



Meeting Agenda

The Provincetown Board of Selectmen will hold a public meeting on Monday, February 08, 2016, at 5:00 p.m. in Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.

1. Joint Meeting with Truro Board of Selectmen:
 - A. Water System Update – DPW Director Richard Waldo, Water Superintendent Cody Salisbury, and Water & Sewer Board Chairman George Haunstrap.
 - B. Discussion of draft of Inter-Municipal Agreement (IMA) – Town Manager David Panagore.
 - C. Discussion of Legislative Agenda (Home Rule Petitions) with Rep. Sarah Peake.
2. Other – Other matters that may legally come before the Board not reasonably anticipated by the Chair 48 hours before the meeting. Votes may be taken.



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, February 08, 2016 @ 5pm

1A

JOINT MEETING – TRURO BOARD OF SELECTMEN

Water System Update

Requested by: DPW Director Richard J. Waldo

Action Sought: Discussion

Proposed Motion(s)

Discussion dependent. Votes may be taken.

Additional Information

Water Superintendent Cody Salisbury – Report attached which updates the Boards on the following:

1. 2015 Accomplishments
2. 2015 Withdrawals & Production
3. Unaccounted for Water and Leak Detection Program
4. Financial Update and Outlook
5. Water System Management & Capital Plan Update

Board Action

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



Town Of Provincetown

Department of Public Works – Water Dept.

Water System Update

Provincetown/Truro Joint Selectmen Meeting

February 8, 2016

EXECUTIVE SUMMARY:

The Town of Provincetown Water Department is proud to present the Board of Selectmen of both Provincetown and Truro with an annual report regarding water system operations. The Town of Provincetown Water Department operates and maintains a total of three groundwater sources located within the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells, the Paul Daley Wellfield consisting of six active gravel packed wells, and the North Union Field Well Site consisting of two gravel packed wells. The water distribution system consists of approximately forty-two (42) miles of water mains, two (2) water storage tanks, two hundred fifty (250) fire hydrants, six hundred seventy five (675) gate valves, and three thousand seven hundred twenty five (3,725) service accounts.

The year 2015 marked the first full calendar year of operation for the Knowles Crossing Water Treatment Plant, located at 143 Shore Road in North Truro. The construction on the plant was completed in December 2013; however the facility was not placed in service until April 2014. Both the Knowles Crossing Wellfield and the Paul Daley Wellfield are treated at this facility, primarily for iron and manganese removal. The treatment facility operated flawlessly during the peak summer demand period and as seen in recent laboratory reports, continues to remove all detectable levels of iron and manganese in the source water.

Provincetown Water Department continues to perform routine leak detection throughout the system in an effort to reduce Unaccounted-for-Water (UAW) and meet the Massachusetts Department of Environmental Protection's compliance standard of ten percent (10%). As of the date of this report, final calculations are not completed for the MassDEP Annual Statistical Report, however it is estimated the 2015 UAW will be 20%. This increase over 2014 is a direct result of a greater amount of leakage over the last four months in 2015.

ACCOMPLISHMENTS 2015:

Provincetown Water Department performed routine maintenance and cleaning on the Mt. Gilboa water tank beginning after Labor Day 2015. It was necessary to drain the tank in order to perform the project. The scope of the work included repairing spots of corrosion on the exterior of the tank, replacing the ladder cage, replacing the feed piping located in a vault, and cleaning the interior of the tank. It was identified that the interior of the tank was in excellent condition after the heavily stained walls were properly cleaned. The tank was placed out of service for approximately 60 days during the duration of the project.

The Water Department began self-performing asphalt trench patching rather than contracting a service provider. This approach provides a greater cost savings to the Water Department and allows for more timely repairs within roadways. The Water Department performed twenty (20) service connections in 2015, and added an additional 26 billable accounts.

Provincetown Water Department repaired two water main breaks in 2015, repaired one leaking water main discovered using acoustical leak detection methods, replaced two water main gate valves, and repaired four fire hydrants. The Water Department began updating the water distribution mapping, and further outfitted four service trucks with computers providing access to mapping system via wireless internet. **Appendix 'A'** contains a table outlining performance and workload indicators for the Water Department.

Provincetown Water Department worked cooperatively with the Town of Truro DPW on several occasions in 2015 relating to sharing equipment resources. Provincetown Water Department looks forward to sharing and providing resources as necessary to assist the Town of Truro Public Works in the future.

WATER WITHDRAWALS AND PRODUCTION:

The overall annual withdrawal from all sources for 2015 is reported at 257,542,581 gallons, an increase of 22,332,420 gallons over 2014. This equates to an overall annual daily average withdrawal of 705,596 gallons per day, whereas the DEP permit is restricted to an annual average daily withdrawal of 850,000 gallons per day. This increase is mainly attributable to leakage throughout the system. However, it must be noted that, with the addition of the Knowles Crossing Water Treatment Plant in 2014, a percentage of water is lost in the treatment process as a result of filter backwashing, a necessary component of the treatment process in order to maintain filter integrity. The annual average loss due to treatment plant processes in 2015 was 12,842,010. Additionally, approximately 2,900,000 gallons were used refilling the Mt. Gilboa tank after draining for maintenance work. **Appendix 'B'** includes a table displaying a ten year history of overall annual water withdrawals for the system as well as a graph illustrating the ten year trend. The North Union Field well site, placed in service May 2013, continues to provide approximately 45% of the treated water for the system, as initially projected during study phases of the project. Overall water withdrawals from the other two sources, Paul Daley and Knowles Crossing, have been reduced since the addition of North Union Field.

UNACCOUNTED-FOR-WATER:

Provincetown Water Department has historically struggled with Unaccounted-for-Water (UAW), as indicated in the timeline located in **Appendix 'C'**. Unaccounted-for-Water, now referred widely as non-revenue water, is water that is lost before the customer's meter. UAW is calculated by the amount of finished (treated) water to the distribution system minus metered consumption minus municipal/authorized unmetered water. Aggressive leak detection efforts have significantly reduced UAW in recent years, and the Department continues to employ these efforts. Massachusetts Rural Water Association has provided support for the Water Department with leak surveying, most recently in January 2016.

