



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271, Fax (508) 398-2365

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR
Daniel M. Knapik

PUBLIC MEETING

Per Massachusetts General Law: All town and school boards, committee, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting. As required by Open Meeting Law and Mass. General Law, we are informing you that this meeting will be video and audio recorded, as well as rebroadcast. Anyone intending to video or audio tape this meeting is required to inform the Chair.

Board of Selectmen Meeting May 12, 2020 ~ 6:00 PM Yarmouth Town Hall Hearing Room 1146 Rt. 28, South Yarmouth, MA 02664

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NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us. For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Watch a live stream on Yarmouth's YouTube Channel located at the following link:
<https://www.youtube.com/channel/UCgQ1QFZevmoqW5Mz2PnWKpA/>
2. Join the meeting hosted in Zoom by using the following link:
<https://us02web.zoom.us/j/83560672745>
3. Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID: 835 6067 2745)
4. You may also listen to the meeting by calling in on a phone to either 1-253-215-8782 or 1-301-715-8592 and enter the meeting ID: 835 6067 2745. Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.
5. You may submit comments to the Town using the following email: publiccomment@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.
6. Meeting materials are attached to this agenda, available online at yarmouth.ma.us/Agenda Center, and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.
7. Please follow the following general instructions:
 - a. Keep your phone muted at all times when not talking;
 - b. Do not use speakerphone;
 - c. Do not use Bluetooth devices;
 - d. Mute all background noise;
 - e. Mute the livestream feed and use only the telephone audio;
 - f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation. Meetings will be broadcast on Channel 18 as soon as possible after the close of the meeting.



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Board of Selectmen Meeting
May 12, 2020 ~ 6:00 PM
Yarmouth Town Hall Hearing Room
1146 Rt. 28, South Yarmouth, MA 02664

YARMOUTH TOWN CLERK

'20MAY18PM3:40 REC

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Meeting Agenda *(all times are approximate)*

5:00 PM

Executive Session: The Yarmouth Board of Selectmen will enter into executive session pursuant to MGL c. 30A, s. 21(a) (3) to discuss collective bargaining strategies.

This session will be conducted via a separate Zoom meeting. The meeting will be audio and video recorded for the purposes of a roll call vote. Once the roll call is taken, the recording will stop and the meeting will continue with a conference call. A recording of the vote to enter executive session will be broadcast on Channel 18 and YouTube as soon as possible. Minutes of the Executive Session will be made available as soon as authorized by subsequent vote to approve by the Board of Selectmen.

6:00 PM

Public Comments

The open meeting law discourages public bodies from discussing topics not listed on the agenda. The public should therefore not expect the Board to respond to questions or statements made during the Public Comment portion of the meeting.

6:15 PM

COVID-19 Updates

- 1. FY20 Budget Impact**
- 2. FY21 Budget Impact**
- 3. Department Return to Work Plans**
- 4. Golf Opening and Return to Work Plan (Vote)**
- 5. Beach Opening (Vote)**
- 6. Gray's Beach Boardwalk (Vote)**
- 7. Proposed ATM Warrant (Possible Vote)**
- 8. Election Warrant (Vote)**

7:45 PM

Board and Committee Actions

1. Upcoming Agenda Review
2. Individual Items

8:00 PM

Town Administrator Items

1. Town Administrator Updates
2. Water Resources Planning

8:15 PM

Adjourn

AGENDA PACKET
Board of Selectmen
May 12, 2020

- Budget Planning Document with Detail
- State of Massachusetts Return to Work Guidance
- Golf Opening Plan
- Beach Access Draft Plan
- DNR Work Plan
- Proposed ATM Warrant
- Election Warrant

INFORMATION PACKET
Board of Selectmen
May 12, 2020

- DEP Waterways Regulation Program Notice of License Application Number W20-5728 –
Joan M. Antonellis
- Dept. of Agricultural Resources Notice – Vegetation Management Plan and Yearly
Operational Plan – Mass Coastal Railroad

AGENDA ITEMS

Budget Adjustments Table

Updates for 5/12/2020 - meeting w/ departments 5/13.

Revenue reduction target to achieve?**A. Reductions to items previously added to FY 21 budgets and other reductions:**

Police uniforms and ammo	21,000
Fire vehicle maintenance	10,000
DPW Trees	50,000
BOH Human Services FY 21 addition	10,000
BOH Part-time rental inspector	26,313
Senior Services Transportation program	50,000
Wastewater funding	625,000
Stabilization funding	100,000
Veterans Benefits	60,000
General insurance budget	23,000
Contract settlements	75,000
	<hr/>
	1,050,313

[See Attached detail "A" Items](#)**B. Additional Budget Funding/Re-allocations of cost:**

Maximize levy capacity	465,607
Increase funding from Other Available Funds	578,000
Increase indirect cost allocations to enterprise	141,000
Reduction of provision for prop. Tax overlay to minimum amount	300,000
Community Development - TRPF, CPA, CDBG	235,000
	<hr/>
	1,719,607

[Revenue items added to tax rate submission.](#)[See separate list for "OAF's" identified](#)[Providing additional info to CEDC for use of TRPF](#)

Some of these may only be available for a one year option

Puts overlay provision at \$200k for the year, "normal" a&e range \$300 - \$400k.

Overlay reserve protects against shortfalls here.

Need to work with CEDC on approval of approach.

C. Other recurring operating budget measures

Hiring Freeze	500,000
Budget reductions level 1	150,000
Budget reductions level 2	150,000
Budget reductions level 3	200,000
	<hr/>
	1,000,000

[See Attached detail "C" Items for reductions](#)[Separate list for open position freeze](#)

Increases the longer in place through attrition

Hour reductions, reduce PT staff, reduce some expense accounts

Human service funding, Public safety OT, reduce further expense accounts

Significant cuts to budgets, elimination of public safety training/PAC OT

D. Capital related Budget Measures:

Stormwater funding	225,000
Routine capital funding	1,502,105
Capital Roadway funds	1,307,556
	<hr/>
	3,034,661

[See amended TM warrant](#)[potential to add some back?](#)

Amounts could be cut or deferred in part, or whole. To the extent cut/deferred could be supplemented by one-time sources/reserves. Prioritize to add back to levy as revenues recover.

E. Significant reduction or closure of town programs and operations:

Libraries
 Senior Services
 Admin, Finance, IT
 Recreation
 Natural Resources
 Sanitation
 DPW, parks, facilities
 Fire Department
 Police Department

[Part-time furloughs enacted. Evaluating certain program feasibility. Planning for further reduction if necessary.](#)

Includes furloughs, layoffs, closures, significant reduction of town operations.

Golf

Ongoing operating deficits for FY 20 and 21 and potentially beyond anticipated to need to be covered by one-time sources/reserves.

PROPOSED OTHER AVAILABLE FUNDS

Source	Purpose of the Funding	<u>Initial Proposed</u>	<u>Additional</u>	<u>Total</u>
from Polling Hours State Reimbursement fund for	MF-10 Election Expenses	-	10,000.00	10,000.00
from Wetlands Protection Fund for	CD- 1 Community Development Wages	5,000.00	15,000.00	20,000.00
from Historic Commission fund	CD- 1 Community Development Wages	-	10,000.00	10,000.00
from Planning Board fund	CD- 1 Community Development Wages	-	27,500.00	27,500.00
from Conservation fund for	CD- 1 Community Development Wages	-	45,000.00	45,000.00
from Library State Aid Fund for	CS- 1 Library Wages	-	75,000.00	75,000.00
from Waterways Improvement funds for	CS- 3 Natural Resources Wages	19,000.00	20,000.00	39,000.00
from Ferry Tax for	CS- 3 Natural Resources Wages	30,000.00	100,000.00	130,000.00
from DNR Spay/Neuter Fund for	CS- 3 Natural Resources Wages	-	2,542.00	2,542.00
from Ambulance Reserve for Appropriation for	PS- 6 Fire Department Wages	1,300,000.00	200,000.00	1,500,000.00
from Health fund for	MI- 3 Health Wages	-	1,007.00	1,007.00
from Health BFI fund for	MI -3 Health Wages	-	717.00	717.00
from Recycling Reserve for Appropriation fund for	PW-12 Sanitation Expenses	-	30,000.00	30,000.00
from Cemetery funds for	PW-15 Cemetery Wages	-	50,000.00	50,000.00
from Cemetery funds for	PW-15 Cemetery Expenses	33,000.00	2,000.00	35,000.00
from Cemetery funds for	PW-15 Cemetery Expenses	-	565.00	565.00
from Sale of Land fund	DS- 1 Debt Service	-	24,338.00	24,338.00
		1,387,000.00	613,669.00	2,000,669.00

* Ambulance fund received \$80k supplemental, \$100k repayment deferred

ORG	OBJ	DESCRIPTION	<u>2019 ACTUAL</u>	<u>-2 REVIEW</u>	<u>-3 MANAGER</u>	<u>"A" Items</u>	<u>"C" Items</u>	<u>Revised Budgets</u>
01145001	511001	MODERATOR SALARIES	500.00	500.00	500.00			500.00
01225001	511001	SELECTMEN SALARIES	15,000.00	15,000.00	15,000.00		-	15,000.00
01225011	542000	SELECTMEN OFFICE SUPPLIES	588.18	1,674.00	1,674.00		(674.00)	1,000.00
01225011	571500	SELECTMEN SEMINARS/MILEAGE	482.50	700.00	700.00		(700.00)	-
01225011	573000	SELECTMEN DUES/MEMBER/SUBS	7,377.25	6,150.00	6,150.00		(6,150.00)	-
01235001	511000	TWN ADM FULL-TIME POSITION	250,447.54	224,653.85	224,653.85			224,653.85
01235001	511001	TWN ADM SALARIES	267,835.28	277,957.77	277,957.77			277,957.77
01235001	511002	TWN ADM PART-TIME POSITIONS	4,135.67	53,567.13	53,567.13			53,567.13
01235001	512000	TWN ADM SEASL POSITIONS	6,951.00	50,872.00	50,872.00		(12,500.00)	38,372.00
01235001	513000	TWN ADM OVER-TIME POSITIONS	3,907.86	-	-			-
01235011	530000	TOWN ADMIN. PROFESIONAL & TEC	2,182.13	25,000.00	25,000.00			25,000.00
01235011	530022	TOWN ADMIN. ADVERTISING	113.16	1,800.00	1,800.00			1,800.00
01235011	530032	TOWN ADMIN. FEDERAL EXPRESS	428.16	500.00	500.00			500.00
01235011	531100	TOWN REPORTS	9,957.53	9,000.00	9,000.00			9,000.00
01235011	542000	TOWN ADMIN. OFFICE SUPPLIES	388.95	-	-			-
01235011	571500	TOWN ADMIN. SEMINARS/MILEAGE	1,478.76	3,000.00	3,000.00		(1,500.00)	1,500.00
01235011	573000	TOWN ADMIN. DUES/MEMBER/SUBS	3,017.00	6,000.00	6,000.00		(3,000.00)	3,000.00
01235011	573006	CENTRAL RECRUITING	545.80	8,000.00	8,000.00			8,000.00
01235013	570025	EMERGENCY MGMT EXPENSE	-	5,000.00	5,000.00			5,000.00
01235020	514001	TWN ADMIN. EMP INCREMENT INCR	-	40,000.00	40,000.00		(20,000.00)	20,000.00
01235025	521002	TOWN ADMIN. ELECTRICITY	291,727.17	316,003.00	316,003.00			316,003.00
01235025	521003	TOWN ADMIN. GAS HEAT	82,827.01	126,450.00	126,450.00		(26,450.00)	100,000.00
01235036	519001	TOWN ADMIN. TRAINING	19,751.37	30,000.00	30,000.00		(10,000.00)	20,000.00
01235038	530000	ADMIN. TELEPHONE PROF & TEC	44.82	-	-			-
01235042	572000	TOWN ADMIN. OUT OF STATE TRAV	-	-	-			-
01315001	511002	FIN COMM PART-TIME POSITIONS	810.00	1,500.00	1,500.00			1,500.00
01315011	530000	FIN COMM PROFES & TECH	-	-	-			-
01325048	578012	FIN COMM RESERVE FUND	-	100,000.00	100,000.00			100,000.00
01355001	511000	ACCOUNTING FULL-TIME POSITION	278,630.90	348,918.00	348,918.00		(16,000.00)	332,918.00
01355001	511002	ACCOUNTING PART-TIME POSITION	23,579.87	19,958.61	19,958.61			19,958.61
01355001	512000	ACCOUNTING SEASL POSITION	-	-	-			-
01355001	513000	ACCOUNTING OVER-TIME POSITION	9,784.47	2,500.00	2,500.00		(1,500.00)	1,000.00
01355012	530000	ACCT PROFES & TECH	670.00	-	-			-
01355012	542000	ACCT OFFICE SUPPLIES	-	-	-			-
01355012	571500	ACCT SEMINARS/MILEAGE	1,289.00	1,844.00	1,844.00		(500.00)	1,344.00
01355012	573000	ACCT DUES/MEMBER/SUBS	335.00	450.00	450.00		(100.00)	350.00
01355059	530000	ACCT PROFES & TECH	34,500.00	38,500.00	38,500.00			38,500.00
01385049	524000	PURCH EQUIPMENT REPAIR	-	-	-			-
01385049	527030	PURCH EQUIPMENT LEASE	32,389.80	25,445.00	25,445.00			25,445.00

