteryd@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Harbor Committee - Regular  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named David Flattery appointee to the office of  
Harbor Committee - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Laura Ludwig  
1 Duncan Lane  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.487.3622  
Email: lldowneast@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Harbor Committee - Regular  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Laura Ludwig appointee to the office of  
Harbor Committee - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Christopher Brooke  
102 Bradford Street  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 508.487.2779  
Email: christopherbrooke@mac.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Harbor Committee - Alternate  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Christopher Brooke appointee to the office of  
Harbor Committee - Alternate and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.





*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Joseph Murphy  
33B Conwell Street, #1  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 413.313.3210  
Email: lilljoe3@gmail.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Human Services Committee - Alternate  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Joseph Murphy appointee to the office of  
Human Services Committee - Alternate and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



*Certificate of Appointment*  
**Town of Provincetown**  
PROVINCETOWN, MASSACHUSETTS 02657

To: Rebecca Matarazzi  
366 Commercial Street  
Provincetown, MA 02657

Date: June 22, 2015  
Phone: 774.722.1183  
Email: rebecca.matarazzi@raveis.com

In accordance with the Charter of the Town of Provincetown by the voters on April 17, 1990,  
You are hereby appointed a member of Open Space Committee - Regular  
For and within the Town of Provincetown for a term expiring June 30, 2018 or until your  
successor is chosen and qualified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectman

Banstable, ss.

Date: \_\_\_\_\_

Personally appeared the above-named Rebecca Matarazzi appointee to the office of  
Open Space Committee - Regular and took the oath necessary to qualify  
him/her for said office.

\_\_\_\_\_  
TOWN CLERK

I hereby accept this appointment.

\_\_\_\_\_  
Signature of Appointee

I acknowledge that the Town Clerk has provided me with a copy of the Massachusetts General Law 268A§ 23  
Supplemental Provisions; Standard of Conduct.

\_\_\_\_\_  
Signature of Appointee

**TO THE APPOINTEE:** RETAIN ONE COPY AS PROOF OF APPOINTMENT AND PRESENT ORIGINAL TO THE TOWN CLERK FOR  
PROCESSING. IF NOT ACCEPTED WITHIN 30 CALENDER DAYS THIS POSITION WILL BE CONSIDERED VACANT.



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

6A

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## REPORT OF ANIMAL CONTROL OFFICER

### Death of Dog

Requested by: Board of Selectmen

Action Sought: Discussion

#### Proposed Motion(s)

**Discussion dependent – votes may be taken.**

#### Additional Information

See attached documents.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## Loretta Dougherty

---

**From:** Jim Golden  
**Sent:** Wednesday, June 17, 2015 6:59 PM  
**To:** David Gardner  
**Cc:** Loretta Dougherty  
**Subject:** For Inclusion in BOS Packets prior to BOS Meeting Monday June 22, 2015  
**Attachments:** Luanne Lipkin - Death of Dog at Pilgrim Bark Park.pdf; Letter of Enforcement.pdf; Order By Agreement\_6-11-15.pdf

Attached please find information with regard to our joint (Provincetown & Truro) response to the death of a dog at the Pilgrim Bark Park.

The initial quarantine was issued by Animal Control Officer Ruthanne Cowing for the statutory 10 days as outlined by law. Active immunization was confirmed.

The animal involved has been banned for life from the Provincetown Pilgrim Bark Park.

The animal involved had been banned for any off-leash privileges in Provincetown pursuant to General By-law 13-2-7-7. (Prior to the Dangerous Agreement)

The owners have executed a signed agreement consistent with MGL 140-Section 157 ensuring that the animal must be humanely muzzled and restrained with a chain or other tethering device (leash) having a minimum tensile strength of 300 pounds and not exceeding three (3) feet in length.

The owners have agreed to waive their right to a public hearing and further agree to waive any and all appeals otherwise available pursuant to Chapter 140, Section 157(d); Owners acknowledge and agree that the terms of this Agreement as an Order from the Truro Board of Selectmen shall be enforced pursuant to the provisions of Chapter 140, Section 157(h) and Chapter 140, Section 157A. (*emphasis added*)

In my opinion no further action is needed by the Provincetown Board of Selectmen at this time as orders issued by a hearing authority shall be valid throughout the commonwealth unless overturned under by a court of competent jurisdiction. (*Those rights were knowingly waived in the Truro agreement.*)

The Truro Board of Selectmen meets on Tuesday, June 23, 2015 to adopt this agreement. Truro Town Administrator Rae Ann Palmer assures me she will forward us a signed copy after this meeting.

Jim Golden  
Chief of Police  
Provincetown Police Department  
26 Shankpainter Road  
Provincetown, MA 02657  
(508) 487-1212 (Business Line)  
(508) 487-4488 (Administrative Fax)  
[jgolden@provincetown-ma.gov](mailto:jgolden@provincetown-ma.gov)

RECEIVED  
BOS - Vernon *LB*

JUN 08 2015

CC: BOS/TM/ATM

---

Luanne G. Lipkin  
36 Pearl Street (resident for over 10 years)  
Provincetown, MA 02657  
973-713-7766

June 7, 2015

To The Boards of Selectmen in Provincetown and Truro:  
To The Police Departments of Provincetown and Truro:  
To The Animal Control Officers of Provincetown and Truro:

On Thursday afternoon of May 28, 2015, I was at the Pilgrim Bark Park in Provincetown. One of the dogs in my care, my daughter's dog Kingston, was viciously attacked by another dog from Truro. After surgery and multiple tries to ease his uncontrollable pain, Kingston died over that weekend.

I am providing the Police reports and medical documentation to urge you to deem the attacking dog "dangerous." Since this attack was unprovoked and the owners could not get their dog, Rolo, under their control to release Kingston from his mouth, I am afraid for the safety and well being of other dogs. I am requesting you to take a serious look into this matter.

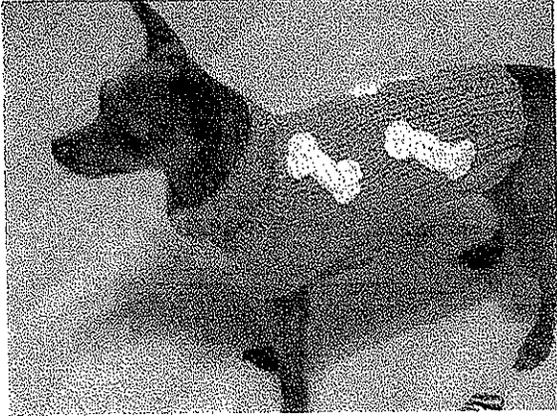
While I do not want to invoke euthanasia at this time for Rolo, I would like to see this dog not be allowed on public property or beaches unleashed. I would also ask that Rolo be required to wear a muzzle whenever he is in public. I believe this record of attack should follow Rolo wherever he lives, in Apollo Beach, FL and wherever he goes forth.

While none of this will bring back Kingston, it would make me feel like I have done everything possible to see that this horror does not happen to anyone else's dog.

Thank you for considering this serious matter,

*Luanne G. Lipkin*  
Luanne G. Lipkin

1



# ATTENTION PLEASE

Anyone who was present at the  
park on the afternoon of  
Thursday, May 28<sup>th</sup>  
and witnessed King being  
attacked by a visiting dog, please  
call me at 973-713-7766.  
King died over the weekend.

Thank you,  
Luanne Lipkin

PROVINCETOWN POLICE DEPARTMENT  
26 SHANKPAINTER ROAD, PROVINCETOWN, MA 02657  
508-487-1212

VOLUNTARY STATEMENT  
(WITNESS)

I (print name) Luanne G. Lipkin am not under arrest for, nor am I being detained for any criminal offenses concerning the events I am about to make known to the Provincetown Police. Without being accused of, or questioned about any criminal offenses regarding the facts I am about to state, I volunteer the following information of my own free will, for whatever purpose it may serve.

I am 62 years of age, and live at: 36 Pearl Street  
(Street number and name)  
973-713-7766 Provincetown MA 02657  
PHONE NUMBER (City, State, Zip Code)

I was at The Bark Park in Provincetown the afternoon of 5:28:15.  
With my dog Oliver and my daughter's dog Kingston. We were there for 15-20  
minutes with 4 or 5 other dogs playing in the park.

I saw two women bring their dogs up the ramp to the gate of the dog  
park and unleash them and let them into the play area.

The larger of the two dogs bounded through the gate and came in by the  
other dogs waiting at the entrance. Kingston was standing about 3 ft. in front  
of me. Before I knew what was happening, the large dog swooped in, grabbed  
Kingston and picked him up off the ground in his mouth.

I tried to get hold of the large dog who would not put Kingston down. The  
dog went behind the bench where I was able to grab his harness and beat on  
his back to make him release Kingston. Up until then, the owner had no control  
of her dog at all.

There was no provocation by Kingston. This vicious attack was unwarranted and  
resulted in the death/murder of Kingston.

I have read each page of this statement consisting of 1 page(s), each page bears my signature and corrections if any, bear my initials. I certify that the facts contained herein are true and correct.

Date at: Provincetown Police Dept this May day of 31 2015

Luanne G. Lipkin

Signature of person giving voluntary statement

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Provincetown Police Department

Page: 1

NARRATIVE FOR ANIMAL CONTROL OFFICER RUTH ANNE COWING

Ref: 15-173-OF

Entered: 05/29/2015 @ 1044'      Entry ID: RAC  
Modified: 06/06/2015 @ 1111      Modified ID: RAC

On May 29, 2015 at approximately 0700 it was reported to me that a dog bite had occurred at the Provincetown Bark Park on May 28, 2015. The bite was reported to the Provincetown Police station at 16:30 hours by Marie Porzio, one of the owners of the Labordor Retriever that bit another dog at the Provincetown Bark Park. Marie Porzio and Julie Murtash both reside in Truro at 393 Shore Road as well as 1302 Apollo Beach Road, Apollo Beach, Florida.

Marie Porzio reported that when they entered the dog park and un-clipped their dog "Rolo", he ran over to Luanne Lipkin's Min Pin named "King" and grabbed him in his mouth. The owners could not get "Rolo" to release "King" and as a result "King" sustained multiple injuries. Luanne Lipkin took "King" to Herring Cove Animal Hospital for treatment. She was referred to go to Cape Cod Veterinary Specialists due to the severities of the injuries.

Suzanne Trasavage, Truro's Animal Control Officer was unavailable to serve the Quarantine Order and I was asked to serve it for her. Marie Porzio was advised of the quarantine and told she could pick up the Order at the Provincetown Police station.

Due to the seriousness of the bite "Rolo" has been banned from the Provincetown Bark Park.

Respectively submitted,

  
RuthAnne Cowing  
Animal Control Officer  
Provincetown Police Deptment



# THE COMMONWEALTH OF MASSACHUSETTS ANIMAL CONTROL OFFICER ANIMAL BITE REPORT

City or Town of: Provincetown

---

**1. Person reporting animal bite:**

Name: Julie Murtash Address: 393 Shore Rd, Truro Phone: 508-380-6149

---

**2. Bite victim's information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Victim's phone number: \_\_\_\_\_ Victim's age: \_\_\_\_\_ Victim's DOB: \_\_\_\_\_

---

**3. Bite information:**

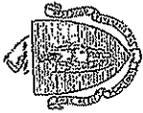
Date of bite: 5/28/15 Time of bite: \_\_\_\_\_  
 Address where bite occurred: Pilgrim Dog Bite  
 Describe how bite occurred: \_\_\_\_\_  
 \_\_\_\_\_  
 Location of bite on victim: \_\_\_\_\_ Treatment information: \_\_\_\_\_

---

**4. Animal information:**

Type of animal: Dog  Cat  Other: \_\_\_\_\_  
 Was animal captured? Yes  No  If yes, where? \_\_\_\_\_  
 Animal's name: Rolo Breed: Choc Lab Color: Brown Sex: M  
 License #: \_\_\_\_\_ issued in the city or town of: Apollo Beach, Florida or unlicensed   
 Current rabies vaccine: Yes  No  Date vaccinated: \_\_\_\_\_ 1 yr  3 yr   
 Animal owner: Marie Porzio Owner Address: 393 Shore Road Truro Phone: 508-380-6149  
Julie Murtash  
 Animal euthanized by: \_\_\_\_\_ on \_\_\_\_\_ (Date)  
 (Veterinarian)  
 Sample submitted for rabies testing: Yes  No  Results: Positive  Negative  Unsatisfactory   
 ACO signature: Julie Murtash Date: 5-28-15

White copy - Animal control / Yellow Copy - Animal Owner / Pink Copy - Board of Health



Commonwealth of Massachusetts  
 DEPARTMENT OF AGRICULTURAL RESOURCES  
 DIVISION OF ANIMAL HEALTH  
**ORDER OF QUARANTINE**  
 Massachusetts General Laws, Chapter 129 §§ 2, 21, 22

DUPLICATE  
 To be sent to  
 Animal Health

**RELEASE FROM QUARANTINE**  
 The animal(s) described on the right does not  
 in my opinion show symptoms of any  
 infectious contagious disease.

Inspector of Animals

June 8-15  
 Date

Instructions to inspector: Write the full name of the  
 person to whom you delivered the original order of  
 quarantine. Designate that person as the owner, or  
 person having interest in, or person in charge, by  
 crossing out the words which do not apply. If you are  
 not able to deliver the original order of quarantine to  
 the primary caretaker, please post the original on  
 premises.

Town or City of Brookline Date 6/8/15  
 To Mrs. Kelly owner/person having an interest in/or person in charge.  
 Upon premises of 393 South St. Address Brookline, MA 02150  
 The following is quarantined, by virtue of the power and authority vested in me by law  
Two dogs (Number, Sex, Species, Breed, Age, Color, Name) one male (one female)  
 Reason for quarantine: Suspected disease, importation violation, animal bite, (name of person bitten / address / date of bite)  
Dogs vs. Dogs Banned from Piggin  
Dogs vs. Dogs Dogs vs. Dogs Dogs vs. Dogs

Further conditions of quarantine: 12 Day FN House (Yellow)  
 You and all other persons whom it may concern are hereby forbidden to remove anything under quarantine from the premises for any purpose  
 whatsoever, except by permission of the Director of Animal Health or his authorized agent. VIOLATION OF THIS ORDER CAN RESULT IN A  
 FINE OF UP TO FIVE HUNDRED DOLLARS OR BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BOTH.

05/09 56250M Form 38

Inspector of Animals

## Town of Provincetown

James F. Golden  
Chief of Police, Acting  
jgolden@provincetown-ma.gov



## Police Department

26 Shank Painter Road  
Provincetown, MA 02657  
Phone: (508) 487-1213  
Fax: (508) 487-4077  
www.provincetown-ma.gov

Ms. Marie Porzio  
Ms. Julie Murtash  
1302 Apollo Beach Boulevard  
Apollo Beach, FL 33572

June 10, 2015

### **OFFICIAL NOTIFICATION PURSUANT TO PROVINCETOWN GENERAL BY-LAW**

**GENERAL BY-LAW Chapter 13-2-7-7. Loss of off-leash privileges to specific dogs.**

On Thursday, May 28, 2015 there was an incident at the Provincetown Pilgrim Bark Park involving a dog co-owned by you. Specifically, your dog attacked and severely injured a smaller dog in the common area. This dog later died from its injuries. You admit you could not demonstrate control over your dog at the time of the incident. The animal was under statutory quarantine for 10 days and has been permanently banned from the Pilgrim Bark Park.

**Pursuant to Provincetown General By-Laws Chapter 13-2-7-7, the Chief of Police is authorized under this bylaw to determine, in the interests of public safety and health, whether an individual dog must be restrained at all times on public property and off-leash areas.**

**If the Chief of Police so determines, notice of such decision to prohibit an individual dog from all off-leash privileges within the Town shall be communicated in the most immediate manner possible and shall be mailed to the dog's owner of record.**

Given the totality of the circumstances, I have determined that in the interest of public safety and health that I must invoke this provision with regard to your Labrador Retriever named Rolo. If your dog is determined to be in violation of my decision, please know that a non-criminal disposition penalty will immediately be assessed and further civil declarations may result.

Yours,

  
James F. Golden  
Chief of Police, Acting

ORDER BY AGREEMENT

On this \_\_\_\_\_ day of June, 2015, the Town of Truro, by and through its Board of Selectmen (hereinafter "Selectmen") and Marie Porzio and Julie Murtash of 393 Shore Road, Truro, MA (hereinafter "Owners") hereby agree to the following terms and conditions which upon execution by the parties shall be considered as and enforced as an Order issued under the provisions of Massachusetts General Laws, Chapter 140, Section 157 as relates to the Owners' dog, Rolo.

WHEREAS, Owners own and keep their Labrador Retriever named Rolo in the Town of Truro;

WHEREAS, Rolo was involved in an incident on May 28, 2015 in the Provincetown Bark Park wherein Rolo attacked a Min Pin dog named King owned by Luanne G. Lipkin and Kelly Kelman of 36 Pearl Street, Provincetown, MA;

WHEREAS, as a result of the attack by Rolo, King sustained serious injury and subsequently passed away;

WHEREAS, as a result of the May 28, 2015 incident, Luanne G. Lipkin on June 7, 2015 filed with the Selectmen a complaint seeking a determination that Rolo be deemed a dangerous dog pursuant to Massachusetts General Laws, Chapter 140, Section 157;

WHEREAS, the Selectmen would serve as the hearing authority pursuant to Chapter 140, Section 157 and intended to schedule a public hearing on the June 7, 2015 complaint;

WHEREAS, Owners wish to forego and waive a hearing and instead wish to reach agreement with the Selectmen regarding Rolo;

NOW, THEREFORE, for consideration which the Selectmen and Owners acknowledge and agree is sufficient, the parties agree to the following:

1. Rolo shall be deemed a dangerous dog;
2. that when removed from the premises of the Owners or the premises of any person keeping Rolo, Rolo shall at all times be securely and humanely muzzled and restrained with a chain or other tethering device having a minimum tensile strength of 300 pounds and not exceeding three (3) feet in length;
3. that the terms of this Agreement shall be considered an Order issued by the Selectmen pursuant to Chapter 140, Section 157;
4. Owners agree to waive their right to a public hearing and further agree to waive any and all appeals otherwise available pursuant to Chapter 140, Section 157(d);
5. Owners acknowledge and agree that the terms of this Agreement as an Order from the Selectmen shall be enforced pursuant to the provisions of Chapter 140, Section 157(h) and Chapter 140, Section 157A;
6. Owners acknowledge and agree that they have carefully read the terms of this Agreement, have been afforded the opportunity to review the same with legal counsel of their choosing if they so desire, understand fully the terms of the Agreement and execute this Agreement freely and voluntarily without coercion or duress.

9

[THIS PAGE INTENTIONALLY LEFT BLANK]

EXECUTED AS A SEALED INSTRUMENT as of the date noted above.

TRURO BOARD OF SELECTMEN:

OWNERS:

\_\_\_\_\_  
Paul Wisotzky, Chairman

\_\_\_\_\_  
Marie Porzio

\_\_\_\_\_  
Janet Worthington, Vice Chairman

\_\_\_\_\_  
Julie Murtash

\_\_\_\_\_  
Maureen Burgess, Clerk

\_\_\_\_\_  
Robert Weinstein

\_\_\_\_\_  
Jay Coburn



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

6B

## CONWELL STREET BICYCLE IMPROVEMENTS PROJECT

### Contract Approval

Requested by: Eric L. Larsen, Deputy Director, DPW

Action Sought: Approval

#### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to approve and execute a contract with Environmental Partners Group for the “Conwell Street Bicycle Improvements Project”.**

#### Additional Information

This project was bid pursuant to M.G.L. c.30, §39M as a request for design services associated with a public works infrastructure project. The project was advertised in the Central Register beginning 5/13/2015 and the Provincetown Banner on 5/14/2015 and 5/21/2015. Sealed bids were publicly opened 5/28/2015 and the lowest eligible bidder was determined and selected on 6/8/2015. (Please refer to the attached plans and bid opening information)

The design phase of this project is fully funded through the National Parks Service (CFDA #15-916)

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

## SECTION 00900

### BID INTRODUCTION, REQUIREMENTS & SPECIFICATIONS FOR

## CONWELL STREET BICYCLE IMPROVEMENTS

### Scope of Work

#### 1.0 PROJECT INTRODUCTION

##### 1.1 SCOPE

In accordance with the terms and conditions of the Contract, the Design Contractor (DC Team) shall perform the work of this Request for Proposal (RFP) for the Town of Provincetown as described below.

All Engineering services performed under this RFP shall be performed in accordance with all applicable codes, accepted industry standards, and under the direct supervision of a Civil Engineer/Registered Land Surveyor licensed in the Commonwealth of Massachusetts.

##### 1.2 FUNDING LIMITATIONS

The DC Team is responsible for delivering all design services for the final total lump-sum firm-fixed amount submitted to the Town of Provincetown. The total estimated contract funding for all design services is a maximum of \$30,000, funded by the National Park Service.

##### 1.3 LOCATION

This project is located on Conwell Street between Cemetery Road and Route 6 located in Provincetown, MA. See Appendix B for a general site map.

##### 1.4 BACKGROUND

This project entails the design and Massachusetts Department of Transportation (MassDOT) permitting of bicycle improvements on Conwell Street between Cemetery Road and Route 6 in Provincetown, MA. The design will include widening the road to accommodate bike lanes, a new crosswalk at the intersection of Conwell Street and Cemetery Road, and signage to accompany bike lanes and crosswalk.

This project forms a section of bikeway connection that will link MacMillan Pier in downtown Provincetown with the Province Lands Bike Trail in the Cape Cod National Seashore. The bikeway components outside of this scope will connect to the project at the intersection of Conwell Street and Cemetery Road via Cemetery Road and at the intersection of Conwell Street and Route 6 via Race Point Road.

##### 1.5 DESCRIPTION

The project will include widening of approximately 700-feet of Conwell Street (generally 22' to 26' existing width) to accommodate bicycle lanes with two options considered; a standard 28 foot width composed of two (2) 10 travel lanes and two (2) 4 foot bike lanes; and, a standard 30 foot width composed of two (2) 10 foot travel lanes and two (2) 5 foot bike lanes. The project will include the installation of a standard crosswalk at the intersection of Conwell Street and Cemetery Road. The project will include all the accompanying signage

**for the bike lanes and crosswalk; consistent with Manual of Uniform Traffic Control Device (MUTCD) standards and best practices. The project scope includes the design of all components and MassDOT permitting.**

## **1.6 SCHEDULE**

The project must comply with the schedule as outlined below. Changes to the schedule may be proposed by the contractor, but must be approved by the Town of Provincetown in writing.

### Design Development Documents:

30% Design Development Construction Plans submitted no later than July 30, 2015. DC Team will provide 30% Plans for 28-foot and 30-foot Conwell Street configurations.

The Town of Provincetown will review and request any additional documents and information for local permitting completed no later than August 6, 2015.

Written resolution of the Design Development Documents, review comments and any additional documents and information for local permitting will be submitted no later than August 13, 2015.

### 100% Draft Design Construction Documents:

100% Draft Design Construction Documents and Specifications submitted no later September 30, 2014. DC Team will provide 100% Plans for only Conwell width configuration, as determined by Town of Provincetown.

The Town of Provincetown will review and request any additional documents and information for local permitting completed no later than October 8, 2015.

100% Complete Design Construction Documents and Specifications for approval, and written resolution of review comments and any additional documents and information for local permitting submitted no later October 15, 2015.

Approved Design Construction Documents, submitted no later than October 29, 2015.

### Design Development and Construction Documents and any additional documents/information for local permitting:

The Town of Provincetown will be responsible for local permitting. The Town of Provincetown will create a schedule for local permitting that matches the dates for the Design Developments and 100% Draft Design Construction Documents as closely as possible. However, the Contractor should prepare for information and document requests at any point during the contract period. The Contractor will be responsible for providing any additional documents or information for local permits within fourteen (14) days of request. Information and documents requests for local permitting purposes will occur on later than October 29, 2015 or at the same date that Town of Provincetown Review of 100% Draft Design Construction Documents and Specifications are due.

### Massachusetts Department of Transportation Permitting

All necessary MassDOT permitting will be completed the DC Team based on timeline determined by the Contractor and approved by the Town of Provincetown. All MassDOT permitting will be completed no later than October 29, 2015, unless permitted in writing by the Town of Provincetown.

## 2.0 PROJECT REQUIREMENTS

### 2.1 GENERAL REQUIREMENTS

#### 2.1.1 SCOPE OF WORK AND PROJECT SUMMARY/REQUIREMENTS

This project will consist of the design of bicycle improvements on Conwell Street.

The project will include widening of approximately 700-feet of Conwell Street (generally 22' to 26' existing width) to accommodate bicycle lanes with two options considered; a standard 28 foot width composed of two (2) 10 foot travel lanes and two (2) 4 foot bike lanes; and, a standard 30 foot width composed of two (2) 10 foot travel lanes and two (2) 5 foot bike lanes. The project will include the installation of standard crosswalk at the intersection of Conwell Street and Cemetery Road. The project will include all the accompanying signage for the bike lanes and crosswalk, consistent with Manual of Uniform Traffic Control Device (MUTCD) standards and best practices.

**Contractor will provide all design documents for the bicycle improvements. Contract will complete all necessary Massachusetts Department of Transportation permitting. Contract will provide the Town of Provincetown with all necessary plans, documents and information for local permitting.**

The Contractor is responsible for determining the public Right-of-Way (ROW), which will include a survey study.

Contractor will provide 30% Design Construction Plans for: Conwell Street 28 foot configuration – two (2) 10 foot travel lanes and two (2) 4 foot bike lanes; and Conwell Street 30 foot configuration – two (2) 10 foot travel lanes and two (2) 5 foot bike lanes. Accompanying the 30% Plans, the Contractor will provide information on the two options regarding impacts to trees, drainage structures, parking, signage, guard rails, utility poles, other structures, and other relevant social or environmental impacts.

Contractor will provide design concepts for a crosswalk at the intersection of Conwell Street and Cemetery Road.

The project will include, but not be limited to, the following:

- Upon award, verify design schedule of work.
- Submit list of Massachusetts Department of Transportation permits required permits.
- Obtain Massachusetts Department of Transportation permits.
- Submit DC Design Development and DC Construction Documents and Specifications for review and approval, as required.

General Project Requirements:

- All work will occur within the existing public ROW.
- Pavement work should minimize the necessity to modify existing drainage structures.
- Widening should minimize the need to modify existing signage, guard rails, utility poles or other structures.
- Signage and ground markings will be consistent with MUTCD standards and best practices.

Specific Requirements:

- Conwell Street is to be widened and striped with bike lanes from Cemetery Road to start of the turn lane from Conwell Street to Route 6 west-bound. See Appendix B for map and Appendix A for pictures.
- No pavement or lane configuration changes will be made to the intersection of Conwell Street and Route 6.
- Signage on Conwell Street at the intersection with Route 6 will clearly communicate the transition from bike lanes to a bike route.
- Signage, above and beyond the MUTCD standards, will be installed in the vicinity of the Cemetery Road/Conwell Street intersection and in the curve just north of the intersection, to increase safety at the crosswalk.
- Signage on Conwell Street south-bound will guide bicyclists onto Cemetery Road.

## 2.1.2 PROGRESS PAYMENTS

Progress payments during the project will be based on submission, review, and acceptance of deliverables.

## 2.1.3 PROJECT MEETINGS

### Kick-off Meeting

After the award of the contract, the contracting officer will arrange a meeting with the Contractor. The meeting agenda shall include the following as a minimum:

- Review and emphasize the Town of Provincetown needs and design objectives.
- Notice to Proceed.
- Design schedule (provide minimum of two color hard copies)
- Modifications during design
- Submittals during design
- Payments to Contractor

### Progress Meetings

The Contractor shall participate in weekly (or as required) telephone conference calls or meetings with the Contracting Officer, and other project team members to update them on the following meeting agenda items:

- Approval of minutes of previous meeting
- Submittal status
- Work in progress and projected
- Modifications
- Schedule update
- Other business relating to work

## 2.1.5 PROJECT SCHEDULE

### General

The Contractor shall provide two (2) color copies and one electronic copy of the project schedule before the kick-off meeting. The schedule shall include a detailed deliverable submission dates and review periods. The schedule shall include MassDOT permit submission dates. The project shall be updated on a monthly basis throughout the entire contract times and until project completion. The status date of each schedule update shall be 10 days before the progress payment request date.

### Schedule Development

The project schedule shall cover the entire contract period. The project schedule shall show the sequence and interdependence of activities required for complete performance of the work. The Contractor shall be responsible for ensuring all work sequences are logical and the project schedule shows a coordinated work plan. Proposed durations assigned to each activity shall be the Contractor's best estimate of time required to complete the activity considering the scope and resources planned for the activity.

### Project Schedule Updates

**Monthly updates:** The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract. If, in the judgment of the Contracting Officer, the Contractor fails or refuses to provide a schedule of values and a complete schedule update or revision as specified hereinafter, the Contractor shall be deemed to have not provided the required information upon which the progress payment may be made, and shall be subject to retainage of a portion of the payment.