Massachusetts Department of Environmental Protection (DEP) set a compliance standard with Water Management Act Permit holders at 10% UAW. If, within five years, the compliance standard is not met, Provincetown Water Department must adopt DEP's "Functional Equivalence Plan" which includes mandated Best Management Practices (BMPs) in order to become *functionally equivalent* to the compliance standard.

Due to the postponement of re-permitting the water suppliers within the Cape Cod Basin, specific BMP's are yet to be determined. However, the timeline to adopt the Functional Equivalence Plan, which is December 31, 2019, was not extended. Massachusetts DEP expressed to the Water Department that a Functional Equivalence Plan would be crafted that would specifically accommodate the needs of Provincetown. It must be noted that MassDEP does not allow Public Water Systems to account for leaks found through routine leak detection efforts, such as service line leaks, which are a large culprit of water losses. Therefore, the vast majority of leaks cannot be "accounted for" on the annual UAW calculation. Only municipal and otherwise authorized unmetered use is acceptable, such as fire department use, water main flushing, and source metering errors.

Provincetown Water Department submitted a response to a Request for Interest (RFI) from MassDEP regarding a grant opportunity to participate in a "water audit" utilizing the methodologies outlined in Manual 36 of the American Water Works Association. This method is a bottom up approach, unlike the method currently used by MassDEP, and will assist with accurately identifying costs associated with water loss, assist with setting capital priorities, and prioritizes areas for improvement. This approach may help identify areas of loss not previously recognized.

Provincetown Water Department has begun isolating portions of the distribution system while watching, in real-time, a flow meter located at the Mt. Gilboa tank. This effort helps identify specific areas in the system which may be experiencing leakage. During the exercise, the field staff performing the operation identified a potential issue on the east end of Provincetown, where a 30 gallon-per-minute fluctuation was noted. Field staff began surveying the area and found a high probability of leak noise on Thistlemore Road after surveying the area. As of the writing of this report the area is marked for dig-safe and will be excavated as soon as possible. The shortfall to this methodology is identifying leaks of smaller flow rates. A large area zoned off may indicate a 5 gallon-per-minute discrepancy, but it is nearly impossible to differentiate from water demand versus leakage in the area. However, it has proved to show moderate to large leaks can be effectively identified and the Department plans to continue utilizing this method when surveying the system.

Provincetown Water Department has monitored early morning flow information between the hours of 2:00am and 5:00am, the typical lowest demand hours of the day, for several years during the "off-season". Since 2007, flow rates during these hours have never fallen below 75 gallons per minute, which occurred in January of 2015. Typically these rates fluctuate between 100 gallons per minute to 200 gallons per minute, with several instances in prior years hovering at 350 gallons per minute. Often these rates directly correlate with monthly UAW based on meter readings and known consumption. For example, November 2015 water production (to the distribution system) was 14,703,143 gallons, and metered "billable" volume based on routine monthly readings was 7,993,000 gallons, a difference of 6,710,143 gallons. Based on flow data between the hours stated above for the month of November 2015, the average rate was 171 gallons per minute, equating to 7,387,200 gallons for the month. It can be assumed that not the entire flow rate is loss, and that a portion is indeed demand on the system. However, by adding the metered volume of 7,993,000 gallons to the 7,387,200 of observed flow during low demand hours, this equates to 15,380,200 gallons, a number very close to the 14,703,143. Therefore, we know, based upon historical trends, that the majority of the observed flow rate between these hours is attributed to leakage, some of which is metered and some of which are not. The trend is not a static line; as leaks are repaired it is reflected in the flow rates until another leak begins or worsens, resulting in higher observed flow rates and UAW. However, this data provides a baseline in order to identify potential increase or decrease of losses through leakage.

FINANCIAL OUTLOOK:

The Water Enterprise Fund remains in a stable condition with certified retained earnings of \$848,260. However, the Water Department continues to subsidize the annual operating budget with a retained earnings transfer to balance the overall annual budget. The Town of Provincetown Director of Finance maintains a pro-forma worksheet and consults with DPW in an effort to project future revenues, expenditures, and most importantly the need for rate adjustments. Water rates were last adjusted in 2009, which introduced the basic service fee into the rate structure, as well as eliminated the previous minimum charge of \$50.00 which included the first 15,000 gallons of use. **Appendix 'D'** includes the current rates and miscellaneous fees for the Water Department, and **Appendix 'E'** includes in the latest pro forma worksheet. As illustrated in the pro forma, a substantial depletion of retained earnings is indicated by FY2021 based upon the projections. Therefore, a rate adjustment will be necessary in order to maintain a retained earnings balance of at least 10% of the annual budget, a practice generally recommended although no standard exists. Perhaps a written policy will be recommended to the Water & Sewer Board that defines a minimum retained earnings threshold to maintain, and once the threshold is met or exceeded an automatic rate increase is triggered.

As of fall 2015, the Water Department provides service to 3,725 accounts, 441 of which are within Truro. This is an increase of 486 accounts since 2005, the bulk of which are due to condominium conversions, which contain multiple accounts. A table is included in **Appendix 'F'** indicating a breakdown of user accounts based upon water use and the resulting revenues generated in the fall 2015 billing cycle. The bulk of the revenue is generated from 230 individual accounts, 24 of which used greater than 500,000 gallons. Large water users in the system have declined in the last decade, mainly due to condominium conversions of hotels, which are now multiple single accounts and promote greater conservation measures being individually metered.