ORG	OBJ	DESCRIPTION	<u>2019 ACTUAL</u>	<u>-2 REVIEW</u>	<u>-3 MANAGER</u>	<u>"A" Items</u>	<u>"C" Items</u>	<u>Revised Budgets</u>
01385049	534006	PURCH POSTAGE	54,029.58	60,000.00	60,000.00		(1,000.00)	59,000.00
01385049	542000	PURCH OFFICE SUPPLIES	3,511.42	6,000.00	6,000.00			6,000.00
01385049	542002	PURCH PAPER	1,913.06	3,500.00	3,500.00			3,500.00
01385049	542004	PURCH COPIER SUPPLIES	-	-	-			-
01385049	542008	PURCH ENVELOPES	554.66	900.00	900.00			900.00
01385049	578031	PURCH ADD OFFICE EQUIP & FURN	-	-	-			-
01415001	511000	ASSESSORS FULL-TIME POSITION	229,468.01	257,245.45	257,245.45			257,245.45
01415001	511002	ASSESSORS PART-TIME POSITION	26,948.85	29,643.60	29,643.60			29,643.60
01415001	512000	ASSESSORS SEASL POSITION	7,786.89	5,500.00	5,500.00		-	5,500.00
01415001	513000	ASSESSORS OVER-TIME POSITION	9,918.70	-	-			-
01415012	530000	REVALUATION EXPENSE	-	-	-			-
01415060	529010	ASSESSORS DEEDS AND PLANS	4.00	100.00	100.00			100.00
01415060	530000	ASSESSORS PROFES & TECH	94,557.08	105,590.00	105,590.00			105,590.00
01415060	542000	ASSESSORS OFFICE SUPPLIES	2,165.82	200.00	200.00			200.00
01415060	543000	ASSESSORS MAINTAINCE SUPPLIES	-	200.00	200.00			200.00
01415060	571500	ASSESSORS SEMINARS/MILEAGE	4,528.35	1,500.00	1,500.00		-	1,500.00
01415060	573000	ASSESSORS DUES/MEMBER/SUBS	450.00	1,000.00	1,000.00		-	1,000.00
01465001	511000	COLLECT/TREASURER FULL-TIME	326,475.56	356,420.85	356,420.85			356,420.85
01465001	511002	COLLECT/TREASURER PART-TIME	-	4,840.22	4,840.22			4,840.22
01465001	513000	COLLECT/TREASURER OVER-TIME	3,319.40	-	-			-
01465080	530000	COLLECT/TREASURER PROF & TECH	60,540.38	74,500.00	74,500.00		(5,000.00)	69,500.00
01465080	530022	COLLECT/TREASURER ADVERTISING	-	400.00	400.00			400.00
01465080	530040	COLLECT/TREASURER BONDS	1,950.00	2,000.00	2,000.00			2,000.00
01465080	542000	COLLECT/TREASU OFFICE SUPPLIES	3,680.22	3,900.00	3,900.00			3,900.00
01465080	571500	COLLECT/TREAS SEMINARS/MILEAGE	2,139.38	3,000.00	3,000.00		-	3,000.00
01465080	573000	COLLECT/TREAS DUES/MEMBER/SUBS	330.00	1,110.00	1,110.00		(500.00)	610.00
01515030	530200	LEGAL	179,048.58	140,000.00	140,000.00			140,000.00
01515031	530300	TOWN ADMIN. CONTRACT BARGAIN	19,088.00	20,000.00	20,000.00			20,000.00
01555001	511000	INFO TECH FULL-TIME POSITION	372,501.10	536,551.37	461,551.37		(25,000.00)	436,551.37
01555001	511002	INFO TECH PART-TIME POSITION	-	16,067.16	16,067.16		(16,067.16)	-
01555001	512000	INFO TECH SEASL POSITION	10,512.25	12,929.00	12,929.00			12,929.00
01555001	513000	INFO TECH OVER-TIME POSITION	-	-	-			-
01555038	530000	TOWNWIDE TELEPHONE	96,741.87	102,000.00	102,000.00			102,000.00
01555086	524000	INFO TECH REPAIRS AND MAINT	202,267.26	-	-			-
01555086	530000	LICENSES & SUPPORT AGREEMENTS	13,696.62	248,992.00	248,992.00			248,992.00
01555086	530076	IT SERVICES	9,270.13	107,400.00	107,400.00			107,400.00
01555086	542000	OFFICE & ADMINISTRATION	562.56	2,000.00	2,000.00		(500.00)	1,500.00
01555086	558078	INFO TECH CABLE TELEVISION SUP	-	-	-			-
01555086	571500	MILELAGE & TRAINING	1,655.15	1,500.00	1,500.00		(500.00)	1,000.00
01555086	578076	MAINT, REPAIR & REPLACEMENT	28,439.92	25,700.00	25,700.00			25,700.00

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01615001	511000	TOWN CLK FULL-TIME POSITI	229,673.01	239,269.29	239,269.29			239,269.29
01615001	511002	TOWN CLK PART-TIME POSITI	8,476.81	39,319.51	39,319.51			39,319.51
01615001	513000	TOWN CLK OVER-TIME POSITI	2,188.44	-	-			-
01615013	530000	TWN CLK PROFESNAL & TECH	1,535.65	1,365.00	1,365.00			1,365.00
01615013	530022	TWN CLK ADVERTISING	399.41	650.00	650.00			650.00
01615013	530058	CREDIT CARD SERVICES	1,000.00	1,000.00	1,000.00			1,000.00
01615013	530070	TWN CLK BY-LAW UPDATE	605.13	1,850.00	1,850.00			1,850.00
01615013	542000	TWN CLK SUPPLIES	2,448.63	4,750.00	4,750.00		(500.00)	4,250.00
01615013	571500	TWN CLK SEMINARS/MILEAGE	-	650.00	650.00		(500.00)	150.00
01615013	573000	TWN CLK DUES/MEMBER/SUBS	733.02	500.00	500.00			500.00
01615013	573002	TWN CLK SCHOOL-CONFERENCE	149.00	3,000.00	3,000.00		(1,500.00)	1,500.00
01615013	578016	TWN CLK BOND	-	75.00	75.00			75.00
01615067	530021	TWN CLK PRESERVATION OF REC	-	2,200.00	2,200.00			2,200.00
01625001	511002	ELEC REG PART-TIME POSITI	336.00	-	-			-
01625001	512000	ELEC REG SEASL POSITION	1,332.00	2,500.00	2,500.00			2,500.00
01625001	513000	ELEC REG OVER-TIME POSITI	2,157.92	2,600.00	2,600.00			2,600.00
01625064	524000	ELEC REG REPAIRS AND MAINT	-	-	-			-
01625064	530000	ELEC REG PROFESNAL & TECH	12,418.60	10,250.00	10,250.00			10,250.00
01625064	530034	ELEC REG PRINTING	4,785.04	500.00	500.00			500.00
01625064	530072	ELEC REG ELECTION WRK & POL	38,363.33	46,500.00	46,500.00			46,500.00
01625064	542000	ELEC REG SUPPLIES	1,052.29	1,000.00	1,000.00			1,000.00
01625064	543006	ELEC REG EQUIP & TOOLS	5,415.00	9,500.00	9,500.00			9,500.00
01625064	571500	ELEC REG SEMINARS/MILEAGE	-	-	-			-
01625064	578072	ELEC REG RENT/CHURCH	-	1,800.00	1,800.00		(1,000.00)	800.00
01625065	530000	ELEC REG PROFESNAL & TECH	1,000.00	1,000.00	1,000.00			1,000.00
01625065	530022	ELEC REG ADVERTISING	567.72	2,000.00	2,000.00			2,000.00
01625065	530074	ELEC REG POLICE & CUSTODIAN	975.00	1,200.00	1,200.00			1,200.00
01625066	558074	ELEC REG STREET LISTINGS	-	750.00	750.00			750.00
01625066	558076	ELEC REG CENSUS FORMS	-	3,000.00	3,000.00			3,000.00
01925001	511000	BUILDING MAINT. DIV. FULL TIME	167,089.21	220,556.79	220,556.79			220,556.79
01925001	513000	BUILDING MAINT. DIV. OVERTIME	3,567.42	3,700.00	3,700.00			3,700.00
01925195	524000	REPAIRS AND MAINTENANCE	4,395.71	1,500.00	1,500.00			1,500.00
01925195	529002	CUSTODIAL	59,993.04	71,515.00	71,515.00			71,515.00
01925195	530000	PROFESSIONAL AND TECHNICAL	33,079.51	40,066.00	40,066.00			40,066.00
01925195	543000	MAINTENANCE SUPPLIES	1,952.10	11,405.00	11,405.00		(7,000.00)	4,405.00
01925195	571500	SEMINARS/MILEAGE	-	1,800.00	1,800.00		(500.00)	1,300.00
02105001	511000	POLICE FULL-TIME POSITION	6,000,064.31	6,446,323.00	6,446,323.00			6,446,323.00
02105001	511002	POLICE PART-TIME POSITION	69,439.59	66,000.00	66,000.00			66,000.00
02105001	512000	POLICE PROVISIONAL IT SUPPORT	20,862.50	25,000.00	25,000.00			25,000.00
02105001	512010	POLICE PROVIS EVIDENCE/LICENSE	-	25,000.00	25,000.00			25,000.00

ORG	OBJ	DESCRIPTION	<u>2019 ACTUAL</u>	<u>-2 REVIEW</u>	<u>-3 MANAGER</u>	<u>"A" Items</u>	<u>"C" Items</u>	<u>Revised Budgets</u>
02105001	513000	POLICE OVER-TIME POSITION	879,622.26	634,411.00	634,411.00		(50,000.00)	584,411.00
02105001	513010	POLICE TRAINING OVERTIME	127,235.18	100,000.00	100,000.00			100,000.00
02105001	513012	POLICE PAC OVERTIME	100,783.79	100,000.00	100,000.00			100,000.00
02105011	524000	POLICE REPAIRS AND MAINT	-	-	-			-
02105011	527000	POLICE RENTAL & LEASE	-	10,000.00	12,000.00			12,000.00
02105011	538066	SERVICE / CONTRACTS	69,286.11	57,079.00	57,079.00			57,079.00
02105011	542000	POLICE SUPPLIES	22,748.60	35,625.00	35,625.00			35,625.00
02105011	548000	POLICE VEHICLE SUPPLIES	22,575.13	32,000.00	32,000.00			32,000.00
02105011	558012	POLICE UNIFORMS AND CLTH	23,589.51	23,600.00	34,600.00	(11,000.00)		23,600.00
02105011	558088	WEAPON SUPPLIES	21,094.74	20,000.00	30,000.00	(10,000.00)		20,000.00
02105011	570000	OTHER	5,250.78	10,500.00	10,500.00			10,500.00
02105011	573000	POLICE DUES/MEMBER/SUBS	9,268.00	10,000.00	10,000.00			10,000.00
02105011	578078	POL TRAINING OTHER	16,605.18	16,000.00	16,000.00			16,000.00
02105011	578080	POL UNIFORMS OTHER	25,385.95	16,600.00	16,600.00			16,600.00
02205001	511000	FIRE FULL-TIME POSITION	5,425,488.64	6,262,483.00	6,262,483.00			6,262,483.00
02205001	511002	FIRE PART-TIME POSITION	2,821.00	15,000.00	15,000.00			15,000.00
02205001	513000	FIRE OVER-TIME POSITION	1,182,842.53	922,503.00	922,503.00		(50,000.00)	872,503.00
02205001	513010	OVERTIME FOR TRAINING	81,578.29	100,000.00	100,000.00			100,000.00
02205220	524000	FIRE REPAIRS AND MAINT	35,739.76	42,200.00	42,200.00			42,200.00
02205220	524001	FIRE SOFTWARE MAINTENANCE	25,125.71	44,449.00	44,449.00			44,449.00
02205220	530000	FIRE PROFESSIONAL & TECH	58,573.40	33,551.00	33,551.00			33,551.00
02205220	530001	EMT/PARAMEDIC CERTIFICATIONS	9,084.00	19,500.00	19,500.00			19,500.00
02205220	534000	CMED BILLING	22,137.20	21,311.00	21,311.00			21,311.00
02205220	534002	COMMUNICATIONS	-	14,200.00	14,200.00			14,200.00
02205220	542000	FIRE OFFICE SUPPLIES	9,054.19	8,000.00	8,000.00			8,000.00
02205220	571500	FIRE SEMINARS/MILEAGE	7,487.83	13,800.00	13,800.00			13,800.00
02205220	573005	AMB. BILLING / EMS FEES	50,595.67	58,000.00	58,000.00			58,000.00
02205221	524006	FIRE VEHICLE MAINT	63,116.61	85,000.00	85,000.00	(10,000.00)		75,000.00
02205221	558012	PROTECTIVE CLOTHING	39,158.27	25,000.00	25,000.00			25,000.00
02205221	558094	FIRE/EMS SUPPLIES	121,407.42	126,180.00	126,180.00			126,180.00
02205221	578000	FIRE UNCLASSIFIED	25,712.68	30,000.00	30,000.00			30,000.00
02415001	511000	BUILD INSPCT FULL-TIME POSITN	453,397.28	476,588.44	476,588.44			476,588.44
02415001	511002	BUILD INSPCT PART-TIME POSIT	28,840.00	37,440.00	37,440.00			37,440.00
02415001	512000	BUILD INSPCT SEASL POSITION	-	-	-			-
02415001	513000	BUILD INSPCT OVER-TIME POSIT	6,898.74	15,000.00	15,000.00		(5,000.00)	10,000.00
02415012	524000	BUILD INSPCT REPAIRS AND MAINT	302.79	400.00	400.00			400.00
02415012	530000	BUILD INSPCT PROFSNAL & TECH	1,849.67	5,500.00	5,500.00		(500.00)	5,000.00
02415012	538058	BUILD INSPCT UNIFORMS SERVICE	125.00	-	-			-
02415012	542000	BUILD INSPCT SUPPLIES	4,933.84	3,800.00	3,800.00			3,800.00
02415012	558012	BUILD INSPCT UNIFORMS AND CLTH	-	200.00	200.00			200.00