**Time Impact Analysis for Contract Modifications, Changes, Delays, and Contractor Requests Requirements:** When contract modifications or changes are initiated, delays are experienced, or the Contractor desires to revise the

H

project schedule, the Contractor shall submit to the Contracting Officer a written time impact analysis illustrating the influence of each modification, change, delay, or Contractor request on the contract time.

**Time Extensions:** Activity delays shall not automatically mean that an extension of the contract time is warranted or due the Contractor. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time. Time extensions will be granted in accordance with the terms of the contract.

## 2.2 DESIGN REQUIREMENTS

This element of work shall consist of the preparation of the Design Development Documents and Construction Documents and Specifications. The Contractor is responsible for identifying all relevant design standards and regulations, including, but not limited, MassDOT standards and MUTCD standards.

### Deliverables

The following deliverables are required (refer to Section 1.6 for schedule):

- Design Development Documents
- Written resolution of Design Development Documents Review Comments
- 100% Draft Construction Documents and Specifications
- 100% Complete Construction Documents and Specifications for approval, and written resolution of review comments
- Approved Construction Documents and Specifications
- Additional documents and/or information for local permitting, on Town of Provincetown request
- Completion of MassDOT permitting

# State Publications and Regulations

William Francis Galvin, Secretary of the Commonwealth

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**The following Designer Service submission was successfully received.**

**Planned date of publish is 5/13/2015**

### Awarding Agency

Agency Name and Address:	<u>Town of Provincetown Department of Public Works 260 Commercial Street Provincetown, MA 02657</u>		
Project Number:	<u>15-003</u>		
Designer's Fee:	<u>Set Fee \$30,000 Maximum</u>		
Estimated Construction Cost:	<u>\$65,000</u>		
Time Period for Completed Project:	<u>October 29, 2015</u>		

### Contact Information

Name:	<u>Eric L. Larsen</u>		
Phone:	<u>508-487-7060</u>	Fax:	<u>508-487-4675</u>
Email Address:	<u>elarsen@provincetown-ma.gov</u>		
	<u>Do not notify email address listed when final publish date assigned.</u>		

### Contract Information

Project:	<u>Conwell Street Bicycle Improvements</u>		
Scope:	<u>Provide survey and design services for approximately 700 Ft. of Conwell St. for the widening and installation of bicycle lanes from Cemetery Road to Route 6. 30% drawings for 2 scenarios (28' and 30' configurations)</u>		
Specific Services :(all chosen)	<u>Engineer</u> <u>Land Surveyor</u>		
Deadline for Application Form*:	<u>05/28/2015</u>	Time	<u>2:00</u>
Project Program Availability:			
Briefing Session:	<u>5/21/15 at 2:00 P.M., 2 Mayflower Street, Provincetown, MA</u>		
Additional Information			

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## TOWN OF PROVINCETOWN

# INVITATION TO BID

## CONWELL STREET BICYCLE IMPROVEMENTS

The Town of Provincetown is requesting bids for design services for Conwell Street Bicycle Improvements. General Bid forms may be obtained from the Office of the Town Manager, Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657. (Ph.) (508) 487-7000, obtained on-line at the Town of Provincetown website or viewed at the Department of Public Works, 2 Mayflower Street, Suite 74, Provincetown, MA 02657. (Ph.) (508) 487-7060.

Completed General Bid forms should be submitted in a sealed and clearly marked with the words "**GENERAL BID FOR CONWELL STREET BICYCLE IMPROVEMENTS**" and must be returned to the Office of the Town Manager, 260 Commercial Street, Provincetown, MA 02657, by **2:00 P.M. on Thursday, May 28, 2015** for consideration.

An information session and site walkthrough will be held at **2:00 P.M. on Thursday, May 21, 2015** at the Veterans Memorial Community Center, 2 Mayflower Street, Provincetown, MA 02657.

The Town of Provincetown reserves the right to reject any and all bids, to waive any informalities, and to award the bid deemed to be in the best interests of the Town. Submitted bids must comply with the Massachusetts Prevailing Wage Law, MGL c. 149 §26-27. Such compliance will include the weekly submissions of weekly certified payroll reports on a state approved form to the Town of Provincetown.

In accordance with Federal Law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

David Gardner  
Acting Town Manager  
Chief Procurement Officer

Posted: Town Hall [www.provincetown-ma.gov](http://www.provincetown-ma.gov), May 14, 2015

Published: Provincetown Banner: May 14, 2015, May 21, 2015

Central Register: May 13, 2015



# Town of Provincetown

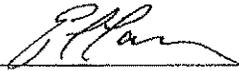
260 Commercial Street, Town Hall  
Judge Welsh Hearing Room

Date: 5/28/2015

Time 2:00pm

## Bids for: CONWELL STREET BICYCLE IMPROVEMENTS

NAME AND ADDRESS OF BIDDER	AMOUNT OF BID
Environmental Partners Group 396 North Street Hyannis MA 02601	\$ 20000 <sup>00</sup>

Bids Received By:  5/28/15  
Eric L. Larsen, Deputy Director, DPW

Witnessed By:  5/28/15  
Sherry Prada, Operations Director, DPW

# State Publications and Regulations

William Francis Galvin, Secretary of the Commonwealth

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**The following Contract Award submission was successfully received.**

**Planned date of publish is 6/24/2015**

### Awarding Agency

Agency Name and Address: Town of Provincetown 260 Commercial Street Provincetown, MA 02657

Project Number: 15-003

Project Type: Designer Services

### Contact Information

Name: Eric L. Larsen

Phone: 508-487-7060 Fax: 508-487-4675

Email Address: elarsen@provincetown-ma.gov

Notify email address listed when final publish date assigned.

### Award Information

Description: Survey & Design services for approximately 700 Ft. of Conwell St. for the widening and installation of bicycle lanes from Cemetery Rd. to Route6.

Contract Awarded To: Environmental Partners Group 1900 Crown Colony Drive Suite 402 Quincy, MA 02169

Contract Amount: 20,000

Sub Contract Award:

Additional Information

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Mr. David Gardner  
Acting Town Manager  
Provincetown Town Hall  
260 Commercial Street  
Provincetown, MA 02657

**Reference: Conwell Street Bicycle Improvements**

Dear Mr. Gardner:

Environmental Partners Group, Inc., working with the Town of Provincetown for more than fifteen years on a variety of projects, has proven our ability and skill at providing realistic, cost effective engineering solutions that meet the Town's needs. We have also assisted the Town on most projects in the recent past by applying for and receiving grant and loan assistance from multiple funding sources. We would like to continue our partnership with the Town by assisting you on this assignment, which involves the preparation of a professional bid package with limited budget and schedule.

The challenges facing the Town of Provincetown today are numerous and diverse. We believe that *innovation* – the ability to complete projects smarter, faster and with less impact on the community – is perhaps the most valuable trait your consultants can possess. Our innovative spirit and true partnership orientation has led to Environmental Partners' rapid growth and development into one of the region's premier consulting and engineering firms. We understand the importance of working in close concert with Town officials. We have found that a team atmosphere produces efficient project development, as well as the most practical, efficient and cost-effective solutions. This partnering approach is at the core of our corporate philosophy.

As your Project Manager, James Fitzgerald, P.E., LEED AP will ensure responsive service, a comprehensive approach and professional results. The Town will benefit from his extensive history with similar projects and his ability to produce a *well-balanced design*- addressing your bicycle and vehicular needs while remaining within the existing right-of-way and established construction budget. Jim will lead the team to tackle the challenges of Right of Way, State permitting and finding a feasible and effective solution within the Town's available funds.

We have enjoyed working with the staff from the Town of Provincetown during our long history together, are excited with the prospect of continuing our working relationship, and look forward to discussing our scope of work and approach with you in detail. If you have any questions or require additional information, please do not hesitate to contact either myself or Jim Fitzgerald, P.E. at [pfg@envpartners.com](mailto:pfg@envpartners.com) or [jdf@envpartners.com](mailto:jdf@envpartners.com) or (617) 657 0200.

Sincerely,



Paul F. Gabriel, P.E., LSP  
President



James D. Fitzgerald, P.E., LEED AP,  
Project Manager

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- Profile of Environmental Partners Group

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- Overview
- Technical and Management Approach
- Additional Services Available
- Proposed Fee

### SECTION 3: PROJECT TEAM

- Summary of Key Team Members
- Organizational Chart
- Resumes

### SECTION 4: SIMILAR EXPERIENCE

- Introduction & Summary Table of Similar Project Experience
- References

# SECTION 1: INTRODUCTION TO ENVIRONMENTAL PARTNERS GROUP

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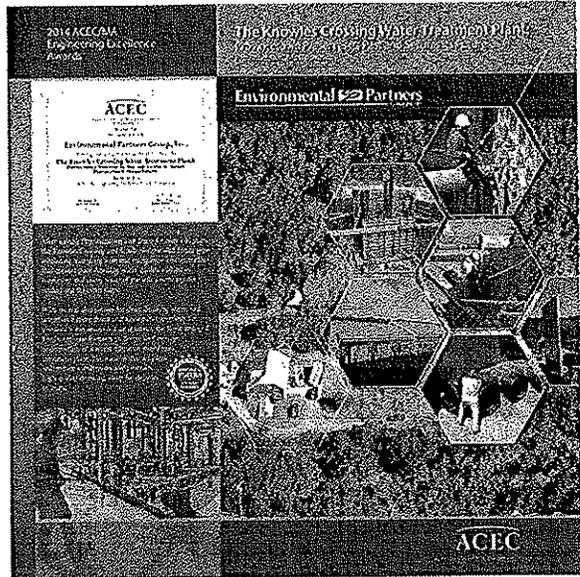
## WHY SELECT ENVIRONMENTAL PARTNERS GROUP?

Environmental Partners Group, Inc. (Environmental Partners) has the strength and experience needed to design effective bicycle accommodations along Conwell Street with minimal impacts to abutters. Our multi-faceted approach entails assisting the Town with the most up-to-date and comprehensive transportation design services, effective public coordination programs, assistance through the funding process, regular contact with the appropriate municipal contacts, and superior construction services.

It is essential to have high levels of *responsiveness, follow-up and persistence* in order to get any assignment or project through the implementation in a timely manner. Partnering with our clients is a trademark of our firm, so important to our company model and reputation that it is in our company name.

- ❖ **Our Project Team's in-depth knowledge and experience:** Our Project Manager, Jim Fitzgerald, has worked closely with several other municipalities providing similar multi-modal accommodations and has the technical expertise to successfully deliver the Conwell Street Improvement Project. We have a thorough grasp on the many issues that plague local municipal government when contending with these projects – providing safe accommodations for all roadway users, maintaining aesthetics of the location, public attitude or perception, funding constraints and environmental impacts - and are keenly aware of the most successful ways for achieving success around them.
- ❖ **Our Familiarity with Provincetown:** Environmental Partners has been working with the Town of Provincetown since our inception as a firm in 1997. We have assisted the Town in planning, design and construction of its largest public works projects, working as true partners on water supply, wastewater disposal, solid waste management, and hazardous waste remediation. We consider ourselves to be part of the Community and look forward to the opportunity to assist you on this important and timely transportation project. Our transportation engineers will bring the same level of service and commitment to Provincetown that you have come to expect from us because it is part of our core culture as a firm.
- ❖ **Our Reputation:** Environmental Partners' outstanding reputation for more than seventeen years has been founded on timely performance of projects, from permitting to producing plans and specifications for bidding, and construction oversight. Our ability to successfully manage projects, not only the technical tasks, but also our client's expectations, stems from our company size and structure. *We provide the full-range of services offered by our larger competitors, with better client service.* We have the technical and management skills to run large projects, and have a deep commitment to SERVICING our clients. This is shown through our exceptionally high level of repeat business with both our municipal and private sector clients, with whom we have formed a partnership and have become an extension of their staff. Our reputation is best verified by calling our references.

- ❖ We are a **highly innovative and award winning** consulting and engineering firm. Since 2007, we have received **six ACEC/MA Engineering Excellence Awards**, and have been awarded the judges' choice "**Small Firm Award**" for three consecutive years.
- ❖ In 2014, our work was selected as a **Top 25 Public Works Project** by the American Public Works Association for the project: **Enhancing Embayment Water Quality: Integrating Oyster Reef Restoration and Stormwater Controls in Wellfleet, MA**. This national award for our work in the small Town of Wellfleet exemplifies our commitment to sustainability and "out of the box" thinking.



- ❖ **Our Experience Working as part of a Collaborative Team:** With Transportation, Structural, Water, Wastewater, Geotechnical, and Stormwater under one company, Environmental Partners has the proven success of operating as a cohesive team, acting as an extension of the municipalities that we serve. Not only have our team members provided outstanding service on individual projects, but our key personnel have also provided day-to-day assistance in dealing with municipal headaches for several communities such as Watertown, Everett, and Hopkinton. Environmental Partners' project team has provided all phases of planning, design, and construction oversight consulting services for transportation, wastewater, water, and stormwater projects to its clients for over fifteen years. Providing services for multiple disciplines on concurrent projects in the same municipality requires Environmental Partners to carefully coordinate with City and Town Officials, and among our own staff, as well as take a fluid and flexible management approach to achieve an integrated outlook on the Town's infrastructure improvements.

# PROFILE OF ENVIRONMENTAL PARTNERS GROUP

Environmental Partners was built on the core philosophy that a strict focus on *client service through partnership* creates added value for our clients. We provide a broad range of civil and environmental engineering and consulting services to municipal, commercial, industrial, and state clients. We are incorporated to do business in Massachusetts, founded in 1997.

Unlike many of our competitors in the consulting engineering business, we have a different business outlook – we believe in placing **Quality** ahead of **Quantity**. You will not be treated like “just another client”. We value your business, which means that we only pursue proposals and take on assignments that we truthfully can handle with our technical and management resources.

**Our Core Philosophy:**  
*Client service through partnership*

**Our Core Values:**  
Partnership  
Commitment  
Responsiveness  
Diversity  
Accessibility  
Innovation  
Sustainability

The foundation of our growth and reputation within the engineering community is our close partnership with our clients, in many cases becoming an extension of their own staff, while applying the technical expertise we have gained through decades of experience. It is this experience – as pure consultants, design professionals, managers, construction contractors, and subcontractors – that allows Environmental Partners to anticipate and address project related issues, impacts, and opportunities.

Numerous certifications and accreditations are held by our growing staff including registered Civil, Traffic and Environmental Professional Engineers, Licensed Site Professionals, Certified Drinking Water Operators, Certified Wastewater Operators, Certified Hazardous Materials Managers (CHMM), 40-Hour OSHA Hazardous Waste Operations, Health and Safety Certified Supervisor, and 10-hour OSHA Construction Safety Training Certified Professional. Our experienced and qualified staff offers a wide range of specific services and skills encompassing the following fields:

- **TRANSPORTATION:** Roadway/Highway Engineering, Traffic Engineering and Management, Asset Management, and Construction Management
- **STORMWATER:** Engineering, Planning and Permitting
- **DRINKING WATER:** Engineering, Planning, Permitting, and Operations
- **SEWER/WASTEWATER:** Engineering, Planning and Permitting
- **GIS:** Development and Mapping
- **CIVIL/SITE:** Civil Engineering, Site Development, Construction Management, and Geotechnical Engineering
- **ENVIRONMENTAL AND SOLID WASTE:** Engineering, Planning, Management, Permitting, Remediation, and LSP Services
- **OWNER'S PROJECT MANAGEMENT (OPM):** Designer selection, Prequalification, Contractor Procurement, Construction Management, and Design/Build/Operate Services

*“The Town has greatly benefited from our relationship with Environmental Partners. Your firm's name more than suitably describes your approach, as our partnership has resulted in numerous successfully completed public works projects in our Town.” - Client Testimonial*

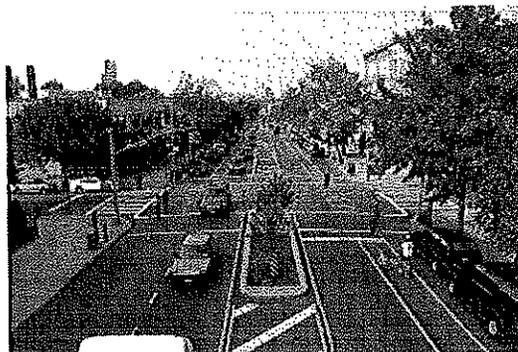
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# TRANSPORTATION SERVICES

Environmental Partners has a team of highly experienced transportation engineers accustomed to effectively addressing a wide range of transportation challenges. From designs to studies to inventories, we provide our public and private sector clients with solutions that are consistent with ever-changing demands and regulations. It is our mission to act in partnership with our clients to assist them through the entire project process from inception, funding, public outreach, through construction.

We recognize each transportation project has a unique set of objectives that requires a customized approach. Whether the intent is to maximize traffic flow through a heavily travelled urban network, or to discourage or calm traffic on a local residential roadway, or to provide improvements in a historic rural town center, our team remains sensitive to the character of the location in identifying multi-faceted solutions that work for vehicles, bicyclists, pedestrians and transit alike.

At Environmental Partners, we recognize that all great transportation projects begin with a comprehensive evaluation of existing conditions in order to create a design that will effectively address all issues for years to come. Whether a simple intersection project, a corridor study or a roadway grid, our team researches fluctuations in traffic and crashes using historic data and reports from a variety of sources, as well as interviews from Town or town officials and the public for input to consider in the design. It is this comprehensive evaluation that provides a solid basis for any design.



## TRAFFIC ENGINEERING

Environmental Partners staff has extensive experience on successfully addressing today's diverse transportation challenges. Whether the problem is circulation deficiencies, congestion or safety concerns, speeding problems or parking deficits, our studies identify feasible solutions that work.

Our staff has worked on both sides of the table for private development projects, experienced in preparing Traffic Impact and Access Studies and designing mitigation on behalf of the developer as well as performing peer reviews on the behalf of the municipality. A member of our staff represented the City of Everett as their *Traffic Peer Reviewer for the proposed casinos in Everett and Revere*, successfully representing the City to the Massachusetts Gaming Commission. Whether the project at hand is a large scaled casino or a small residential development, our staff is well seasoned to ensure

### SERVICES:

- ❖ Origin-Destination Studies
- ❖ Circulation Studies
- ❖ Functional Design Reports
- ❖ Corridor Studies
- ❖ Traffic Impact & Access Studies
- ❖ Peer Reviews
- ❖ Expert Testimony
- ❖ Speed Studies
- ❖ Parking Studies

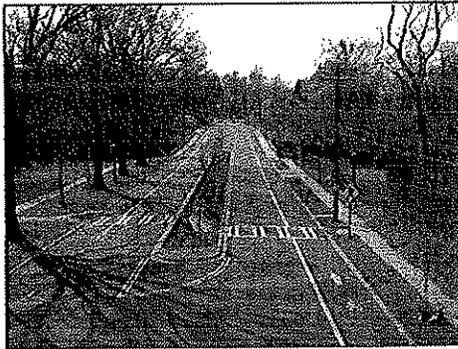
accurate impacts on local and regional infrastructure are identified and the appropriate mitigation is provided.

### DESIGN SERVICES

Environmental Partners' designs balance multi-modal transportation improvements with minimizing impacts to the surrounding community including right-of-way, environmental restrictions, transitions to the surroundings, and aesthetics. Design experience includes geometric reconfigurations, traffic signal installations, traffic calming (roundabouts, raised tables, bump-outs, etc.), ADA compliant pedestrian accommodations, bicycle accommodations (lanes, cycle tracks, etc.), drainage, signs, pavement markings, and streetscaping.

#### SERVICES:

- ❖ Roadway Design
- ❖ Intersection Design
- ❖ Multi-modal Accommodations
- ❖ Traffic Signal Design
- ❖ Roundabout Design
- ❖ Traffic Calming Evaluations & Design
- ❖ Traffic Management
- ❖ Bid Document Preparation



Environmental Partners is intimately familiar with adapting existing roadway facilities to not only accommodate current vehicular demand but also for other users such as *pedestrians, bicyclists, and transit* in keeping with MassDOT's Healthy Transportation Policy. Our transportation team has a long history of successfully incorporating Healthy Transportation Policy initiatives into congested locations with limited right of way and site constraints. Such was the case with the Reconstruction of Route 110 Project in Merrimac, MA, which was designed by members of our team as a TIP funded project. This

project consisted of approximately one mile of roadway reconstruction including the complete reconstruction of Town Center, providing a roundabout, parking facilities, streetscaping, and pedestrian and bicycle accommodations in a congested retail location with significant grade issues.

### INVENTORY SERVICES

Municipalities continue to be faced with the responsibility of addressing their aging infrastructure in order to provide safe accommodations for the public with limited funds. At Environmental Partners, we assist in providing inventories that allow them to prioritize improvements and get the most out of their limited budget. Each inventory takes a multi-faceted look at several components in order to provide useful output in a user-friendly format, essential in the planning of future improvements.

#### SERVICES:

- ❖ Pavement Inventories
- ❖ Sign Inventories
- ❖ Signal Inventories
- ❖ Wheelchair Ramp/Sidewalk (ADA) Inventories

The need and value for pavement inventories are apparent to most municipalities we serve. Roadway and sidewalk asset management programs are critical tools that allow municipalities to effectively plan future improvement and preservation to get the most life out of each road.

Another type of asset management program that is also important for safety purposes is signage. Mandates have been issued by the Federal Highway Administration for features such as sign retroreflectivity, which if not addressed by the deadline of June 2014, could leave municipalities susceptible to tort liability through litigation. These programs also identify unenforceable speed limit signs that have been installed without following the proper Special Speed Regulation procedure through MassDOT. If the violation is significant enough, the municipality's Chapter 90 funding could be held up. Cost effective inventories are provided to not only fulfil these requirements, but to assess the validity of the sign including compliance to industry standards and local ordinance, to avoid the cost of unnecessarily replacing signs, and to reduce sign clutter.

## PUBLIC OUTREACH

Gaining the support of the community, regulatory agencies, and other stakeholders is essential in the success of most projects. We recognize the sensitive nature of many transportation projects - especially to direct abutters. Every interested party involved in a project requires assurance that their needs will be addressed in order for the project to advance smoothly. It is for this reason and for the valuable input to be gained from public involvement that our clients find great benefit in Environmental Partners' ability to successfully manage public and agency outreach programs throughout the design process.



## FOLLOW-ON SERVICES

Environmental Partners provides our clients with a wide range of services from project inception through permitting, the right-of-way process, the bid phase and completion of construction. Our mission is to act as a partner to our clients, assisting them in advancing projects and seeing them through fruition as an *expedited and smooth process*.

### SERVICES:

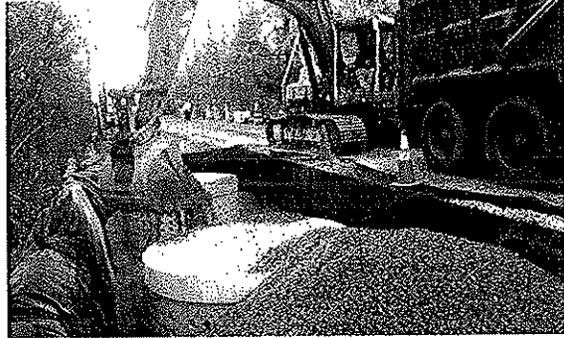
- ❖ Bid Phase Services
- ❖ Funding Assistance
- ❖ Environmental Permitting
- ❖ Drainage Design
- ❖ Right of Way

Our team has proven success in addressing the most sensitive of issues whether that involve extensive coordination and permitting through the Conservation Commission for construction within an environmentally sensitive location, gaining permission to access properties for construction, or holding contractors to the highest standards of construction. During all stages of the project, we recognize the limited funds of most municipalities and look after their best interests in minimizing their expense.

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## CONSTRUCTION PHASE SERVICES

Environmental Partners has a staff of Resident Engineers with extensive and diverse experience in construction and construction management for transportation, drainage, water system, sewer, water treatment, and site related projects. Our team of Resident Engineers assists our clients regularly during the construction phase to monitor construction methods, observe the progress of construction and report to the Project Manager and the City or Town as well as review and process contractor payment requests and make recommendations. We also serve as an interface with residents and property owners to address concerns regarding schedules and conflicts.



# SECTION 2: PROJECT APPROACH AND PROPOSED FEE

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## OVERVIEW

The services being solicited by the Town of Provincetown require a firm that is not only *seasoned* in multiple areas of engineering, but also effective at guiding projects smoothly from the concept phase through permitting. More specifically, this includes:

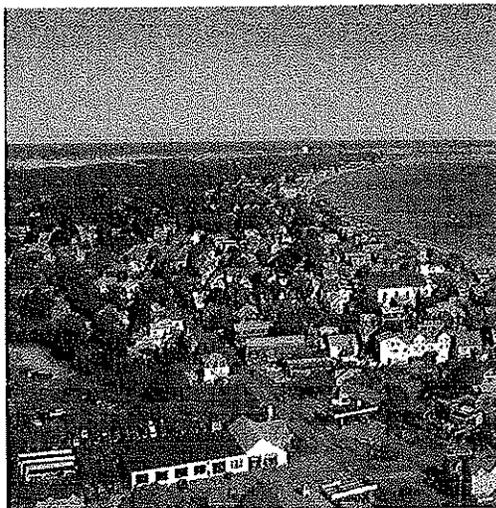
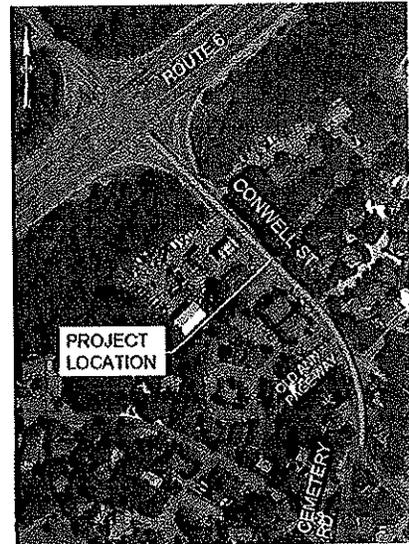
- survey and locate the *right-of-way* along a roadway with limited control
- designing a *cohesive plan* that addresses the Town's needs related to transportation and bicycle accommodations while retaining adequate drainage
- *minimizing impacts* to abutters
- *value engineering* to design the project within financial restraints
- preparing solid *bid documents* that protect the Town from exposure to contractor extras
- being extremely *responsive* to the Town's needs



**Environmental Partners** acts as a partner with each municipal client that we serve, having a vested interest in each project. Not only do we see that each engineered design advances on time and on budget, we also see that each project advances through the submission process, the funding process, and bid and construction phases in an expedited, yet smooth manner. Our team prides ourselves on our responsiveness to each client we serve, making ourselves available in a moment's notice.

Unlike the larger firms, we can ensure that the same team of professional engineers presented in our proposal will in fact be the first points of contact for any of the Town's needs and will remain intimately involved in every stage of the project. This will ensure that none of the fine details or concerns identified by the Town are overlooked, and consistency is provided.

Conwell Street travels in a northwest southeast direction from Route 6 to Bradford Street and despite its size, is important for the access it provides to the center of Provincetown. Although Route 6 within Provincetown is no longer State Highway, Conwell Street remains within State jurisdiction. The improvements along the identified section of Conwell Street are intended to provide adequate bicycle accommodations for the heavy bicycle traffic that currently travels along the roadway while maintaining vehicular flow. The project is anticipated to be funded by the Paul S. Sarbanes Transit in Parks Program. At this time, pedestrian accommodations are not being considered as part of this project. However considerations for pedestrian accommodations may be discussed as part of this project should the Town be interested and conditions allow.



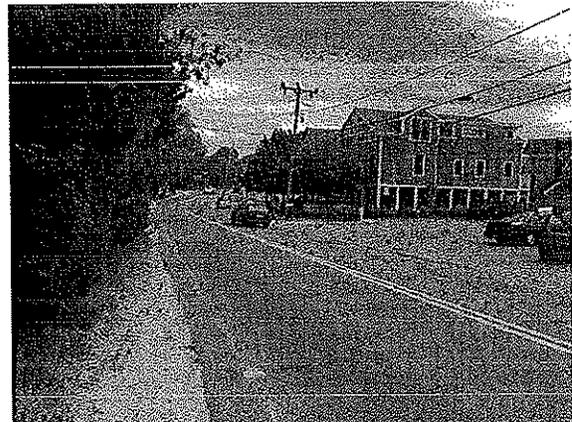
Due to the development that exists along Conwell Street and the roadway's setting, minimizing impacts to abutters is key- limiting construction to within the right-of-way, meeting existing elevations, and providing a design that minimizes inconvenience during construction operations.

Certainly in the case of Conwell Street, the first step of establishing the location of the right of way will be imperative. As is frequently encountered in locations where physical features do not exist to depict the location of right-of-way, many abutters assume they own up to an edge of road or back of sidewalk. In establishing alternatives to widen or shift a roadway within such a right-of-way, knowledge of the

defendable right-of-way is critical in the design and for responding to abutter questions.