The Department adjusted miscellaneous water related fees in 2015, including water service tap fees, backflow device testing fees, and various administrative fees. Prior to 2013, the Water Department was not self-performing backflow prevention device testing. Licensed staff members are now performing all routine tests, resulting in approximately \$16,000 in additional annual revenue. Further, the Water Department executed three additional lease agreements for wireless carriers on Mt. Gilboa and the Winslow Street water tanks, totaling approximately \$85,000 in additional revenue for the Water Enterprise Fund. The Water Department is hoping to execute agreements with T-Mobile on both tank sites, which will generate an additional \$50,000 for the Water Enterprise Fund. The revenue from cellular lease agreements assists with cost savings to the ratepayer for long term maintenance costs associated with the water storage tanks, an asset and liability of the Water Enterprise Fund.

WATER SYSTEM MASTER PLAN UPDATE:

The Inter-Municipal Water Agreement (IMA) between the Town of Provincetown and the Town of Truro indicates that both parties agree to jointly develop, fund, and adopt an update to the Water System Management Study. This study was last performed by Environmental Partners Group, the Town of Provincetown's water system engineer of record, in June 2002. This study projects future supply and demand on the system, identifies

viable water sources in the area, and ensures adequate capacity is remaining for the system. In addition, the study performs an overall assessment of the water distribution system. It is noted that all projections, expansion, withdrawal rates and pumping schedules shall be approved by a majority vote of the two Boards of Selectmen.

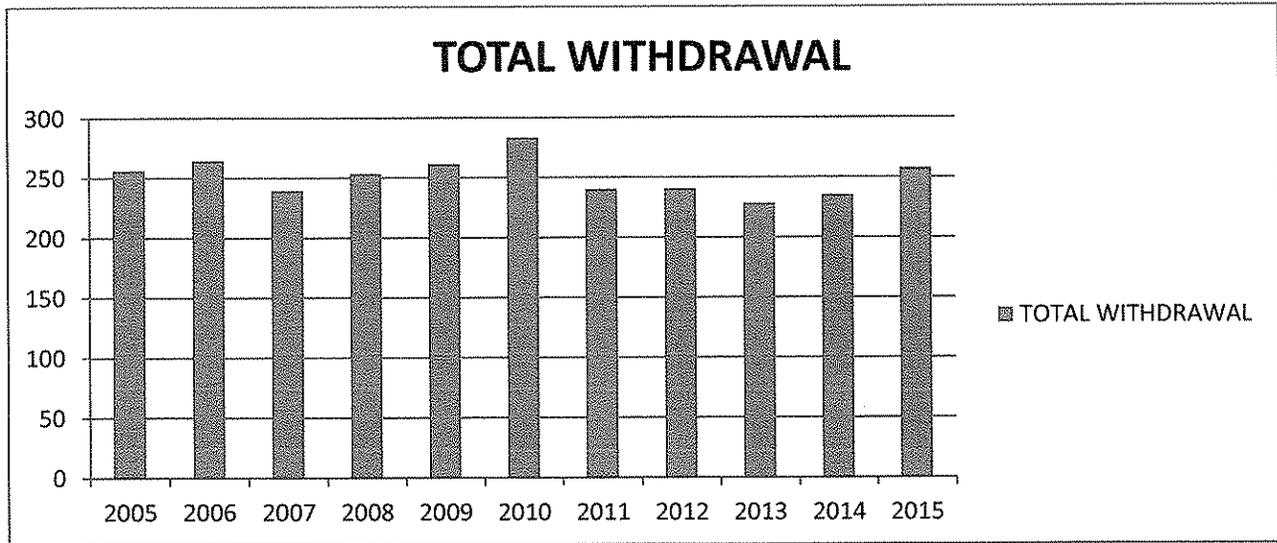
Since it has been almost 14 years since the last update, it is essential to update the study in order to properly evaluate the current and future capital needs. The revised study should incorporate all of the above, and the addition of a long term capital plan for the system incorporating all active groundwater sources, treatment facilities, system controls, and projections of distribution system improvements for the entire system. In addition, historic and current water use trends will be updated, as projected demands in the 2002 study were overestimated based upon the trends at that current time. An update to this study allows both Provincetown and Truro to evaluate the needs of the system based upon current development trends in the communities and accurately forecast future demands and capital improvements. The goal is to update the plan within FY17 with funding provided from both parties.

APPENDIX A

2015 Workload Indicators:

| | | FY 2015 Actual | FY 2016 Estimated | FY 2017 Estimated |
|---|--|---------------------------|------------------------------|------------------------------|
| Meter installations | | 31 | 25 | 25 |
| Dig-Safe mark outs | | 345 | 365 | 365 |
| Service shut offs/turn ons (seasonal & other) | | 493 | 400 | 400 |
| Total completed work orders | | 1332 | 1250 | 1250 |
| Backflow device tests | | 221 | 225 | 230 |
| Water service connections/Renewals | | 11 | 10 | 10 |
| New Accounts Added | | 26 | 15 | 15 |