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02415012	571002	BUILD INSPCT MILEAGE	220.49	250.00	250.00			250.00
02415012	571500	BUILD INSPCT SEMINARS/MILEAGE	1,867.05	2,910.00	2,910.00		(500.00)	2,410.00
02415012	573000	BUILD INSPCT DUES/MEMBER/SUBS	1,592.05	1,720.00	1,720.00			1,720.00
02415012	578092	BLD INSPCT SLR OF WTS & MEASR	-	16,500.00	16,500.00		(1,500.00)	15,000.00
02415062	517006	BLD DEPT OPEB EXPENSE	27,440.00	27,440.00	27,440.00		(27,440.00)	-
02925011	530000	ANIMAL CONTRL PROFESNAL & TECH	3,989.27	1,800.00	1,800.00			1,800.00
02925011	530022	ANIMAL CONTRL ADVERTISING	-	-	-			-
02925011	530048	ANIMAL CNTRL KENNEL COSTS	185.00	5,000.00	5,000.00		(2,500.00)	2,500.00
02925011	530050	ANIMAL CNTRL M.S.P.C.A	77.00	500.00	500.00			500.00
02945440	530000	HWY PROFSNAL & TECH	10,097.62	60,000.00	60,000.00	(50,000.00)		10,000.00
02945441	530000	HWY PROFSNAL & TECH	2,700.00	2,700.00	2,700.00			2,700.00
02955272	524000	HARBORMSTR REPAIRS AND MAINT	8,730.21	6,766.00	6,766.00			6,766.00
02955272	527026	HARBORMSTR DOCK RENTAL	5,810.00	5,500.00	5,500.00			5,500.00
02955272	558030	HARBORMSTR BOAT SUPPLIES	2,605.13	3,500.00	3,500.00			3,500.00
02955272	558034	HARBORMSTR CNTRL BUOYS&MOORN	435.00	2,000.00	2,000.00			2,000.00
02965011	524000	WATERWAYS REPAIRS AND MAINT	3,854.85	3,000.00	3,000.00			3,000.00
02965011	529014	WWS HOLDING TANK DUMPING	-	350.00	350.00			350.00
02965011	530000	WATERWAYS PROFESNAL & TECH	2,250.11	4,800.00	4,800.00			4,800.00
02995001	511000	NATURAL RES FULL-TIME POSITI	540,027.57	550,629.83	550,629.83			550,629.83
02995001	511002	NATURAL RES PART-TIME POSITI	-	-	-			-
02995001	512000	NATURAL RES SEASL POSITION	58,326.89	64,210.00	64,210.00		(2,500.00)	61,710.00
02995001	513000	NATURAL RES OVER-TIME POSITI	27,555.49	32,641.00	32,641.00		(5,000.00)	27,641.00
02995009	578158	DNR-PRIOR YRS ENCUMB.	-	-	-			-
02995011	524000	NATURAL RES REPAIRS AND MAINT	430.01	3,100.00	3,100.00			3,100.00
02995011	524006	NATURAL RES VEHICLE MAINT	13,171.31	9,577.00	9,577.00			9,577.00
02995011	530000	NATURAL RES PROFESNAL & TECH	12,571.88	12,788.00	12,788.00			12,788.00
02995011	530022	NATURAL RES ADVERTISING	400.00	600.00	600.00			600.00
02995011	542000	NATURAL RES SUPPLIES	8,297.84	9,000.00	9,000.00			9,000.00
02995011	543000	NATURAL RES MAINTAINCE SUP	8,757.91	10,646.00	10,646.00			10,646.00
02995011	548000	NATURAL RES VEHICLE SUPPLIES	2,210.49	3,050.00	3,050.00			3,050.00
02995011	558012	NATURAL RES UNIFORMS AND CLTH	4,987.84	4,869.00	4,869.00		(500.00)	4,369.00
02995011	571500	NATURAL RES SEMINARS/MILEAGE	451.04	800.00	800.00		(400.00)	400.00
02995011	573000	NATURAL RES DUES/MEMBER/SUBS	494.00	700.00	700.00			700.00
02995011	573002	NATURAL RES SCHOOL-CONFERENCE	1,600.00	1,700.00	1,700.00		(800.00)	900.00
02995012	587000	CAPITAL/EQUIPMENT	23,678.32	25,000.00	25,000.00		(2,500.00)	22,500.00
02995292	578166	NATURAL RES PROPAGATION	28,964.95	29,000.00	29,000.00		(2,500.00)	26,500.00
02995293	578166	DNR-PROPAGATION	-	-	-			-
04215001	511000	DPW & ENG FULL-TIME POSITION	229,079.36	352,373.99	352,373.99			352,373.99
04215011	530000	DPW PROFSNAL & TECH	30.00	50.00	50.00			50.00
04215011	530022	DPW ADVERTISING	63.86	50.00	50.00			50.00

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04215011	530034	DPW PRINTING	-	50.00	50.00			50.00
04215011	542000	DPW SUPPLIES	111.99	600.00	600.00			600.00
04215011	571500	DPW SEMINARS/MILEAGE	1,421.78	1,630.00	1,630.00		(500.00)	1,130.00
04215011	573000	DPW DUES/MEMBER/SUBS	842.32	1,200.00	1,200.00		(500.00)	700.00
04215012	524000	DPW/ ENG REPAIRS AND MAINT	-	2,100.00	2,100.00			2,100.00
04215012	530000	DPW/ENG PROF & TECHN	33,278.66	30,333.00	30,333.00			30,333.00
04215012	542000	DPW/ENG OFFICE SUPPLIES	277.34	3,000.00	3,000.00			3,000.00
04215012	553002	DPW/ENG FIELD SUPPLIES	2,543.72	4,000.00	4,000.00			4,000.00
04215012	571500	DPW/ENG SEMINARS/MILEAGE	966.00	4,300.00	4,300.00		(1,500.00)	2,800.00
04215012	573000	DPW/ENG DUES/MEMBRSH/ SUBSCR	737.89	1,200.00	1,200.00		(600.00)	600.00
04215012	578028	DPW/ENG COMPUTER,FURN&EQUIP	3,135.00	12,890.00	12,890.00		(3,000.00)	9,890.00
04215025	521001	STREET SIGNAL REPAIRS	43,857.56	40,000.00	40,000.00			40,000.00
04215025	521005	STREET LIGHTS AND SIGNALS	11,276.69	70,000.00	70,000.00		(30,000.00)	40,000.00
04215025	548001	GAS AND OIL	135,695.76	206,500.00	206,500.00		(16,500.00)	190,000.00
04215025	548002	DIESEL FUEL	93,320.48	110,000.00	110,000.00			110,000.00
04215025	548004	MARINA FUEL	12,361.40	15,000.00	15,000.00			15,000.00
04225001	511000	HWY FULL-TIME POSITION	732,807.00	818,764.00	818,764.00			818,764.00
04225001	512000	HWY SEASL POSITION	-	-	-			-
04225001	513000	HWY OVER-TIME POSITION	4,509.22	5,000.00	5,000.00			5,000.00
04225013	524000	HWY REPAIRS AND MAINT	18,035.85	2,000.00	2,000.00			2,000.00
04225013	529006	HWY TRASH REMOVAL	-	1,200.00	1,200.00			1,200.00
04225013	530000	HWY PROFSNAL & TECH	3,925.08	2,750.00	2,750.00			2,750.00
04225013	530022	HWY ADVERTISING	-	200.00	200.00			200.00
04225013	538058	HWY UNIFORMS SERVICE	13,374.18	13,500.00	13,500.00			13,500.00
04225013	542000	HWY SUPPLIES	3,199.62	1,600.00	1,600.00			1,600.00
04225013	551006	HWY BOOKS AND PUBLICATNS	-	100.00	100.00			100.00
04225013	553004	HWY PUBWKS MAT/SUP & SIGN MAT.	55,508.74	61,500.00	61,500.00			61,500.00
04225013	558000	HWY MISC SUPPLIES	-	500.00	500.00			500.00
04225013	571500	HWY SEMINARS/MILEAGE	-	149.00	149.00			149.00
04225013	573000	HWY DUES/MEMBER/SUBS	-	200.00	200.00			200.00
04225013	578108	HWY VEHICLE/EQUIP MAINT OTHER	21,114.15	31,564.00	31,564.00			31,564.00
04225421	524000	HWY REPAIRS AND MAINT	21,144.80	4,480.00	4,480.00			4,480.00
04225421	527000	HWY RENTAL & LEASE	204.00	2,000.00	2,000.00			2,000.00
04225421	530000	HWY PROFSNAL & TECH	3,449.58	2,000.00	2,000.00			2,000.00
04225421	534008	HWY RADIOS	-	1,000.00	1,000.00			1,000.00
04225421	548000	HWY VEHICLE SUPPLIES	11,153.73	27,049.00	27,049.00			27,049.00
04225421	571500	SEMINARS/MILEAGE	-	500.00	500.00			500.00
04235001	513000	SNOW & ICE OVER-TIME POSITION	64,801.60	41,000.00	41,000.00			41,000.00
04235442	538066	HWY SERVICE / CONTRACTS	60,581.25	77,700.00	77,700.00			77,700.00
04235442	553006	HWY SUP & MAT-SALT,SAND,CAL	116,078.18	78,400.00	78,400.00			78,400.00

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04325426	538066	ST SWEEP SERVICE / CONTRACTS	-	-	-			-
04335001	511000	SAN FULL-TIME POSITION	411,187.98	486,965.00	486,965.00			486,965.00
04335001	511002	SAN PART-TIME POSITION	60,983.78	42,000.00	42,000.00			42,000.00
04335001	513000	SAN OVER-TIME POSITION	102,992.85	70,000.00	70,000.00			70,000.00
04335062	517006	SANITATION OPEB EXPENSE	35,052.00	50,000.00	50,000.00		(50,000.00)	-
04335470	524000	SAN REPAIRS AND MAINT	72,890.80	42,480.00	42,480.00			42,480.00
04335470	530000	SAN PROFSNAL & TECH	71,695.97	103,800.00	103,800.00		(5,000.00)	98,800.00
04335470	530058	CREDIT CARD SERVICES	36,800.34	44,733.00	44,733.00			44,733.00
04335470	530086	HAZADAROUS MATERIALS	15,646.76	18,390.00	18,390.00			18,390.00
04335470	538058	SAN UNIFORMS SERVICE	6,815.44	4,200.00	4,200.00			4,200.00
04335470	538070	SAN RECYCLING & COMPOSTING	98,103.07	90,146.00	90,146.00			90,146.00
04335470	538072	SAN SCALE & ROLLOFF MAINT	-	-	-			-
04335470	538074	BRUSH DISPOSAL & REMOVAL SRV	23,764.31	35,000.00	35,000.00			35,000.00
04335470	538076	CONSTRUCTION & DEMO SRV	1,609,291.67	1,980,318.00	1,980,318.00		(50,000.00)	1,930,318.00
04335470	538088	SOLID WASTE TIPPING FEE	633,972.85	622,963.00	622,963.00			622,963.00
04335470	542000	SAN SUPPLIES	21,429.79	18,714.00	18,714.00			18,714.00
04335470	543000	SAN MAINTAINCE SUP	-	20,000.00	20,000.00			20,000.00
04335470	548000	SAN VEHICLE SUPPLIES	-	-	-			-
04335470	548002	FUEL	32,630.24	30,000.00	30,000.00			30,000.00
04915001	511000	CEM FULL-TIME POSITION	68,193.80	57,443.98	57,443.98			57,443.98
04915001	512000	CEM SEASL POSITION	30,233.15	46,512.00	46,512.00			46,512.00
04915001	513000	CEM OVER-TIME POSITION	1,970.44	5,000.00	5,000.00		(3,000.00)	2,000.00
04915011	530000	CEM PROFSNAL & TECH	791.83	1,405.00	1,405.00		(300.00)	1,105.00
04915011	530022	CEM ADVERTISING	-	-	-			-
04915011	542000	CEM SUPPLIES	483.04	500.00	500.00			500.00
04915492	530000	CEM PROFSNAL & TECH	19,647.95	18,340.00	18,340.00			18,340.00
04915492	543000	CEM MAINTAINCE SUP	4,252.35	2,650.00	2,650.00			2,650.00
04915492	543006	CEM EQUIP & TOOLS	5,891.74	16,000.00	16,000.00		(2,500.00)	13,500.00
04915492	548000	CEM VEHICLE SUPPLIES	4,764.07	1,479.00	1,479.00			1,479.00
05105001	511000	BOH FULL-TIME POSITION	455,011.19	471,970.00	471,970.00			471,970.00
05105001	511002	BOH PART-TIME POSITION	-	26,313.00	26,313.00	(26,313.00)		-
05105011	517006	BOH OPEB EXPENSE	17,150.00	17,150.00	17,150.00		(17,150.00)	-
05105011	524000	BOH REPAIRS AND MAINT	349.88	1,279.00	1,279.00			1,279.00
05105011	530000	BOH PROFSNAL & TECH	-	450.00	450.00			450.00
05105011	530022	BOH ADVERTISING	127.40	250.00	250.00			250.00
05105011	542000	BOH SUPPLIES	2,812.55	3,000.00	3,000.00			3,000.00
05105011	548000	BOH VEHICLE SUPPLIES	211.74	800.00	800.00			800.00
05105011	558098	BOH FILM SUPPLIES	-	-	-			-
05105011	571500	BOH SEMINARS/MILEAGE	1,445.00	2,500.00	2,500.00		(1,000.00)	1,500.00
05105011	573000	BOH DUES/MEMBER/SUBS	680.00	850.00	850.00			850.00