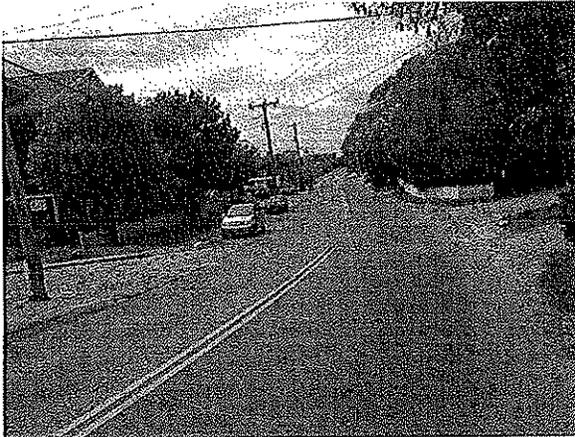
Being accustomed to designing "Complete Street" projects that comply with MassDOT's Healthy Transportation Policy, our team is well experienced in providing effective bicycle improvements/ continuity upgrades where they compete for right-of-way width with vehicular accommodations in the tightest of locations, far more restrictive than is found on Conwell Street. Such a project will improve the quality of life for residents, promoting economic vitality for businesses and enhancing the experience for visitors.

The cohesive balance between each of the project components- safe bicycle accommodations, efficient vehicle accommodations, and minimal impacts- is essential in order for the finished product to be effective for years to come, a balance that the Environmental Partners team is experts at.



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## TECHNICAL AND MANAGEMENT APPROACH



Environmental Partners acts as a partner with each municipal client that we serve, having a vested interest in not only seeing the engineered design advance on time and on budget, but also to get the project implemented. Being a smaller firm, the same team of professional engineers will remain intimately involved with every stage of the project to ensure none of the fine details or concerns identified by the Town are overlooked.

This multi-faceted approach entails assisting the Town with the most effective public coordination program for the specific project and regular contact with the appropriate reviewing agencies to ensure expedited project advancement. It is essential to have this level of follow-up and persistence in order to get the project to advance to construction in a timely manner, thereby making the design process cost effective for the municipality. Partnering with our clients is a trademark of our firm, so important to our company model and reputation that it is in our company name.

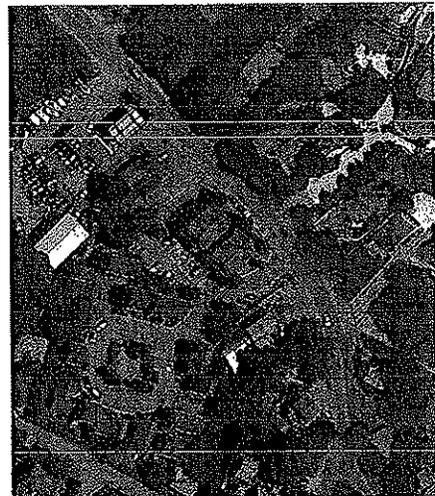
"Your firm recognizes and values the partnership that must exist with the community at large since taxpayers or ratepayers all get to observe and are impacted by the work you perform. The positive steps always taken by Environmental Partners, including your effective and thoughtful communication skills with our project team and the public, your approach to developing creative strategies for achieving our project goals, and your constant ability to always complete projects in a timely and cost effective manner, all serve to demonstrate your commitment to our community and reinforce our relationship with you."

David Guertin, Director of Public Works (retired), Provincetown, MA

### Topographic Survey / Base Plan Preparation

Teaming with Environmental Partners will be William N. Rogers II, P.E., P.L.S. providing right-of-way research/location, topographic survey services and base plan preparation adequate for the design of this project. Although Environmental Partners has the opportunity to subcontract with other nearby surveyors for the same fee, Mr. Rogers is a local surveyor located next to the project, has done a significant amount of work in the town and has insight regarding the challenge of locating right-of-way. Bill has extensive experience performing similar services countless times over his long 40+ years of experience.

Based on our site walk with the Town, it appears that establishing right-of-way along Conwell Street will involve



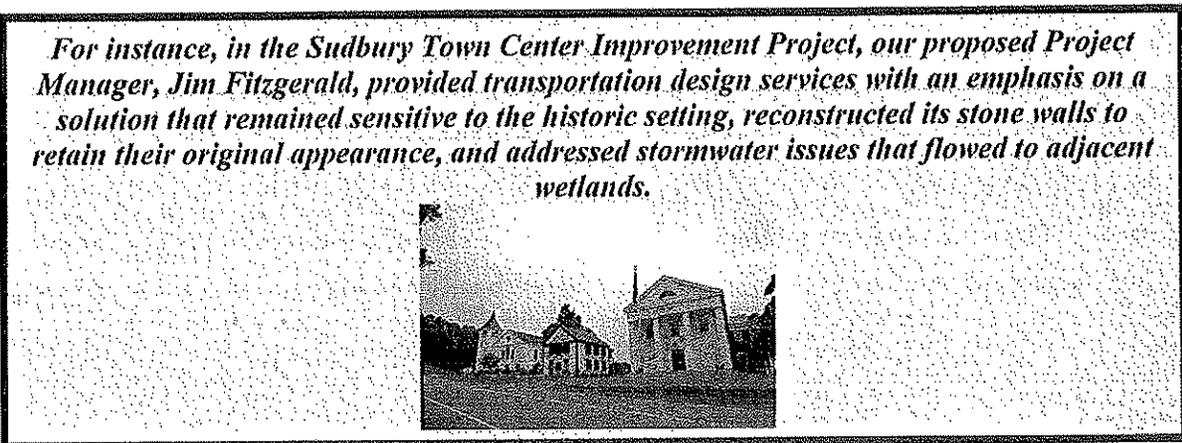
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research with only one bound existing to tie to. As such, a separate price has been included in the fee portion of this proposal to account for the installation of additional bounds should the Town wish to add control.

## Design Process

The project will be designed in a series of stages, each increasing in level of detail as the preferred design becomes established and comprehensive review comments by the Town are implemented, ultimately leading to the generation of bid documents. The design will be based on industry design standards that accommodate the appropriate modes of transportation without compromising the setting of the roadway.

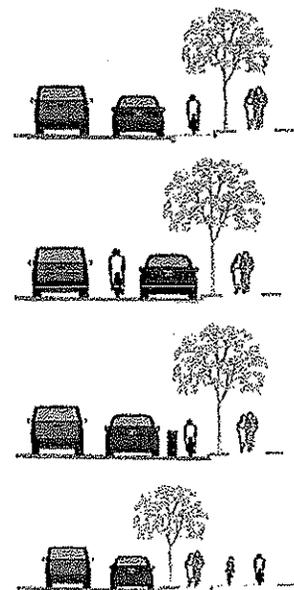
Members of the Environmental Partners team are accustomed to designing roadways that accommodate transportation needs while retaining the character of the location.



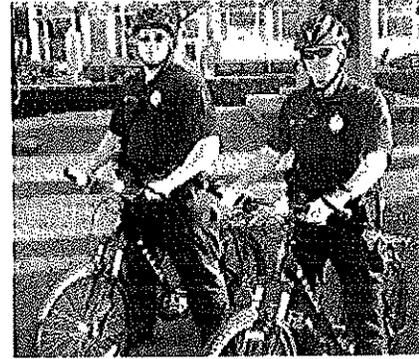
The project will begin with the **30% Design Phase**, during which conceptual alignments will be laid out for the previously discussed 28-foot and 30-foot options for town consideration. Other options will also be considered depending on where the existing right-of-way falls relative to the existing roadway and typical sections will be established.

The Environmental Partners team believes in identifying a multitude of options at the start of each project. It is important for the success of every project to perform a comprehensive alternatives analysis at this early stage to ensure that in fact the best solution is being advanced.

Although our past projects vary greatly in size, they consistently reflect our approach for considering every feasible option and “thinking outside of the box”. For instance, our team members were involved with a “road diet” project along Mount Auburn Street in Watertown that involved balancing the needs of vehicular traffic with bicycles, pedestrians and transit, involving an extensive alternatives analysis. Although the right-of-way for this project was wider than Conwell Street, the multiple modes of transportation, sheer volume and congested surroundings were more of a challenge.



The concepts for Conwell Street will be evaluated including construction costs, implications to right of way, and ability to meet project objectives. Based on initial feedback by the Town, the design will be revised, advanced to the **100% Draft Design Phase** and submitted to the Town for review followed by the **100% Design Phase** which will include preparation of construction documents.



The final plans, specifications, and estimate generated will ultimately be processed for bidding and construction. Having a team at Environmental Partners that focuses on on-site construction services provides us with the insight to incorporate full proof safety measures that protect the Town from extras- multi-faceted involvement in each project not provided by most firms.

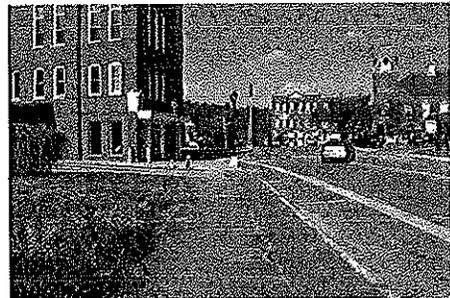
## Transportation Design



Transportation design is a balance of providing safe and efficient accommodations for all modes of transportation while remaining sensitive to the setting, minimizing impacts to the abutters, and limiting environmental ramifications. It requires the experience and knowhow to recognize appropriate design requirements for the project at hand.

In an industry of ever-changing requirements and guidelines, Environmental Partners places high importance on staying up-to-date with requirements and best practices set forth by MassDOT, American Association of State Highway and Transportation Officials (AASHTO), and the Federal Highway Administration including MassDOT's Healthy Transportation Policy.

Environmental Partners is intimately familiar with adapting existing roadways to efficiently accommodate current vehicular demand and providing provisions for other modes of transportation all the while remaining sensitive to the setting. In most projects in this region, several site constraints must be worked around in order to achieve the task at hand. Our Project Manager, Jim Fitzgerald has a long history of overcoming such obstacles in projects such as the historic *Sudbury Center*, *Dartmouth Street* in Boston, and *Merrimac Center*. In Merrimac Center for instance, not only were major improvements to bicycle and pedestrian accommodations necessary but grading design proved to be critical in providing appropriate curb reveals and ADA compliant walkways while meeting existing elevations of the several doorway thresholds.



Although only vehicular and bicycle accommodations are currently anticipated along Conwell Street, it is necessary that the Town's team be experienced to address any obstacles that may exist. This includes the existing embankment along Conwell Street north of Cemetery



Road. Depending on the right-of-way through this section of Conwell Street, it may be necessary for the Environmental Partners team to address the existing topography if it cannot be avoided as we have successfully done in our past.

### > Multi-Modal Accommodations/Complete Streets

The notion of Complete Streets, “green” streets and Healthy Transportation Plan has become more and more important in the design of transportation infrastructure. Such multi-modal accommodations not only provide safe accommodations for current users but are intended to attract more users to these alternative modes of transportation.



Although some developed settings such as Conwell Street pose more restrictions and obstructions in providing these Complete Streets, such accommodations are even more critical in such an environment with higher pedestrian, bicycle, and transit dependency for school children and adults alike. In locations such as Conwell Street, important connections are provided between residential neighborhoods, the center, small businesses, and other bicycle connections especially during peak seasonal times.



Our team has designed a multitude of projects that have been successfully implemented. One such project that representatives of our team were responsible for was the *Waverley Avenue Rehabilitation* project in Watertown. The project involved the design and construction of improved pedestrian, bicycle, transit, parking accommodations, traffic calming and drainage along ½ mile of road containing several urban obstructions.

## State Permitting

Based on our discussions with the Permit Section and Projects Section of MassDOT District 5 office regarding this project, it is anticipated that Environmental Partners will prepare an Access Permit to be reviewed by the District Office for this project. Given the focus on bicycle accommodations along this State roadway, the Projects Section anticipates that they will likely discuss the project with the Boston office's Complete Streets Engineer although a formal review by Boston is not anticipated.

Based on our history of working with MassDOT, our team understands the importance of *communication* and *early involvement*. As such, we would involve MassDOT during the design process to gain their support of the project and early approvals prior to the design going too far. It is this approach that has been proven to best work with MassDOT and the multiple individuals that may be involved.

It should be noted that MassDOT has indicated that they would be interested in pursuing a *discontinuance* of Conwell Street as well as other remaining State owned roadways in Provincetown including but not limited to Race Point Road and Province Landing Road. Our team upon request may assist the Town in such pursuits although we would strongly recommend requiring upgrades along such roadways prior to the Town taking ownership.

## Environmental Permitting

Based on our initial assessment of Conwell Street, construction may fall just within the 100 feet buffer of the wetland adjacent to Route 6. However since Conwell Street appears to be wider in this area and may already have adequate width, construction (i.e. widening) within the buffer may not be necessary. Depending on concepts identified and input from the Town, information will be provided to the Town for local environmental permitting and a Notice of Intent (NOI) will be prepared for submission and coordination by representatives of the Town. Given the location of the project, direct impacts to the wetlands and wetland replication are not anticipated.



**Application for Permit to Access State Highway**

This Access Permit Application including the attached Access Permit Submittal Checklist must be completed in full by the Applicant. Instructions for this page are provided on page 2. Descriptions of the two types of Access Permits and related categories are located on page 4. MassDOT will make the final determination regarding Access Permit Application type and category.

1. Town/City \_\_\_\_\_
2. State Highway route number and its name \_\_\_\_\_
3. State Property Address \_\_\_\_\_
4. Description of property and/or facility for which access is sought (include street frontage) \_\_\_\_\_
5. Description of work to be performed within the State Highway layout plan's right-of-way \_\_\_\_\_

For information only: This form is not intended to be used for applications for Access Permits and O&M's. A separate request form is available.

A. Dig file number _____	
7. Applicant Information (For Access Permits)	8. Property Owner
Name _____	Name _____
Streeting Address _____	Mailing address _____
Telephone _____	Telephone _____
Fax _____	Fax _____
E-Mail _____	E-Mail _____
Signature _____	Signature _____
Print Name _____	Print Name _____
Title _____	Title _____

Applicant must submit this form to the District Highway Department Office for review and approval. For office use only. Do not write below this line.

1. Application number _____	4. State Highway ID _____
2. Date received _____	7. State Route (Access Permit) _____
3. Fee amount (see schedule) _____	8. Plan number (O&M) _____
4. Construction Fee Source date _____	9. Permit type Category _____
5. MTA request type or code _____	10. Application review date _____
11. MTA review date _____	11. Permit issued date _____
12. MTA review date _____	12. Permit issued _____
13. MTA review date _____	13. Permit issued _____
14. MTA review date _____	14. Construction/Permit at State of Road _____

For information only: This form is not intended to be used for applications for Access Permits and O&M's. A separate request form is available.

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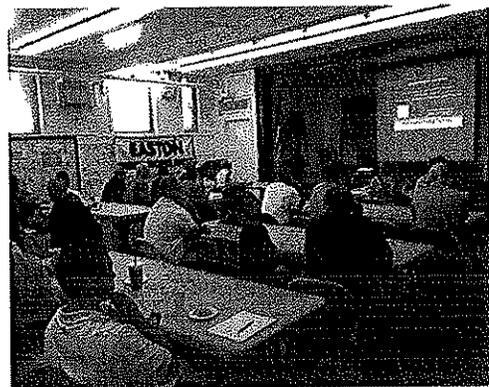
## ADDITIONAL SERVICES AVAILABLE

Environmental Partners is experienced in providing a wide variety of other services should they be necessary. Although currently not anticipated in the Conwell Street project given budgetary constraints, our team is seasoned in providing such services as we have successfully done for several other municipalities in the area.

### Coordination and Public Outreach

*As Environmental Partners has proven over the past two decades in Provincetown, gaining the support of the community, regulatory agencies and other stakeholders is essential in the success of many projects. Every interested party involved in a project requires assurance that their needs will be addressed. It is for this reason that in many projects we develop a public and agency outreach program to solicit input early in the design process. Early coordination also makes for a more efficient design process, allowing the design team to solicit input on what each stakeholder or agency is expecting.*

Environmental Partners frequently schedules a kick-off meeting to review the objectives of this programming effort, the specific tasks to be performed and the anticipated schedule for the project. In coordination with the Town's designated lead, representation should be present from all of the various boards, departments and committees including those that have been involved in the Town's programs that involve water, sewer and drainage systems, the Planning Board, Board of Selectmen, Conservation Commission, Highway Department, Water Commissioners, Parks Commissioners, and local environmental groups as may be appropriate.



At an initial public workshop, we typically identify the objectives for the project and present conceptual alternatives to meet those objectives and their potential impacts. Experience has proven that this early involvement provides the design team with valuable information from those who live at the project location every day and gets the public involved in the project. This integrated and collaborative approach for involving all of these parties will result in a positive attitude at future meetings.



We assist towns in managing the public participation process.

Following implementing revisions to the conceptual designs per the public meeting, a meeting may be attended to receive direction in advancing the preferred concept into the design phase.

We recognize the sensitive nature of many projects - especially to direct abutters; we remain cautious to calm any concerns of those most impacted by the project. It is for this reason that we allow for time at the end of all public meetings to meet individually with abutters to explain the engineered plan to them and any impacts to their property. In most cases, abutters are able to overcome any unnecessary anxiety once they understand the proposed alterations shown on plan. This becomes especially important when right-of-way services are required for rights of entry, temporary or permanent easements or land acquisitions.

If public outreach is required and/or desired, we will be available to attend:

- Neighborhood or public information workshops or presentations to community groups
- Presentations to various boards, including the Board of Selectmen
- Regular updates on the Town's website
- Newspaper articles and press releases
- Public posting of monthly project status reports and deliverables on the Town's website

### Drainage System Design

Improvements in road alignment, pavement reconstruction, and edge of road treatment sometimes alter existing stormwater runoff patterns. Any channelization of stormwater runoff must be accounted for and properly controlled with catch basins, manholes or other low-impact designs and treated prior to discharging the effluent into an environmental resource area. As such, some roadway improvement projects require hydrologic and hydraulic modeling to properly design new stormwater systems with structural or non-structural best management practices.

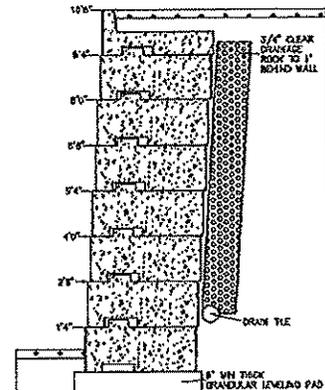


Environmental Partners has designed and permitted many of these systems, most recently as part of the *Route 123 Rehabilitation* project in the Town of Norwell that includes 3 miles of roadway, sidewalk, and drainage improvements. In this project, we designed new closed drainage systems to collect and treat stormwater runoff with leaching pits and/or shallow infiltrators before discharging the effluent into wetland resource areas. For the towns of *Weymouth* and *Wellfleet*, we performed such systems before discharging directly into the harbor.

We have an exceptional history meeting the challenges of each project and delivering a system that is project appropriate, cost effective and low maintenance.

### Geotechnical and Structural

Each project presents its own unique set of challenges that must be overcome in order to meet the project objective. In some instances, the existing topography may need to be addressed in order to include additional design features. At Environmental Partners, we have a history of successfully overcoming such



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obstacles through either grading or, where necessary, including structural features.

Our geotechnical engineering services support all phases of a project from preliminary design through completion. These services include making judgments and advising on structural and economic feasibility of projects from a point of subsurface conditions including determination of physical and engineering properties and characteristics of soil and rock materials and their behavior under stress conditions, and interpreting these findings into design recommendations.



Our team is accustomed to provide structural engineering services to address topographical issues as well as culverts that require evaluation and design for repair or replacement. The alternatives evaluation will take into consideration the level of deterioration, the benefits of realigning the water flow, environmental limitations, and cost. The need for a potential new culvert to comply with the Massachusetts River and Stream Crossing Standards are coordinated with the U.S. Army Corps of Engineers.

### Right of Way

In addition to indicating right of way information on the base plan generated from the topographic survey, our team may prepare the appropriate plans and documentation required for processing and/or filing rights of entries, temporary or permanent easements and land acquisitions where absolutely necessary. Our team works in partnership with Town departments, Town counsel, and abutting property owners to obtain the necessary right of way. We have found that Rights of Entries for minor grade blending are the most cost effective approach for the municipality in most cases. The previously discussed Public Outreach program tends to be instrumental in making this a seamless process.

Environmental Partners has designed roadway improvements in numerous communities requiring right of way acquisitions and have successfully assisted in the process. During our recent work with the Town of Wellfleet, for instance, we worked expeditiously with the law firm of Kopelman and Paige in drafting the easement agreements in a timely fashion to get the project completed on time.

"I think I can say, frankly, and with some incredulity, that you and your colleagues have done the best job of obtaining the necessary signatures on a public works project that I have ever seen. I am very, very impressed (but not surprised)."

- Katharine L. Klein  
Kopelman & Paige PC  
Wellfleet Town Counsel

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## Bid/ Construction Phase Services

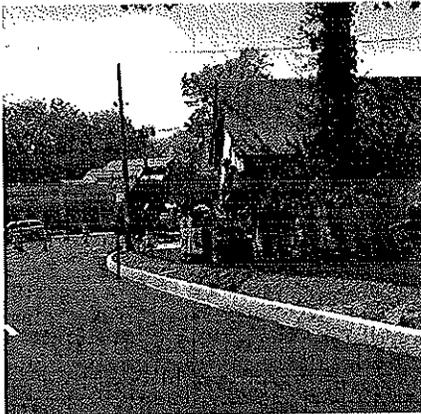
Our team is also involved in providing municipalities with comprehensive bid phase and construction phase services for a wide variety of transportation and utility projects including drainage, water systems, sewer, and water treatment.

We are equipped to assist the Town with the public bidding process including coordination and completion of advertising requirements, preparation, copying, and distribution of public bid documents, review, evaluation of bids, and preparation of Recommendation of Award Letter should such services be required.

Our staff remains intimately involved in the daily construction to ensure that the Town is protected from inflated quantities, to limit exposure to cost overruns and provide the Town with a quality end product.



*Roadway Construction for the outlet structure and culvert replacement project at the Lower Chandler Pond Dam, Duxbury, MA*



Our construction administration services consist of attending kickoff meetings with contractors and clients to discuss scheduling, methodology for dispute resolution, clarification of the Contract Documents, review shop drawings and samples, issue all instruction of the client to Contractors, provide guidance during construction prepare change orders as required, review and prepare applications for payment.

Environmental Partners has a staff of Resident Engineers with extensive and diverse experience in construction and construction management. Our team of Resident Engineers assists our clients regularly during the construction phase to monitor construction methods, observe the progress of construction and report to the Project Manager and the City or Town as well as review and process contractor payment requests and make recommendations. We also serve as an interface with residents and property owners to address concerns regarding schedules and conflicts.

# PROPOSED FEE

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The challenges facing the Town of Provincetown today require a *well-balanced* design that accommodate both bicycles and vehicular traffic, provide an optimum alignment while limiting impacts to abutters, and complies to current design and construction standards while being cost effective and within budget.

Although our fee is competitive, we can guarantee a level of *responsiveness, follow-up and persistence* that our competitors cannot match, traits that are essential in expediting this project through the submission process. As such, we are committed to successfully and seamlessly assisting the Town in achieving their project objectives throughout the entire process.

The below Fee Schedule is based on the scope of work described in the Invitation to Bid and our approach discussed in our proposal along with several assumptions that will be addressed as project parameters become established during contract development. These assumptions include:

- MassDOT coordination and review relative to the Access Permit is anticipated; no additional MassDOT involvement or review is expected
- As outlined in the Invitation to Bid, Environmental Partners will provide the Town with the appropriate information for local permitting that will be handled and coordinated by the Town
- The Scope of Services assumes a project kick off meeting and weekly telephone conference calls with the Contracting Officer for project updates as work progresses as outlined in Section 00900, Subsection 2.1.3 of the Invitation to Bid. A meeting with MassDOT is also anticipated to assist in processing the Access Permit.
- It is anticipated that the two existing drainage leaching basins will be retained and/or adjusted as needed. The design of a complete closed drainage system is not anticipated
- Police details will be provided by the Town as needed
- Structural design of retaining walls is currently not anticipated, nor is borings or test pits
- All construction is anticipated to take place within the right-of-way. Rights of Entries, Temporary or Permanent Easements and Land Acquisitions are not anticipated.

We anticipate that upon selection, the selected team will have the opportunity to meet with the Town to verify the above assumptions and to establish a more definitive work program.

*Fee Schedule*

Survey/Right-of-Way Research/Base Plan Prep.	\$ 7,200
30% Design Preparation	\$ 2,800
100% Draft Design	\$ 6,000
100% Complete Design Construction Documents	\$ 1,700
Permitting	<u>\$ 2,300</u>
<b>Total</b>	<b>\$20,000</b>

Upon request and direction by the Town, permanent bounds may be set to denote right-of-way in the appropriate locations at an additional cost of \$250 each.

## SECTION 3: PROJECT TEAM

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The project team will be led by the Principal-in-Charge, Mr. Paul Gabriel, P.E., LSP. Mr. Gabriel will be responsible for the overall success and completion of each project phase. Paul will be supported by Project Manager, James D. Fitzgerald, P.E. Mr. Fitzgerald will be the first point of contact for the Town and will be responsible for the day-to-day progress of each task and for coordinating and overseeing the engineering staff and subconsultants to ensure the highest level of experience and quality. Mr. Fitzgerald's other responsibilities will be managing project schedule and budget to ensure a timely and efficient delivery.

Environmental Partners has enlisted the expertise of the surveyor, William N. Rogers II, P.E., P.L.S. for his intimate knowledge and insight of right-of-way along Conwell Street given his long work history in town and being a local firm.

Summaries of senior staff including their project roles are included below. Resumes are included following the organizational chart.

### SUMMARY OF KEY TEAM MEMBERS

**Paul Gabriel, P.E., LSP will act as the Principal-in-Charge.** In this role, Mr. Gabriel will be an active participant and will be ultimately responsible for ensuring that the Town's needs are being met. He has over 30 years of experience in civil, environmental, and geotechnical engineering planning, design, and construction and has providing engineering services to numerous projects for the Town of Provincetown over the years, most recently the Knowles Crossing Water Treatment Plant and the wastewater system project. He is a registered Professional Engineer and Licensed Site Professional. He is the President and founding partner of Environmental Partners.

**James D. Fitzgerald, P.E., LEED AP, Project Manager,** is a registered Professional Engineer with more than 20 years of experience in the transportation field. Mr. Fitzgerald's experience includes performing and overseeing multi-disciplinary and multi-modal transportation engineering projects from in-depth traffic studies to multi-faceted analyses and from minor geometric improvements to major town center reconfigurations with utility upgrades. Mr. Fitzgerald provides day-to-day municipal assistance, seeing that effective engineered remedies to existing deficiencies are customized to fit each project location while remaining on schedule and budget. He is adept at designing effective remedies for vehicular, pedestrian and bicycle accommodations in the tightest of locations.

**Benny L. Hung, P.E.** has 19 years of professional design experience in the civil engineering field primarily focusing on providing diverse transportation solutions that are context sensitive. Mr. Hung has served as Senior Project Engineer responsible for numerous transportation design projects ranging from rural and urban roadways and intersections to town centers to state highway interchanges. His extensive knowledge of relevant multi-modal design standards and requirements allows him to generate designs that fit each project setting. He is also responsible for bid document preparation including construction estimates, specifications, and bid package.

**Ziad Kary, P.E.**, has over 20 years of transportation, civil, geotechnical, and structural engineering experience including the construction of large transportation projects with infrastructure for public and private utilities. His engineering experience includes substantial work on roadway construction, culverts, retaining walls, water upgrades, pressure and gravity sewers, drainage, and structures. He also provides construction services, acting as Lead Resident Engineer on roadway reconstruction projects.

**Ryan Trahan, P.E.**, has over twelve years of experience providing civil engineering design and construction supervision for various drainage, stormwater, and water resource projects. His project experience includes planning, studies, design, permitting, bidding assistance, and construction contract administration for many roadway, stormwater, culvert and water main projects. Mr. Trahan has also provided engineering review services for planning boards, conservation commissions and zoning boards of appeals for various subdivision, site plans and Chapter 40B developments.



RESUMES

# Paul F. Gabriel, P.E., LSP

## Principal-in-Charge

### Background

Mr. Gabriel has over 30 years of experience in water and wastewater engineering, hazardous and solid waste management planning, and remedial design and construction. He is the President and founding partner of Environmental Partners. He is a registered professional engineer and Licensed Site Professional. Through his past position as President of the Hazardous Waste Action Coalition (HWAC), a national association of engineering and science firms practicing in hazardous waste management, he has considerable insight on federal and state hazardous waste management programs and trends. This unique insight is invaluable in the strategic decision-making process involving clients, attorneys, and consultants that is so critical in today's hazardous and solid waste arenas.