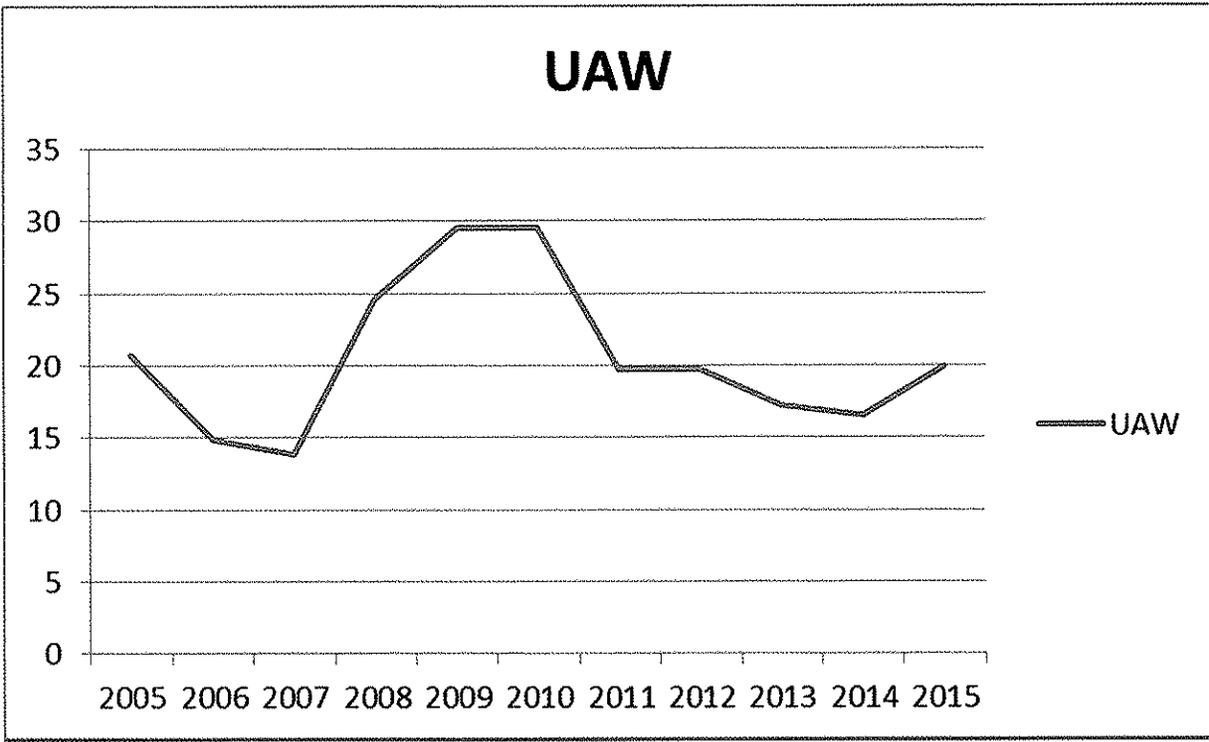
APPENDIX B



Million of gallons

| | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Jan | 21.2 | 19.3 | 19.9 | 21.5 | 18.1 | 10.9 | 12.9 | 13.1 | 18.4 | 15.2 | 11.8 | 12.2 | 10.4 | 12.4 |
| Feb | 17.1 | 18.0 | 17.1 | 17.7 | 18.7 | 9.7 | 10.6 | 12.1 | 13.5 | 14.4 | 11.2 | 11.4 | 9.9 | 12.2 |
| Mar | 19.6 | 20.0 | 17.2 | 19.1 | 17.3 | 10.5 | 10.4 | 12.5 | 16.9 | 17.2 | 16.1 | 13.3 | 12.3 | 11 |
| Apr | 20.9 | 20.8 | 16.1 | 18.5 | 17.9 | 13.7 | 14.3 | 15.5 | 17.0 | 15.9 | 16.5 | 14.0 | 14.8 | 14.1 |
| May | 27.6 | 26.2 | 24.0 | 24.3 | 25.7 | 23.3 | 20.4 | 23.1 | 21.4 | 21.8 | 19.6 | 21.2 | 20.3 | 21.9 |
| Jun | 29.0 | 29.9 | 29.6 | 27.8 | 28.1 | 27.1 | 26.7 | 24.9 | 28.2 | 24.6 | 25.0 | 24.2 | 26.5 | 25.8 |
| Jul | 42.3 | 45.0 | 40.1 | 38.2 | 39.6 | 36.3 | 40.6 | 36.1 | 41.3 | 35.3 | 38.4 | 34.6 | 37 | 37.8 |
| Aug | 45.5 | 44.1 | 40.7 | 41.7 | 36.7 | 39.0 | 40.3 | 41.4 | 42.4 | 34.2 | 36.4 | 36.3 | 37.8 | 40 |
| Sept | 29.8 | 28.2 | 32.8 | 27.9 | 22.8 | 27.5 | 26.0 | 29.1 | 29.5 | 22.0 | 24.6 | 23.2 | 24.9 | 29.9 |
| Oct | 25.5 | 23.6 | 25.6 | 21.4 | 18.0 | 19.7 | 23.5 | 22.7 | 22.8 | 17.3 | 16.7 | 17.0 | 18.3 | 21.3 |
| Nov | 20.2 | 19.7 | 20.2 | 14.8 | 11.2 | 11.1 | 15.4 | 14.8 | 16.5 | 11.6 | 12.9 | 10.9 | 12.3 | 15.3 |
| Dec | 18.6 | 16.3 | 19.8 | 13.3 | 10.4 | 11.6 | 12.9 | 16.1 | 15.6 | 11.0 | 11.5 | 9.8 | 10.5 | 15.7 |
| Totals | 317.3 | 291.8 | 303.1 | 286.2 | 264.5 | 240.4 | 254.0 | 261.4 | 283.5 | 240.5 | 240.7 | 228.1 | 235.0 | 257.4 |

APPENDIX C



| | TOTAL WITHDRAWAL | TOTAL DISTRIBUTION | UAW |
|-------------|-------------------------|---------------------------|------------|
| 2005 | 256.38 | | 20.7 |
| 2006 | 264.55 | | 14.9 |
| 2007 | 239.59 | | 13.85 |
| 2008 | 253.45 | | 24.6 |
| 2009 | 261.5 | | 29.6 |
| 2010 | 283.54 | | 29.5 |
| 2011 | 240.36 | | 19.7 |
| 2012 | 240.6 | | 19.7 |
| 2013 | 228.1 | | 17.3 |
| 2014 | 235.2 | 228.18 | 16.6 |
| 2015 | 257.54 | 244.7 | 20 |

APPENDIX D

SCHEDULE OF WATER USER RATES

Basic Service Fee Per Account:

| Meter Size | Fee Per Billing Period |
|------------|------------------------|
| 5/8" | \$ 66.00 |
| 3/4" | \$ 72.60 |
| 1" | \$ 92.40 |
| 1½" | \$ 118.80 |
| 2" | \$ 191.40 |
| 3" | \$ 726.00 |