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05105011	578100	BOH ANIML INSPECT - DOG BITES	-	6,200.00	6,200.00		(3,200.00)	3,000.00
05105011	578106	ANIMAL INSPECTOR - BARN INSPCT	-	800.00	800.00			800.00
05105520	538300	HUMAN SERVICES	59,130.00	70,000.00	70,000.00	(10,000.00)	(60,000.00)	-
05105520	538500	NURSING SERVICES	6,026.25	6,170.00	6,170.00			6,170.00
05225520	538500	NURSING SERVICES NURSING	-	-	-			-
05415001	511000	COA FULL-TIME POSITI	278,791.58	255,952.00	255,952.00			255,952.00
05415001	511002	COA PART-TIME POSITI	37,823.21	121,191.00	121,191.00			121,191.00
05415014	524000	COA REPAIRS AND MAINT	4,908.34	3,600.00	3,600.00			3,600.00
05415014	529006	COA TRASH REMOVAL	-	-	-			-
05415014	530000	COA PROFESNAL & TECH	66,503.34	80,000.00	80,000.00	(50,000.00)	(5,000.00)	25,000.00
05415014	530022	COA ADVERTISING	-	-	-			-
05415014	538066	SERVICE / CONTRACTS	13,986.54	10,471.00	10,471.00			10,471.00
05415014	542000	COA SUPPLIES	4,922.71	3,000.00	3,000.00			3,000.00
05415014	543000	COA MAINTAINCE SUP	2,065.18	2,000.00	2,000.00			2,000.00
05415554	534002	COA PHONE	624.72	1,800.00	1,800.00			1,800.00
05435000	529015	VETERANS ADMINISTR COST ASSMNT	40,318.92	45,454.00	47,225.81			47,225.81
05435540	577000	VETERANS BENEFITS	99,633.37	170,000.00	170,000.00	(60,000.00)		110,000.00
05495001	511000	COMMUNITY DEVE FULL-TIME POSIT	387,935.40	432,993.00	432,993.00			432,993.00
05495001	511002	COMMUNITY DEVE PART-TIME POSIT	20,413.65	20,461.00	20,461.00			20,461.00
05495011	530000	COMMUNITY DEV PROFESNAL & TECH	9,921.62	15,486.00	15,486.00		(4,000.00)	11,486.00
05495011	530022	COMM DEV ADVERTISING	1,419.88	2,000.00	2,000.00			2,000.00
05495011	530034	COMM DEV PRINTING	1,119.85	1,500.00	1,500.00			1,500.00
05495011	542000	COMM DEV SUPPLIES	1,615.02	3,000.00	3,000.00		(1,000.00)	2,000.00
05495011	571500	COMM DEV SEMINARS/MILEAGE	1,452.83	1,250.00	1,250.00			1,250.00
05495011	573000	COMM DEV DUES/MEMBER/SUBS	1,709.88	2,250.00	2,250.00		(500.00)	1,750.00
06105001	511000	GENERAL LIB FULL-TIME POSITI	498,101.89	517,005.00	517,005.00			517,005.00
06105001	511002	GENERAL LIB PART-TIME POSITI	78,394.30	78,508.80	78,508.80			78,508.80
06105001	512000	GENERAL LIB SEASL POSITION	5,520.41	41,115.00	41,115.00			41,115.00
06105012	524000	GENERAL LIB REPAIRS AND MAINT	185.00	-	-			-
06105012	527030	GENERAL LIB EQUIPMENT LEASE	4,475.40	4,000.00	4,000.00			4,000.00
06105012	530000	GENERAL LIB PROFESNAL & TECH	650.75	4,000.00	4,000.00		(1,000.00)	3,000.00
06105012	530022	GENERAL LIB ADVERTISING	-	100.00	100.00			100.00
06105012	530046	GENERAL LIB DELIVERY	4,767.84	4,800.00	4,800.00			4,800.00
06105012	534000	GENERAL LIB COMMUNICATION	1,434.63	1,500.00	1,500.00			1,500.00
06105012	542000	GENERAL LIB SUPPLIES	10,257.05	9,377.00	9,377.00			9,377.00
06105012	551006	GENERAL LIB BOOKS AND PUB	97,511.15	90,068.00	90,068.00			90,068.00
06105012	571500	GENERAL LIB SEMINARS/MILEAGE	778.61	1,600.00	1,600.00		(500.00)	1,100.00
06105012	573000	GENERAL LIB DUES/MEMBER/SUBS	38,143.13	40,038.00	40,038.00			40,038.00
06105012	578028	GENERAL LIB COMPUT FURN & EQP	3,169.44	6,000.00	6,000.00		(2,500.00)	3,500.00
06105014	521000	GEN LIB ENERGY	10,629.22	13,262.00	13,262.00		(3,000.00)	10,262.00

ORG	OBJ	DESCRIPTION	<u>2019 ACTUAL</u>	<u>-2 REVIEW</u>	<u>-3 MANAGER</u>	<u>"A" Items</u>	<u>"C" Items</u>	<u>Revised Budgets</u>
06105014	524000	GEN LIB REPAIRS AND MAINT	13,958.78	15,000.00	15,000.00		(3,000.00)	12,000.00
06105014	529002	GEN LIB CUSTODIAL	9,596.73	3,638.00	3,638.00			3,638.00
06105014	538014	GEN LIB WATER SERVICE	264.97	150.00	150.00			150.00
06105014	543000	GENERAL LIB MAINT SUPPLIES	691.27	700.00	700.00			700.00
06305001	511000	RECREATION FULL-TIME POSITI	95,702.39	189,381.39	189,381.39			189,381.39
06305001	511002	RECREATION PART-TIME POSITI	-	-	-			-
06305001	512000	SEASONAL OTHER STAFF WAGES	226,569.08	243,062.06	243,062.06		(25,000.00)	218,062.06
06305001	513000	RECREATION OVER-TIME POSITI	3,195.50	3,200.00	3,200.00			3,200.00
06305012	524000	REPAIRS AND MAINTENANCE	15,801.68	8,000.00	8,000.00			8,000.00
06305012	524004	RECREATION MAINT. EQUIP/FIELDS	-	-	-			-
06305012	524006	VEHICLE MAINTENANCE	-	-	-			-
06305012	530022	RECREATION ADVERTISING	3,344.20	3,167.00	3,167.00			3,167.00
06305012	530056	RECREATION SCHOLARSHIPS	-	-	-			-
06305012	534008	RECREATION RADIOS	4,572.01	4,000.00	4,000.00			4,000.00
06305012	535002	LIFEGUARD SERVICES	500.00	2,000.00	2,000.00			2,000.00
06305012	542000	RECREATION SUPPLIES	2,970.22	12,000.00	12,000.00		(2,000.00)	10,000.00
06305012	558038	RECREATION LIFEGUARD SUPPLIES	6,866.56	7,000.00	7,000.00			7,000.00
06305012	571002	REC MILEAGE	401.82	500.00	500.00			500.00
06305012	573000	REC DUES/MEMBER/SUBS	1,104.00	2,000.00	2,000.00		(500.00)	1,500.00
06305012	587000	EQUIPMENT REPLACEMENT	-	-	-			-
06505001	511000	PRK FULL-TIME POSITION	326,216.59	342,709.44	342,709.44			342,709.44
06505001	512000	PRK SEASL POSITION	119,958.28	153,864.00	153,864.00			153,864.00
06505001	513000	PRK OVER-TIME POSITION	18,527.99	16,000.00	16,000.00			16,000.00
06505011	530022	PARK ADVERTISING	-	1,000.00	1,000.00			1,000.00
06505011	538058	PARK UNIFORMS SERVICE	6,216.04	3,000.00	3,000.00			3,000.00
06505011	542000	PARK SUPPLIES	1,637.35	5,132.00	5,132.00			5,132.00
06505011	543000	PARK MAINTAINCE SUP	-	-	-			-
06505011	571500	PARK SEMINARS/MILEAGE	394.75	1,000.00	1,000.00			1,000.00
06505622	524000	PARK REPAIRS AND MAINT	8,108.47	3,500.00	3,500.00			3,500.00
06505622	530000	PARK PROFSNAL & TECH	39,595.76	27,747.00	27,747.00			27,747.00
06505622	538068	PARK WATER CHARGES	-	2,000.00	2,000.00		(2,000.00)	-
06505622	542000	PARK SUPPLIES	54.47	-	-			-
06505622	543000	PARK MAINTAINCE SUP	40,047.78	67,800.00	67,800.00		(1,000.00)	66,800.00
06505622	543006	PARK EQUIP & TOOLS	13,306.76	12,000.00	12,000.00			12,000.00
06505622	548000	PARK VEHICLE SUPPLIES	6,588.90	4,000.00	4,000.00			4,000.00
06505624	542000	PARK SUPPLIES	15,135.88	16,495.00	16,495.00			16,495.00
06935000	529013	OLD KING HWY COMMISSN ASSESSMN	9,950.00	10,500.00	10,500.00			10,500.00
07505070	591600	INT LNG TRM DEB-EXMPT	89,262.00	49,395.00	292,728.33			292,728.33
07505070	592500	PRIN ON LONG-TERM DEBT EXEMPT	914,496.77	330,000.00	330,000.00			330,000.00
07515070	591002	INTEREST ON TEMP NOTES	20,600.00	23,000.00	48,000.00		(25,000.00)	23,000.00

ORG	OBJ	DESCRIPTION	<u>2019 ACTUAL</u>	<u>-2 REVIEW</u>	<u>-3 MANAGER</u>	<u>"A" Items</u>	<u>"C" Items</u>	<u>Revised Budgets</u>
07515070	591502	INTEREST ON LONG-TERM DEBT	36,033.00	23,493.00	23,493.00			23,493.00
07515070	592000	FINNC SRVS AND LEGL FEES	241.28	-	-			-
07515070	592100	NOTE PREP/RENEWALS/REG FEES	-	-	-			-
07515070	592500	PRINCIPAL ON LONG-TERM DEBT	266,000.00	191,000.00	191,000.00			191,000.00
09115000	517007	COUNTY RETIREMENT ASS	3,869,087.00	4,363,330.00	4,098,440.00			4,098,440.00
09115000	517010	SUPPLEMENTAL RETIREMENT-POL	-	-	198,000.00			198,000.00
09135021	517001	TOWN ADMIN. UNEMPLOYMENT COMF	8,588.85	27,500.00	27,500.00			27,500.00
09145062	517002	TREASURER HEALTH/LIFE INS	2,646,130.39	3,029,345.00	2,648,174.00			2,648,174.00
09145062	517009	FIRE/POLICE MEDICAL	67,505.76	-	-			-
09165062	517003	TRS MEDICARE TOWN SHARE	295,694.03	320,309.00	320,309.00			320,309.00
09455090	574000	INS PROPERTY & CASU	307,284.00	464,800.00	464,800.00	(23,000.00)		441,800.00
09455090	574100	INS WORKERS COMP INS	217,829.00	255,664.00	255,664.00			255,664.00
09455090	574200	INS POL&FIRE GROUP	180,571.58	263,160.00	263,160.00			263,160.00
09455090	574300	INS OTHER INSURANCE	17,018.72	44,484.00	44,484.00			44,484.00

40,235,750.67 (250,313.00) (631,031.16) 39,354,406.51

Amounts in separate articles:

Wastewater (625,000.00)

Stabilization re-pymt (100,000.00)

Contract settlements (75,000.00)

(1,050,313.00)