### Education

- M.S., 1979, Civil Engineering, University of Miami, FL
- B.S., 1976, Biology, Bridgewater State College, MA

### Certifications

- Professional Engineer – MA (Civil 32120), NH, ME, RI, VT
- Licensed Site Professional – MA
- Registered Sanitarian - MA
- 40-Hour OSHA Hazardous Waste Operations Health and Safety Training

### Professional Affiliations

- Hazardous Waste Action Coalition, Past President
- American Council of Engineering Companies
- Water Environment Federation
- Solid Waste Association of North America
- American Society of Civil Engineers
- Past Member, U.S. Department of Defense Blue Ribbon Panel for the Analysis of the DOD Environmental Restoration Program
- Past Member, USEPA Remedial Technologies Development Forum

**Pavement Management Program, East Bridgewater, MA –** Principal-in-Charge for the development and implementation of a Pavement Management Program for the Town of East Bridgewater for town-wide roadway resurfacing and restoration.

**Concord and School Streets Sewer Improvements, Framingham, MA.** Principal-in-Charge for the implementation and construction administration for a \$3.2M challenging sewer, drain and water utility project in a dense urban setting compressed into a 1,200 foot long stretch of roadway, with major existing utilities, traffic, environmental and abutter (business, residential) concerns. Mr. Gabriel is also the Principal-in-Charge for four ongoing task orders with the Town.

**Integrated Water Resource Management Plan, Marshfield, MA –** Mr. Gabriel is the Principal-in-Charge actively involved in the combined analysis of present and future wastewater, drinking water and storm water needs. Work has begun on Phase 1 of the Integrated Water Resource Management Plan (IWRMP), which includes review of existing data, cataloguing all relevant existing conditions and to identify information gaps that require additional planning. The final IWRMP will assess the overall water balance for Town sub-basins, prioritizing capital improvement projects for wastewater, drinking water, and storm water to meet regulatory compliance and improve water shortages, water resources, and receiving waters.

**Comprehensive Wastewater Management Plan, Wellfleet, MA –** Mr. Gabriel is the Principal-in-Charge actively involved in preparing a CWMP for the Town of Wellfleet including the first phase of the pilot project: Wellfleet Harbor Duck Creek Site Oyster Spawning. Currently, he is overseeing the traditional CWMP steps such as data collection and needs analysis on a lot-by-lot basis and developing a conceptual design for the marina area satellite treatment system.

**Wastewater Facilities Planning and Design/Construction Management, Provincetown, MA -** Mr. Gabriel managed and directed the successful completion of comprehensive wastewater facilities planning studies for Provincetown that have led directly to the design, construction and operation of new wastewater collection/treatment/disposal facilities. The project is being conducted as a Design/Build/Operate (DBO) project, with a project value of nearly \$20 Million.

**Water System Expansion, Wellfleet, MA -** Mr. Gabriel has been assisting the Town of Wellfleet with planning and design activities for an entirely new water supply and distribution system. Mr. Gabriel was the Principal-in-Charge to assist the Town in a multi-staged approach to developing the Town's water system. Design, permitting, bidding, and construction phase services activities at the Boy Scout Camp Well have included: Two (140 foot deep) new production gravel packed wells with submersible pumps; Pre-fabricated well house with KOH feed system electrical systems and propane emergency generator set; SCADA system in the radio telemetry; 12,000 linear feet of 8" water main; 7,000 linear feet of 12" water main; and an elevated storage tank (500,000 gallon).

# James D. Fitzgerald, P.E., LEED AP

## Project Manager

### Education

- BS, Civil Engineering, University of Notre Dame, Notre Dame, IN
- BA, Engineering/Physics (minor), Stonehill College, North Easton, MA

### Certifications

- Professional Engineer: Traffic, MA
- Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP)

### Professional Affiliations

- Institute of Transportation Engineers
- ITE Technical Committee
- American Public Works Association
- American Society of Civil Engineers
- Boston Society of Civil Engineers
- Massachusetts Highway Association
- Essex County Highway Association
- Worcester County Highway Assoc.
- Norfolk Bristol Middlesex Highway Association
- Plymouth County Highway Assoc.
- Barnstable County Highway Assoc.

### Areas of Expertise

- Traffic Engineering
- Highway/Roadway Engineering
- Intersection Design
- Signal Design
- Traffic Calming
- Multi-Modal Accommodations / "Healthy Transportation Policy"
- Context Sensitive Design
- Peer Reviews
- Expert Testimony
- Public Process/Support Building
- Asset Management/CIP Preparation
- Bid/Construction Phase Services

## Background

Mr. James Fitzgerald serves as Director of Transportation. He has over 20 years of experience in a wide variety of transportation projects throughout Massachusetts for numerous municipalities, MassDOT and private clients. Mr. Fitzgerald's experience includes performing and overseeing all areas of transportation engineering from in-depth transportation/traffic studies to peer reviews, from minor geometric improvement designs to complete highway/interchange designs, and from public hearings and trade show presentations to expert testimony.

Mr. Fitzgerald acts as an extension of each client's team, providing professional guidance as needed. He presents effective engineered remedies to safety and operational deficiencies that conform to design standards while remaining appropriate for the location and staying within budget and schedule limitations. He also assists communities in budgeting, establishing Capital Improvement Plans (CIP's) and coordinating funding opportunities. Mr. Fitzgerald has also been integral in asset management projects for several communities which produced extensive reports and established CIP's for signage, signal and pavement improvements.

Mr. Fitzgerald's study experience includes preparing and peer reviewing Functional Design Reports (FDR), traffic studies, safety studies, school circulation studies, Traffic Impact and Access Studies (TIAS), and Environmental Impact Reports (EIR). His background working for both developers and municipalities helps to facilitate a smoother expedited process and recently placed him before the Massachusetts Gaming Commission for testimony.

With project locations ranging from urban town centers to rural freeway interchanges, Mr. Fitzgerald remains sensitive in providing improvements that are appropriate to the character of the roadway at hand. He is accustomed to providing balanced multi-modal accommodations and traffic calming features despite site limitations. His signal design experience varies from simple, isolated intersections to numerous interconnected intersections that are part of closed loop systems. He also has significant traffic management design experience for intersection, highway and bridge reconstruction projects.

# James D. Fitzgerald, P.E., LEED AP

## Project Manager

### Sample Projects

**Reconstruction of Main Street (Route 110), Merrimac, MA** - Project Manager for the reconstruction of one mile of Main Street (Route 110) including Merrimac Center. The project included extensive coordination with, and presentations to, the public, Town, and MassDOT in order to reach consensus on a scheme for a major reconfiguration of the Town Center that improves safety and operation while providing a pedestrian-friendly environment that maximizes parking in a historic setting. The project included the design of a roundabout within the historic Town Center to improve pedestrian accommodations and accommodate traffic flow. The design was complex to accommodate heavy vehicular and pedestrian volumes while maintaining parking for local businesses, all within a limited area with several site constraints. The project included water and drainage system replacement.

**Spofford St. at Merrimac St. and Moseley Ave., Newburyport, MA** Principal-in-Charge for the evaluation, design and preparation of bid documents for the reconstruction of a complex five-legged intersection. Improvements include a roundabout, pedestrian accommodations, and aesthetic enhancements with new drainage accommodations.

**General Services, Avon, MA** - Project Manager of a \$300k contract providing the Town with waterline improvements, drainage study services, and the reconstruction of three roadways totaling 2.5 miles. Project included intersection improvements and realignment as well as drainage.

**Beacham Street, Everett, MA** - Principal-in-Charge for the design of improvements to Beacham Street, a regionally important truck route, from Broadway to the Chelsea city line. Improvements include roadway reconstruction, addition of pedestrian accommodations, and intersection improvements as well as a new drainage system. Project includes assisting the City with funding applications through the TIP and MassWorks Infrastructure Program.

**Sudbury Center Improvements, Sudbury, MA** - Principal-in-Charge for proposed improvements in Sudbury Center. Provided traffic and pedestrian safety improvements and aesthetic enhancements in a historically sensitive location. The project included investigation of several alternatives, coordination with the public, and design of the Center including an improved traffic signal installation. New drainage accommodations were designed.

**Reconstruction of Bodwell Street, Avon, MA** - Project Manager for the reconstruction of approximately 1.6 miles of the industrial Bodwell Street including a new traffic signal installation. Assisted in securing PWED grant for \$1.2 million to pay for design and construction.

**Rte. 20, Roadway & Intersection Reconstruction, Northborough** - Designed the reconstruction of a half mile segment of rural Route 20 and two signalized intersections including major realignment.

# James D. Fitzgerald, P.E., LEED AP

## Project Manager

**Mount Auburn Street and Coolidge Square, Watertown, MA** - Project Manager for the study and conceptual design of a road diet along the Mount Auburn Street corridor to calm traffic and improve the pedestrian environment, and accommodate vehicular demand. Involvement included overseeing the preparation of several concepts and the design of early action projects as well as public presentations.

**Route 128 at Brimbal Ave. Interchange, Beverly, MA** - Served as Project Manager of the EIR portion of the Route 128 at Brimbal Ave. interchange reconstruction project anticipated to improve safety and reduce congestion, having an estimated construction cost of \$14 million.

**Roadway and Intersection Reconstruction, Route 1A, Beverly, MA** - Traffic Engineer responsible for traffic studies and intersection design within an urban two-mile segment of Route 1A with adjacent historic sites that included complex intersections with unusual configurations and several constraints.

**Boylston Street Reconstruction (Charles Gate East to Arlington Street), Boston, MA** - Project Engineer for the evaluation and design of intersection improvements at seven locations, coordinated as part of the complex Back Bay signalized system. Project included road, sidewalk/ADA accessibility, and lighting/landscape design in this historic downtown location.

**Route 66 Roadway Reconstruction, Northampton & Huntington, MA** - Project Engineer responsible for Final Plans including signal evaluations and design, drainage upgrades, profile and grading, and bid document preparation for 6 miles of road in Northampton and 3 miles in Huntington.

**Dartmouth Street Reconstruction (Huntington Avenue to Boylston Street), Boston, MA** - Project Manager for the conversion of a two-way block of Dartmouth Street to a one-way including studies that evaluated impacts to surrounding intersections and signal design coordinated as part of the complex Back Bay signalized system. Also responsible for roadway design, handicap accessibility, bicycle accommodations, specifications, and project coordination in this historically significant location.

**Route 110 at Route 495 Interchange Improvements, Methuen, MA** - Project Manager for a \$2 million construction project that involved design of the Route 110 at Route 495 interchange including ramps and a series of signalized intersections coordinated as a closed loop system.

**Route 113 (Storeybrooke Drive to Market Basket Drive), Newburyport, MA** - Project Engineer responsible for traffic signal upgrades along a one mile segment of the Route 113 corridor consisting of seven signalized intersection as part of a closed loop system.

# Benny L. Hung, P.E.

## Transportation Design Engineer

### Background

Mr. Hung has 19 years of professional management and design experience in the civil engineering field. He has been responsible for many diverse site development, transportation, and utility projects for both public and private sectors.

Mr. Hung has served as a Senior Project Manager on a variety of residential, commercial, and municipal site projects. His experience includes developing plans for the site layout of buildings, parking areas and site access roads, site grading, storm water management, water, sewer/septic and other utility systems. He has served as Senior Project Engineer on numerous highway, roadway, and transportation projects. His experience varies from designing curb cuts to interstate highway off-ramps, designing or redesigning state highway interchanges, to urban intersection improvements. His responsibilities include designing horizontal and vertical alignments, traffic controls and signage, drainage systems, traffic management plans, safety improvements, and preparing drawing plans, engineering estimates, specifications, and bid documents. He has also provided construction administration and shop drawing review.

### Education

- BS, Civil Engineering, University of Massachusetts, Lowell, MA

### Certifications

- Professional Engineer: Civil, MA, Civil Stamp # 46122

### Professional Affiliations

- American Society of Civil Engineers

\* Completed for MassDOT

\*\* Completed in concurrence with MassDOT

**\*\*Reconstruction of Main Street (Route 110), Merrimac, MA -** Senior Project Engineer for the reconstruction of one mile of Main Street, including Merrimac Center. The project included the design of a roundabout within the historic Town Center to improve pedestrian accommodations and accommodate traffic flow. The design was complex to accommodate heavy vehicular and pedestrian volumes while maintaining parking for local businesses, all within a limited area with several site constraints.

**Waverley Avenue/ Carroll Street, Watertown, MA -** Senior Project Engineer for the reconstructions of Waverley Avenue and Carroll Street including alignment improvements, drainage design, intersection design, improved pedestrian accommodations, and improved sight distance. Traffic calming features were included at several unsignalized intersections to reduce speed of traffic adjacent to the local middle school.

**\*\* Spofford St. at Merrimac St. and Moseley Ave., Newburyport, MA** Senior Project Engineer for the design and preparation of bid documents for the reconstruction of a complex five-legged intersection. Improvements include a roundabout, pedestrian accommodations, and aesthetic enhancements.

**\*Route 44 Intersection Improvements, Middleborough, MA -** Senior Project Engineer for the design of four intersections, including traffic safety improvements along two miles of Route 44, Middleborough. The project included roadway resurfacing, new traffic signals, and widening to accommodate a new left turn lane for both approaches at each intersection, as well as safety and drainage improvements.

**Sudbury Center Improvements, Sudbury, MA -** Senior Project Engineer for the proposed improvements in Sudbury Center. Providing traffic and pedestrian safety improvements and aesthetic enhancements in a historically sensitive location. The project included investigation of several alternatives, coordination with the public, and design of the Center including an improved traffic signal installation.

**Common Street/Columbia Street Traffic Calming, Watertown, MA -** Senior Project Engineer for the reconstruction of Common Street and Columbia Street to provide safety and geometric improvements. A roundabout was proposed and designed at the complex intersection of Common Street at Orchard Street and Church Street. The delta formed by Common Street, Spring Street and Marion Street was reconfigured in order to improve pedestrian accommodations. Traffic calming features were also designed along Columbia Street, adjacent to the high school.

# Benny L. Hung, P.E.

## *Transportation Design Engineer*

**Beacham Street, Everett, MA** - Senior Project Engineer for the design of improvements to Beacham Street, a regionally important truck route, from Broadway to the Chelsea city line. Improvements include roadway reconstruction, addition of pedestrian accommodations, and intersection improvements. Project includes assisting the City with funding applications through the TIP and MassWorks Infrastructure Program

**\*Route 44 Intersection Improvements, Middleborough, MA** - Senior Project Engineer for the design of four intersections, including traffic safety improvements along two miles of Route 44, Middleborough. The project included roadway resurfacing, new traffic signals, and widening to accommodate a new left turn lane for both approaches at each intersection, as well as safety and drainage improvements.

**\*Route 125 at Salem Street and Stinson Road Intersections Improvements, Andover, MA** - Senior Project Engineer for the design of 0.4 miles of Route 125 at Andover. The project included new traffic signals and widening at the offset intersection formed by Route 125, with Salem Street and Stinson Road. The project included roadway widening to accommodate a new left turn lane, minor land takings, and drainage improvements.

**\*Route 20 Roadway & Intersection Reconstruction, Northboro, MA** - Senior Project Engineer for the reconstruction of a 0.5-mile segment of Route 20 and two signalized intersections. The project included the addition of turning lanes at intersections, intersection realignment, and signalization.

**\*Route 125 at Salem Street and Stinson Road Intersections Improvements, Andover, MA** - Senior Project Engineer for the design of 0.4 miles of Route 125 at Andover. The project included new traffic signals and widening at the offset intersection formed by Route 125, with Salem Street and Stinson Road. The project included roadway widening to accommodate a new left turn lane, minor land takings, and drainage improvements.

**\*\*Berkshire Mall Drive Roadway Reconstruction Project, Lanesborough, MA** - Senior Project Engineer for the design of 2 miles of Berkshire Mall Drive between Route 7 and Route 8. The project consisted of two miles of mountainous connector road between Route 7 and Route 8 and the Berkshire Mall entranceway. The project included full depth reconstruction, shoulder widening to accommodate a bike lane, roadway safety and drainage improvements.

# Ryan Trahan, P.E.

## Drainage Design

### Background

Mr. Trahan has over twelve years of municipal drinking water supply, treatment and distribution experience. Mr. Trahan has also provided civil engineering design and construction supervision for various land use, drainage, and water resource projects. His project experience includes planning, studies, design, permitting, bidding assistance, construction contract administration, and operations assistance for a variety of drinking water facilities. Mr. Trahan has also provided engineering review services for planning boards, conservation commissions and zoning boards of appeals for various subdivision, site plans and Chapter 40B developments.

### Education

- B.S. 2002, Civil Engineering, Northeastern University
- Minor in Business Administration

### Certifications

- Professional Engineer- Civil: MA (47241); CT (25430); ME (12232)
- NCEES - 31201
- MA Soil Evaluator - SE 2800

### Professional Affiliations

- American Water Works Association
- New England Water Works Association
- Massachusetts Water Works Association
- Plymouth County Water Works Association (Special Projects Committee)
- Plymouth County Highway Association

### Publications

*"Avon Memorial Water Filtration Plant - A Small System Solution for Manganese Removal"*, NEWWA Journal, March 2011

**Construction of Avery Hill Watermain and Roadway/Drainage Improvements, Ledyard, CT** - Mr. Trahan served as lead design engineer for designing new watermain and improvements to the road and stormwater system for a trailer park development. Work included design of catch basins, manholes, pipe sizing and roadway grades.

**Headwall Repair and Appurtenant Work, Seekonk, MA** - Mr. Trahan served Project Manager for designing repairs and improvements to culverts and headwalls located at Woodward Avenue, Jacob Street, Prospect Street and Pine Street. The work was a result of the flooding in March 2010. Work included rebuilding the roads, setting new headwalls and providing permanent erosion control measures to prevent future erosion. We worked with the Seekonk Conservation Commission throughout the permitting process, filing a Notice of Intent and also filed with the Army Corps of Engineers.

**Lower Chandler Pond Dam Outlet Structure & Culvert Replacement, Duxbury, MA** - Mr. Trahan served as Project Manager for designing a replacement outlet control structure for a DCR jurisdictional dam and culvert, including hydrologic analyses in HydroCAD. Work included rebuilding the road, setting new headwalls and providing permanent erosion control measures to prevent future erosion. We worked with the Duxbury Conservation Commission throughout the permitting process, filing a Notice of Intent and also filed with the Army Corps of Engineers.

**Phase 1 Dam Inspections and Feasibility Studies** - Mr. Trahan has performed Phase 1 dam inspections for the Towns of Pembroke, Duxbury and Abington and also a feasibility study for the Sylvia Place Pond Dam in Kingston, MA. The feasibility study investigated the options to repair or breach the dam and a hydrologic analysis was also performed.

**Replacement of Tispaquin Street Fall Brook Culvert and Appurtenant Work, Middleborough, MA** - Mr. Trahan served as Project Manager for designing a replacement culvert for Fall Brook at its crossing with Tispaquin Street. The precast concrete culvert was four feet by five feet and twenty-five feet long. Work included design of a dewatering and temporary pumping system, rebuilding the existing road, setting new head and wingwalls and installing permanent erosion controls. We worked closely with the Middleborough Conservation Commission, filing a Notice of Intent for the work.

**Engineering and Storm Water Review Services Experience** - Mr. Trahan has reviewed Chapter 40B, subdivision and site plans for numerous Planning Boards, Conservation Commissions and Zoning Boards of Appeals, including: Freetown Planning Board, Freetown Conservation Commission, Freetown Zoning Boards of Appeals, Norton Planning Board, Hingham Conservation Commission, Rockland Planning Board. Mr. Trahan has also performed construction inspection of drainage, roadway, and detention basin and review of construction materials used for such clients as: Marshfield Planning Board, Norton Planning Board, Hingham Conservation Commission, Duxbury Planning Board, Rockland Planning Board.

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# Ziad F. Kary, P.E.

## Construction Oversight

### Background

Mr. Kary has over 20 years of resident engineering experience, including the construction of large earthwork projects and vertical construction of large infrastructure projects for public and private utilities. His resident engineering experience includes substantial work on roadway construction, water and wastewater treatment facilities, pressure and gravity sewers, drainage, athletic fields, signalized intersections and traffic management plans, infiltration and inflow projects including pipe lining, design of sidewalks and ADA compliant ramps, pump stations, commercial buildings, landfills and hazardous waste remediation projects.

### Education

- B, S., Civil Engineering, University of Massachusetts, Dartmouth, MA, 1993
- Mechanical Engineering Technology, University of Aquila, Aquila, Italy, 1986

### Certifications

- Professional Engineer- MA (Civil 49479); NH (Civil 13446)
- Occupational Safety and Health Administration (OSHA) 10-hour Construction Health and Safety Training and Certification
- Soil compaction testing certification (Troloxer nuclear density gage).
- American Concrete Institute Certification
- OSHA 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification
- Extensive experience in laboratory analysis of soils, permeability studies, asphalt testing, moisture-density relations.

**Reconstruction of Main Street (Route 123), Norwell, MA** – Mr. Zary is the Project Manager to provide design and construction oversight services to the Town of Norwell for the reconstruction of Main Street (Route 123) from the Hanover Town line easterly to its intersection with Dover Street, a distance of approximately 3.2 miles. Work includes evaluating crash history, analysis of existing and future traffic operations along the corridor, recommending improvements and preparing a Functional Design Report. Roadway realignment, intersection improvements, pavement reconstruction, improved pedestrian and bicycle accommodations, guardrail replacement, and drainage system upgrades are proposed. Intersection improvements along the corridor include intersection realignment/reconfiguration, safer pedestrian crossings and potential traffic signal installations (where appropriate). Pavement improvements include a mill and overlay of the existing roadway surface with areas of full depth patching and box widening as well as stamped concrete crosswalks within Town Center. Pedestrian accommodation improvements include expanding pedestrian accommodations with the installation of 3,300 feet of new sidewalks, and reconstructing approximately 500 feet of existing sidewalk. Drainage improvements include retrofitting new localized drainage systems that provide subsurface infiltration, storage, and emergency overflow, and rehabilitating 2 existing drainage system areas at the Town Center.

**Main Street Revitalization Project, Barnstable, MA** - Mr. Kary was the Chief Resident Engineer for the reconstruction of \$4 million in improvements to Main Street in Barnstable, MA. Main Street is a very challenging project considering the age of the existing unaccounted for utilities below ground. Main Street is a busy thoroughfare and the Traffic Management Plan (TMP) was a critical aspect of the project. Construction included implementation of the TMP, various design modifications in the field during installation of new drainage system due to often unforeseen field conditions, Sidewalks and signalized intersections, elevated ramps and bump outs in roadway for decorative pavers while all main Street businesses continued to remain open during construction; and full depth roadway reconstruction and a blue stone plaza at the JFK Museum including decorative benches. Mr. Kary organized and conducted numerous meetings with business owners, residents and Town officials to address issues related to construction.

**Thornton Street Reconstruction Project, Wrentham, MA** - Mr. Kary was the Chief Resident Engineer for the reconstruction of \$3.5 million roadway and sidewalks reconstruction project in Wrentham, MA. Thornton Street is a busy cut through and the Traffic Management Plan (TMP) was a critical aspect of the project. Construction included implementation of the TMP, various design modifications in the field during installation of new drainage system due to often unforeseen field conditions.

# Ziad F. Kary, P.E.

## Construction Oversight

**Main Street Curbing and Sidewalk Improvements, Wellfleet, MA** - Mr. Kary was the Chief Resident Engineer for the construction of new sidewalks on Main Street in Wellfleet, MA. The work included the installation of new granite curbing, concrete sidewalks, and bituminous concrete sidewalks, milling and overlaying in a very challenging commercial setting on Main Street that required ADA compliant WC ramps and crosswalks. Coordinated and secured easements from property owners and addressed construction access issues with business owners and residents. Project was done within the allowable construction time frame and well within budget.

**Holbrook Avenue and Commercial Street Sidewalk and Roadway Improvements, Wellfleet, MA** - Mr. Kary assisted with the design and construction administration services for roadway improvements along Holbrook Avenue and Commercial Street in Wellfleet. The roadway improvements included: full depth reclamation of asphalt roadway, installation of 3,300 feet of new sidewalk, ADA accessible ramps, striping, and granite curbing. Work also included storm drain improvements along Holbrook Avenue and Commercial Street.

**South Street Roadway and Sidewalk Improvements, Holbrook, MA** - Mr. Kary assisted with permitting and design services for roadway and sidewalk improvements along the 800 foot length of South Street in Holbrook. The roadway improvements, which were conducted in conjunction with a water line replacement, included 9,000 feet of full depth reclamation of asphalt roadway.

**Linwood Street Sidewalk Improvements, Holbrook, MA** - Mr. Kary assisted with permitting and design services for sidewalk improvements along the 1,200 foot length of Linwood Street in Holbrook. The roadway improvements, which are being done in conjunction with a water line replacement include: full depth reclamation of asphalt roadway, installation of 1,200 feet of new asphalt sidewalk, ADA accessible ramps, striping, and granite curbing.

**Phase V Sewer Improvements, Holbrook, MA** - Mr. Kary is a project engineer for this phase of sewer replacements for the Town of Holbrook. Work included pavement and subgrade investigation and assessment of seven town roads within Phase V Sewer Improvements, and recommendations for improvements based on realignment, full-depth reclamation and/or mill and overlay.

**Water Treatment Facility, Weymouth, MA** - Mr. Kary was the Chief Resident Engineer for the construction of a new \$ 40 million Water Treatment Facility for the Town of Weymouth, MA. Mr. Kary was also the senior project engineer for the design, permitting, bidding, construction administration, and resident engineering services for the 3,000 foot long access road from Pond Street. Work included clearing, excavation, grading, compaction, installation of geotextile, installation of bituminous concrete curbing and concrete wheel chair ramps, bituminous concrete berm, detectable warning panels, and a segmental retaining wall.



WILLIAM N. ROGERS II, P.E., P.L.S.

PROFESSIONAL  
CIVIL ENGINEERS & LAND SURVEYORS

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P.O. BOX 631  
PROVINCETOWN, MASSACHUSETTS 02657  
TEL: (508) 487-1565  
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RUTH E. ROGERS  
GARY L. LOCKE  
SHAUN M. DIAS

STRUCTURAL CONSULTANT  
DR. FRANK A. MARAFIOTI, P.E.

WILLIAM N. ROGERS II

Registered Professional Engineer, State of Massachusetts, Lic. No. 26942,  
February, 1973.

Registered Professional Engineer, State of Maine, Lic. No. 3233, July, 1975.

Registered Professional Land Surveyor, State of Massachusetts, Lic. No.  
28410, July, 1976.

Professional Organizations:

Member, National Society of Professional Engineers  
Member, Massachusetts Society of Professional Engineers  
Member, Cape Cod Society of Civil Engineers and Land Surveyors  
Member, American Society of Civil Engineers  
Associate Member, American Congress of Surveying and Mapping  
Junior Member, American Concrete Institute  
Member, Chi Epsilon - Civil Engineering Honor Society  
Member, Pi Tau Sigma - Mechanical Engineering Honor Society  
Member, Sigma Chi - Scientific Research Society

Education:

University of Rhode Island, Doctoral Program, Solid Mechanics, 1969-1971.  
University of Connecticut, Masters of Science in Civil Engineering, 1969.  
Tufts University, Graduate Study, Civil Engineering, 1967.  
Worcester Polytechnic Institute, Bachelor of Science in Civil  
Engineering, 1963-1967.

Teaching Experience:

Cape Cod Community College, Associate Professor, 1974-1976.  
Roger Williams College, Instructor, 1970-1971.  
University of Rhode Island, Instructor, 1969-1971.  
University of Connecticut, Instructor, 1968-1969.  
Tufts University, Teaching Assistant, 1967.

Professional Experience:

William N. Rogers II, Professional Civil Engineers & Land Surveyors,  
1974-Present.  
Slade Agency, Civil Engineers & Land Surveyors, 1971-1974.  
Down Cape Engineering, Civil Engineers & Land Surveyors, Barnstable,  
Mass., 1971  
State of Connecticut, Highway Department, Wethersfield, Connecticut,  
1968.

References:

Mr. Francis J. Alves, P.E., P.L.S. tel. 1-508-487-0863  
3 Youngs Court  
Provincetown, MA 02657

Mr. William C. Taylor, P.E., P.L.S. tel. 1-813-748-0800  
Assistant Director of Public Works (office) Ext. 286  
City of Bradenton  
P.O. Box 6189  
Bradenton, FL 34281

Mr. Chester N. Lay, P.L.S. tel. 1-508-349-3110  
c/o Slade Associates, Inc. (office)  
P.O. Box 592  
Wellfleet, MA 02667

Publications:

Masters Thesis: "Analysis of Column Supported Circular Annular Slabs",  
Sixth Southeastern Conference on Theoretical and Applied Mechanics,  
1972."

Pertinent Major Design Projects - (Design and Construction Supervision)

Project

1. Town of Provincetown - Sidewalks
2. Town of Provincetown - Alden Street Drainage System
3. Town of Provincetown - Bulkhead Modification
4. Town of Provincetown - Sanitary Landfill Development
5. Town of Provincetown - West End Parking Lot Modifications
6. Town of Provincetown - Fuel Tank Protective Enclosures
7. Town of Provincetown - Howland Street and Masonic Place Drainage Systems
8. Town of Provincetown - Gosnold Street Drainage System
9. Pilgrim Monument Association - Retaining Wall
10. Town of Provincetown - Engineering and Surveying Projects of a various nature i.e., Topographical, Subdivision, etc.
11. Private Projects - Perimeter Surveys, Land Court Surveys, Subdivisions, Site Plans, Sanitary Subsurface Sewage Disposal Systems, and Topographical Surveys.