Peak Period – April 15 through October 15:

| | |
|---------------------------|--------------------------------------|
| 0 to 15,000 gallons | \$5.00 for each 1,000 gallons |
| 16,000 to 40,000 gallons | \$7.50 per additional 1,000 gallons |
| 41,000 to 100,000 gallons | \$12.00 per additional 1,000 gallons |
| Over 100,000 gallons | \$16.00 per additional 1,000 gallons |

Off-Peak Period –October 16 through April 14:

| | |
|---------------------------|-------------------------------------|
| 0 to 15,000 gallons | \$3.00 for each 1,000 gallons |
| 16,000 to 40,000 gallons | \$5.00 per additional 1,000 gallons |
| 41,000 to 100,000 gallons | \$7.00 per additional 1,000 gallons |
| Over 100,000 gallons | \$9.00 per additional 1,000 gallons |

On September 18, 2015 the Provincetown Water and Sewer Board held a public hearing and voted to adopt the following schedule of water rates.

Schedule of Various Water-Related Fees

| Miscellaneous Fees | |
|--|---|
| Turn on/off: Monday - Thursday: 7:00 a.m. - 4:00 p.m.; or Friday: 7:00 a.m. - 11:00 a.m. | No Charge |
| Turn on/off: Outside regular business hours | \$150.00 |
| Meter Testing | \$50.00, waived if meter over-registers |
| Fire Flow Test | \$75.00 |
| Mark Out Water Service | No Charge |
| Leak Detection | No Charge |
| Damaged/Frozen Meter | Current Meter Price |
| Private Water Main/Commercial Fire Service Inspection | \$2.75/LF of pipe, \$225.00 Minimum |

| Tap Fees | |
|--------------------------------------|---|
| 1" Service Tap | \$2,100.00 (add'l \$375.00 for street crossing) |
| 1 ½" Service Tap | \$2,300.00 (add'l \$375.00 for street crossing) |
| 2" Service Tap | \$2,500.00 (add'l \$375.00 for street crossing) |
| >2" Service Tap (incl. Fire Service) | Private Contractor/\$100.00 Permit Fee |

| Backflow & Cross Connection Survey | |
|---|--------------------|
| RPPA & DCVA | \$75.00 per device |
| Cross Connection Survey | \$125.00 |

On September 18, 2015 the Provincetown Water and sewer Board held a public hearing and voted to adopt the following schedule of miscellaneous water-related fees. On October 13, 2015, the Provincetown Board of Selectmen voted, pursuant to MGL c. 40, §22F, to approve the recommendation of the Water and Sewer Board, effective October 29, 2015