	Previous	Eliminate		Revised			<u>Total</u>
	<u>Budget</u>	<u>New Funds</u>	<u>Cuts</u>	<u>Budget</u>	<u>Cuts</u>	<u>Elimination</u>	<u>Reduction</u>
Elected & General	1,399,172.75	-	(81,974.00)	1,317,198.75	-5.86%	0.00%	-5.86%
Finance	1,636,549.53	-	(27,100.00)	1,609,449.53	-1.66%	0.00%	-1.66%
Municipal Operations	978,139.53	-	(42,067.16)	936,072.37	-4.30%	0.00%	-4.30%
Facilities	350,542.79	-	(7,500.00)	343,042.79	-2.14%	0.00%	-2.14%
Police	7,651,138.00	(21,000.00)	(50,000.00)	7,580,138.00	-0.66%	-0.27%	-0.93%
Fire	7,821,177.00	(10,000.00)	(50,000.00)	7,761,177.00	-0.64%	-0.13%	-0.77%
Building Dept.	587,748.44	-	(34,940.00)	552,808.44	-5.94%	0.00%	-5.94%
Health Dept.	607,732.00	(36,313.00)	(81,350.00)	490,069.00	-14.24%	-5.98%	-19.36%
Natural Resources	791,526.83	-	(16,700.00)	774,826.83	-2.11%	0.00%	-2.11%
Highways and trees	1,235,856.00	(50,000.00)	-	1,185,856.00	0.00%	-4.05%	-4.05%
DPW admin/eng.	855,276.99	-	(52,600.00)	802,676.99	-6.15%	0.00%	-6.15%
Sanitation	3,659,709.00	-	(105,000.00)	3,554,709.00	-2.87%	0.00%	-2.87%
Cemeteries	149,329.98	-	(5,800.00)	143,529.98	-3.88%	0.00%	-3.88%
Senior Services	478,014.00	(50,000.00)	(5,000.00)	423,014.00	-1.17%	-10.46%	-11.51%
Library	830,861.80	-	(10,000.00)	820,861.80	-1.20%	0.00%	-1.20%
Community Development	478,940.00	-	(5,500.00)	473,440.00	-1.15%	0.00%	-1.15%
Recreation	474,310.45	-	(27,500.00)	446,810.45	-5.80%	0.00%	-5.80%
Parks	656,247.44	-	(3,000.00)	653,247.44	-0.46%	0.00%	-0.46%
Legal	160,000.00	-	-	160,000.00	0.00%	0.00%	0.00%
Veterans District	217,225.81	(60,000.00)	-	157,225.81	0.00%	-27.62%	-27.62%
all other - assessments/debt/fixed,etc	9,216,252.33	(23,000.00)	(25,000.00)	9,168,252.33	-0.27%	-0.25%	-0.52%
	40,235,750.67	(250,313.00)	(631,031.16)	39,354,406.51	-1.58%	-0.62%	-2.19%

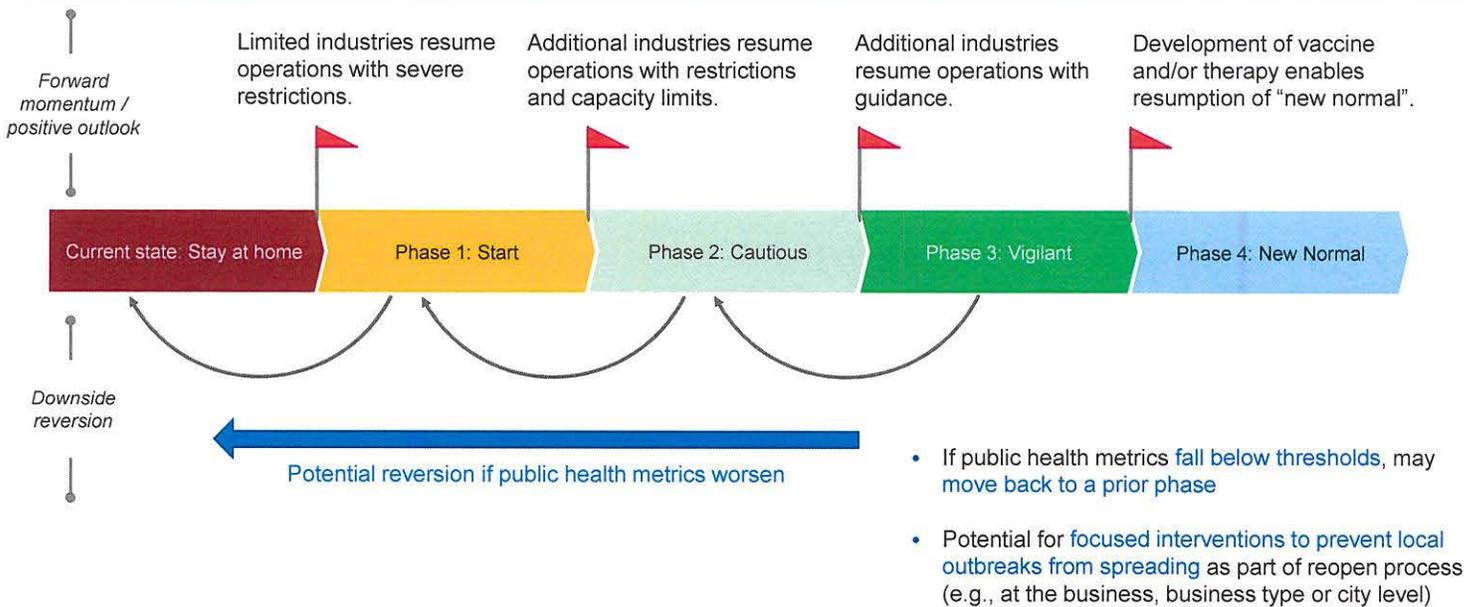
State of Massachusetts Return To Work Guidance

5.12.2020

Four-Phase Approach to Reopening	Pages 1-2
Mandatory Safety Standards for Workplaces	Page 3
Face Covering Advisory April 10, 2020	Pages 4-5
Informational Posters	Pages 6-17



Four-Phase Approach to Reopening Massachusetts





We will provide overall social guidance, safety standards, and sector specific protocols for Phase 1 reopening process on three dimensions



Overall social guidance

E.g., restrictions on gathering sizes, social distancing, face coverings, limitations for vulnerable population



Mandatory safety standards for workplaces

E.g., limitations on office opening, allowed capacity, required distancing, cleaning protocols

Supported by safety protocol checklists / templates



Sector specific safety protocols and best practices

E.g., specific precautionary measures and safety protocols to protect employees or public (face coverings, separators)

Supported by sector specific safety protocol checklists / templates

Will also provide easy to digest public facing communication across each type of safety protocol and best practice



Mandatory Safety Standards for Workplaces

Safety Standards

NOTE: These safety standards are applicable to all sectors and industries. There will be sector-specific safety protocols and recommended best practices which provide further details and limited exceptions.

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
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**ADVISORY REGARDING FACE COVERINGS AND CLOTH MASKS
APRIL 10, 2020**

There are many things that you can do to help protect yourself and others from becoming infected with COVID-19. People who show no symptoms of illness may still be able to spread COVID-19. A face covering may help prevent you from spreading COVID-19 to other people.

- A face covering can include anything that covers your nose and mouth, including dust masks, scarves and bandanas.
- Do not use health care worker masks, such as the N95 masks - those should be preserved for healthcare workers.
- It is important that you wear these face coverings or masks in situations where it is difficult to maintain a social distance of six feet from others. For example, in a pharmacy or grocery store.

When you wear a cloth mask, it should:

- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include multiple layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage or change to shape.

When putting on and taking off a mask, do not touch the front of it, you should only handle the ties or ear straps, and make sure you wash the cloth mask regularly. Wash your hands or use hand sanitizer after touching the mask.

Cloth masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

Instructions on how to make your own cloth mask are available on the CDC web site.

In addition to wearing a cloth mask you should continue to practice proven methods to protect yourself.

- Practice social distancing at all times by remaining 6 feet away from others when

you have to leave your home for essential trips.

- Stay home if you are sick and avoiding close contact with others.
- Wash your hands often with soap and water for at least 20 seconds; using alcohol-based hand gel with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.
- Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.
- Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.

Stop the Spread of Germs

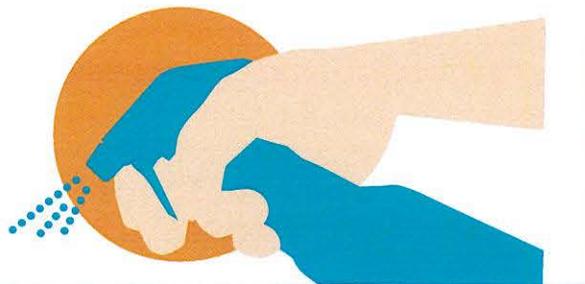
Help prevent the spread of respiratory diseases like the flu and COVID-19:



Wash your hands often with soap and warm water, or use an alcohol-based hand sanitizer.



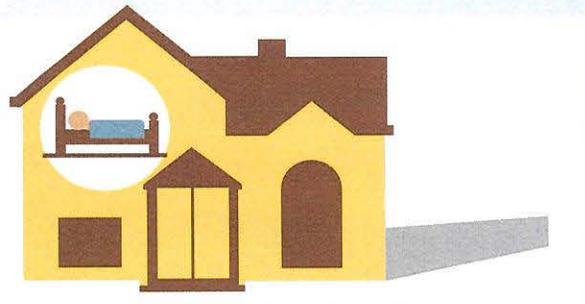
Avoid touching your eyes, nose and mouth.



Clean things that are frequently touched (like doorknobs and countertops) with household cleaning spray or wipes.



Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.



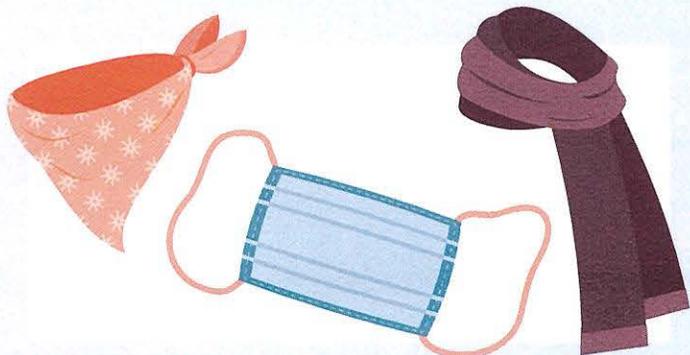
Stay home if you are sick and avoid close contact with others.



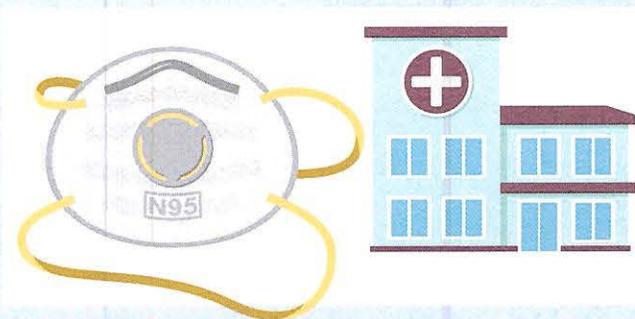
Think ahead about how to take care of yourself and your loved ones. Visit [mass.gov/KnowPlanPrepare](https://www.mass.gov/KnowPlanPrepare) for preparedness tips.

Stop the Spread of Germs

Using a Face Covering Effectively



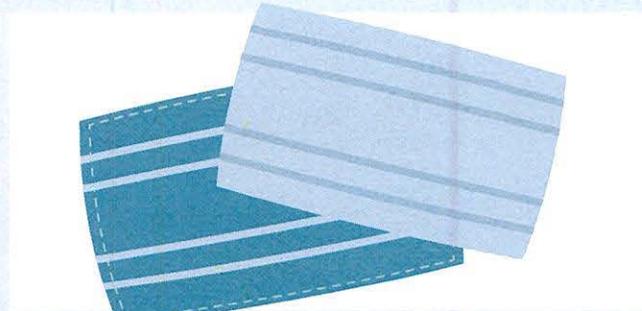
Use anything that covers your nose and mouth.



Leave surgical masks and N95's for healthcare workers.



Masks should fit snugly, be secured with ties or ear straps, and not restrict breathing.



Face coverings should be multiple layers.



Your mask or face covering should be able to be machine washed and dried.



Only touch the ties or ear straps, not the front, and wash your hands after handling.

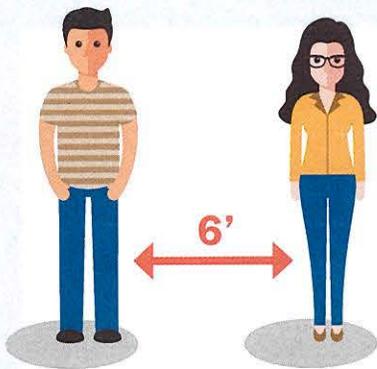
Help Prevent COVID-19 with Social Distancing



**Call/Facetime/online chat
with friends and family.**



**Stay home
as much as
you can.**



If you must go out:

- **Don't gather in groups**
- **Stay 6 feet away from others**
- **Don't shake hands or hug**



**And please continue
to wash your hands
frequently.**

YOU have the power to prevent **COVID-19**

YOU can protect our most vulnerable!

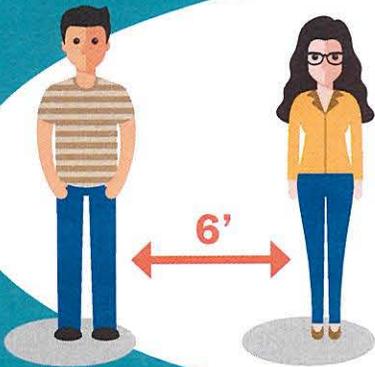
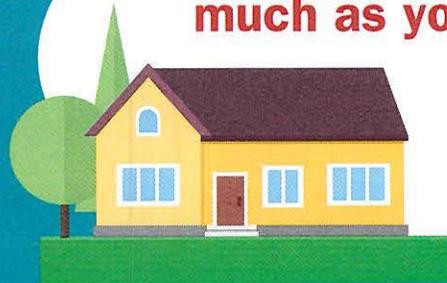


Practice **SOCIAL DISTANCING**



Go digital! keep up with friends and family online.

Stay home as much as you can.