Pertinent Educational Course Work:

University of Rhode Island:

Theory of Continuous Media  
Theory of Shells  
Elastic Stability  
Computer Analysis for Engineers  
Advanced Structural Analysis  
Theory of Elasticity  
Non-Linear Mechanics  
Functions of Complex Variables  
Heat Transfer  
Thermal Stress Analysis

University of Connecticut:

Structural Vibrations  
Advanced Reinforced Concrete  
Advanced Mechanics of Materials and Applied Elasticity  
Advanced Structural Design of Metals  
Advanced Soil Mechanics and Design  
Plates and Shells  
Advanced Mechanics of Materials  
Advanced Calculus for Engineers

Master's Thesis: "Analysis of Column Supported Circular Annular Slabs"

Tufts University:

Advanced Structural Analysis  
Intermediate Solid Mechanics

Worcester Polytechnic Institute:

Advanced Structural Mechanics  
Engineering Aspects of Nuclear Explosions  
Structural Design of Concrete  
Special Problems 1, 2 and 3  
Sewerage  
Highway Engineering  
Foundation Engineering  
Structural Design of Metals  
Principles of Electrical Engineering  
Fluid Mechanics of Hydraulics  
Soil Mechanics  
Structural Theory and Design  
Advanced Structural Analysis  
Thermodynamics  
Geology  
Analysis of Structures  
Dynamics  
Concrete Technology

WILLIAM N. ROGERS II

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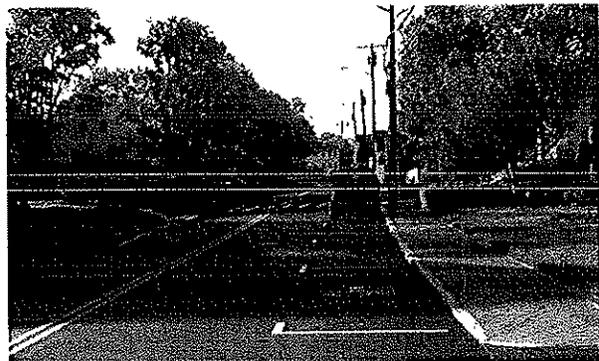
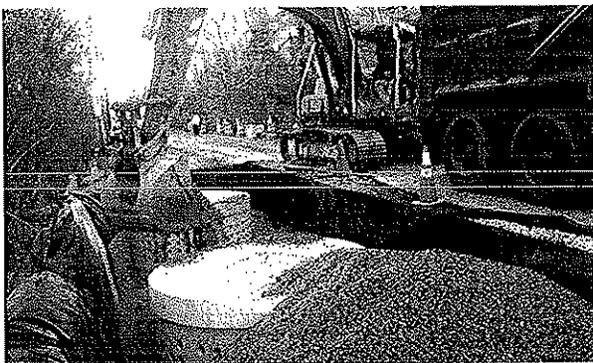
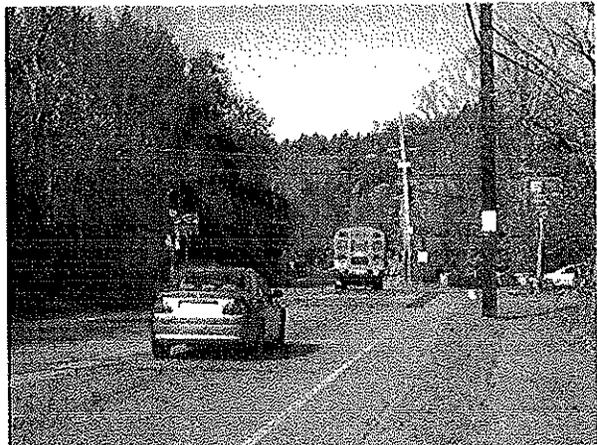
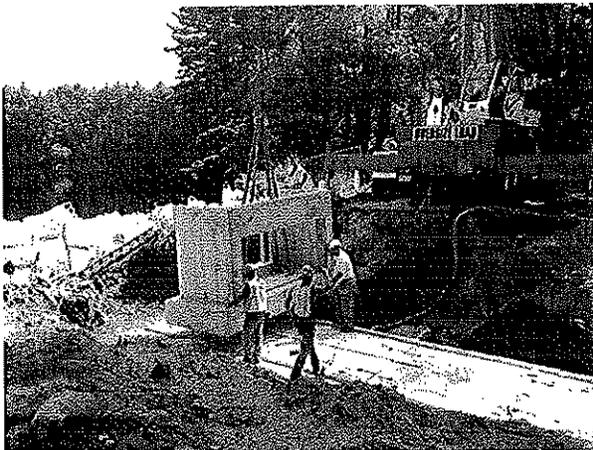
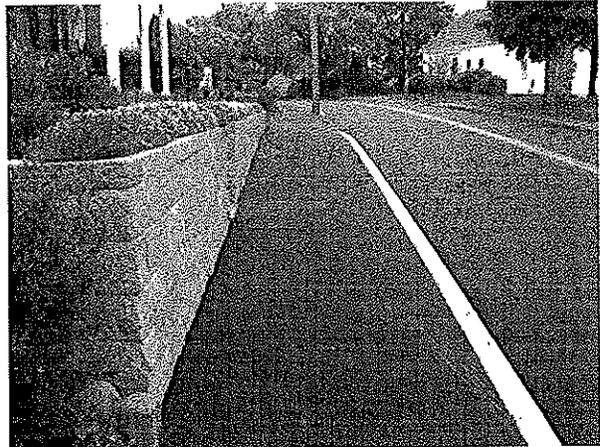
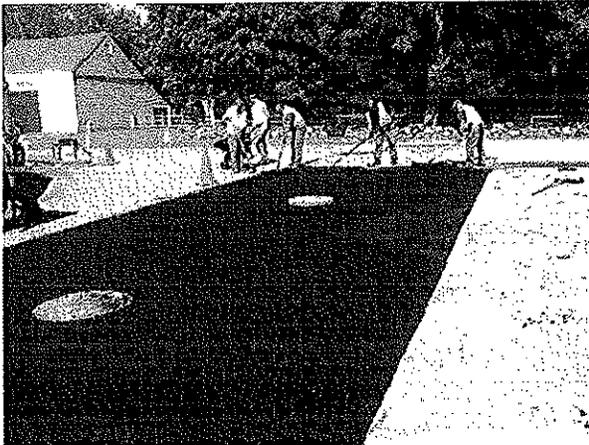
Worcester Polytechnic Institute (cont.):

Mechanics of Materials  
Route Surveying  
Ordinary Differential Equations  
General Physics I, II, III  
General Chemistry  
Surveying  
Statics  
Calculus I, II, III  
General Chemistry I, II

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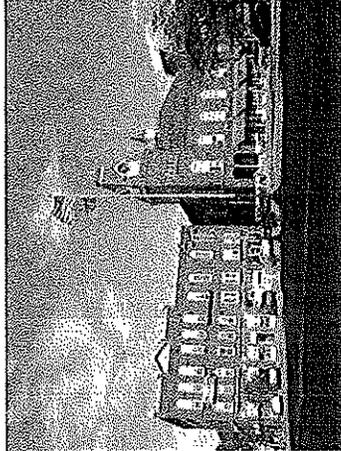
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SIMILAR COMPLETED PROJECTS*

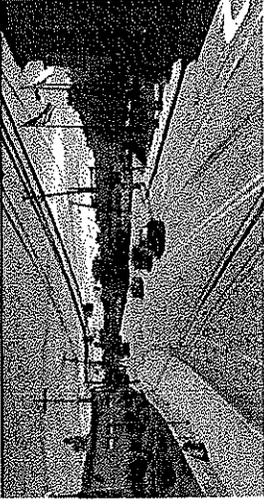
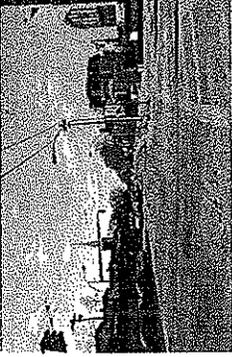
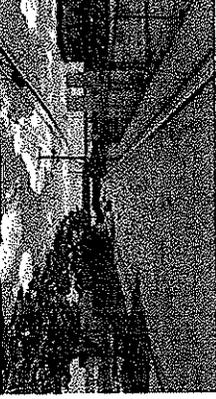
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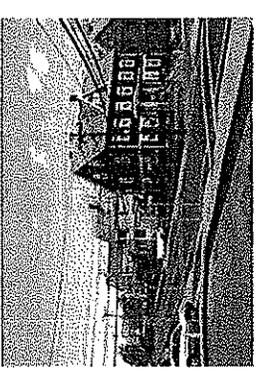
## SIMILAR PROJECT EXPERIENCE SUMMARY TABLE

The following table summarizes the wide array of transportation engineering design and construction services that our staff has provided to various municipal clients in recent years. Environmental Partners' has the strength and experience needed to provide the Town of Provincetown with a successful project.

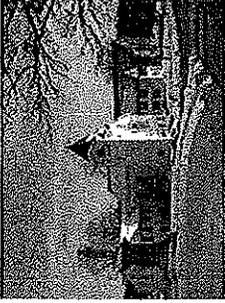
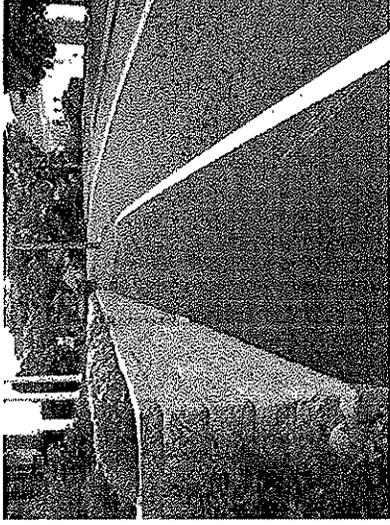
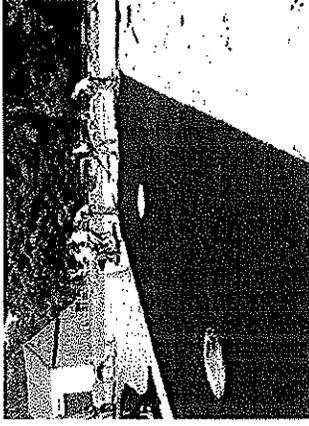
<p>Reconstruction of Rt. 123 Norwell, Massachusetts</p>	<p>Environmental Partners is working in Norwell, MA to provide roadway, intersection, sidewalk, and drainage improvements along a 3.2 mile segment of Route 123 (Main Street). Intersection improvements consist of reconfiguration and upgrades to four intersections along Route 123, with the potential addition of a traffic signal installation at South Street. Sidewalk improvements include removal and replacement of existing sidewalk as well as extending the sidewalk. The drainage improvements will upgrade stormwater collection and include retrofitting new localized drainage systems that provide subsurface infiltration, storage, and emergency overflow. Pavement and roadway improvements include milling and overlay with monolithic berms, removing and replacing existing guardrails with new galvanized guardrails, and new stamped concrete crosswalks at the Town Center. Construction is currently scheduled for April 1, 2015 through December 2016. Environmental Partners will provide full time resident engineer during construction.</p> 
<p>Reconstruction of Rt. 110 Merrimac, Massachusetts</p>	<p>Project Manager, Jim Fitzgerald, managed this TIP and SRF project involving the reconstruction of one mile of Main Street (Route 110) including Merrimac Center. The project included extensive coordination with, and presentations to, the public, Town, and MassDOT in order to reach consensus on a scheme for a major reconfiguration of the Town Center that improves safety and operation while providing bicycle accommodations and a pedestrian-friendly environment that maximizes parking in a historic setting. The project included the design of a roundabout within the historic Town Center to improve pedestrian accommodations and accommodate traffic flow. The design was complex, accommodating heavy vehicular and pedestrian volumes while maintaining parking for local businesses, all within a limited area with several site constraints and grading restrictions. Design also included drainage and the replacement of water mains.</p> 

<p>Reconstruction of Pleasant Street Watertown, MA</p>	<p>Environmental Partners staff members were involved in the design of the reconstruction of 1.8 miles of Pleasant Street and Howard Street, including operation and safety improvements at key intersections and providing bicycle and pedestrian accommodations. The project included preparation of a Functional Design Report including operational and safety analyses, comprehensive coordination with the public, assistance in obtaining funding through the TIP process, bicycle connections along a bicycle trail, upgrades to the existing drainage system, improvements to horizontal and vertical geometry, streetscape amenities, new traffic signs, signals, and pavement markings, increasing capacity through adding turning lanes at appropriate locations and assistance during construction. The project went through the rigorous MassDOT review process.</p> 
<p>Rehabilitation of Mt. Auburn Street Watertown, MA</p>	<p>Staff of Environmental Partners provided Conceptual Design Phase services for improvements within Coolidge Square and advancement of follow-on work in preparation towards the 25% design submission for an expanded project involving the complete Mt. Auburn St. corridor with anticipated funding through the TIP. The expanded project includes the reconstruction of 9,300 lf (1.76 miles) of Mt. Auburn St. through Coolidge Square and 800 lf of Arlington St. After several public meetings, a road diet (reducing four travel lanes to two plus turning lanes) was adopted where appropriate to calm traffic, improve efficiency and allow for improved pedestrian, bicycle and transit accommodations. Also included are improvements to drainage, signs, signals, pavement markings, and streetscape enhancements.</p>  
<p>Reconstruction of Beacham Street, Everett, Massachusetts</p>	<p>Project Manager, Jim Fitzgerald, managed this project involving design of improvements to Beacham Street, a regionally important truck route, from Broadway to the Chelsea city line. Improvements include roadway reconstruction, expanded continuous pedestrian accommodations, drainage system replacement and intersection improvements. Project includes assisting the City with funding applications through the TIP and MassWorks Infrastructure Program.</p> 

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<p>Reconstruction of Waverley Avenue, Watertown, Massachusetts</p>	<p>Project Manager, Jim Fitzgerald managed the locally funded Reconstruction of Waverley Avenue project. In this project, pedestrian accommodations were lacking in an urban location adjacent to a middle school and within close proximity to the Center. Pedestrian and bicycle accommodations were designed. Vehicular deficiencies were addressed by providing improved roadway alignment and sight distance. The project also involved drainage upgrades and traffic calming devices such as raised table intersections, bump-outs, illuminated signage, textured crosswalks, streetscape and vehicular lane narrowing, further promoting pedestrian and bicycle use.</p> 
<p>Intersection Improvements at 3 Locations Watertown, MA</p>	<p>Environmental Partners staff members provided safety and operational improvements at three high hazard locations in an urban setting. Work consisted of the preparation of Functional Design Report containing traffic and safety analyses, designing roadway improvements to horizontal and vertical geometry, the addition of lanes for increased capacity, signalization, bicycle accommodations, drainage improvements, and streetscape amenities. Work included the preparation of plans, specifications, and estimates for review and advertisement in accordance with MassDOT and FHWA engineering criteria. Work also included review of shop drawings, advice during construction, site inspections, and community liaison.</p> 
<p>Main Street Sidewalk and Roadway Improvements Wellfleet, MA</p>	<p>Environmental Partners provided design, permitting and construction administration services for roadway improvements along Main Street in Wellfleet. The roadway improvements included: full depth reclamation of asphalt roadway, installation of 1200 feet of new sidewalk (including brick inlays), repairs to 650 feet of old sidewalk with new ADA accessible ramps and 1400 ft. of granite curbing and striping.</p> 

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<p>Sudbury Center Improvements, Sudbury, MA</p>	<p>Project Manager, Jim Fitzgerald managed the Sudbury Center improvement project that included providing traffic and pedestrian safety improvements and aesthetic enhancements in a historically sensitive location. The project included investigation of several alternatives, coordination with the public, and design of the Center including an improved traffic signal installation.</p> 
<p>Holbrook Avenue and Commercial Street Sidewalk and Roadway Improvements Wellfleet, Massachusetts</p>	<p>Environmental Partners provided design, permitting and construction administration services for roadway improvements along Holbrook Avenue and Commercial Street in Wellfleet. The roadway improvements included: full depth reclamation of asphalt roadway, installation of 3,300 feet of new sidewalk with ADA accessible ramps and granite curbing and striping. Work also included storm drain improvements along Holbrook Avenue and Commercial Street. The pre-existing drainage system in these streets was inadequate in terms of collection, conveyance and infiltration effectiveness. Frequent street flooding was occurring sending untreated runoff to the nearby sensitive Duck Creek and Wellfleet Harbor. The selected stormwater BMP's included 34 deep sump catch basins, and 9 large infiltration basins at select locations. Project was funded with a \$500,000 USDA grant.</p> 
<p>Drainage and Roadway Improvements Norwell, MA</p>	<p>Environmental Partners provided professional engineering services for roadway repaving (2-inch mill and overlay), and design of approximately 15 total locations along 3 different roadways in the Town. The Town had very little stormwater management systems on these roadways. The systems included gutter inlets, deep sump catch basins with hoods, manholes, leaching pits with filter fabric and crushed stone. Environmental Partners provided construction management and resident engineering oversight for the entire project. Assisted in securing \$300,000 SRF for NPDES Permit Stormwater Compliance.</p> 

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<p>Safety Improvements at Route 30 at Wellesley Street Weston, MA</p>	<p>Staff of Environmental Partners provided the study and design of safety and operational improvements at the intersection of Route 30 at Wellesley Street to be funded through the TIP process. The included the reconstruction of about 0.4 miles of both roadways. Proposed was widening of both roadways and adding lanes to increase capacity at the intersection. Conceptual alternatives were prepared and presented to the public, developing conceptual designs, preparing a Functional Design Report, and 25% Submission design package in accordance with MassDOT design guidelines. The design is in conformance with MassDOT and FHWA engineering criteria. Improvements to vertical and horizontal geometry, traffic operations including new signalization, streetscape amenities and drainage. Project was expanded to investigate traffic calming measures at the nearby Middle School driveway for Town consideration. The project went through the rigorous MassDOT review process.</p> 
<p>Hobomock Street Roadway &amp; Drainage Improvements Pembroke, MA</p>	<p>Permitting, Bidding, Construction Oversight of one mile of roadway. Installation of catch basins, piping, and outfalls.</p>

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# REFERENCES

Town	Town Contact
Merrimac	<p><b>Reference for Project Manager James Fitzgerald:</b>                      Robert Sinibaldi                      Director of Public Works                      978-346-0612  <a href="mailto:dpwdir@townofmerrimac.com">dpwdir@townofmerrimac.com</a></p>
Everett	<p><b>Reference for Project Manager James Fitzgerald:</b>                      James Errickson (formerly Executive Director of                      Planning and Development for City of Everett)                      (508) 647-6445  <a href="mailto:jerrickson@natickma.org">jerrickson@natickma.org</a></p>
Hamilton	<p><b>Reference for Project Manager James Fitzgerald:</b>                      John Tomasz, Department of Public Works Director  <i>(former Director of Public Works in Hamilton)</i>                      5 Jefferson Ave.                      Salem, MA 01970                      978-744-3302  <a href="mailto:jtomasz@salem.com">jtomasz@salem.com</a></p>
Sudbury	<p><b>Reference for Project Manager James Fitzgerald:</b>                      Jody Kablack, Director of Planning &amp; Community                      Development                      278 Old Sudbury Rd.                      Sudbury, MA 01776                      978-639-3387  <a href="mailto:kablackj@sudbury.ma.us">kablackj@sudbury.ma.us</a></p>
Watertown	<p><b>Reference for Project Manager James Fitzgerald:</b>                      Gerald S. Mee, Jr.                      Superintendent, Department of Public Works                      (617) 972-6421  <a href="mailto:jmee@watertown-ma.gov">jmee@watertown-ma.gov</a></p>
Holbrook	<p>Benjamin Ecord                      Supervisor                      Public Works Department                      (781) 767-1800  <a href="mailto:pwd@holbrookmassachusetts.us">pwd@holbrookmassachusetts.us</a></p>
Norwell	<p>Paul Foulsham, Highway Surveyor                      Norwell Highway Department                      (781) 659-8042  <a href="mailto:pfoulsham@townofnorwell.net">pfoulsham@townofnorwell.net</a></p>
Weymouth	<p>Kenan Connell, Director                      Department of Public Works                      (781) 337-5100  <a href="mailto:KConnell@weymouth.ma.us">KConnell@weymouth.ma.us</a></p>

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Town	Town Contact
Pembroke	Eugene Fulmine, Jr., Director Pembroke Public Works Department (781) 293-5620 <a href="mailto:efulminejr@townofpembrokemass.org">efulminejr@townofpembrokemass.org</a>
Braintree	Tom Whalen, Director Braintree Department of Public Works (781) 794-8254 <a href="mailto:twhalen@braintreema.gov">twhalen@braintreema.gov</a>
Framingham	Peter A. Sellers, Executive Director Framingham Department of Public Works (508) 532 - 5610 <a href="mailto:pas@framinghamma.gov">pas@framinghamma.gov</a>
Duxbury	Peter Butkus, Director Duxbury Department of Public Works 781-934-1112 <a href="mailto:Butkus@Town.Duxbury.MA.US">Butkus@Town.Duxbury.MA.US</a>
Wellfleet	Harry Sarkis Terkanian, Wellfleet Town Administrator 508-349-0300 <a href="mailto:harry.terkanian@wellfleet-ma.gov">harry.terkanian@wellfleet-ma.gov</a>

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SECTION 00500

AGREEMENT

THIS AGREEMENT made this Twenty-second day of June in the year Two Thousand and Fifteen, between Environmental Partners Group, with a usual place of business at 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169, hereinafter called the CONTRACTOR, and the Town of Provincetown, acting by its Chief Procurement Officer, through the Board of Selectmen, with a usual place of business at 260 Commercial Street, Provincetown, MA 02657, hereinafter called the OWNER.

The CONTRACTOR and the OWNER, for the consideration hereinafter named, agree as follows:

1. Scope of Work

The Contractor shall furnish all labor, materials, equipment and insurance to perform all work required for the project known as the Conwell Street Bicycle Improvements Project, in strict accordance with the Contract Documents and all related Drawings and Specifications. The said Documents, Specifications, Drawings and any GENERAL SUPPLEMENTARY CONDITIONS are incorporated herein by reference and are made a part of this Agreement.

2. Contract Price

The Owner shall pay the Contractor for the performance of this Agreement, subject to additions and deductions provided herein, in current funds, the sum of **(\$20,000) Twenty Thousand Dollars and Zero Cents** with the unit price option of **(\$250) Two-Hundred Fifty Dollars and Zero Cents / Each** to install permanent monuments to denote the Town right-of-way along Conwell Street.

3. Commencement and Completion of Work and Liquidated Damages

It is agreed that time is of the essence of this Agreement. The Contractor shall commence and prosecute the work under this Agreement upon execution hereof and shall complete the work on or before October 29, 2015; unless otherwise stated in writing by the Town of Provincetown.

- A. Definition of Term: The Term "Substantial completion" shall mean the date certified by the Owner when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy the project, or designated portion(s) thereof, for the use for which it is intended.

- B. Time as Essential Condition: It is understood and agreed that the commencement of and substantial completion of the work are essential conditions of this Agreement. It is further agreed that time is of the essence for each and every portion of the Contract Documents wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the Contract Documents any additional time is allowed for the completion of any work, the new time fixed by such extension shall be of the essence of this Agreement. It is understood and agreed that the times for the completion of the work are reasonable, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.
- C. Progress and Completion: Contractor shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and uninterruptedly at such a rate of progress as will insure Substantial Completion within the stipulated number of calendar days.
- D. Liquidated Damages: It is expressly agreed between the Contractor and the Owner that the Contractor will be responsible for all damages which may arise due to the Contractor's failure to substantially complete the work within the above specified time. If the Contractor shall neglect, fail or refuse to complete the work within the specified number of days, or any extension thereof authorized by the Owner, Contractor agrees, as a part of the consideration for the execution of this Contract by the Owner, to pay the Owner the amount specified herein, not as a penalty, but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day, excluding Saturdays, Sundays and legal Holidays, that the Contractor shall be in default of Substantial completion after the date specified in the Agreement. Due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, said amount is agreed to be the amount of damages which the Owner would sustain, and said amount shall be retained from time to time by the Owner from current periodic estimates. The amount of liquidated damages shall be \$200.00 per day.

4. Performance of the Work

- A. Direction of the Work: The Contractor shall supervise and direct the Work, using his best skills and attention which shall not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor shall maintain adequate supervisory personnel at the project site during the performance of the Work. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Agreement.
- B. Responsibility for the Work: (1) The Contractor shall be responsible to the Owner for the acts and omissions of his employees, Subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Contractor. This obligation shall also extend to the presence on the Site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.

(2) The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Owner in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.

C. Permits and Fees: Unless otherwise expressly provided, the Contractor shall secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Agreement and which are legally required at the time the bids are received, and the same shall at all times be the property of the Owner and shall be delivered to the Owner upon completion of the Project.

D. Notices, Compliance With Laws: (1) The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work. The Contractor shall provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Contractor all orders and requirements known to the Owner of any public authority particular to this Agreement.

(2) If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be accomplished by appropriate modification.

(3) If the Contractor performs any Work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility therefor and shall bear all costs attributable thereto.

(4) In the performance of the Work, the Contractor shall comply with all applicable federal, state and local laws and regulations including those relating to workplace and employee safety. The Contractor shall notify the Owner immediately of any conditions at the place of the work which violate said laws and regulations and shall take prompt action to correct and eliminate any such violations.

E. Project Superintendent: The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site at all times during the progress of the Work. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

F. Progress Schedule: The Contractor, immediately after being awarded the Contract, shall prepare and submit for the Owner's information an estimated progress schedule for the Work. The progress schedule shall be related to the entire Project to the extent required

by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

G. Drawings, Specifications and Submittals:

(1) The Contractor shall maintain at the site for the Owner one record copy of all Drawings, Specifications, Addenda, Change Orders and other Modifications, and "As-Built" Drawings and Specifications in good order and marked currently to record all changes made during construction, and approved Shop Drawings, Product Data and Samples. These shall be delivered to the Owner upon completion of the Work.

(2) By approving and submitting Shop Drawings, Product Data and Samples, the Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

(3) The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Owner's approval of Shop Drawings, Product Data or Samples unless the Contractor has specifically informed the Owner in writing of such deviation at the time of submission and the Owner has given written approval to the specific deviation. The Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Owner's approval thereof.

(4) The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Owner on previous submittals.

(5) No portion of the Work requiring submission of a Shop Drawing, Product Data or Sample shall be commenced until the submittal has been approved by the Owner. All such portions of the Work shall be in accordance with approved submittals.

H. Protection of the Work and Owner's Property: The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this Agreement. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury. The Contractor shall clean the work area and restore it to its original condition upon completion of the work.

I. Quality of the Work: The Contractor shall perform the work in a good, workmanlike manner. The Contractor hereby guarantees that the entire work constructed by him under the Agreement will meet fully all requirements thereof as to quality of workmanship and materials. The Contractor hereby agrees to make at his own expense any repairs or replacements made necessary by defects in materials or workmanship supplied to him

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that become evident within one (1) year after the date of the final payment, and to restore to full compliance with the requirements set forth herein any part of the work constructed hereunder, which during said one (1) year period is found to be deficient with respect to any provisions of the Contract Documents. The Contractor also agrees to hold the Owner harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the work and the Contractor shall be liable to the Owner for the cost thereof.

- J. Warranty: The Contractor guarantees to Owner that all materials incorporated into the work will be new unless otherwise specified or agreed. Prior to final payment, the Contractor shall deliver to the Owner all manufacturers' warranties, together with such endorsements or assignments as are necessary to ensure to the Owner the full rights and benefits of such warranties.

5. Affirmative Action/Equal Employment Opportunity

The Contractor is directed to comply with all applicable State Laws, Ordinances, Bylaws, and rules and regulations regarding affirmative action/equal employment opportunity requirements. Failure of the Contractor to comply with any such law, rule or regulation shall constitute grounds for the Owner to terminate the Agreement.

6. Site Information Not Guaranteed; Contractor's Investigation

All information given in the Contract Documents relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the Owner. All such information is furnished only for the information and convenience of the Contractor and is not guaranteed.

It is agreed and understood that the Owner does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures encountered during construction will be the same as those indicated in the Contract Documents.

Contractor has familiarized himself with the nature and extent of the Contract Documents, work, locality, and with all local conditions and federal, state, and local laws, rules, ordinances, and regulations that in any manner may affect costs, progress, or performance of the work. Contractor has made, or has caused to be made, examinations, investigations, and tests and studies of such reports and related data in addition to those referred to in the paragraph above as he deems necessary for the performance of the work at the Contract Price, within the Contract Time, and in accordance with the other Terms and Conditions of the Contract Documents; and no additional examinations, tests, investigations, reports, and similar data are or will be required by the Contractor for such purposes.

Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the Contract Documents. Contractor has given the

Owner written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents, and the resolution thereof by the Owner is acceptable to the Contractor.