APPENDIX E

WATER ENTERPRISE FUND

Fund #6001
Acct#

PROJECTIONS

| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | |
|------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Budget | Budget | | | | | | | | |
| REVENUES: | | | | | | | | | | | |
| 421000 | Water Fees | 1,967,482 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 | 1,965,000 |
| 421200 | Water Lien | 87,507 | 45,000 | 45,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| 421900 | P&J Water Fees | 25,353 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 436100 | Cell Tower Rents | 99,032 | 78,354 | 100,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| 437000 | Other Dept Revenue | 40,200 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| 482000 | Interest Income | 1,743 | 1,250 | 1,250 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Subtotal | 2,221,317 | 2,139,604 | 2,161,250 | 2,107,000 |
| | From Retained Earnings | 266,980 | 315,309 | 361,187 | 275,147 | 283,944 | 251,513 | 274,427 | 302,719 | 321,209 | 345,285 |
| | Total Revenue | 2,488,297 | 2,454,913 | 2,522,437 | 2,382,147 | 2,390,944 | 2,358,513 | 2,381,427 | 2,409,719 | 2,428,209 | 2,452,285 |
| Expenses - Personnel: | | | | | | | | | | | |
| A-1 | 511001 DPW Dept Staff (1/3) | 107,100 | 109,945 | 79,048 | 81,800 | 85,041 | 88,177 | 90,838 | 94,037 | 97,358 | 99,495 projec |
| A-1 | 511001 Dept. Head | 63,375 | | 80,856 | 83,288 | 86,229 | 89,284 | 91,979 | 95,233 | 98,587 | 101,565 projec |
| A-2 | 511002 Treatment Plant Supervisor | 0 | 68,391 | 70,944 | 73,230 | 74,328 | 75,443 | 76,197 | 77,340 | 78,500 | 79,285 projec |
| A-3 | 511003 Clerical | 95,727 | 99,302 | 111,851 | 103,964 | 106,659 | 109,437 | 110,531 | 112,189 | 113,872 | 115,011 projec |
| A-4 | 511004 Administration | 43,609 | 45,310 | | | | | | | | projec |
| A-5 | 511005 Water Service | 208,029 | 212,299 | 217,766 | 222,301 | 228,081 | 234,038 | 237,631 | 242,494 | 247,479 | 251,345 projec |
| A-6 | 511050 Skilled Laborers | 84,854 | 88,022 | 91,307 | 94,249 | 97,767 | 101,417 | 104,685 | 108,593 | 112,646 | 115,011 projec |
| A-7 | 513100 Overtime | 29,648 | 20,000 | 35,000 | 35,700 | 36,414 | 37,142 | 37,885 | 38,643 | 39,416 | 40,204 projec |
| A-8 | 514500 Longevity | 1,700 | 2,400 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 | 4,100 projec |
| | Total Personnel | 634,042 | 645,669 | 690,872 | 698,632 | 718,620 | 739,038 | 753,846 | 772,629 | 791,959 | 806,016 |
| Expenses - Operating: | | | | | | | | | | | |
| B-1 | 522100 Fuel/Gas/Utilities | 138,612 | 156,000 | 178,000 | 183,340 | 188,840 | 194,505 | 200,341 | 206,351 | 212,541 | 218,918 3.0% |
| B-2 | 524100 Alarm Services | 5,604 | 7,000 | 7,000 | 7,070 | 7,141 | 7,212 | 7,284 | 7,357 | 7,431 | 7,505 1.0% |
| B-3 | 524200 Advertising | 986 | 1,500 | 1,500 | 1,508 | 1,515 | 1,523 | 1,530 | 1,538 | 1,546 | 1,553 0.5% |
| B-4 | 524400 Repair/Maintenance-Equipmen | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-6 | 527200 Rental Equipment | 1,627 | 3,000 | 3,000 | 3,015 | 3,030 | 3,045 | 3,060 | 3,076 | 3,091 | 3,107 0.5% |
| B-7 | 527400 Copy Machine Maintenance | 2,266 | 4,000 | 4,000 | 4,040 | 4,080 | 4,121 | 4,162 | 4,204 | 4,246 | 4,289 1.0% |
| B-8 | 530000 Contracted Services-Prof | 44,550 | 58,000 | 58,000 | 58,580 | 59,166 | 59,757 | 60,355 | 60,959 | 61,568 | 62,184 1.0% |
| B-9 | 530001 Other Prof Serv - Technical | 24,686 | 35,000 | 45,000 | 45,450 | 45,905 | 46,364 | 46,827 | 47,295 | 47,768 | 48,246 1.0% |
| B-10 | 531500 Legal Services | 455 | 5,000 | 5,000 | 5,050 | 5,101 | 5,152 | 5,203 | 5,255 | 5,308 | 5,361 1.0% |
| B-11 | 532100 Education | 3,686 | 8,000 | 8,000 | 8,080 | 8,161 | 8,242 | 8,325 | 8,408 | 8,492 | 8,577 1.0% |
| B-12 | 534100 Telephone | 1,792 | 500 | 500 | 505 | 510 | 515 | 520 | 526 | 531 | 536 1.0% |
| B-13 | 534300 Repair/Maintenance-Building | 4,938 | 9,500 | 9,500 | 9,595 | 9,691 | 9,788 | 9,886 | 9,985 | 10,084 | 10,185 1.0% |
| B-14 | 534400 Contractor RM Building | 2,000 | 2,000 | 2,500 | 2,525 | 2,550 | 2,576 | 2,602 | 2,628 | 2,654 | 2,680 1.0% |
| B-15 | 534500 Fire Hydrant Maintenance | 8,000 | 10,000 | 10,000 | 10,100 | 10,201 | 10,303 | 10,406 | 10,510 | 10,615 | 10,721 1.0% |
| B-16 | 534600 Repair/Maintenance-Vehicles | 4,552 | 4,500 | 4,500 | 4,545 | 4,590 | 4,636 | 4,683 | 4,730 | 4,777 | 4,825 1.0% |
| B-17 | 534710 Water Equipment Maintenance | 1,919 | 2,000 | 2,500 | 2,525 | 2,550 | 2,576 | 2,602 | 2,628 | 2,654 | 2,680 1.0% |
| B-18 | 534900 Repair/Maintenance-Wells | 14,427 | 15,000 | 35,000 | 35,350 | 35,704 | 36,061 | 36,421 | 36,785 | 37,153 | 37,525 1.0% |
| B-19 | 535400 State Mandated Reporting | 0 | 1,200 | 1,200 | 1,212 | 1,224 | 1,236 | 1,249 | 1,261 | 1,274 | 1,287 1.0% |
| B-20 | 536000 Lab Testing | 12,382 | 16,000 | 19,000 | 19,190 | 19,382 | 19,576 | 19,771 | 19,969 | 20,169 | 20,371 1.0% |
| B-21 | 538320 Computer Software & Mainten | 12,411 | 10,000 | 13,000 | 13,260 | 13,525 | 13,796 | 14,072 | 14,353 | 14,640 | 14,933 2.0% |
| B-22 | 541500 Postage | 2,217 | 4,500 | 4,000 | 4,080 | 4,162 | 4,245 | 4,330 | 4,416 | 4,505 | 4,595 2.0% |
| B-23 | 541700 Safety | 2,000 | 2,000 | 3,500 | 3,535 | 3,570 | 3,606 | 3,642 | 3,679 | 3,715 | 3,752 1.0% |
| B-24 | 542000 Office Supplies | 2,418 | 3,000 | 3,000 | 3,030 | 3,060 | 3,091 | 3,122 | 3,153 | 3,185 | 3,216 1.0% |
| B-25 | 542700 Supplies-Printed Forms | 0 | 2,000 | 2,000 | 2,020 | 2,040 | 2,061 | 2,081 | 2,102 | 2,123 | 2,144 1.0% |
| B-26 | 542800 Supplies-Stationary | 0 | 1,000 | 1,000 | 1,010 | 1,020 | 1,030 | 1,041 | 1,051 | 1,062 | 1,072 1.0% |
| B-27 | 545100 Chemicals | 41,288 | 70,000 | 60,000 | 61,200 | 62,424 | 63,672 | 64,946 | 66,245 | 67,570 | 68,921 2.0% |
| B-28 | 545300 Equipment Maintenance Suppl | 20,062 | 50,000 | 60,000 | 61,200 | 62,424 | 63,672 | 64,946 | 66,245 | 67,570 | 68,921 2.0% |
| B-29 | 546400 Small Tools | 2,000 | 2,000 | 2,500 | 2,525 | 2,550 | 2,576 | 2,602 | 2,628 | 2,654 | 2,680 1.0% |
| B-30 | 546600 Uniforms | 2,885 | 3,500 | 3,500 | 3,535 | 3,570 | 3,606 | 3,642 | 3,679 | 3,715 | 3,752 1.0% |
| B-31 | 558300 Computer Specific Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-32 | 558560 Office Equipment/Non-Comput | 746 | 1,000 | 1,000 | 1,010 | 1,020 | 1,030 | 1,041 | 1,051 | 1,062 | 1,072 1.0% |
| B-33 | 558570 Equipment Non-Capitalized | 5,500 | 5,500 | 5,500 | 5,555 | 5,611 | 5,667 | 5,723 | 5,781 | 5,838 | 5,897 1.0% |
| B-34 | 558700 Water Meter Purchase | 0 | 40,000 | 45,000 | 45,450 | 45,905 | 46,364 | 46,827 | 47,295 | 47,768 | 48,246 1.0% |
| B-35 | 568000 DEP Assessment | 2,045 | 3,000 | 3,000 | 3,030 | 3,060 | 3,091 | 3,122 | 3,153 | 3,185 | 3,216 1.0% |
| B-36 | 569000 Truro In Lieu of Taxes | 33,044 | 35,000 | 36,000 | 36,360 | 36,724 | 37,091 | 37,462 | 37,833 | 38,215 | 38,597 1.0% |
| B-37 | 570000 Miscellaneous | 351 | 1,000 | 1,000 | 1,010 | 1,020 | 1,030 | 1,041 | 1,051 | 1,062 | 1,072 1.0% |
| B-38 | 572010 Truro Lease Payments | 55,568 | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 actual |
| B-39 | 573000 Professional Organization/Due | 1,488 | 1,500 | 1,500 | 1,515 | 1,530 | 1,545 | 1,561 | 1,577 | 1,592 | 1,608 1.0% |
| B-40 | 573400 Meals Food | 62 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-42 | NUF Monitoring | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-43 | 579888 Payment to NTAFB | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-44 | 579989 CCNSS Water Payments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-45 | 591000 Debt Service Principle | 620,627 | 583,934 | 493,674 | 388,674 | 371,674 | 312,074 | 311,074 | 311,074 | 301,074 | 301,074 actual |
| B-46 | 591500 Debt Service Interest | 197,357 | 200,893 | 164,473 | 149,566 | 139,217 | 129,422 | 121,587 | 113,749 | 105,147 | 96,980 actual |
| | New Debt Service | 0 | 0 | 10,125 | 88,999 | 86,920 | 84,841 | 82,763 | 80,684 | 78,605 | 76,526 projec |
| B-47 | BAN Interest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-50 | Fees & Bonds Issue Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-51 | Fixed Asset Purchases | 89,566 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-52 | Encumbrances | 1,449 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 0.0% |
| B-53 | 596100 Transfer To Gen'l Fund | 295,000 | 327,717 | 327,717 | 334,271 | 340,957 | 347,776 | 354,731 | 361,826 | 369,063 | 376,444 2.0% |
| | Total Operating Expenses | 1,662,066 | 1,743,244 | 1,691,689 | 1,668,515 | 1,657,324 | 1,604,474 | 1,612,581 | 1,622,090 | 1,621,250 | 1,631,269 |
| | Total Revenues | 2,488,297 | 2,454,913 | 2,522,437 | 2,382,147 | 2,390,944 | 2,358,513 | 2,381,427 | 2,409,719 | 2,428,209 | 2,452,285 |
| | Total Expenses | 2,296,108 | 2,388,913 | 2,382,560 | 2,367,147 | 2,375,944 | 2,343,513 | 2,366,427 | 2,394,719 | 2,413,209 | 2,437,285 |
| | Surplus (Deficit) | 192,189 | 66,000 | 139,877 | 15,000 |
| Retained Earnings: | | | | | | | | | | | |
| | Beginning Balance | | 1,325,300 | 1,075,991 | 854,681 | 594,534 | 325,590 | 89,077 | -170,349 | -458,069 | -764,277 |
| | Transfer to Oper. Budget | | -315,309 | -361,187 | -275,147 | -283,944 | -251,513 | -274,427 | -302,719 | -321,209 | -345,285 |
| | Profit (Loss) | | 66,000 | 139,877 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| | Ending Retained Earnings | | 1,075,991 | 854,681 | 594,534 | 325,590 | 89,077 | -170,349 | -458,069 | -764,277 | -1,094,562 |