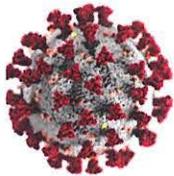
If you have to go out:

- Don't hang out in groups
- Stay 6 feet away from others
- Don't shake hands or hug
- Don't share food or drinks



And don't forget to **wash your hands.** A LOT.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



10 Tips for At-Home Quarantine or Self-Monitoring

If you have been directed to quarantine or self-monitor at home because of possible COVID-19 contact:

1 Stay home from work, school and away from public places.



2 Monitor for symptoms and take your temperature twice daily. If you develop symptoms or a fever, then call your healthcare provider immediately.



3 Get rest, stay hydrated and exercise if possible. If you are able to exercise, do so in your home or yard. Avoid locations where you may come into contact with others.



4 If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have been exposed to COVID-19.



5 For medical emergencies, call 911 and **notify the dispatch personnel** that you have been exposed to COVID-19.



6 Take everyday actions to prevent the spread of germs.

- Clean your hands often with soap and water for at least 20 seconds, or an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Cover your cough/sneeze.
- Avoid touching your eyes, nose and mouth.



7 As much as possible, **stay in a specific room and away from other people** and pets in your home. Use a separate bathroom, if available.



8 Avoid sharing personal items with other people in your household, like dishes, towels and bedding.



9 Clean all surfaces that are touched often, like counters, tabletops and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



10 Make the best of your time at home by teleworking if you're able or catching up on reading, exercising or other hobbies.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - at least 10 days have passed since your symptoms first appeared.
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Coping with Stress and Fear from COVID-19



Take care of your body.

- Eat healthy, well-balanced meals
- Exercise regularly
- Get plenty of sleep
- Take deep breaths, stretch, or meditate



Virtually connect with others.

Talk with people you trust about your concerns and how you are feeling.



Take breaks from watching, reading, or listening to news stories, including social media.



Make time to unwind.

Try to do some other activities you enjoy.

Help is available:
Visit [Mass.gov/COVID19](https://www.mass.gov/COVID19) or Call **2-1-1**



**Massachusetts Department of Public Health
Wellness Tips and Resources
Coronavirus Disease 2019 (COVID-19)**

The outbreak of Coronavirus Disease 2019 (COVID-19) may be causing you or your loved ones to feel stress, anxiety, or other strong emotions. Such feelings are understandable and affect many individuals and families. The Department of Public Health continues to offer critical resources to help you and your family during this challenging time.

What Can I Do Every Day to Help Reduce Stress and Anxiety?

The following wellness tips are advised by the [Centers for Disease Control and Prevention](#):

- Connect with friends and family
 - Tell them how you are feeling. Practice physical distancing while staying social virtually!
- [Get moving](#)
 - Take walks, work out at home, and stretch. Try something new!
- [Eat healthy](#)
 - Get plenty of fruits and vegetables (frozen options are great!) and watch your portion sizes. Avoid drugs and alcohol.
- Plan time for enjoyable activities
 - Get creative! Avoid consuming too much media coverage, including social media.

Where Can I Find Resources to Help?

Massachusetts Department of Public Health Resources	
Resource	Phone Number
Community Support Line (for families with children and youth with special health needs)	1-800-882-1435
Domestic Violence Resources	877-785-2020 or 877-521-2601 (TTY)
MA Sexual Assault Nurse Examiner (SANE) Program	See website for regional contact information
MA Smokers' Helpline	1-800-QUIT-NOW (1-800-784-8669)
Mental Health Emergency/Crisis Services	1-877-382-1609
Nutrition Resources	617-624-6100
Problem Gambling Helpline	1-800-426-1234
Rape Crisis Centers	See website for regional contact information
Substance Use Helpline	1-800-327-5050
Suicide Prevention Hotline	Call or Text: 1-877-870-HOPE (4673)

For additional information, please visit www.mass.gov/COVID19 or call 2-1-1.

DEAF & HARD OF HEARING INFO - CORONAVIRUS

- ▶ **Commonwealth of Massachusetts**
<https://mass.gov/covid19>
- ▶ **Executive Office of Health & Human Services**
<https://mass.gov/eohhs>
 call: Dial 211
- ▶ **Massachusetts Commission for the Deaf and Hard of Hearing**
<https://mass.gov/mcdhh>
 email: MCDsafety@mass.gov



PREVENTING ILLNESS



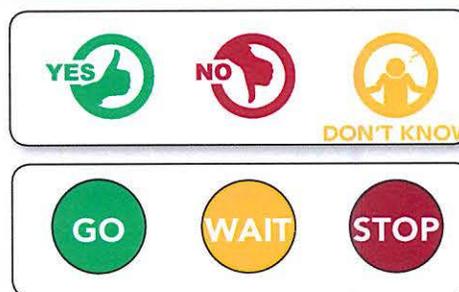
GET MEDICAL HELP



PREFERRED METHOD OF COMMUNICATION



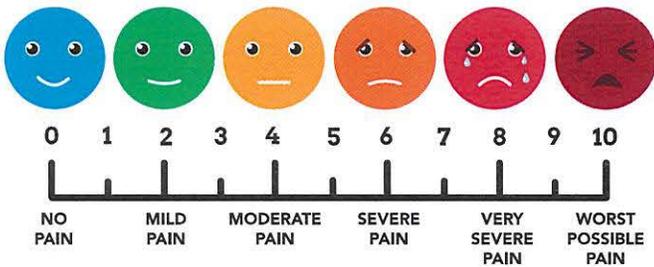
QUICK COMMUNICATION



TIPS FOR HEALTH PROVIDER

- ▶ Get the person's attention and make eye contact
- ▶ Repeat, rephrase, or write down your request
- ▶ Ask and/or indicate before touching the person
- ▶ Ask the person their preferred method of communication
- ▶ Minimize the number of people interacting with the patient
- ▶ Know that hearing aids/cochlear implants may improve hearing, but a person may still benefit from an assistive listening device and still may not understand all that you say.

HOW DO YOU FEEL?



HOW LONG HAVE YOU HAD SYMPTOMS?

MINUTES
 HOURS
 DAYS
 WEEKS
 MONTHS
 YEARS

1 2 3 4 5 6 7
 8 9 10 11 12 13 14

?
 Morning Afternoon Night

SITUATION, HISTORY & SYMPTOMS

FEVER	COUGH	SHORT OF BREATH	SORE THROAT
HEADACHE	WEAR A MASK	VOMITING	DIARRHEA
BLOOD PRESSURE	HEART DISEASE	TRAVEL HISTORY	SICK FAMILY MEMBER

TREATMENT & CARE

MEDICAL STAFF	CONTACT DOCTOR	AMBULANCE	HOSPITAL
MEDICAL TEST	OXYGEN	INHALER	MEDICINE
CONTACT FAMILY	APPOINTMENT	STAY HOME	THROW AWAY TISSUES CLEAN HANDS

▶ DEVELOPED BY THE MASSACHUSETTS COMMISSION FOR THE DEAF AND HARD OF HEARING ▶ [HTTPS://MASS.GOV](https://mass.gov)

Some elements of this tool were used with permission by the Wisconsin Council on Disabilities.

March 2020



TOWN OF YARMOUTH

Golf Division

635 West Yarmouth Road, West Yarmouth, MA 02673
Telephone (508) 760-4878, Fax (508) 760-4806

To: Dan Knapik, Town Administrator
From: Scott Gilmore, Director of Golf Course Operations
Date: May 5th, 2020
Subject: Golf Course Opening (Revised May 7th)

Opening the Golf Course is being considered, and I too would enjoy a nice round of golf. That being said, with the level of maintenance that is currently being performed under the essential operation plans the golf courses are not ready to open up. By hiring back the seasonal maintenance staff, and adjusting full time staff hours, we are doing everything we can to open the golf course for the weekend pending the Governor's approval.

The maintenance level is being ramped up significantly to get the courses into playing conditions. This would normally require roughly a week notice prior to any opening date being set. Current mowing schedule is 1-2 times per week for playing surfaces, this is being adjusted to 3-7 days a week prior to opening. This will allow the maintenance team to acclimate the turf to withstand the traffic of golfers coming back to the course, and provide proper playing conditions.

Every year in the spring the greens go through the aeration process. This is key to having healthy greens which is especially important to accomplish this year. Aeration is happening this week. The timing is to prevent any further shutdowns in the future.

The seasonal staff will need to be trained before any opening date to ensure the health and safety of our staff and golfers as new COVID-19 protocols take place. The new training procedures include PPE requirements, cleaning, and disinfecting surfaces to keep the safety of our employees and golfers priority. Maintenance seasonal staff is out preparing the golf course for opening. Operational staff will be needed a few days prior to opening day for training. Upgraded professional cleaning regiments have been created for facilities and equipment.

All steps are being taken to get the golf courses open as soon as possible. Our targeted date is May 8th for opening at Bayberry Hills, and May 15th for both courses. This may be subject change based on Governor's restrictions on allowing of cart use.

The following is our opening plan with restrictions recommended by the National Golf Course Owners Association, Massachusetts Golf Association, and The United States Golf Association regarding COVID-19 protocols.

GOLF RESTART COVID-19 REQUIREMENTS AND RECOMMENDATIONS

Golf is widely seen as an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, golf course staff and club/course officials. In order to operate, the following requirements will be implemented at the Yarmouth Golf Courses.

Golf Operations *(These items will be assessed, and potentially modified, on a weekly basis.)*

1) All Tee Times must be pre-scheduled by phone or the Chelsea Reservation System. Tee time intervals will be 15 minutes. We will adjust reservations accordingly. Please be patient as we implement this new tee time program.

2) Payments will be made in the form of CREDIT CARD ONLY. All persons are required to wear a face covering per local and State mandates. Non-members will all in for tee times and pay by credit card over the telephone to limit staff exposure. All customers must sign in and provide contact information for future Covid-19 tracking.

3) All staff must wear face coverings while on property.

4) Tee time policy must be 15 minute between groups. Golfers must stay in their car until 15 minutes before their tee time and must return to car immediately following play.

5) No more than 4 golfer per group.

6) Presently the Clubhouse and restaurants are closed to the public. Once lifted, a maximum of four people will be allowed in the clubhouse at any given time, this includes staff. Social distance markings will be place on the floor to allow for six feet increments at all times. All players will be encouraged to continue to schedule tee times and pay on-line.

7) All Players must stay at least six feet apart at all times. Course staff will monitor player behavior on the course. Failure to comply with the "6 Foot Rule" will result in immediate removal from course grounds. There will be no warnings. Refunds will not be given in any case. Signs will be posted to encourage no group congregation, encourage social distancing, and limitation of number of people allowed into the facilities.

8) No Golf carts are allowed.

9) No caddies allowed.

10) There will be no club, push cart or other equipment available for rentals.

11) Players must not touch the flagsticks, and must leave the pin in at all times. Each player should put continuously until they have putted out. Then the next farthest player should continue in this fashion until all puts have been registered.

- 12) All Golfers must use their own golf clubs. Sharing golf clubs is not allowed.
- 13) Cups will have a foam insert placed inside the cup and around the flag stick to prevent the ball from going down into the cup.
- 14) All bunker rakes have been removed from the course. With the removal of the rakes, players are allowed to place their ball whenever they are in a bunker.
- 15) All ball washers have been removed from the course.
- 16) All water stations have been removed from the course
- 17) All garbage cans have been removed from the course. Please carry out what you carried on.
- 18) Restaurants will remain closed.
- 19) No proshop merchandise can be sold and will remain closed to the public.
- 20) All patrons are required to wear masks or face coverage when entering in any Yarmouth Golf Building per order of the Board of Health and Governor.
- 21) Practice areas will remain closed.
- 22) Practice Greens will remain closed.
- 23) The Driving Range at Bayberry Hills will remain closed.
- 24) Hand sanitizer will be readily available.
- 25) Scoring areas like MassGolf Handicap computers will be removed. Directions will be made available on how to input on home computers, tablets, or phones.
- 26) Golfers are to leave the golf course immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

I am aware of the urgency to open the courses for both financial and recreational reasons. I have been in touch with my peers from around New England and can assure you that we all want to open once it is deemed safe and a level playing field for our neighbors. Opening the courses before the turf is ready will cause damage that will surface later on in the season and may take years to fix. Please extend us the appropriate window of time to make all 45 holes as good if not better than last season. We take great pride in our product and do not want to present anything less than our best for 2020.

Coastal and Inland Beaches Subcommittee

This document provides guidance relating to the management and use of coastal and inland beaches in the Commonwealth. In the first phase of reopening, parking lots for coastal and inland beaches will open or remain open (if they were previously open) in keeping with the following restrictions/guidelines. As a general rule beach parking lots may open provided that they do not exceed 50% capacity and provide public restroom facilities which abide by social distancing guidelines. Beach managers and visitors shall abide by the specific guidelines outlined herein. Property-specific guidelines should be posted at entrance points to beach areas and on relevant social media/websites.

Guidelines provided herein apply to inland and coastal beaches unless otherwise specified.

PHASE 1:

Coastal Beaches – User Guidelines for Parking and Capacity

- To allow for adequate social distancing for ingress, egress, and transit across the beach, beach capacity should be managed to accommodate a minimum of 12 ft distance between toweling/beach blanket groups (approx. 200 square feet per person or group) or about 200 people / acre of beach **and** limit parking to no more than 50% capacity with one empty space between each parked vehicle. Both beach and parking capacity guidelines must be achieved.
- Beach group spacing (sunbathing and swimming) - Groups are limited in size to 10 people maximum and, when seated on the beach, will maintain a minimum distance of 12 feet between groups and individuals.
- Walking access ways from parking lot to beach shall be designated single file for on and off beach goers and moving traffic only, no standing.
- Face coverings shall be worn at coastal beaches and parking areas in accordance with COVID-19 Executive Order No. 31 when social distancing is not possible.