It is further agreed and understood that the Contractor shall not use or be entitled to use any of the information made available to him or obtained in any examination made by him in any manner as a basis of or ground for any claim or demand against the Owner, arising from or by reason of any variance which may exist between the information made available and the actual subsurface conditions or other conditions or structures actually encountered during the construction work, except as may otherwise be expressly provided for in the Contract Documents.

7. Project Architect or Engineer

There a project Engineer for this project who is Eric L. Larsen, Deputy Director, Provincetown Department of Public Works. Except as otherwise indicated in the Contract Documents, the Engineer shall be a representative of the Owner and the Contractor shall direct all communications, questions and comments on the work and the performance thereof to the Architect/Engineer. Except as otherwise provided, the Engineer shall have all the authority of the Owner set forth in the Contract Documents. In general, the Engineer shall have the authority to review the performance of the work, reject work which is defective or otherwise does not comply with the Contract Documents and to order the Contractor to remedy defective work and take such actions which are necessary to make the work conform to the Contract Documents.

8. Wage Rates

Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, **DO NOT** apply to this project.

9. Payments to the Contractor

Within fifteen (15) days after receipt from the Contractor of a proper and satisfactory periodic estimate requesting payment of the amount due for the preceding month, the Owner shall have fifteen (15) days to make payment for:

- A. The work performed during the preceding month.
- B. The materials not incorporated in the Work but delivered and suitably stored at the site (or at some location agreed upon in writing) to which the Contractor has title, or to which a Subcontractor has title and has authorized the Contractor to transfer title to the Owner.
- C. Less the following retention items:
  1. A retention based on an estimate of the fair value of the Owner's claims against the Contractor.

2. A retention for direct payments to Subcontractors, if any, based on demands for same in accordance with the provisions of Section 39F of Chapter 30 of the General Laws.
  3. A retention not exceeding five percent (5%) of the approved amount of the periodic payment.
- D. After the receipt of a periodic estimate requesting final payment and within sixty-five (65) days after the Contractor fully completes the Work, or substantially completes the Work so that the value of the Work remaining to be done is, on the estimate of the Owner, less than 1% of the original Contract Price, or substantially completes the Work and the Owner takes possession or occupancy, whichever occurs first, the Owner shall pay the Contractor the entire balance due on the Contract less:
1. A retention based on an estimate of the fair value of the Owner's claims against the Contractor and of the cost of completing the incomplete and unsatisfactory items of work.
  2. A retention for direct payments to Subcontractors, if any, based on demands of same in accordance with the provisions of Section 39F of Chapter 30 of the General Laws, or based on the record of payments by the Contractor to the Subcontractors under this Contract if such record of payment indicates that the Contractor has not paid Subcontractors as provided in Section 39F of Chapter 30 of the General Laws.

If the Owner fails to make payment as herein provided, there shall be added to each such payment, daily interest at the rate of 3 percentage points above the rediscount rate than charged by the Federal Reserve Bank of Boston, commencing on the first day after said payment is due, and continuing until the payment is delivered or mailed to the Contractor; provided that no interest shall be due, in any event, on the amount of a periodic estimate for final payment until fifteen (15) days after receipt of such a periodic estimate by the Owner as provided in the first paragraph of this Article. The Contractor agrees to pay to each subcontractor a portion of any such interest paid in accordance with the amount due each subcontractor.

The Owner may make changes in any periodic estimate submitted by the Contractor and the payment due on said periodic estimate shall be computed in accordance with the changes so made, and such changes and any requirements for a corrected periodic estimate shall not affect the due date for the periodic payment or the date for the commencement of interest charges on the amount of the periodic payment computed in accordance with the changes made, as provided herein; provided further, that the Owner may, within seven (7) days after receipt, return to the Contractor for correction, any periodic estimate which is not in acceptable form or which contains computations not arithmetically correct, and in that event, the date of receipt of such periodic estimate shall be the date of receipt of the corrected periodic estimate in proper form and with arithmetically correct computations. The date of receipt of a periodic estimate received on a Saturday shall be the first working day thereafter.

- E. Changes in the Work: No changes in the work covered by the approved Contract Documents shall be made without prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:
- (a) Unit bid prices previously approved.
  - (b) An agreed lump sum.
  - (c) The actual cost of:
    - (1) Labor.
    - (2) Materials entering permanently into the work.
    - (3) The ownership or rental cost of construction equipment during the time of use on the extra work.
    - (4) Power and consumable supplies for the operation of power equipment.
    - (5) Wages to be paid.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed fifteen percent (15%) of the actual cost of work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

- F. Claims for Additional Costs: If the Contractor wishes to make a claim for an increase in the Contract Sum, he shall give the Owner written notice thereof within twenty days after the occurrence of the event giving rise to such claim. This notice shall be given by the Contractor before proceeding to execute the Work, except in an emergency endangering life or property. No such claim shall be valid unless so made. Any change in the Contract Sum resulting from such claim shall be authorized by Change Order.

The Contractor hereby agrees that the Contractor shall have no claim for damages of any kind against the Town on account of any delay in the commencement or performance of the work and/or any hindrance, delay or suspension of any portion of the work including, but not limited to, any claims or damages on account of having to perform out of sequence work, claims for damages on account of loss of production or other interference with the work whether such delay is caused by the Town or otherwise, except as and to the extent expressly provided under G.L. c.30, §390 in the case of written orders by the Town. The Contractor acknowledges that the Contractor's sole remedy for any such claim will be an extension of time as provided herein.

10. Final Payment, Effect

The acceptance of final payment by the Contractor shall constitute a waiver of all claims by the Contractor arising under the Agreement.

11. Contract Documents

The Contract Documents consist of the following, together with this Agreement:

Invitation to Bid  
Instructions to Bidders  
This Contract Form  
Bid Form  
~~Labor & Materials Payment Bond~~  
Non-Collusion Certificate  
Tax Compliance Certificate  
Clerk's Certificate of Corporate Vote  
Certificate of Insurance  
General Conditions  
Supplementary General Conditions  
General Requirements  
Specifications and Addenda  
Contract Drawings  
~~Schedule of Prevailing Wages~~

12. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

13. Indemnification

The Contractor shall indemnify and hold harmless the Owner from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement when such claims, damages, losses, and expenses are caused, in whole or in part, by the acts, errors, or omissions of the Contractor or his employees, agents, subcontractors or representatives.

14. Insurance

The Contractor shall purchase and maintain such insurance as will protect both the Owner and the Contractor from claims which may arise under the Agreement, including operations performed for the named insured by independent contractors and general inspection thereof by the named insured. In addition, the Contractor shall require its subcontractors to maintain such insurance. Coverage shall be provided for:

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- .1 claims under workers' or workmen's compensation, disability benefit and other applicable employee benefit acts;
- .2 claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
- .3 claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
- .4 claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
- .5 claims for damages, including damages to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
- .6 claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
- .7 claims involving contractual liability applicable to the Contractor's obligations under Article 13.

The limits of liability for coverage required under the preceding paragraph shall be as Specified in the Supplemental Conditions.

Except for Workmen's Compensation, all liability coverage shall name the Town as an additional insured and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage provided thereby. The Contractor shall provide the Owner with appropriate certificate(s) of insurance evidencing compliance with this provision prior to the commencement of any work under this Agreement.

15. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

16. Termination

- A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.

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- B. The Owner shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the Contractor. In the event that the Agreement is terminated pursuant to this subparagraph, the Contractor shall be reimbursed in accordance with the Contract Documents for all Work performed up to the termination date, and for all materials or equipment not incorporated in the Work, but delivered and suitably stored at the site. Payment for material or equipment stored at the site shall be conditioned upon submission by the Contractor of bills of sale or such other evidence as is satisfactory to Owner to establish the Owner's title to such material or equipment or otherwise protect the Owner's interests.

17. Miscellaneous

- A. Royalties and Patents: The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified; but if the Contractor believes or has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Owner, and thereafter the Owner insists on the use of the design, process or products specified.
- B. Assignment: The Contractor shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the Owner.
- C. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.
- D. By its signature hereon, the Contractor certifies, under the pains and penalties of perjury, that it has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

[Remainder of page intentionally blank.]

AGREED:

**TOWN OF PROVINCETOWN, MASSACHUSETTS**  
(Owner)

By: Provincetown Board of Selectmen

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

**CONTRACTOR:** Environmental Partners Group

By \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City and State)

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**CERTIFICATIONS REQUIRED BY LAW  
FOR PUBLIC CONSTRUCTION CONTRACTS**

You must **COMPLETE** and **SIGN** the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

**TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

**NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

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**PUBLIC CONTRACTOR DEBARMENT**

The undersigned certifies under penalty of perjury that the below named contractor is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

---

**OSHA TRAINING**

Pursuant to G.L. c. 30, §39S, the Contractor hereby certifies under penalties of perjury as follows:

- (1) Contractor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work;
- (2) All employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and they shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and
- (3) All employees to be employed in the work subject to this contract have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.

**COMPLETE AND SIGN BELOW:**

\_\_\_\_\_  
Authorized Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Signatory

\_\_\_\_\_  
Name of Contractor



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

7A

## POLICE CHIEF CONTRACT

Jim Golden

Requested by: Acting Town Manager David Gardner

Action Sought: Approval

Proposed Motion(s)

**Pending successful negotiation of contract terms.**

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

**7B**

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## FY2016 TOWN-WIDE POLICY GOALS

### Annual Goal-setting Exercise

Requested by: Acting Town Manager David Gardner

Action Sought: Policy Direction

#### Proposed Motion(s)

**MOVE** that the Board of Selectmen vote to conduct a public hearing on Monday, July 27, 2015, at 6 p.m. on the following proposed Town-wide Policy Goals for Fiscal Year 2016:

#### Additional Information

See attached Goals for consideration.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

# BOARD OF SELECTMEN Draft FY 16 Goals



## Fiscal Management

Explore different approaches to property taxes Promote year-round businesses and Housing.

- Have a comprehensive discussion of possible changes in tax policy to support a year round community, including small business exemption, and year round residential exemption and tax short term rentals.

### 10 Year Financial Plan

- A five year fiscal policy plan and a five year capital improvement plan are essential tools needed for future forecasting and planning and are included in the Charter. However from time to time it is important to take a longer view and for the FY 16, we will work with staff to develop a 10 year Financial Plan that projects revenue and expenses to determine what, if any, changes in expense, revenue or development trends are required

Review the Clifton Larson Allen audit and Management Letter and craft compliance plan

Craft a Budget Direction Message for the TM as policy guidance to use in crafting his FY 17 budget..... in July/August

A definite percentage budget cut across the board for every department amount TBD.

Establish a moratorium on hiring and look into privatization possibilities.

Explore private/public partnerships in economic development.

Unilaterally implement the so called condo tax. (Possible creation of a new rental agent position)

Evaluate Participation in the Barnstable County Government

- Identify costs and benefits of participation
- County
- Cape Cod Commission
- Miscellaneous agencies

Seek approval to implement real estate transfer tax as local opt-in add on to County transfer tax.

Seek bi-annual updates on Water Management Agencies and Provincetown's participation and obligations to participate.

Insertion of "hire local" wording into all contracts.

## **Community Housing**

Develop a plan to achieve 10% affordable units in 3 years.

Create and begin setting in motion a plan to create year-round rental housing and adopt the Housing Summit Report and begin to lay out concrete goals.

- Develop strategies to increase our year round population as measured by local census.
- Investigate the creation of a community housing investment fund will be presented to Town Meeting voters.
- Bring a revision to Town Meeting in Spring 2015 to allow accessory units in the Res 1 zone that will be guaranteed as year-round rental housing for at least 10 years.

Investigate redevelopment of the Governor Bradford School and VFW sites for the benefit of Community Housing including incomes from 80% to 110% AMI.

- Secure funds as required to complete.

Housing:

- Meet with Housing Council soon. Schedule the Housing Roundtable for this summer.
- Hold a public hearing to gather input on the topic of year round rental housing.
- Craft an action plan for this year which includes engaging the public.
- GOAL: Create a minimum of 200 new community housing units by 2025 in accordance with the 2014 Housing Action Plan;

Development:

- Encourage public/private partnerships to create additional year- round housing.
- Stable Path & Grace Gouveia building: work with developers on facilitating completion of project including the development and implementation of the marketing and outreach for tenant selection. Creates 26 new units.
- 46 Bradford Street [former Community Center]: issue Request for Proposal; review submitted proposals; select qualified developer to facilitate the development of year round community rental housing. Creates estimated 10 – 15 new units.
- VFW site: evaluate options for the development of the VFW site as year round rental housing and move forward with a Request for Proposal that fits that vision. Creates unknown number of new units.

- 350 Bradford Street: work with developer on possible public/private partnership for the development of community housing that fits the Town of Provincetown. Potentially creates 6 new units.
- Continue to evaluate town-owned properties for possible development.
- Continue to evaluate tax title and owner's unknown properties for possible development.

Alternative housing:

- Pursue the possibility of introducing the tiny home concept in town.
- Pursue the possibility of co-op housing in town.
- Pursue the "what-if" possibilities which may include acquisition of properties to be utilized as year round rental housing.
- Pursue various strategies to address homelessness and to prevent homelessness in Provincetown.

Finances:

- Year-round Rental Housing Trust: if state legislation passes; pursue creation & implementation; if not, consider alternatives. Promote donations!

Encourage Private Sector to Maintain Year-round Community Housing Units:

- Promote Tax Exemption program
- Promote Housing Rehabilitation Program
- Explore other incentives
- Consider promoting or sponsoring a first-time homebuyer's and/or path to ownership program

If an article to fund the design of the Police Station at the VFW site does not pass Annual/Special Town Meeting immediately move forward with an RFP to develop the site as affordable and community housing.

Begin development of the VFW property by fall town meeting.

Modify growth management to slow the rate of condo conversions.

Pilot program: workforce floating homes in Provincetown harbor (April 1 until November 1.)

Town of Provincetown offering a sum of money to purchase deed restriction in perpetuity on existing rental properties that are either market rate rentals or affordable.

Adoption and implementation of an inclusionary housing by law. (Fall Town Meeting)

Establish by laws that slow the conversion of guest houses to condos.

## **Capital Improvements and Infrastructure**

Paving of Commercial Street and continue to implement the Paving Management Plan.

Continue to work with the Cape Cod Commission traffic engineers to review the completed traffic study analysis on Shank Painter Road and determine what infrastructure and capital improvements are required to improve access and safety for pedestrian and bike traffic as residential units are developed within the Shank Painter area.

Evaluate implementation plan from Cape Cod Commission Traffic flow study of Provincetown.

Reducing unaccounted-for water: continue with the leak detection and removal program that reduces water lost in the system unaccounted-for water with a goal of achieving 10% or less unaccounted-for water by 2015.

Storm Drain Repairs/Storm Water Run-Off/Harbor and Beach Management Plan Special consideration should be paid to identifying solutions or alternatives to the Ryder Street Extension Outfall pipe. Continue the pursuit of grants and other funding mechanisms in order to continue the process of completing these important drain rehabilitation projects each year

## **Government and Administration**

Recruit and Hire a Town Manager; Lead efforts to make the new Town Manager successful

- Support efforts to amend the Charter to change the residency requirement for senior staff.

Support and encourage Sustainable Energy Generation.

- Support and encourage the Historic District Commission to increase green energy generation and to increase energy self-sufficiency through the appropriate deployment of Solar and Wind generation.
- Seek revision of Zoning Bylaws as required to allow for appropriate Solar and Wind generation in all town districts.
- Recruit HDC members to fill HDC vacancies who are sympathetic to the importance of local generation of green energy
- Initiate a study of ways to use town owned buildings and land for solar and renewable energy projects of all kinds, including the route 6 corridor.

Energy

- Adopt an updated Energy Reduction Plan to continue reducing the Town's energy use
- Seek funding for studies and implementation of renewable energy on Town-owned property

- Seek revision of zoning bylaws to exempt renewable energy, including wind and solar power, from Historic District Commission review.
- Establish a Green Revolving Fund that will allow savings through the Town's agreements with the Cape and Vineyard Electric Cooperative to fund expansion of renewable energy generation in Provincetown.

Work with the Department of Community Development to create a more effective and efficient environment for regulatory transactions between businesses and the town and town related boards. As an example encourage renewals rather than reapplication for licenses, properly incent self-regulation.

Develop and implement a systematic process to grant and administer all town concessions ( i.e trolley, map distribution, farmers market, etc) as well as other nongovernmental organizations use of town owned property.

#### Community Policing

- Reestablish community policing and institute community government in our town. Each department head would hold regular monthly meetings to build a relationship between community and government and address community issues. By reestablishing and implementing strategies such as the community policing committee and open communication with the public, we can avoid misconduct and wrongdoing ahead of time and take proactive steps to eliminate it when it occurs. We need public oversight and transparency for the people to regain the trust of town officials and employees again. Community policing allows the public to have a voice in their community.
- Work with the Town Manager to hire a new police chief committed to Community Policing through effective partnerships with residents, businesses, employees and visitors

#### Police Department

Continue commitment to Community-Oriented Policing. Community policing is an agent of empowerment, creating a sense of joint responsibility and a joint capacity for addressing issues of concern to the community and your police personnel.

- The department goal is to be more accessible to, and accepted by, our community, while providing more efficient and effective services.

Further development of the Mission Statement and Values.

Begin work on a citizen's survey.

- The first stage of identifying problems from the community's perspective
- Identification of logical next steps for the police department.

Encourage increased turnout at Town Meeting

- Evaluate electronic voting
- Evaluate a 'consent agenda' approach to routine articles
- Prepare a plan to use alternative seating for Town Meeting Voters
- Increase publicity of town meeting

Seek consolidation of permits, revenue and collection functions in FY16 Budget

- Leverage online payments and collection functions
- Enhance risk management

## **Economic Development, Tourism and Year Round Economy**

Initiate an update of the Local Comprehensive Plan (LCP)

Foster and support initiatives, including taxes, and fees that encourage a year round economy

Traffic and Parking Study

- Seek funds from grants or a Town Meeting appropriation to create a thorough, town-wide plan for future parking needs, road improvements, and traffic flow improvements. Included in this plan should be a series of recommendations for better integrating bicycles into our roadways, especially as it related to connections to the national seashore and Cape Cod rail trails.

Economic Development of the Harbor

- Work with Boards to study the possible expanded uses of Provincetown Harbor for passive and active economic development through aquaculture and enhanced facilities for mariners of all kinds as well as a full marketing plan to eventually encourage more visitors to arrive via private vessels.

Natural Resources

- Seek revision of harbor regulations to reduce the negative impacts of personal boats on Town beaches and beach grass.
- Seek funding to implement a beach management and nourishment pilot project to help protect Provincetown property from storm damage

Town Wide

- Request town meeting makes charter change to adjust timeframe of the close of warrant, annual town meeting and the annual election.
- Set schedule for police station construction and move forward on the schedule

- Work towards efficiency in town government.

#### Town-wide Bicycle Master Plan

Continue to pursue Provincetown as a bicycle-friendly destination by the following:

- a public awareness and safety campaign
- the implementation of bicycle improvements and amenities throughout Town
- connect bike paths with Truro

Fund a full time case worker to coordinate and facilitate care to the mentally ill and those with substance abuse issues as a government position or as a grant to a non-profit.

#### 2020 Celebration

- Work to immediately establish a leadership structure and timeline for planning and executing a major opportunity to promote Provincetown to the world for the 2020 celebration.
- A list of improvements necessary to Town facilities should be created, and a clear plan should be established on how to move forward.
- Potential key partners, such as the Town of Plymouth, private ferry and ground transportation operators, and other regional partners should be brought in early to find ways to collaborate with Plymouth's celebration and transport the public frequently and easily between the two communities.

#### Cape Cod National Seashore

- Continue to work in partnership with the CCNS to develop and expand bicycle lanes, trails and connections between the Seashore and Town.
- Encourage the CCNS to utilize local workers for upcoming projects. Prepare and submit local preferential work authorization requirements to the NPS/CCNS.

Seek the Establishment of the Stellwagen Bank Marine Sanctuary Visitor Center in Provincetown

- Meet with VSB, Chamber/ to establish joint goal
- Tourism Office to work with local and regional stakeholders to develop advisory group

Support efforts to restore the Bas Relief and to support completion of Fisherman's Memorial sculpture and AIDS Memorial.

Bring higher education to Provincetown.

Support Senator Dan Wolf's initiative to give municipality's independent authority to raise the minimum wage.

Purchase of catch shares to provide subsidies to local fisherman defined as residents of Provincetown or Truro.

Creation of an outdoor fish market as well as a shellfish hatchery.

Collaborate with the planning board to create zoning that allows food trucks. (Spring town meeting)

<b>FY2015 Town Wide Policy Goals</b>	<b>Goals</b>
<p><b>Fiscal Management</b></p> <p>Explore different approaches to taxing property to promote year-round businesses and housing. Have a comprehensive discussion of possible changes in tax policy to support a year-round community, including small business exemption, year round residential exemption and taxing short term rentals.</p> <p>A five year Fiscal Policy Plan and a five year Capital Improvement Plan are essential tools needed for future forecasting and planning and are included in the Charter. However, from time to time it is important to take a longer view and for fiscal year 2015, we will work with staff to develop a 10 year Financial Plan that projects revenue and expenses to determine what, if any, changes in expense, revenue or development trends are required.</p> <p>Review the Clifton Larson Allen Audit Report and Management Letter and craft compliance plan.</p>	<p>The Assessor's office provided information for a discussion prior to the setting of the tax rate last fall. It is expected that this will be an ongoing discussion. The Town continues to work with our local state representative in pushing for the passage of the short term rentals tax.</p> <p>The 10 year Financial Forecast was prepared and discussed with the Board of Selectmen in the fall of 2014.</p> <p>The FY 2014 Management Letter update was distributed to the BOS in May 2015.</p>
<p><b>Community Housing</b></p> <p>Develop a plan to achieve 10% affordable units in 3 years.</p> <p>Create and begin implementing a plan to create year-round rental housing. Adopt the Housing Summit Report and establish concrete goals.</p> <p>Develop strategies to increase our year round population as measured by local census.</p> <p>Investigate the creation of a community housing investment fund that would be presented to Town Meeting voters.</p>	<p>Ongoing - The Town is currently at 8.67% which is equivalent to 184 units. 10% requires 213 units. With the addition of 3 new units at the Grace Gouveia building and 18 at Stable Path we will have 205 units and will need 8 more units to reach 10%. Note that units do expire and we will have a few expiring in 2017 and on. Potential additions might include units at the former Community Center, units at 350 Bradford Street [6 proposed]; units at the VFW lot. Only units up to 80% AMI are eligible and only units that meet DCHD criteria.</p> <p>BOS adopt the Housing Action Plan April 2014</p> <p>Discussion of the development of the VFW lot and elsewhere has included adding 3-bedroom units to retain and encourage families to locate in Provincetown.</p> <p>2015 ATM adopts Art 23. <i>Creation of Year-Round Rental Housing Trust</i> - to</p>

<p>Bring a Zoning Bylaw revision to Town Meeting in spring 2015 to allow accessory units in the Res 1 zone that will be guaranteed as year round rental housing for at least 10 yrs.</p> <p>Investigate redevelopment of the Governor Bradford School and VFW sites for the benefit of community housing including incomes from 80% to 110% AMI and secure funds as required to complete the project.</p>	<p>petition the General Court for a Special Act creating a Year-Round Rental Housing Trust; Town Counsel is drafting the special legislation. Art 24 approved funds for the Trust.</p> <p>2015 ATM adopts <i>Art 21. Zoning Bylaw Amendment: Use Regulations Article: Accessory Dwellings in the Single Family Zone</i></p> <p>Mass Housing Partnership [MHP] provided technical assistance through structural engineering analysis and preliminary financial analysis to deem the property as potentially feasible for the redevelopment of community housing. MHP provided a template for a draft RFP. The Housing Specialist drafted an RFP and circulated it for comments 4/15/15. Some comments have been received and a revision is underway with the intent to complete the RFP in June 2015.</p>
<p><b>Capital Improvements and Infrastructure</b></p> <p>Continue the paving of Commercial Street and the implementation of the Town-wide Paving Management Plan.</p> <p>Continue to work with the Cape Cod Commission traffic engineers to review the completed traffic study analysis on Shank Painter Road and determine what infrastructure and capital improvements are required to improve access and safety for pedestrian and bike traffic as residential units are developed within the Shank Painter area.</p>	<p>DPW plans to submit a grant application in August to MassWORKS for the funding of Engineering and Construction services pertaining to Phase III Reconstruction of Commercial St which runs from Howland St to Johnson St. Should we be successful in the grant opportunity then the plan would be for construction to begin in October 2016. The caveat is going to be what the selectmen require for engineering services as it relates to the complaint brought forward by Mr. Rogers last year.</p> <p>Town-Wide Paving plan will continue to target the main thoroughfares (Bradford, Commercial, Shank Painter). This past year we repaved sections of Commercial St, Bradford St, Mechanic St and the entire lengths of Tremont St, West Vine St, and Conway St. Preventative measures such as crack sealing took place on Shank Painter Rd and Bradford St.</p> <p>The outlook for FY16 is to update our Pavement Management Plan and incorporate it into the Town of Provincetown GIS software (PeoplesGIS) so we can improve tracking our roadway PCI Index. We also plan to address the slope failure on Jerome Smith Rd / Alden St near the Cemetery.</p> <p>DPW will work with CCC as directed by the Selectmen but it would be my recommendation to seek a transportation engineer that can scope this project much better to include all underground utilities, overhead utilities, planning board concerns, local concern. An estimate from our transportation engineer was approximately \$130,000 for a complete ground survey and preliminary design of Shank Painter Rd to be used in finding potential funding opportunities.</p> <p>This past year several areas of Shank Painter Rd were repaved to improve</p>

<p>Conduct an overall traffic flow study of Provincetown.</p> <p>Reducing unaccounted-for water by continuing with the leak detection and removal program that reduces water lost in the system with a goal of achieving 10% or less unaccounted-for water by 2015.</p> <p>Continue Storm Drain Repairs/Storm Water Run-Off/Harbor and Beach Management Plan. Special consideration should be paid to identifying solutions or alternatives to the Ryder Street Extension outfall pipe. Continue the pursuit of grants and other funding mechanisms in order to continue the process of completing these important drain rehabilitation projects each year.</p>	<p>overall conditions. This spring we have been crack filling the road to help reduce frost heaving in the winter and prohibit infiltrating water from washing away sub-base. Spot repairs will continue until a reconstruction plan is developed.</p> <p>Traffic Study initiated on May 26, 2015, to be completed by December</p> <p>The water department is continuing leak management activities in an effort to reduce unaccounted for water. Water Department staff members are working to install meter pits on service lines which exceed the fifty foot (50') rule and are known to be substandard material. These services were initially identified during the USDA funded program in 2010 and 2011. The Provincetown Water Department was required to meet 10% Unaccounted-for-Water (UAW) by December 31, 2014. The 2013 Annual Statistical Report submitted to MassDEP indicated 17.3% UAW. The department not meet this compliance standard by December 31<sup>st</sup> 2014, and therefore submitted an UAW compliance plan to MassDEP with the 2014 Annual Statistical Report. The 2014 Annual Statistical Reported submitted to MassDEP indicated 16.6% UAW. The compliance plan outlines actions the Department has taken to reduce UAW in an effort to meet the compliance standard. Secondly, the plan also provided an analysis identifying the cause of the failure to meet the performance standard. The Department has been working on an internal "Water Audit" utilizing the methods outlined in the AWWA Manual M36.</p> <p>The Stormwater plan continue to support the Pavement Management Plan addressing several drainage structures along Bradford and Commercial St. Recently the DPW was awarded a CZM grant for the development of Stormwater Inundation Pathways to help identify vulnerable areas affected by stormwater. This grant has allowed for the complete incorporation of our drainage system into the towns GIS system (peoplesGIS). This critical improvements will enable for a more comprehensive asset management plan which will be used to forecast stormwater CIP projects as well as improve our chances for grant opportunities. DPW plans to submit to FEMA's Hazardous Mitigation Grant Opportunity with a deadline in August for the remediation of the Ryder St Outfall.</p>
<p><b>Government and Administration</b>  Recruit and hire a Town Manager and lead efforts to make the new Town Manager successful. Support efforts to amend the Charter to change the residency requirement for senior staff.</p>	<p>Hiring Process ongoing  2015 ATM approved Charter change for residency requirement for DPW</p>