APPENDIX F

Fall 2015 Provincetown & Truro

| Gallons Used | Accounts | Percent | Revenue | Percent |
|---------------------|-----------------|----------------|------------------------|----------------|
| over 100,000 | 230 | 6.17% | \$ 793,367.00 | 60.20% |
| 41,000 - 100,000 | 496 | 13.32% | \$ 254,868.00 | 19.34% |
| 16,000 - 40,000 | 1,345 | 36.11% | \$ 206,355.00 | 15.66% |
| 1,000 - 15,000 | 1,496 | 40.16% | \$ 63,245.00 | 4.80% |
| 0 | 158 | 4.24% | \$ - | 0.00% |
| | 3,725 | 100.00% | \$ 1,317,835.00 | 100.00% |

Truro only

| Gallons Used | Accounts | Percent | Revenue | Percent |
|---------------------|-----------------|----------------|----------------------|----------------|
| over 100,000 | 40 | 9.07% | \$ 124,564.00 | 70.27% |
| 41,000 - 100,000 | 51 | 11.56% | \$ 27,067.50 | 15.27% |
| 16,000 - 40,000 | 120 | 27.21% | \$ 17,730.00 | 10.00% |
| 1,000 - 15,000 | 194 | 43.99% | \$ 7,905.00 | 4.46% |
| 0 | 36 | 8.16% | \$ - | 0.00% |
| | 441 | 100.00% | \$ 177,266.50 | 100.00% |

Truro as a percentage of total 11.84% 13.45%



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, February 08, 2016 @ 5pm

1B

JOINT MEETING – TRURO BOARD OF SELECTMEN

Inter-Municipal Agreement (IMA)

Requested by: Town Manager David Panagore

Action Sought: Discussion/Approval

Proposed Motion(s)

Move that the Board of Selectmen vote to approve the Inter-Municipal Agreement. [as submitted] [as revised].