Inland Beaches – User Guidelines for Parking and Capacity

- Limit parking to maximum of 50% capacity with empty space between each vehicle.
- Parking lot activity - Limited to loading and unloading of people and personal items with a 10-minute maximum loading/unloading period. No loitering, tailgating.
- Beach group spacing (sunbathing and swimming) - Groups are limited in size to 10 people maximum and keep a distance of 12 ft distance between toweling/beach blanket groups.
- Face coverings shall be worn at inland beaches and parking areas in accordance with COVID-19 Executive Order No. 31 when social distancing is not possible.

Beach Activity

- Allowable transitory activities on beaches shall include walking, running, bicycling, etc and other similar activities that can be performed while maintaining adequate social distancing
- Allowable water sport activities on beaches shall include kite boarding, swimming, surfing as long as social distancing is maintained

- Shellfishing and finfishing are allowed activities but should follow social distancing guidelines and relevant DPH/DFG and state hunting and fishing guidelines
- Activities that require a toweling area should practice social distancing by achieving 12 ft distance between groups at all times (approx. 150 – 200 square feet per person or group);
- Toweling groups shall be limited to 10 people or less
- Organized games are not an allowable activity including but not limited to volleyball, Kan Jam, spikeball, football, soccer, Kadima, and bocce
- Pedestrian access to/from beach parking lots shall be via one-way paths to the maximum extent practicable or single file and moving traffic only, no standing.
- Local managers shall use best judgement in closing access to jetties, floats, piers or other areas where social distancing may be difficult to maintain
- No portable grills shall be allowed
- No campfires shall be allowed (*usually allowed by local day permit requirements*)
- All beach activities must meet requirements relating to the protection of endangered species and natural resources
- No picnic table or bench use. Picnic tables and benches should be roped off and signed as no use areas.

OSV Coastal Beaches

- Capacity for OSV beaches should be calculated by beach manager
- Methodology for calculating beach capacity of OSV's should account for at least one car length (15 to 20 feet) between vehicles at high tide
- Capacity for OSV should be clearly outlined for potential users and made available on social media
- Activities on OSV beaches shall follow guideline of Beach Activities listed above
- OSV activities must meet requirements relating to the protection of endangered species and natural resources

Lifeguards

- Lifeguard services shall be provided at the discretion of the beach manager
- If no lifeguarding, signs notifying the public shall be posted
- If lifeguarding is offered, guards should be trained to follow guidance developed by the National Lifeguard Association and the American Red Cross
- A minimum distance of 6 feet shall be maintained between lifeguards, the public and lifeguard stands unless in the case of an emergency
- Guards shall be provided PPE to be used as needed when interacting with the public and responding to emergency situations

Admissions/Contact Stations

- Admission/entry transactions must be carried out through a no contact process such as timed-ticketing or permit/sticker issuance unless a touch-free, on-site transaction method can be designed that allows for DPH guidelines to be followed.

- All visitors-staff interactions, whether in a vehicle or on approaching on foot, must be in accordance with DPH guidelines.

Restrooms, Comfort Stations, Showers

- Restrooms and comfort stations at beaches remain closed unless DPH guidelines for interior spaces and social distancing can be maintained. Guidelines include:
 - Social distancing standards will be required in bathroom lines, establishing visual guidelines for maintaining a 6' distance for all restroom facilities
 - Interior capacity limits set of xx per sq ft
 - Maintain interior cleaning protocols that align with CDC and DPH guidance for restroom facilities
- Restrooms that remain closed or that are limited in access will be supplemented or replaced by portable toilets at or near the restroom.
 - Hand rinse or sanitizing stations associated with restrooms and portable toilets should be provided. Foot pump stations are encouraged to reduce contact with surfaces
- Indoor shower facilities and changing facilities will remain closed
- Outdoor shower facilities will remain closed
- Foot washing stations will remain closed
- Water fountains and water refill stations will remain closed

Food Service, Concessions, and Vending

- Food service will conform to all applicable food service and restaurant guidelines

Trash Management - Coastal

- Trash management is recommended as pack in – pack out, meaning visitors bring home all trash and materials brought with to the beach.

Shuttle Service to Beach Facilities

- Shuttle services to the beach should be evaluated on a case by case basis, particularly the service at the Cape Cod National Seashore and similar operations

PHASE II:

Increase Capacity at both Coastal and Inland Beaches:

- Parking capacity increased to 50-100% depending on updated guidance for social distancing
- Beach capacity managed to accommodate a 6-12 ft distance between towelings/beach blanket groups
- Group size still limited to 10 and under
- Outdoor showers will open
- Indoor showers will remain closed
- Contact Stations would be allowed to do on-site transactions

- Increase activities allowed on the beach – volleyball, spikeball, etc
- Campfires and portable grills allowed
- Picnic tables and benches will be available in limited amount based on capacity

Outdoor Recreation Working Group

Subcommittee: [Beaches](#)

Co-Chairs: [Jocelyn Forbush](#) & [Susan Hamilton](#)

Members: Brian Calstrom, Cris Luttazi, Mark Ells, Kelly Driscoll, Lisa Berry Engler, Joe Lucido, Tom Shea, Anne Donovan

EEA Liason - [Anne Donovan](#)

Phase 1 & 2

ACTIVITY (PHASE 1)	VENUE TYPE	GUIDANCE PROTOCOL (PHASE 1)	SUPPLEMENTAL MATERIALS (press release, public-facing support documents)
Restrooms	Coastal Beaches	Restrooms and comfort stations are to remain closed unless DPH guidelines for interior spaces and social distancing can be maintained; supplemented by porta toilets and hand washing sinks	Press release/public outreach prior to arrival; Message board and signage at entrance or contact station; signage on building open/closed
Outdoor showers	Coastal Beaches	Closed	signage and notification materials at beach
Indoor showers, changing facilities	Coastal Beaches	Closed	signage and notification materials at beach
Food Service: concession, food truck, restaurant/café	Coastal Beaches	Food service/restaurant guidelines apply	Guidance will be shared through release with stakeholder groups.

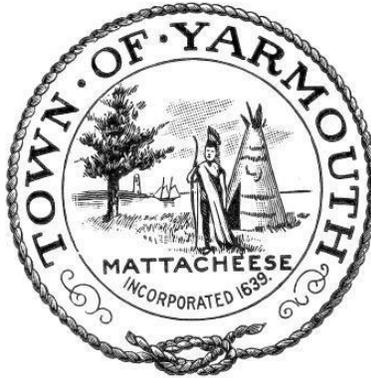
Food Service: vending machine	Coastal Beaches	DPH guidelines re: cleaning procedures	Guidance will be shared through release with stakeholder groups.
Contact stations for admissions/pkg	Coastal Beaches	No contact transactions (online purchase or touch-free debit/credit)	Press release/public outreach prior to arrival; social media; Message board and signage at entrance or contact station
Transitory activities: walking, biking, jogging	Beaches (inland & coastal)	DPH guidelines apply	Social media reminders on DPH guidelines
Kiteboarding, surfing	Beaches (inland & coastal)	DPH guidelines and individual guidelines developed	Signage for launching areas & general guidelines re: groups. launching, landing
sunbathing, swimming , surfing	Beaches (inland & coastal)	DPH guidelines apply Activity guidance being developed	General pamphlet reminders: maintain social distance, sunbathing, no games (volleyball, Kan Jam, spikeball, bocce)
Anglers, shellfishing	Beaches (inland & coastal)	DPH guidelines	Info on social distance at cleaning stations (reference fishing sub-committee) or pack out
Activities that require a toweling area	Beaches (inland and coastal)	practice social distancing by achieving a 12ft distance between groups	Interior signage
Activities not allowed include volleyball, kan jam, spikeball, football, soccer and bocce	Beaches (inland and coastal)	Not allowed	Interior signage
Groups limited to 10 people or less	Beaches (inland and coastal)	In accordandance with DPH social distancing guidelines and when seated maintain 12 ft distance between groups	press release, social media campaign; at entrance/contact station
Portable Grills and campfires	Inland and coastal beaches	Not allowed	Interior signage
Picnic tables and benches	Inland and coastal beaches	Not allowed	Interior signage

Jetty walking	Beaches (inland & coastal)	beach managers should use best judgement in closing access to jetties, floats, or other areas where social distancing may be difficult	Individual management with signage
Lifeguards and lifeguard stands	Beaches (inland & coastal)	Lifeguard services will be provided at discretion of beach manager; and will follow Red Cross and other industry standards for their safety and PPE needs	Signage to maintain distance from stands -Signage to let public know where guarded area ends
Capacity	Coastal and Inland	to allow social distancing on beach, 12 ft distance between toweling/beach blanket groups and limit parking to 50% capacity	press release, social media campaign; at entrance/contact station
Parking	Coastal and Inland	Limited to loading and unloading of people and personal items within 10 min period; no loitering or tailgating	message board at entrance; information at contact station and in parking lots
Parking	Coastal Beaches	walking access ways from parking lot to beach shall be designated single file for on and off beach goers and moving traffic only, no standing	Interior signage

OSV Parking	Coastal Beaches	OSVs parking calculated by manager; at least one car length (15-20') length between the next vehicle	Interior signage
OSV Parking	Coastal beaches	Capacity should be clearly outlined and activities on OSV beaches should follow other beach guidelines identified here	interior signage
Mask and face coverings	Coastal and Inland beaches	must be worn at all times unless seated on beach or swimming	Interior signage
Mask and face coverings	Coastal and Inland beaches	must be worn at all times once exiting vehicle and until seated on the beach; if social distancing is achieved the mask can be removed	Interior signage
Trash management	Coastal	Recommended as pack in-pack out	signage at contact station and interior of facility
Shuttle Service	Coastal	Should be evaluated, specifically at the Cape Cod National Seashore and similar operations	press release and social media if change to service is made
ACTIVITY (PHASE 2)	VENUE TYPE	GUIDANCE PROTOCOL (PHASE 2)	SUPPLEMENTAL MATERIALS (press release, public-facing support documents)
Restrooms	Coastal Beaches	Open and following DPH guidelines for interior spaces apply (maintain no more than X people/sq ft, cleaning protocols) and/or Portable toilets + hand sanitizing stations	On-site signage

Outdoor showers	Coastal Beaches	Open but with DPH guidance on sanitationed	interior signage
Indoor showers,	Coastal Beaches	Closed	interior signage
Contact stations for admissions/pkg	Coastal Beaches	No contact transactions plus onsite transactions best practice	press release, social media and signage
Capacity	coastal	Group limited in size to under 10 per site. Other activities allowed include tossing a ball or frisbee but must allow for 6 ft space between groups for proper social distancing	Signage, social media campaign;
Parking	Coastal	50-100% capacity as long as proper social distancing can be achieved on the beach	press release, social media and signage
Capacity	Inland	Group limited to under 10 per site. Allowance of other beach activities will be allowed as long as there is enough room on the beach including throwing ball, etc	interior signage
Parking	Inland	50-100% capacity as long as property social distancing can be achieved	press release, social media and signage
Campfires	Beaches (inland & coastal)	DPH Guidelines	Social media reminders to stay in groups of <10
OSV	Beaches coastal	Increased to Full capacity depending on ability to increase capacity and	Pamphlet for visitors -Press release
Changing Rooms – indoor	Coastal and Inland	Limited to under 6 people	interior signage

**TOWN OF YARMOUTH
WARRANT
and
RECOMMENDATIONS
of the
FINANCE COMMITTEE
For the Annual Town Meeting**



**June 22, 2020
7:00 P.M.
MATTACHEESE MIDDLE SCHOOL
WEST YARMOUTH**

**PLEASE BRING THIS REPORT TO TOWN
MEETING**

FINANCE COMMITTEE REPORT

The Yarmouth Finance Committee continues to actively represent the interests of our town's citizens in working with town Administration and the Board of Selectmen. We are happy to report that working relationships with all town departments and leaders are excellent and that the financial status of the town is very healthy. In fact, Yarmouth has one of the lowest debt burdens of any municipality in the Commonwealth.

The Committee itself saw several changes this year. Two new members joined the Committee. Sara Kohls is a local attorney and George Perkins is a retired banking executive and University Professor. Joe Goldstein departed the Committee after many years of service including Chairman. His service was recognized and greatly appreciated. Robert Ciavarra was elected Vice Chairman, succeeding Nathan Ladley who voluntarily stepped down from that position but remains on the Committee.

At the October Special Town Meeting an Article passed unanimously expanding the membership of the Committee from its cap of 7 to a number from 7 to 9. There are currently eight members.

The Committee continues advancement made in 2018-19 by which certain departments were given a higher level of focus. In this fiscal year we have begun to form sub committees to become even more engaged while at the same time not impeding day to day activities of town department heads.

Chairman Ken Mudie was a member of the D-Y Regional School Agreement Committee which finally brought the dispute between Dennis and Yarmouth to a successful conclusion. Joe Goldstein was also on that Committee.