<p>Support and encourage Sustainable Energy Generation: Support and encourage the Historic District Commission to increase green energy generation and to increase energy self-sufficiency through the appropriate deployment of solar and wind generation.</p> <p>Recruit Historic District Commission (HDC) members to fill HDC vacancies who are sympathetic to the importance of local generation of green energy.</p> <p>Seek revision of Zoning Bylaws as required to allow for appropriate Solar and Wind generation in all Town districts.</p> <p>Initiate a study of ways to use Town owned buildings and land for solar and renewable energy projects of all kinds, including the Route 6 corridor.</p> <p>Work with the Department of Community Development to create a more effective and efficient environment for regulatory transactions between businesses and the Town and Town related boards. As an example encourage renewals rather than reapplication for licenses, properly incent self-regulation.</p> <p>Develop and implement a systematic process to grant and administer all Town concessions (i.e trolley, map distribution, farmers market, etc.) as well as other nongovernmental organizations use of Town owned property.</p> <p>Community Policing Re-establish community policing and institute community government in our town. Each department head would hold regular monthly meetings to build a relationship between community and government to address community issues. By establishing and implementing strategies such as the community policing committee along with open communication with the public, we can avoid misconduct and wrongdoing ahead of time and take proactive steps to eliminate it when it occurs. We need public oversight and transparency for the people to regain the</p>	<p>Director and Police Chief.</p> <p>The Energy Manager and Chair of the RREC attended a HDC meeting on March 18, 2015 to update the HDC on the Solarize Provincetown Program and its potential effects on the Historic District. The HDC expressed general support for the deployment of solar, including within the Historic District, but maintains that review is necessary in order to ensure their mission of historic preservation is balanced with the need for renewable energy generation in Provincetown.</p> <p>Article 8 (solar facilities) of the ZBL was added in October 2011, no amendments have been identified. There is currently no mention of wind in the bylaw nor have we ever been approached to install a wind turbine.</p> <p>The Town is working with the Cape and Vineyard Electric Cooperative, Inc. (CVEC) to seek state grant funding for the evaluation of solar energy deployment on two town buildings that have high energy demands.</p> <p>The 3-year process of implementing a town wide permit tracking software system is finally in place within the Licensing and Building Departments. Other departments will be phased in over the remainder of the year.</p> <p>We have successfully bid out the first new Trolley concession on town owned roads.</p> <p>During the past year, we began the outreach initiative known as "Coffee-With-A-Cop". One of the big issues police must continually deal with is communication. We understand that we often arrive in the lives of some</p>
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<p>trust of Town officials and employees again. Community policing allows the public to have a voice in their community.</p> <p>Work with the new Town Manager to hire a new Police Chief committed to community policing through effective partnerships with residents, businesses, employees and visitors.</p> <p>Encourage increased turnout at Town Meeting</p> <p>Evaluate electronic voting</p> <p>Evaluate a 'consent agenda' approach to routine articles</p> <p>Prepare a plan to use alternative seating for Town Meeting Voters</p> <p>Increase publicity of Town Meeting</p>	<p>individuals when least expected and in many cases, in situations where we are not wanted. It has been a success and warmly received by the community. It is my belief that your police officers have become more community focused, more proactive and more outgoing. In return, the community has welcomed and ultimately become more comfortable with its police officers.</p> <p>Another example of our commitment to Community-Oriented Policing was having all members of the police department re-trained in the philosophy by staff instructors from Roger Williams University. Community policing is an agent of empowerment, creating a sense of joint responsibility and a joint capacity for addressing issues of concern to the community and your police personnel. This was facilitated training about community policing so everyone has a constructive role.</p> <p>We also hosted a community forum and training session where 50 community members came together to develop a community-oriented policing service that uses a synergistic approach to meeting the safety and visitor service needs of the community we serve. Community policing operates on the premise that if you use partnerships and communication to better address the health, safety and security problems within a community, you enhance the quality of life.</p> <p>Police Chief hiring in process.</p> <p>Consent agenda implemented at town meeting.</p>
<p><b>Economic Development, Tourism and Year Round Economy</b></p> <p>Initiate an update of the Local Comprehensive Plan (LCP).</p> <p>Foster and support initiatives, including taxes, and fees that encourage a year round economy.</p>	<p>LCP process has begun. The Selectmen will be asked to appoint the LCP review committee within this summer.</p>

<p>Conduct a Traffic and Parking Study. Seek funds from grants or a Town Meeting appropriation to create a thorough, town-wide plan for future parking needs, road and traffic flow improvements. Included in this plan should be a series of recommendations for better integrating bicycles into our roadways, especially as it relates to connections to the Cape Cod National Seashore and Cape Cod rail trails.</p> <p>Economic Development of the Harbor. Work with Boards to study the possible expanded uses of Provincetown Harbor for passive and active economic development through aquaculture and enhanced facilities for mariners of all kinds as well as a full marketing plan to eventually encourage more visitors to arrive via private vessels.</p> <p>Create a Town-wide Bicycle Master Plan. Continue to pursue Provincetown as a bicycle-friendly destination by the following actions:</p> <p>Creating a public awareness and safety campaign</p> <p>Implementing bicycle improvements and amenities throughout Town</p>	<p>Traffic Study initiated on May 26, 2015, to be completed by December</p> <p>The Harbor Committee, working with Conservation and their liaisons, has been involved with a Coastal Resilience grant to prepare a beach management plan and beach nourishment pilot project. While the grant ends June 30<sup>th</sup>, the public process will continue with Cape Cod Commission assistance throughout the year. Additionally, Pier Corp has been working to address the needs of commercial aquaculture and Shellfish Committee to increase the infrastructure on MacMillan Pier to support this emerging market sector. We are pursuing planning grant possibilities for development at the far end of the Tee in support of this. The Shellfish Constable is propagate alternate species such as oysters for the recreational shellfish areas including rehabilitation of the pier upweller equipment.</p> <p>Bike Committee is a part of the Outer Cape Bike and Pedestrian Task Force working to complete the Rail Trail from Wellfleet to Provincetown. Our goal is to have the skeleton of a proposed Master Plan in place by December 2015.</p> <p>BC is conducting traffic counts at key points and at different times to acquire actual traffic counts on bikes, motor vehicles, and pedestrian interaction. These counts will include both Commercial and Bradford Sts.</p> <p>BC continues effort to educate the public of both laws and habits that affect the interaction of people and movement. Both Commercial and Bradford present unique problems and have different needs. Participated in both Year-Rounders outreach to foreign workers during the World Fest. Attempting to educate the tourists who arrive in tour bus groups. Working with the Provincetown Police Department to coordinate efforts and appoint a Police Liaison. Reprinting our Bicycling Brochure and seeking other ways to help people get around on a bicycle in Provincetown.</p>

<p>Connecting bike paths with Truro</p> <p>Plan for the 2020 Celebration: Work to immediately establish a leadership structure and timeline for planning and executing a major opportunity to promote Provincetown to the world for the 2020 celebration.</p> <p>A list of improvements necessary to Town facilities should be created, and a clear plan should be established on how to move forward. Potential key partners, such as the Town of Plymouth, private ferry and ground transportation operators, and other regional partners should be brought in early to find ways to collaborate with Plymouth's celebration and transport the public frequently and easily between the two communities.</p> <p>Cape Cod National Seashore Continue to work in partnership with the CCNS to develop and expand bicycle lanes, trails and connections between the Seashore and Town.</p> <p>Encourage the CCNS to utilize local workers for upcoming projects. Prepare and submit local preferential work authorization requirements to the NPS/CCNS.</p> <p>Seek the Establishment of the Stellwagen Bank Marine Sanctuary, Visitor Center in Provincetown.</p> <p>Support efforts to restore the Bas Relief and to support completion of Fisherman's Memorial sculpture and AIDS Memorial.</p>	<p>BC re-opened our grant program to encourage private businesses to install bike racks for bike parking.</p> <p>BC involved with the construction of the bike link between Beech Forest and Bradford St. via Cemetery Road; Climbing lanes on Bradford St; the Shankpainter realignment; the Bike Parking area at First Landing Park and the connector of the Rail Trail from Howland St to Conwell.</p> <p>2020 Celebration Committee structure has been formed and nominations are nearly complete.</p> <p>The Bas Relief RFP is currently being drafted and will go out shortly. Once the 2020 Committee starts to meet more regularly they will provide input on infrastructure and improvements. There is both a Beautification and Infrastructure subcommittee being formed at this time. Tony is a member of the Plymouth 400 committee and is collaborating with their planning efforts.</p> <p>Bike Trail connection project moving forward. Contract for engineering, design and construction to be issued shortly.</p> <p>The Bas Relief RFP is currently being drafted and will go out shortly. Cultural Council is currently reviewing Expressions of Interest for the AIDS Memorial. The RFP is currently under review by Town Counsel and should be issued shortly.</p>
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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

7C

## BOARD OF SELECTMEN'S RULES OF PROCEDURE

### Adoption of Rules of Procedure

Requested by: Acting Town Manager David Gardner

Action Sought: Procedural

#### Proposed Motion(s)

**MOVE that the Board of Selectmen vote to adopt the amendment(s) to the Rules of Procedure as [submitted] [revised].**

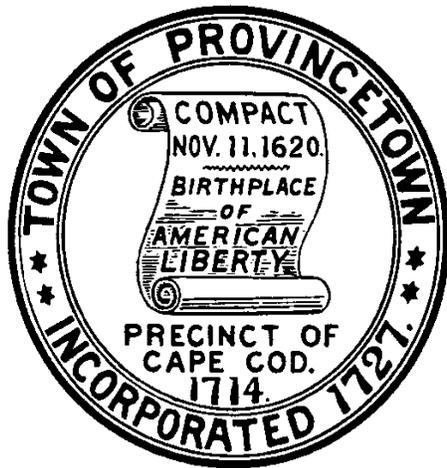
#### Additional Information

Attached is copy of the "Rules of Procedure." Section 9, thereof provides that "These standing procedures shall be reviewed annually, following the normal reorganization of each new Board of Selectmen . . . ." Section 10 provides that "(a) These standing procedures may be amended by a majority vote of the members present and voting at a regular meeting provided, however, that the proposed amendment has been submitted in writing at least one week prior to the date the amendment is to be voted upon. (b) An amendment shall be construed to mean any addition of a new procedure or deletion or modification of an existing procedure."

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

# TOWN OF PROVINCETOWN



## BOARD OF SELECTMEN RULES OF PROCEDURE

*Amended May 22, 2006, June 28, 2010, June 11, 2012, June 10, 2014, and August 11, 2014  
Annual Approved Changes Date: ~~August 11, 2014~~ June 22, 2015*

**SECTION 1. OFFICERS**

- a. The Board shall elect from its own membership, a Chairman and a Vice Chairman. Such election shall take place annually at the first regular meeting following the Town Election.
- b. The Chairman, or in his/her absence, the Vice Chairman, shall preside at meetings of the Board, and shall, subject to these rules, decide all points of procedure, unless over-ruled by the majority of the Board in session at the time. The Chairman shall act as liaison between the Board, the Board's Secretary, and the Town Manager.
- c. In the absence of the Chairman, the duties of the Chair shall be performed by the Vice Chairman. The typical duties and responsibilities of the Vice Chairman will then fall to the Selectman with the most seniority.

**SECTION 2. MEETINGS**

- a. **General.** All meetings of the Board of Selectmen shall be conducted in accordance with Chapter 39, Section 23A, Massachusetts General Laws (Open Meeting Law); and all other applicable laws.
- b. **Regular Meetings.** The Board of Selectmen and the Town Manager shall meet in Town Hall on the second and fourth Monday evenings of each month and at such other times as the Board may decide. If the second or fourth Monday of a month falls on a holiday, the Board and the Town Manager shall meet on the following evening. Unless it is executive session, every meeting of the Board of Selectmen shall be open to the public and to the press (By-Laws of the Town of Provincetown, Section 4-2-1).
- c. **Special Meetings.** Special meetings of the Board may be called by the Chairman with the concurrence of a majority of the remaining members of the Board; however, the required statutory forty-eight hours public notice of such a meeting may not be waived.
- d. **Emergency Meetings.**
  - (1) The Chairman may call an emergency meeting of the Board when, in the judgment of the Chair, immediate and/or delayed action by the Board would be contrary to the best interests of the Town.
  - (2) Matters acted upon by the Board at emergency meetings shall be made an agenda item at the next regular meeting of the Board for the purpose of ratifying decisions rendered at emergency meetings.
  - (3) Authority to act upon routine Board matters but necessary for timely dispatch may be delegated to the Chairman. Actions taken under the provisions of this subsection shall be ratified at the next regular meeting of the Board.
- f. **Executive Sessions.**

Executive session of the Board shall be conducted in accordance with Chapter 39, Section 23A, Massachusetts General Laws.

  - a. Executive session will be listed as a topic for discussion on meeting notice,

including as much detail about the purpose for the executive session as possible without compromising the purpose for which it is called.

- b. The Board will be convened in open session first.
  - c. Chair publicly announced the purpose for executive session, citing one or more of the 10 purposes found at G.L. c. 30A, § 21(a).
    - 1) For Executive Session Purposes 3, 6, and 8: Chair publicly will state that having the discussion in open session would have a detrimental effect on the public body's negotiating position, bargaining position, litigating position, or ability to obtain qualified applicants.
  - d. Chair will state all subjects that may be revealed without compromising the purpose for which the executive session was called.
  - e. Chair will state whether Board will adjourn from the executive session, or will reconvene in open session after the executive session.
  - f. A majority of members of the Board must vote by roll-call to enter into executive session.
  - g. Documents in Meeting Packets for Executive Sessions will be distributed only in paper copy.
  - h. Executive Sessions relating to "strategy with respect to litigation" shall be scheduled at 5 p.m., followed by regular business at 6 p.m. whenever possible.
- g. Time of Meetings.**
- (1) All Board Meetings shall normally be scheduled to commence promptly at 6:00 P.M., and terminate not later than 11:00 P.M. In the event, however, official business remains to be transacted at the scheduled adjournment time, the Board may vote to suspend this requirement under the provisions of Section 7 of these procedures.
  - (2) Unfinished business remaining at the scheduled or alternate adjournment time shall appear on the agenda of the next regular meeting.
  - (3) Any Board Member who expects to be absent from a scheduled Board Meeting, or delayed for more than one hour shall notify the Chairman in advance of the scheduled meeting.
- h Meeting Packet: Meeting Notice, Agenda and Documents**

- 1) The Meeting Packet will include
  - a. Notice contains the date, time, and location of the meeting.
  - b. If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are to be listed.

- c. The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics are to be sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting,
  - d. The notice is printed in a legible, easily understandable format.
  - e. The date and time that the notice is posted is conspicuously recorded on the notice.
  - f. All Documents to be reviewed by the Selectmen in the meeting.
- 2) Meeting Packet of all scheduled meetings of the Board, except as precluded by Section 2f, above, shall be filed with the Town Clerk at least forty-eight hours (excluding Saturdays, Sundays and Holidays) in advance of the meeting for posting on the official Town Website.
  - 3) Copies of the Meeting Packet shall be made available to members of the media and the general public on the Town Website. The Meeting Packet may be removed from the Town Website only after a majority vote of the Selectmen.

**SECTION 3. AGENDA FOR REGULAR MEETING**

- a.** The format for agendas for regular meetings shall be:

1. Consent Agenda
2. Public Hearing
3. Public Statements
4. Selectmen Statements
5. Joint Meetings/presentations
6. Appointments
7. Requested agenda items
8. Town Manager's Report
9. Minutes
10. Closing Statements

Note: The Board grants discretion to the Chair in setting the order of the “requested Agenda Items”, such that public requests always precede staff requests, but exceptions may be made when the staff requests require very short amounts of time. The Board also requests we avoid using the category “preliminary matters”.

- b.** The agenda of a public meeting of the Board of Selectmen shall provide for statements by members of the public no later than the second item on the agenda (By-Laws of the Town of Provincetown, Sect. 4-2-2).
- c.** Agenda Items submitted from Selectmen - Items for placement on the Agenda from a Board Member and/or Town Manager should be in writing **to the Chair**, stating the subject matter, and a concise statement as to the essence of the subject matter.
- d.** Agenda items must be received **by the Chair or Secretary to the Board of Selectmen** at

the start of the Agenda Setting Meeting as listed on the Selectmen's Calendar.

-OR-

- e. Requested by a Selectman at a Public Meeting to be placed on the subsequent agenda.
- f. ~~Agendas for special and emergency meetings may be modified by the Chairman to conform to the purpose(s) for which such meetings are called.~~

#### **SECTION 4. PROCEDURES DURING MEETING**

- a. Proceedings during meetings shall normally be governed by Roberts Rules of Order except as modified by these procedures.
- b. When deemed necessary and appropriate, the Chairman may offer a motion, or second a motion.
- c. No person shall address a public meeting of the Board without permission of the Chairman or other designated presiding officer.
- d. Items, which appear on the meeting agenda, shall be considered as properly before the Board of Selectmen without benefit of a specific motion to that effect. However, any Member of the Board may reserve the right to move that an agenda item be stricken from the agenda. Such a motion, if made, shall be subject to the actions of the other Members of the Board as would be appropriate to action on routine motions
- e. ~~The Board of Selectmen may respond to speakers under public statements providing a majority of the board members present vote to do so.~~ The board may take action on issues brought before the board **in Public or Selectmen Statements**, if it is of a nature not deemed to require being placed on a subsequent agenda.
- f. Limit Public Statements to a total of sixty (60) minutes. Each public speaker is limited to ~~five (5)~~ **three (3)** minutes speaking time.
- g. The Chairman should rotate from meeting to meeting the order in which the Selectmen make their statements.

#### **SECTION 5. PUBLIC HEARING PROCEDURES**

##### **Preliminary Procedures**

1. Proponents and opponents must set up any displays or graphic presentations prior to the actual start of the hearing.
2. Principal speakers must identify themselves to the Chair prior to the start of the hearing.
3. Copies of the hearing materials from Proponents/Opponents/Staff will be posted (or distributed) prior to the start of the hearing. Ideally all materials should appear in the ~~BoS~~ **Selectmen's** meeting packet as posted by the Town Clerk.
4. The Chair will announce time limits, if any, for each section of the public hearing.

**Hearing Format**

**PRESENTATION: Proponent**

- 1) Questions ON THE PRESENTATION: Board of Selectmen
- 2) Report and/or Recommendation from Staff
- 3) Public Comments:
  - a) Proponents
  - b) Opponents
  - c) Proponents and Opponents can be taken together at the discretion of the Chair.
  - d) Written comments will be read into the record, eliminating comments from any proponent/opponent who gave spoken public comments. Written comments may be summarized at the discretion of the Chair.
- 4) Rebuttal or Answers to questions raised: Proponents and Opponents.
- 5) Closed to Public Comment.
- 6) Board of Selectmen Discussion and Staff Recommendations.
- 7) Vote.

**SECTION 6. MINUTES OF MEETINGS**

- a. The proceedings of all Board meetings shall be recorded by cassette recording devices. Tape recordings or videotape may not be used as a permanent record of meetings. Written minutes must be prepared as outlined in Section 6b. Once minutes have been prepared and approved, the tape and/or video may be erased and re-used for another meeting. Until it is erased, however, it is a public record (unless it is a tape or video of an executive session), which must be made available for inspection and copying upon request.
- b1 Written minutes of Board meetings shall be prepared in an abbreviated form; however, as a minimum, the written minutes shall record time and date of meetings, names of Board Members present and voting, names of Town personnel attending, and names of Members of other Town Boards, Committees and Commissions attending the meeting, *a summary of the discussions on each topic; a list of documents and other exhibits used at the meeting.*<sup>1</sup> The record of exact motions made and votes taken shall be included in the written minutes. Written minutes shall not include verbatim or otherwise lengthy record of discussion on agenda items.
- b2 Written minutes should be printed on both sides of the paper they are printed on. (To

conserve paper and archive space.)

- c. Written minutes shall be prepared as expeditiously as possible to allow the Board to act upon them at a subsequent regular meeting. Following the Board's approval, the written minutes shall be filed with the Town Clerk and become a permanent and official record of meetings.
- d. Executive Session minutes will be written by the Vice Chairman. Minutes are to include motions made, actions taken thereon and a record of the roll call vote(s).
- e. Minutes of Executive Sessions shall remain in the permanent possession of the Secretary to the Board, in a secure place, and shall not be released unless authorized by a majority vote of the Board taken in open session, or upon an order issued by a court of law.

**SECTION 7. SUSPENSION OF PROCEDURES**

These standing procedures may be suspended by an affirmative majority vote of the Board Members present and voting.

**SECTION 8. RECONSIDERATION OF VOTES**

Any vote taken may be reconsidered without limitations to time, given upon a proper motion before the Board and a favorable majority vote of the members present and voting, providing that the Selectman making the reconsideration motion voted in the majority on the original motion.

**SECTION 9. REVIEW OF STANDING PROCEDURE**

These standing procedures shall be reviewed annually, following the normal reorganization of each new Board of Selectmen, or, more often if necessary and dictated by changes in the Board's composition if occurring prior to the normal electoral process.

**SECTION 10. AMENDMENTS TO STANDING PROCEDURES**

- a. These standing procedures may be amended by a majority vote of the members present and voting at a regular meeting provided, however, that the proposed amendment has been submitted to the Board of Selectmen's secretary and the Board of Selectmen in writing at least one week prior to the date the amendment is to be voted upon.
- b. An amendment shall be construed to mean any addition of a new procedure or deletion or modification of an existing procedure.

**SECTION 11. EFFECTIVE DATE**

These standing procedures are effective May 22, 1995.

**SECTION 12. DISTRIBUTION**

A copy of these procedures will be provided to each newly elected Selectman.

## THE HONORABLE BOARD OF SELECTMEN

Tom Donegan, Chairman

Erik Yingling, Vice Chair

Cheryl Andrews

Robert Anthony

Raphael Richter

~~Mary Timmons, Secretary~~ Loretta Dougherty

~~June 23, 2014~~ June 22, 2015



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

7D

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## TOWN MANAGER SEARCH MATTERS

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

**Discussion Dependent – votes may be taken.**

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

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## OTHER

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

Proposed Motion(s)

**Discussion Dependent – votes may be taken.**

Additional Information

Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

8

## MINUTES OF BOARD OF SELECTMEN'S MEETINGS

Requested by: BOS Secretary

Action Sought: Approval

### Proposed Motion(s)

Move that the Board of Selectmen approve the minutes of:

*January 6, 2015 (Budget Meeting) [ ] as printed [ ] with changes so noted*

*March 23, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*April 27, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*May 11, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*May 13, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*May 22, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*May 26, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

*June 8, 2015 (Exec. Session Open) [ ] as printed [ ] with changes so noted*

### Additional Information

See attached minutes.

### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN  
MEETING MINUTES  
FISCAL BUDGET MEETING  
TUESDAY - JANUARY 06, 2015 – 4:30 PM  
JUDGE WELSH ROOM - 260 COMMERCIAL STREET  
DRAFT – EDITED**

Chairman Tom Donegan convened the meeting at 4:30 PM noting the following attendees: Board of Selectmen members: Tom Donegan, Cheryl Andrews, Robert Anthony, Raphael Richter, and Erik Yingling

Other attendees: Acting Town Manager David Gardner, Acting Asst. Town Manager Michelle Jarusiewicz, Finance Director Dan Hoort, DPW Director Richard Waldo, DPW Asst. Director Erik Larsen, DPW Operations Director Sherry Prada, DPW Water Superintendent Cody Salisbury, Wastewater Facilitator John Goodrich, and Rob Adams, Engineer from AECOM.

Recorder: Loretta Dougherty

**1. Wastewater Project Update- Richard Waldo**

**Rich** introduced himself, Rob Adams and John Goodrich and then gave a brief history of the sewer collection system and the sewer system as a whole. The in-depth overview of the presentation on the system may be found at: <http://www.provincetown-ma.gov/ArchiveCenter/ViewFile/Item/13362> Rich explained some important points: the plant was not designed to serve the whole town, but was sized for 500,000 MDF and used Title V in a 1:1 ratio. Early on, DEP equated Title V design flow with plant flow but over the years, we have studied enough to show that 100 gpd of Title V design flow actually translates to approximately 60 gpd actual flow at the plant. This demonstrated that the plant is capable of processing approximately 1.2 Million gpd of Title V design flow which is equal to about 750,000 actual gpd flow to the plant (MDF is maximum daily flow). These new studies have been approved by Cape Cod Commission and DEP. The beds are permitted right now at 750,000 but the plant is permitted only at 650,000. Rich explained that actual changes to the plant, physical changes, have happened in stages. Stage 1: construct an equalizing tank (a holding tank). Stage 2: increase our permitted amount from the plant to 650,000. Stage 3: take plant up to 750,000 Engineers need to tweak batch reactors to do this. Now, we only have 2500 gpd left in capacity. Also, the vacuum sewer design is pretty much maxed out. We may wish to add an additional pump. So, expect us to get a permit for 750,000 at the plant which means, including reserve, we will have about 80,000 gpd in Title V flow left for hook ups.

**Robert** wanted to know if Phase 3 & Phase 4 were included in the figures that Rich was referring to in his report.

**Rich** said that both have been accounted for already and we only have 2,500 gallons left per day. He recommended reserving this amount for the existing EDP requests (approx. 1,500 gpd) and future emergencies (1,000 gpd). Any additional EDP requests that come in need to be put on hold until next year. No additional hookups can be accommodated before the summer. When we get the MassDEP Ground Water Discharge Permit the remaining 82,500 gallons per day of Title 5 design flow capacity can be used. The system was designed for 500,000 gallons of Title V flow and we have been able to

serve 1.2 million gallons flow; there is not much more we can do. Major infrastructures would have to be done for more flow capacity. Rich went over the *Table 2. Preliminary Estimates of Town Priorities for Additional Title 5 Flows to the Sewer – 2015 to 2020* pointing out some of the use categories such as public health needs for failed systems, economic development approvals, community housing needs, and municipal needs. This detailed table may be found at the above referenced online address.

A brief discussion among the BOS and staff was held with regards to the number of bedrooms that would be covered for future affordable housing projects based upon estimated gallons per day. There is no precise way of determining exactly how many bedrooms, but an approximate number was mentioned of anywhere from 150 to 225.

**David** clarified the difference between growth capacity and capacity at the sewer plant. Each being on its own track and not to be confused with each other even though the terms such as gallonage and flow are used in both areas. As an example, the large capacity that we have in growth management under the affordable categories can be issued for a property that is on a septic system which does not necessarily start to fill the demand at the plant.

**Rich** continued his presentation with regards to the two contracts being brought before the BOS tonight. The first contract will provide planning, engineering and permitting support to expand the permitted capacity at the wastewater treatment facility from 650,000 gpd to 750,000 gpd. The second contract will continue the work associated with the Wastewater Treatment Plant expansion which includes several miscellaneous process enhancements at the wastewater treatment and collection facilities to help increase the permitted treatment plant capacity from 650,000 gpd to 750,000 gpd, as well as an upgrade of the grinder pit at the Aquarium Mall and some cursory studies of potential future enhancements; new technologies, and a satellite plant.

**Tom** wanted to know if any of the BOS had questions.

**Cheryl** complimented Rich on his opening statement in explaining this to people; stating it is not easy to understand. She pointed out that our permit is for 650,000 maximum daily flow and that last July the plant saw 651,598 gpd. So, that's it. This is why we are here. She made reference to last year's growth management report because traditionally the board of selectmen review plant capacity during the annual hearing and last year's report said there was quite a bit of capacity. So, what is the difference in what was reported to the BOS last year and what is being reported this year? She asked what our plant capacity would be without any further borrowing; excluding the borrowing already voted upon in 2011; is it the 650,000?

**Robert** stated 750,000.

**John** stated that capacity at the plant without borrowing any more would be 750,000 but you would not be able to use that capacity because you would not have any borrowing authority for the capital improvements to connect more people. It would give you the capacity at the plant but the 80,000 gallons could not be used. He briefly explained that one year ago was a transition period within the Dept. of Public Works and in the whole sewer team so much of the information in last year's report is two years old. It was before properties were committed for Phase 4; where a lot of the 200,000 gallons went. When the report was prepared there had been a very dry summer; this summer has been very wet. The reserve amount needed now has been determined by AECOM to be somewhat higher.

**David** asked DPW to give an explanation as to the increase in flow of the July 4<sup>th</sup> 2014 event compared with the flow of July 4<sup>th</sup> 2013, as there was a notable increase in flow taking into account the hurricane rain event in July of 2014.

**Rich** stated that Hurricane Arthur had brought in 5 inches of rain just at the time of our busiest event of the year; the 4<sup>th</sup> of July. That's why we need the 10% reserve. However, we did have our permit in place and were able to explain to DEP why we exceeded the permit. They understood.

**Rob** gave a statistical overview of the event based upon their estimate of 575,000 per day for the 2014 event based upon what they had seen for Carnival. July 4<sup>th</sup> and Carnival are the two busiest events and relatively close in the amount of flow. Because the sewer system is not water tight, significant rains can mean significant fresh water inflow to the plant. We had always planned to go to 750,000 but we do try and phase improvements to protect the town's cash flow.

**Cheryl** thanked them for their explanations.

**Erik** asked if they were going to bring forth an article in the spring for more borrowing.

**Rich** stated they would like to bring forth an article for borrowing authorization for future work to be performed to put in the infrastructure to be able to use the additional flow capacity the plant will have. We will get the borrowing authorization and use the money over time to connect the properties and their betterments are used to pay back that borrowing.

**Erik** asked what would happen if they did not receive any further borrowing authorization.

**John** explained that there is currently no borrowing authorization to do any capital improvements for any requests that may be needed in the future for infrastructure, if they do not bring forth an article for spring to get that authorization.