Additional Information

See attached draft of the Inter-Municipal Agreement.

Board Action

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

INTER-MUNICIPAL AGREEMENT

This Inter-Municipal Agreement (IMA) (hereinafter “Agreement”), dated _____, 2015, by and between the Town of Provincetown, acting through its Board of Selectmen (hereinafter “Provincetown”), and the Town of Truro, acting by and through its Board of Selectmen (hereinafter “Truro”), is entered into pursuant to G.L. c. 40 §4A, upon the following terms and conditions:

WHEREAS, the Towns of Provincetown and Truro are adjoining municipalities;

WHEREAS, the Towns have determined that the sharing of personnel and equipment under certain circumstances will increase their ability to provide adequate and professional public services for their communities; and

WHEREAS, the Towns desire to enter into an agreement which sets forth mutually agreeable terms and conditions for the sharing of public employees and equipment.

NOW, THEREFORE, in consideration of these promises and the mutual covenants herein contained, Provincetown and Truro agree as follows:

I. Scope of Coverage

Either party may propose regionalizing services or make a request for assistance from the other party for any public purpose, including but not limited to services performed by or through the departments of public works, health, human services, animal control, harbormaster, recreation, community development and/or inspectional services.

Each “Request” shall be initiated and approved by the Town Manager in Provincetown and by the Town Administrator in Truro, or their designees, who shall hereinafter be referred to as the “Town Managers”, who shall then inform their respective Boards of Selectmen within seven (7) days.

Each Request shall be reduced to writing and include all pertinent information such as the nature, location, and expected duration of the event or situation giving rise to the request; the number and type of employees requested; the type of equipment and logistical support needed; the financial terms and method of allocating costs, the location to which the employees are to report; and the name of supervisor, and any other pertinent information. Each Request shall take effect upon signature of the Town Managers.

The provisions of this Agreement shall not be construed as imposing an obligation on either Town to respond to a request for assistance by the other Town or to provide services within the borders of the other Town. The extent of assistance to be furnished under this Agreement shall be determined solely by the Town Managers, on a case-by-case basis, and it is understood and agreed that the assistance furnished under this Agreement may be recalled upon reasonable notice at the sole discretion of the Town Manager of the Town providing the employees or equipment.

II. Command and Control

All public employees rendering services in the other Town pursuant to this Agreement, shall report to the identified supervisor, and carry out the assigned responsibilities; however, they shall remain subject to the command and control of their employer. The Town Managers will work together to coordinate the allocation of personnel to maximize efficiency and to avoid duplicate or conflicting commands.

Any equipment furnished shall, to the extent possible, be operated by the public employees of the Town providing the equipment.

All employment rights, compensation and benefits of public employees rendering services pursuant to this Agreement shall be the responsibility of the Town by which the public employee is regularly employed and such employees shall not be considered employees of the other Town for any purpose.

Each Town shall assume and be responsible for all of its own equipment costs, including but not limited to damage or loss of its own equipment and the use of fuel or other expendable supplies, provided, however, that the parties may agree to provide reimbursement under the circumstances of a particular request.

III. Liability and Immunity

All immunities from liability enjoyed by the public employees of each Town within their own jurisdiction shall extend to their participation in rendering services under this Agreement outside its boundaries and such public employees shall maintain any rights of indemnification granted by law for any claims arising out of the actions taken within the scope of their employment.

Each Town agrees to assume its own liability for services provided under this Agreement and, to the extent permitted by law, each Town shall indemnify, defend and hold harmless the other Town from and against all claims, demands, liabilities, actions, causes of action, costs and expenses, including attorneys' fees, arising out of the actions of its public employees while performing services in the other Town.

Each Town shall provide and maintain throughout the term of this Agreement appropriate insurance coverage for liability for personal injury or property damage and all insurances for its employees and equipment, including health and workers' compensation.

IV. Term

This Agreement shall take effect on the date first written above and continue in effect for a period of twenty-five (25) years unless sooner terminated.

V. Miscellaneous

This Agreement is not intended to substitute or preclude any other agreements that may now or hereafter be in effect among the Towns with respect to the provision of mutual aid, nor does it supersede any other means of providing mutual aid.

This Agreement may only be amended or modified by written document signed by the Board of Selectmen in each Town.

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered or mailed, postage prepaid, certified mail, return receipt requested or by electronic mail to:

The Town of Provincetown

Town Manager
260 Commercial Street
Provincetown, MA 02657
dpanagore@provincetown-ma.gov

Town of Truro

Town Administrator
24 Town Hall Road
Truro, MA 02666
rpalmer@truro-ma.gov

This Agreement shall be governed in accordance with the laws of the Commonwealth of Massachusetts and any dispute hereunder shall be directed to the appropriate court within Barnstable County.

If any provision, section, phrase or word contained herein is determined by a court of competent jurisdiction to be unenforceable, for any reason, or beyond the scope of the statutory provisions of Chapter 40, Section 4A of the General Laws, as amended, then it is the intention of the parties that, for public purposes, the remaining provisions thereof shall continue in full force and effect.

Executed as a sealed instrument as of the day and year first written above.

TOWN OF PROVINCETOWN
By its Board of Selectmen

TOWN OF TRURO
By its Board of Selectmen



Provincetown Board of Selectmen
AGENDA ACTION REQUEST
Monday, February 08, 2016 @ 5pm

1C

JOINT MEETING – TRURO BOARD OF SELECTMEN

Discussion of Legislative Agenda

Requested by: BOS Chairman Thomas Donegan

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, February 08, 2016 @ 5pm

2

OTHER

Requested by: Town Manager David Panagore

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> |
|---------------|---------------|------------|------------|----------------|--------------------|
| | | | | | |