It is not for any new sewer extensions or a new plant. It will all be repaid by betterments from users; not general funds.

**Raphael** complimented them on their report. He wanted to know once the 750,000 capacity is reached is there any way that we could estimate how much we would be asking for in the future should we need to increase; \$20,000 or \$50,000.

**John** stated that in addition to needing planning and conceptual engineering and then detailed engineering you would also have to look at plant and disposal capacity as we are reaching our limits. For Phase 3 it ran into several hundred thousand dollars for just the two engineering needs.

**Rob** said it is hard to answer without knowing how much we are going for; 800,000 or 900,000; how big of an increase. The plant does have limitations.

Brief discussion was had regarding the 2,500 gpd being all that was available at present with 1,000 gpd of that not being available except for emergencies.

**Tom** commented on having to say no to any further requests. He was very concerned about having to place a hold on our economic development for possible businesses who would want to be opened year round and offer jobs to residents.

**John** stated that there is no limit for 2016 and if anyone wanted to hook up beyond what is already known they could do so in the fall of 2015

**Tom** would like to see a solution that would allow the affordable housing to have the required gallons available at a cost for the housing that people can afford to pay while growing our local businesses for year round jobs for those people. He commented that the original sewer has made the Town and our beaches much better. But how do we continue

to utilize the wastewater system in a way that does not require us to choke housing or the development of jobs in town?

**Cheryl** commented that the problem we are going to face is that adding to the plant incrementally is always going to be more expensive than the first time around. We will be looking at the relative value of an extra set of gallons and what it costs.

Discussion was held regarding ways to practice water conservation in various sectors of our community including some home appliances.

**MOTION:** Move that the Board of Selectmen vote to approve Contract Amendment No. 12-1 to AECOM in the amount of \$185,000 for the scope of work for engineering and permitting support as described in the attached Contract Amendment No. 12-1, dated December 23, 2014 as funded under Special Town Meeting article, with financials provided by market borrowing, with all borrowing to be repaid from betterments from new sewer system users.

**Motion:** Erik Yingling

**Seconded:** Tom Donegan

**Cheryl** wanted to know who the new sewer system users were that were being talked about.

**John** clarified that this is already being funded from betterments paid for by Phase 3 and Phase 4 there would be no increase to the taxpayers.

**Cheryl** suggested that there was a need to be clear on the intent and that this was not an amendment. She will vote for it.

**5/0/0**

**MOTION:** Move that the Board of Selectmen vote to approve Contract Amendment No. 12-2 to AECOM in the amount of \$200,000 to cover cost for enhancements to the treatment plant and collection system associated with the increased capacity from 650,000 gpd to 750,000 gpd as described in the attached Amendment. In addition, cost associated to vacuum structure upgrades to accommodate a previously approved EDP request.

**Motion:** Erik Yingling

**Seconded:** Raphael Richter

**Cheryl** was not in favor of this.

**David** was not in favor of delaying this.

**Cheryl** wanted to make sure that the town feels comfortable with this and is not asking for it to be delayed for two years. She just wants to send a message; the sewer team and BOS need to be on the same page.

**John** again said that there is no difference as this is being funded from betterments being paid. The borrowing was already authorized. The reason it is being done in stages is to monitor the flow which will save the town and users' money until such time as changes need to be made. This was approved in 2011.

**Cheryl** wanted it to be clear that spending has already been authorized and already charged to existing users.

**5/0/0**

**Tom** called for a 10 minute recess at 6:00pm.

**Tom** called meeting back to order at 6:10pm.

Finance Committee Chairman Michael Canizales convened the meeting at 6:10pm noting the following attendees: FinCom members: Michael Canizales, Duane Steele, Clarence Walker, Louise Venden, and Stanley Sikorski.

Excused absentees: Douglas Cliggott and Mark Hatch  
Tom welcomed the FinCom.

## **2. Joint Meeting with the Finance Committee**

### **A. Classification and Compensation Study Report – Dan Hoort**

A copy of the final Classification and Compensation Study Report is on the town's web site under Finance Department and if anyone wants a copy of the final report as it was delivered to the Personnel Board, Dan will be happy to provide it. The compensation plan for non-union personnel as adopted by the Personnel Board was included in the BOS meeting packet for this evening.

**Tom** wanted to hear a little background on this report.

**Dan** said that about two years ago the Town signed a contract with HRS Consultants to produce a compensation and classification plan. The final plan was produced in June 2014 and adopted by the Personnel Board in the fall of 2014. In simple terms, the purpose of the plan is to make sure employees in Provincetown are paid a fair and competitive wage in comparison to each other and in comparison to other towns on the Cape. The plan allows for a cost-of-living and step increase. The Town is using the cost-of-living adjustment of between 1% and 1.5% which is the same as the union contracts. In the FY2016 budget we used a 1% cost-of-living increase. The step increase is tied to performance, longevity, special abilities, or other circumstances. There is a difference between the cost-of-living and step increases. The Town can give a cost-of-living increase one year and a step increase the next year or they may both be given during the same year. This is a policy decision for the Town. There are 15 grade levels with 12 steps within each grade level. Once an employee reaches their top grade/step level they no longer will receive step increases but will continue to receive cost-of-living increases. Any employee who falls below a certain grade range should be brought into the entry level of the grade range. The Personnel Board voted to implement the plan over a period of five years. Those employees falling below the range of the plan will gradually be brought up to where they should be over this five year period. We have implemented in FY2016 the plan as adopted by the Personnel Board.

**Cheryl** wanted to know if we did not implement the plan what would the cost of wages be vs if we did implement the plan for next year.

**Dan** noted that in the past employees had been looked at individually and given increases on a one-by-one basis until FY2015. The former Town Manager was in the process of vacating her position so last year everyone received a 2% increase.

**Cheryl** was trying to calculate the impact of this plan.

**Dan** commented that the difference is the 2% increase for everyone reflected \$80,000. This plan reflects an increase of \$120,000.

**Louise** commented on the fact as to whether this was strictly salary or a total compensation package which would include benefits also. Provincetown has a very generous benefits package.

**Dan** stated that this is just a salary compensation study at this point.

**Michael** made a comment that he believed we are not 10% below market as stated in Dan's commentary. Benefits have made us very marketable. He cautioned on salary increases.

Some discussion was held relative to the Town's insurance coverage comparing 80%-20% to 70%-30% on coverages within benefit plans, as well as differences in individual and family plans.

**Dan** stressed the need to treat everyone equally.

**Robert** was asking about the determining factors with regards to applying the grades and steps to new hires and existing employees. He wanted to know where the Town Manager would start in determining this.

**Dan** said that they group similar positions together and then taking into consideration other factors such as experience or lack of alternatives from which to choose decisions are then made. Typically they want them to come in at step one but could come up at a higher step.

**David** echoed Dan's comment regarding experience or lack of alternatives.

Conversation continued as to various increase percentages being implemented.

**Robert** suggested that perhaps coming up with an incentive that would be a negotiating tool to be used during the hiring process. We should have a goal oriented process.

**Cheryl** wanted to know when the Town last did this.

**Dan** said that there was no evidence that it had been done in the past. Increases are done every year but no study has been done in the past.

**Tom** wanted to know what the next step would be.

**Dan** stated that the next step would be for the BOS to go through the budget process, look at it, and visit it again asking him for other information, if required.

**Tom** wanted to look at those who are below range and see what the fiscal impact would be not to have them below range. Everyone was in agreement that we need to be strategic about this plan. Tom stated that Dan can bring in information and show what would happen financially if the ranges were adjusted in one year, two years, or 10 years. Tom turned to the topic of job descriptions.

**Dan** stated that he has emailed our existing job descriptions to the board noting we do have some drafts.

**Michael** commented the need to get internal staff to get job descriptions.

**David** had sent a memo in December to the BOS outlining items to be approved through a consent agenda. Tom will make a motion tomorrow to remove Finance Committee and the Shellfish Constable and any other agreed upon. He stated that Dan had revised numbers just today on the proposed budget that now reflects a \$40,133 surplus. The two remaining outstanding issues "cherry sheets" state aid and health insurance of which there is a slight increase in the "cherry sheets" and there is a 10% increase built into the health insurance.

**Tom** gave an overview of the process of both the BOS and FinCom being able to hear the budget presentations at the same time. He asked that only specific questions be asked by FinCom as they will deliberate on their own and come back in March with their proposed changes to the budget and to negotiate.

**Michael** stated that FinCom is hopeful that this process will work well. He asked FinCom members to try and ask clear and concise questions.

**Cheryl** asked the Acting Town Manager if money to Comcast goes through the budget differently.

**David** informed her that there is no PTV budget. She wanted to know if we have a contract and Dan told her it was for three years. David said it goes from Comcast to PTV and PTV did forward budget to FinCom.

## **B. FY2016 Budget Review**

The following are meeting minutes, in brief:

**MOTION:** Move that the Board of Selectmen vote to approve the following budgets for FY2016 as follows:

**DIVISION IV. – PUBLIC WORKS- DPW Director Richard Waldo & Sherry Prada presented.**

**192 Buildings & Grounds - \$1,385,214**

**MOTION:** Recommended without objection, as presented.

**421 Administration - \$340,558**

**MOTION:** Recommended without objection, as presented.

**422 Highway - \$583,982**

**MOTION:** Recommended without objection, as presented.

**423 DPW Snow & Ice - \$167,700**

**MOTION:** Recommended without objection, as presented.

**431 DPW Solid Waste - \$588,631**

**MOTION:** Recommended without objection, as presented.

**439 DPW Solid Waste Disposal - \$246,000**

**MOTION:** Recommended without objection as presented.

**Capital Improvement Program**

Discussion was held regarding the need for a new DPW garage in which to have their equipment stored as well as new office space for their operations.

Both the BOS and FinCom agreed that there is the need to look at existing space available in buildings already owned by the Town for use as office space for the DPW. There was some difference in opinions with regards to the equipment used by the DPW as to whether it was more beneficial to have the equipment housed inside or let it remain outside. Rich believed it was in the best interests of the Town to protect the vehicles from the weather thereby slowing the deterioration of the equipment. FinCom wanted more detail as to life expectancy for covered and uncovered. The general consensus among the BOS was to recommend that the \$60,000 and \$750,000 allocations in the CIP for the garage to be pushed to the FY2018-2019 budget.

**MOTION:** Move that Board of Selectmen move the \$60,000 and \$750,000 allocations in the CIP for the DPW garage from FY2016-2017 to FY2018-2019, respectively.

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

**Tom** wanted to push it out a little further because he has not made up his mind yet. He is not against it, but feels it is not a priority for next year.

**Erik** is concerned about continuing to have this discussion about not letting our vehicles rust out and now we are asking to let them rust.

**Raphael** noted that the steel that is used to make most cars today is more rust resistant.

**Duane** commented that they are exposed to rain and would be good for the equipment.

**Rich** asked the boards not to think of it in terms of just the weather but that the building and

grounds could be utilized to service all of the vehicles they work on. It can also shield from the residents those trucks parked out in the cemetery.

Tom wants to see the Building Committee involved and formulate a plan around this proposal that would be affordable to the town. We will push it out to get the information we need as we have to do this given our budget constraints.

4/1/0 (EY)

**MOTION:** Move that the BOS remove the \$100,000 and \$3.5M allocations in the CIP for DPW garage from FY 2019-2020

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

Raphael thinks that it is important to frame what we are doing this year and out to 10 yrs.

Erik may be persuaded over the next few months but not now.

Tom would love to see them in the Coastal Studies building rather than building another complex. It is for sale. Space allocation does not make sense where the DPW is now.

Michael reminded them of the sewage issues that would be involved and suggested that our existing inventory is worthy of a lot of consideration.

Raphael asked Dan for a 10 year plan next year.

Dan can do that.

Raphael then revised his previous motion.

**MOTION:** Move the \$3.5 plus \$100,000 allocation in the CIP for DPW garage be moved from FY2019-FY2020 to FY2021-FY2022, respectively.

**Motion:** Raphael Richter

**Seconded:** Tom Donegan

Tom suggested looking at the space allocation in the existing building. There appears to be a lot of unused space.

David commented that the vast majority of space is used for programming space not offices. This is a conversation they will be having with the COA in the near future.

Tom recognizes DPW's need for space.

5/0/0

## **ENTERPRISE FUNDS**

### **6001 Water Enterprise Fund**

Enterprise Fund Costs     \$2,127,196

General Fund Costs         \$327,717

Cheryl asked for a schedule of outstanding debt.

Dan will send it to her.

**MOTION:** Recommended without objection, as presented.

### **6002 Wastewater Enterprise Fund**

Enterprise Fund Costs     \$3,822,773

General Fund Costs         \$139,345

**MOTION:** Recommended without objection, as presented.

Without objection Finance Committee adjourned at 8:48pm.

Without objection Board of Selectmen adjourned at 8:49pm.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MEETING MINUTES – MARCH 23, 2015 6:00 PM  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner, Acting Assistant Town Manager Michelle Jarusiewicz, and Finance Director Dan Hoort.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 9:53 pm and then voted as follows:

**MOTION: Move that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clause 1, 2 & 3 for the purposes of:**

Clause 1 – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.

Clause 2 – To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. Contract negotiations for the Chief of Police.

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Discussion of Tax Title Policy. Votes may be taken.

and not to convene in open session thereafter.

**Motion: Raphael Richter**

**Seconded: Robert Anthony**

**Roll Call Vote:** Tom Donegan: Yes  
Erik Yingling: Yes  
Cheryl Andrews: Yes  
Raphael Richter: Yes  
Robert Anthony: Yes

The Board convened in the Judge Welsh room.

Minutes transcribed by: Loretta Dougherty

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**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MEETING MINUTES – APRIL 27, 2015 6:00 PM  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner, Acting Assistant Town Manager Michelle Jarusiewicz.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 6:50 pm and then voted as follows:

**MOTION: MOVE that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clauses 3 & 6 for the purposes of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken

Clause 6 – To consider the purchase of, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. VFW Property, 3 Jerome Smith Road. Votes may be taken

and not to convene in open session thereafter.

**Motion**: Raphael Richter

**Seconded**: Robert Anthony

**Roll Call Vote:** Tom Donegan: Yes  
Erik Yingling: Yes  
Cheryl Andrews: Yes  
Raphael Richter: Yes  
Robert Anthony: Yes

The Board convened in the Town Manager's Conference room.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MEETING MINUTES – MAY 11, 2015 6:00 PM  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner, Acting Town Manager Michelle Jarusiewicz and Finance Director Dan Hoort.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 9:23pm and then voted as follows:

**MOTION: Move that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clauses 3, 6 & 8 for the purposes of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

Clause 6 – To consider the purchase of, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. VFW Property, 3 Jerome Smith Road and Abutting Properties. Votes may be taken.

Clauses 3 & 8 – To consider the approval and/or release of Executive Session Minutes for August 29, 2014; September 5, 2014, September 10, 2014, September 12, 2014, September 19, 2014, and March 4, 2015.

and will not convene in open session thereafter.

**Motion: Erik Yingling  
(Roll Call)**

**Seconded: Tom Donegan**

**Tom Donegan: Yes**

**Erik Yingling: Yes**

**Cheryl Andrews: Yes**

**Raphael Richter: Yes**

**Robert Anthony: Yes**

**Yea: 5 Nay: 0 Motion passed**

The Board convened in the Town Manager's Conference room.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MEETING MINUTES – MAY 13, 2015 6:00 PM  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner and Finance Director Dan Hoot.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 7:31pm and then voted as follows:

**MOTION: Move that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clause 3 for the purpose of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

and will not convene in open session thereafter.

**Motion: Erik Yingling  
(Roll Call)**

**Tom Donegan: Yes**

**Erik Yingling: Yes**

**Cheryl Andrews: Yes**

**Raphael Richter: Yes**

**Robert Anthony: Yes**

**Seconded: Raphael Richter**

**Yea: 5 Nay: 0 Motion passed**

The Board convened in the Town Manager's Conference room.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
FRIDAY, MAY 22, 2015 @ 10AM  
SPECIAL JOINT EXECUTIVE SESSION WITH FINCOM - OPEN  
TOWN HALL – CAUCUS HALL  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 10AM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner, John Giorgio and Finance Director Dan Hoort.

Chairman Michael Canizales called the FinCom meeting to order at 10AM noting the following Finance Committee members: Michael Canizales, Doug Cliggott, Clarence Walker, Duane Steele, Mark Hatch, Scott Valentino, and Louise Venden.

Mike stated that we are going to discuss financial issues in Executive Session so if any of the FinCom members feel uncomfortable doing this in closed session relative to the Open Meeting Law, they may feel free to opt out. He noted that the minutes of the closed session would be published as soon as legally feasible.

Clarence wanted to know how soon after this closed session will this issue be publicly announced.

Mike stated that it would depend on what happens.

John stated that we will make it public as soon as feasible. He will explain in Executive Session. He mentioned that a Press Release will be done after everything has been resolved.

Clarence wants to move forward but he is sensitive as to what he can say to others. He does not want to be outside of the law.

Mike asked him if he wanted to opt out and he did not.

Tom stated that the BOS cannot make any commitments as to how long this will take. He suggested that we go into Executive Session now and let it play out.

Clarence agreed and commented that we cannot politically survive another six months without a resolution.

The Boards motioned to enter into joint executive sessions at approximately 10:00am and then voted as follows:

**MOTION: Move that the Board of Selectmen vote to go into Joint Executive Session with the Finance Committee, pursuant to MGL c30A Section 21 (a) Clause 3 for the purpose of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

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and not to convene in open session thereafter.

**Motion: Erik Yingling  
(Roll Call Vote)**

**Seconded: Robert Anthony**

**Tom Donegan: Yes  
Erik Yingling: Yes  
Cheryl Andrews: Yes  
Robert Anthony: Yes**

**Yea: 5 Nay: 0 Motion passed**

**MOTION: Move that the Finance Committee vote to go into Joint Executive Session with the Board of Selectmen, pursuant to MGL c30A Section 21 (a) Clause 3 for the purpose of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

and not to convene in open session thereafter.

**Motion: Doug Cliggott  
(Roll Call Vote)**

**Seconded: Mark Hatch**

**Michael Canizales: Yes  
Doug Cliggott: Yes  
Clarence Walker: Yes  
Mark Hatch: Yes  
Duane Steele: Yes  
Scott Valentino: Yes  
Louise Venden: Yes**

**Yea: 7 Nay: 0 Motion passed**

Both Boards convened in the Caucus Hall.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MEETING MINUTES – MAY 26, 2015 6:00 PM  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner and Finance Director Dan Hoot.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 8:54pm and then voted as follows:

**MOTION: Move that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clause 3 for the purpose of:**

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

and not to convene in open session thereafter.

**Motion: Raphael Richter  
(Roll Call)**

**Tom Donegan: Yes**

**Erik Yingling: Yes**

**Cheryl Andrews: Yes**

**Raphael Richter: Yes**

**Robert Anthony: Yes**

**Seconded: Robert Anthony**

**Yea: 5 Nay: 0 Motion passed**

The Board convened in the Town Manager's Conference room.

Minutes transcribed by: Loretta Dougherty

**TOWN OF PROVINCETOWN – BOARD OF SELECTMEN  
MONDAY, JUNE 08, 2015  
EXECUTIVE SESSION – OPEN  
TOWN HALL – JUDGE WELSH ROOM  
DRAFT - EDITED**

Chairman Tom Donegan called the meeting to order at 6:00PM noting the following Board of Selectmen members: Tom Donegan, Erik Yingling, Cheryl Andrews, Robert Anthony, and Raphael Richter

Other Attendees: Acting Town Manager David Gardner.

Recorder: Loretta Dougherty

The Board motioned to enter into executive session at approximately 10:40pm and then voted as follows:

**MOVE that the Board of Selectmen vote to go into Executive Session pursuant to MGL c30A Section 21 (a) Clauses 2, 3, 5 & 6 for the purposes of:**

Clause 2 – To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. Regarding Police Chief Contract Negotiations. Votes may be taken.

Clause 3 – To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Former Police Chief Jaran Arbitration/Appeals. Votes may be taken.

Clause 5 – To investigate charges of criminal misconduct or to consider the filing of criminal complaints. Votes may be taken.

Clause 6 – To consider the purchase of, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Potential Sale of Property located at 311 Bradford Street. Votes may be taken.

and not to convene in open session thereafter.

**Motion: Raphael Richter**

**Seconded: Robert Anthony**

**(Roll Call)**

**Tom Donegan: Yes**

**Erik Yingling: Yes**

**Cheryl Andrews: Yes**

**Raphael Richter: Yes**

**Robert Anthony: Yes**

**Yea: 5 Nay: 0 Motion passed**

The Board convened in the Judge Welsh room.

Minutes transcribed by: Loretta Dougherty

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Provincetown Board of Selectmen  
**AGENDA ACTION REQUEST**  
Monday, June 22, 2015

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## CLOSING SELECTMENS STATEMENTS

### Administrative Updates

Requested by: Acting Town Manager David Gardner

Action Sought: Discussion

#### Proposed Motion(s)

**Motions may be made and votes may be taken.**

**Robert Anthony**

**Raphael Richter**

**Erik Yingling**

**Cheryl Andrews**

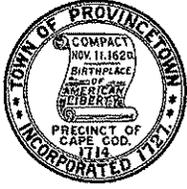
**Tom Donegan**

#### Additional Information

- A. Reading of Proclamations previously approved by the BOS on June 8, 2015:  
Proclamation to Declare June 15, 2015, as David W. Dunlap Day – Author of Building Provincetown by Historical Commission; Proclamation to Declare June 18, 2015, as Josephine & Salvatore Del Deo Day (Seniors of the Year), and Proclamation to Congratulate David McGlothin, as being named the Massachusetts 2015 History Teacher of the Year.
- B. Letters of Thanks to Members of Boards and Committees not Being Reappointed or with Terms Ending for Fiscal Year 2015.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# PROCLAMATION

*Be It Hereby Proclaimed by the Provincetown Board of Selectmen that;*

WHEREAS, David W. Dunlap has been a visitor to Provincetown since 1989; and

WHEREAS, he has traversed every street, path and byway of the Town by foot, every inch by air, and the coast by boat; and

WHEREAS, he interviewed countless residents, took innumerable photographs of houses and the built environment of the Town, and scoured every existing resource in the Town's archives; and

WHEREAS, he donated his written work and countless hours of research in a book entitled *Building Provincetown* to the Town so the Town could publish the book, with the proceeds to go to the Historical Commission Gift Fund; and

WHEREAS, he has created a lasting and important historical resource;

NOW, THEREFORE, the Board of Selectmen in the Town of Provincetown, in the County of Barnstable of the Commonwealth of Massachusetts, does hereby proclaim

**MONDAY, JUNE 15, 2015**

*as*

**DAVID W. DUNLAP DAY**

*in the Town of Provincetown*

The Honorable Board of Selectmen

**Tom Donegan, Chairman**

**Erik Yingling, Vice Chair**

**Cheryl Andrews**

**Raphael Richter**

**Robert Anthony**

**ATTEST: Acting Town Manager David Gardner**



# PROCLAMATION

*Be It Hereby Proclaimed by the Provincetown Board of Selectmen that;*

WHEREAS, the Town of Provincetown takes pride in honoring its senior citizens; and

WHEREAS, the Provincetown Council on Aging annually sets aside a day of celebration in a festive observance of the Senior of the Year; and

WHEREAS, Josephine and Salvatore (Sal) Del Deo have made significant contributions to our community in the areas of education, preservation and the arts, and have set an example for residents of all ages in their civic engagement; and

WHEREAS, Josephine and Sal have accomplished all of this with an enduring love of Provincetown, preserving its past and building its future; and

WHEREAS, Josephine and Sal are vital threads in the beautiful tapestry that is Provincetown and truly exemplify the "Spirit of Positive Aging";

NOW, THEREFORE, the Board of Selectmen in the Town of Provincetown, in the County of Barnstable of the Commonwealth of Massachusetts, does hereby proclaim

**THURSDAY, JUNE 18, 2015**

*as*

**JOSEPHINE & SALVATORE DEL DEO DAY**

*in the Town of Provincetown*

and encourages our citizens to express their gratitude, pride and continued support of Josephine and Sal and to pay tribute to them on this day in appreciation of their commitment to the well-being of this community.

The Honorable Board of Selectmen

**Tom Donegan, Chairman**

**Erik Yingling, Vice Chair**

**Cheryl Andrews**

**Raphael Richter**

**Robert Anthony**

**ATTEST: Acting Town Manager David Gardner**



# PROCLAMATION

*Be It Hereby Proclaimed by the Provincetown Board of Selectmen that;*

WHEREAS, David McGlothlin has been a teacher in the Town of Provincetown since 2006; and

WHEREAS, his use of primary documents in the classroom, the level of inspiration he has provided to his students and his career achievements in education have become well known; and

WHEREAS, in celebrating the outstanding work that David has done in his classrooms he has been presented by the Massachusetts Board of Education through the Gilder Lehrman Institute of American History by a panel of teachers, administrators, and scholars from the state of Massachusetts with the honor of being named the "Massachusetts 2015 History Teacher of the Year;" and

WHEREAS, this honor has also extended to the Provincetown Schools who will be named a Gilder Lehrman Affiliate School; such schools receive invitations to regional forums with noted historians, access to an exclusive section of their web site with extensive teacher resources such as lesson plans, toolkits, and primary source documents to use in the classroom, priority access to Teacher Seminars and traveling exhibitions, discounts to the online store, and free mailings of classroom materials;

NOW, THEREFORE, the Board of Selectmen in the Town of Provincetown, in the County of Barnstable of the Commonwealth of Massachusetts, does hereby extend congratulations to

**DAVID MCGLOTHLIN**

On being named

**Massachusetts 2015 History Teacher of the Year**

The Honorable Board of Selectmen

**Tom Donegan, Chairman**

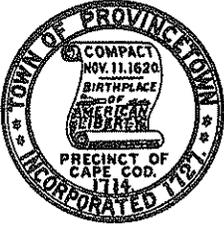
**Erik Yingling, Vice Chair**

**Cheryl Andrews**

**Raphael Richter**

**Robert Anthony**

**ATTEST: Acting Town Manager David Gardner**



## *Board of Selectmen*

Town Hall, 260 Commercial Street  
Provincetown, Massachusetts 02657  
Telephone (508) 487-7003  
Facsimile (508) 487-9560

June 22, 2015

Mr. Edward Mick Rudd  
274 Bradford Street  
P.O. Box 143  
Provincetown, MA 02657

Dear Mick,

The Board of Selectmen would like to thank you for your dedicated service and expertise during the time that you have served as the Chamber of Commerce Representative to the Visitor Service Board. The work of this committee is critical to the character and integrity of our community and your efforts in furthering its mission are much appreciated.

We wish you the very best and would be very pleased should time and circumstances permit you to serve on any of our town boards or committees in the future.

Yours truly,

Tom Donegan, Chairman  
Board of Selectmen

TD:ld

Best wishes—  
and thank you  
Tom



***Board of Selectmen***  
Town Hall, 260 Commercial Street  
Provincetown, Massachusetts 02657  
Telephone (508) 487-7003  
Facsimile (508) 487-9560

June 22, 2015

Ms. Carole Carlson  
25 Nickerson Street  
P.O. Box 32  
Provincetown, MA 02657

Dear Carole,

The Board of Selectmen would like to thank you for your dedicated service and expertise during the time that you have served on the Cape Cod National Seashore General Management Plan Implementation Advisory Committee. The work of this committee is critical to the character and integrity of our community and your efforts in furthering its mission are much appreciated.

We wish you the very best and would be very pleased should time and circumstances permit you to serve on any of our town boards or committees in the future.

Yours truly,

Tom Donegan, Chairman  
Board of Selectmen

TD:ld



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Facsimile (508) 487-9560

June 22, 2015

Ms. Susan Avellar  
1 Tiny's Way  
Provincetown, MA 02657

Dear Susan,

The Board of Selectmen would like to thank you for your dedicated service and expertise during the time that you have served on the Cape Cod National Seashore General Management Plan Implementation Advisory Committee. The work of this committee is critical to the character and integrity of our community and your efforts in furthering its mission are much appreciated.

We wish you the very best and would be very pleased should time and circumstances permit you to serve on any of our town boards or committees in the future.

Yours truly,

Tom Donegan, Chairman  
Board of Selectmen

TD:ld

Thank you for all  
you do for Provincetown.  
Tom



***Board of Selectmen***  
Town Hall, 260 Commercial Street  
Provincetown, Massachusetts 02657  
Telephone (508) 487-7003  
Facsimile (508) 487-9560

June 22, 2015

Ms. Jody O'Neil  
83 Shank Painter Road, #3E  
Provincetown, MA 02657

Dear Jody,

The Board of Selectmen would like to thank you for your dedicated service and expertise during the time that you have served on the Animal Welfare Committee. The work of this board is critical to the character and integrity of our community and your efforts in furthering its mission are much appreciated.

We wish you the very best and would be very pleased should time and circumstances permit you to serve on any of our town boards or committees in the future.

Yours truly,

Tom Donegan, Chairman  
Board of Selectmen

*Thank you  
so much*

TD:ld