Major issues facing the Finance Committee include the D-H-Y wastewater project, overall continued financial management of the town, and potential solutions to "big ticket" items which seem to get caught in a financial limbo due to various budget processes and constraints. These include Coastal Infrastructure, Police Training Firing Range, and others. The Finance Committee is working closely with the Capital Budget Committee and Town leadership to address this problem.

Overall, members of the Finance Committee, all volunteers, are proud to serve our community and our town leaders.

Finance Committee

HOW DO I MAKE A MOTION?

TABLE OF BASIC POINTS OF MOTIONS

Rank	Type of Motion	2nd Req'd	May Debate	May Amend	Vote Req'd	May Recon.	May Interrupt
	Main Motions						
None	Main Motion	Yes	Yes	Yes	Varies	Yes	No
Same	Reconsider or Rescind	Yes	Same	No	Majority	No	No
None	Take from the Table	Yes	No	No	Majority	No	No
None	Advance an Article	Yes	Yes	Yes	Majority	Yes	No
	Privileged Motions						
1	Dissolve or adjourn sine die	Yes	No	No	Majority	No	No
2	Adjourn to a fixed time or recess	Yes	Yes	Yes	Majority	No	No
3	Point of no quorum	No	No	No	None	No	No
4	Fix the time to (or at) which to adjourn	Yes	Yes	Yes	Majority	Yes	No
5	Question of privilege	No	No	No	None	No	Yes
	Subsidiary Motions						
6	Lay on the table	Yes	No	No	2/3	Yes	No
7	The previous question	Yes	No	No	2/3	No	No
8	Limit or extend debate	Yes	No	No	2/3	No	No
9	Postpone to a time certain	Yes	Yes	Yes	Majority	Yes	No
10	Commit or refer	Yes	Yes	Yes	Majority	Yes	No
11	Amend (or substitute)	Yes	Yes	Yes	Majority	Yes	No
12	Postpone indefinitely	Yes	Yes	No	Majority	Yes	No
	Incidental Motions						
Same	Point of Order	No	No	No	None	No	Yes
Same	Appeal	Yes	Yes	No	Majority	Yes	No
Same	Division of a question	Yes	Yes	Yes	Majority	No	No
Same	Separate consideration	Yes	Yes	Yes	Majority	No	No
Same	Fix the method of voting	Yes	Yes	Yes	Majority	Yes	No
Same	Nominations to committees	No	No	No	Plurality	No	No
Same	Withdraw or modify a motion	No	No	No	Majority	No	No
Same	Suspension of rules	Yes	No	No	2/3*	No	No

* UNANIMOUS IF RULE PROTECTS MINORITIES; OUT OF ORDER IF RULE PROTECTS ABSENTEES

SOURCE: TOWN MEETING TIME, 3RD EDITION

COMMON TOWN FINANCE TERMS

APPROPRIATION	An authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.
AVAILABLE FUNDS	Balances remaining in various funds that are available for expenditure. Examples include Water Department special revenue account reserves, Fire Department ambulance account, and Free Cash.
ENTERPRISE FUND	A separate account for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate the portion of total costs of a service that is recovered through user fees. This is a multi-year fund for which any end-of-year surplus is retained in the Enterprise Fund.
OFFSET ACCOUNT	An account set up to restrict fees collected by a particular department for expenditure by that department. Any surplus funds remaining at the end of the fiscal year are returned to the General Fund.
FISCAL YEAR	The Town's fiscal year begins July 1st and ends on June 30th.
FREE CASH	Remaining, unrestricted funds from operations of the previous fiscal year including actual receipts in excess of estimates and unspent amounts in budget line-items.
OVERLAY RESERVE	An account set up to pay for real estate exemptions and abatements.
RAISE & APPROPRIATE	A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other anticipated local receipts.
RESERVE FUND	An account appropriated within the operating budget to provide for unforeseen expenditures <i>during the fiscal year</i> . Expenditures of funds deposited to this account require approval of the Finance Committee. Funds remaining at the end of the fiscal year are returned to the General Fund.
STABILIZATION FUND	A multi-year fund established as a "rainy day" account to address extraordinary or unforeseen future expenditures during the current <i>or future fiscal years</i> . This account can also be used to accumulate funds for capital expenditures in a future year.

**ANNUAL TOWN MEETING WARRANT
COMMONWEALTH OF MASSACHUSETTS
JUNE 22ND , 2020**

Barnstable, ss.

To the Constable of the Town of Yarmouth in the County of Barnstable, Greetings, In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet in the Mattacheese Middle School Building in said Town, Monday, the 22nd day of June 2020 at seven o'clock (7:00 p.m.) in the evening, then and there to act on the following articles.

ARTICLE #1: To see if the Town will vote to transfer and appropriate a sum of money to provide additional funds for the FY 2020 operating budget.

<u>Department</u>	<u>Request</u>	<u>Amount</u>	<u>Source</u>
DPW	Construction & Demolition	\$ TBD	Free Cash
DPW – Septage Enterprise Fund	Septage Reserve - Waste Disposal	\$ TBD	Septage Retained Earnings
Golf	General Fund Subsidy	\$ TBD	Free Cash

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Board of Selectmen)

ARTICLE #2: To see what sums of money the Town will vote to raise or transfer from available funds and appropriate such funds to defray the charges, expenses, salary, and payroll obligations of the Town, including debt and interest for the ensuing year, to provide for a reserve fund, and to fix the salaries and compensation for all elected officials of the Town or act on anything relative thereto.

EXPLANATION: *This article funds the Town's operating budget, which covers employee salaries, benefits, and other Town operating expenses. At the direction of the Board of Selectmen, this budget is balanced, affordable, within the parameters of proposition 2 1/2, and provides the best possible services and facilities to the Town. The Finance Committee has reviewed this budget in detail.*

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Board of Selectmen)

ARTICLE #3: To see what sums of money the Town will vote to raise, appropriate, or transfer from available funds to fund the operating budget of the Golf Enterprise, or take any action thereon:

	Actual FY19	Budget FY20	Request FY21
GOLF			
Wages (15 FTE + Seasonal)	1,440,521	1,511,845	1,573,535
Expense	2,286,208	2,172,973	2,262,785
Total Golf Enterprise Operating Budget	3,726,729	3,684,818	3,836,320
Funded from Golf Enterprise Revenues	3,645,364	3,535,692	3,611,320
Funded from General Fund – Free Cash	364,000		
Funded from Retained Earnings*		149,126	225,000
Total Golf Enterprise Funding	4,009,364	3,684,818	3,836,320

* *Golf Enterprise reserves/retained earnings is \$277,727 as of 7/1/2019*

EXPLANATION: *This article is the operating budget for the golf division and funds employee salaries, benefits, and other golf operating expenses. This year’s budget is funded entirely by golf fees and other revenue generated by the golf division.*

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Board of Selectmen)

ARTICLE #4: To see what sums of money the Town will vote to raise, appropriate or transfer from available funds to fund the operating budget of the Water Department for the purpose set forth in the Acts of 1928, Chapter 146, or under Massachusetts General Laws, Chapter 41, Section 69B, or to take any other action thereon:

	Actual FY19	Budget FY 20	Request FY21
WATER			
Wages (23.8 FTE)	1,557,863	1,574,477	1,482,268
Expense	1,702,728	2,465,615	2,402,743
Costs Appropriated in the General Fund	344,938	353,000	494,550
Total Water Department Operating Budget	3,300,653	4,393,092	4,379,561
Funded from Water Department Revenues*	4,392,308	4,393,092	4,379,561
Total Water Department Funding	4,392,308	4,393,092	4,379,561

* *Water Special Revenue Fund reserves is \$2,952,455 as of 7/1/2019.*

EXPLANATION: *This article is the operating budget for the water division, which funds employee salaries, benefits, and other water operating expenses. The water division operates as a distinct special revenue fund, much like the golf and septage operations, and is fully funded by water fees.*

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Board of Selectmen)

ARTICLE #5: To see what sums of money the Town will vote to raise, appropriate or transfer from available funds to fund the operating budget of the Septage Enterprise, or take any other action thereon:

	Actual FY19	Budget FY 20	Request FY 21
SEPTAGE ENTERPRISE			
Wages	65,374	51,760	0
Expense	1,833,366	2,001,305	2,284,503
Costs Appropriated in the General Fund	114,101	114,101	173,000
Total Septage Enterprise Operating Budget	2,012,840	2,167,166	2,457,503
Funded from Septage Enterprise Revenues	3,152,769	2,167,166	2,457,503
Funded from Septage Retained Earnings*			
Total Septage Enterprise Funding	3,152,769	2,167,166	2,457,503

*Septage Enterprise retained earnings is \$3,296,218 at 7/1/2019.

EXPLANATION: This is the operating budget for the Septage Treatment Plant which is treated as an enterprise fund. The costs are fully covered by fees charged to contractors that dispose of septic waste at the plant. This enterprise fund, like golf and water, is fully supported by fee revenue.

Selectmen Will Recommend from the Floor
 Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE #6: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate a sum of money to fund the Town of Yarmouth’s share of the Dennis-Yarmouth Regional School District budget for fiscal year 2021, or take any other action thereon.

Actual FY 19	Actual FY 20	Certified FY 21
\$33,973,474	\$35,298,335	\$35,930,816

EXPLANATION: This article funds the Town’s share of the Dennis-Yarmouth Regional School District. The FY21 Assessment is based upon the revised regional agreement.

Selectmen Will Recommend from the Floor (Dennis-Yarmouth Regional School District)
 Finance Committee Will Recommend from the Floor

ARTICLE #7: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate a sum of money to fund the Town of Yarmouth’s share of the Cape Cod Regional Technical High School District budget for fiscal year 2021, or take any other action thereon.

Actual FY 19	Actual FY 20	Certified FY 21
\$2,341,152	\$2,292,475	\$4,090,207

EXPLANATION: *This article funds the Town’s share of the Cape Cod Regional Technical High School District.*

Selectmen Will Recommend from the Floor (Cape Cod Regional Technical High School)
 Finance Committee Will Recommend from the Floor

ARTICLE #8: To see what sums of money the Town will vote to raise, or transfer from available funds, and appropriate to purchase and equip the following goods and services, or take any other action thereon:

Division/Department	Item/Project	Amount Recommended
(N)=New, (R)=Replacement, (M)=Maintenance		
<u>Requests Funded from Other Available Funds</u>		
	Town Hall Attic Insulation (FEMA Reimbursement Funds)	50,000
	Bridgewater University Building – Roof Repair (FEMA Reimb. Funds)	200,000
	Town-wide OSHA compliance and training	30,000
	Town-wide Vehicle and Equipment Maintenance (Free Cash)	<u>100,000</u>
	Total Appropriation Requests	380,000

EXPLANATION: *Each year the Capital Budget Committee (CBC), appointed by the Finance Committee, reviews and evaluates requests for capital projects and equipment submitted by all Town departments. This article contains lists of recommended expenditures for: routine capital projects, equipment and vehicles funded by taxes; roadway and storm water improvements funded by taxes; waste management capital funded by recycling revenue; Golf Course equipment funded by Golf revenues and retained earnings; and, fire department vehicles and life safety equipment funded by ambulance revenue. In addition to these amounts, supplemental funding for needed maintenance projects from other available town funds (FEMA Reimbursement and Free Cash) have also been consolidated into this article for consideration.*

ARTICLE #9: To see if the Town will vote to raise and appropriate an amount of money to pay for salary and wage adjustments for FY21 as a result of the settlement of collective bargaining agreements and for non-union personnel.

EXPLANATION: *This article provides funding for settled or to be settled collective bargaining agreements. The Town strives to settle contracts that are fair to the employees and allows the Town to stay within the constraints of proposition 2 1/2.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE #10: To see if the Town will vote to raise and appropriate \$379,279 to fund the Tourism Revenue Preservation Fund as authorized by Chapter 338 of the Acts of 2006, or take any other action relative thereto.

EXPLANATION: *The Tourism Revenue Preservation Fund was established by Special Legislation in 2006 and is funded by Rooms and Meals Tax receipts. Funding is overseen by the Community and Economic Development Committee and is used to stimulate the local tourism economy through physical improvements, marketing and special events.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE #11: To see if the Town will vote to raise and appropriate, borrow and/or transfer from available funds the sum of Five Million Two Hundred and Fifty Thousand Dollars (\$5,250,000), for the purpose of design, engineering, permitting and construction related to coordinating with Massachusetts Department of Transportation road work projects and Phase 1 of the towns proposed wastewater collection system, including all expenses incidental and related thereto; provided that in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow up to this amount under G.L. c.44 or any other enabling authority; or take any other action relative thereto.

EXPLANATION: *This article allows the Town to proceed with the design, engineering and permitting of Phase 1 of the proposed wastewater collection system. This authorization also allows the town to coordinate some construction activities with Route 28 road work projects being undertaken by the Massachusetts Department of Transportation. Coordinating these activities is an opportunity for the Town to save significantly by avoiding additional paving and associated costs that will be funded by the State as part of their overall project. Furthermore, working in conjunction with the MA DOT allows the Town to move forward with its Phase 1 collection system*

construction in a timely manner by avoiding a five year construction moratorium on parts of Route 28 that will be in place once the State completes work on their projects.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE #12: To see if the Town will vote to rescind the following amounts of unissued borrowing:

Article 16, Annual Town Meeting of May 2016 - School Feasibility Study \$750,000

Requires 2/3rds vote

EXPLANATION: *This is a housekeeping article to remove debt authorization from the Town's books. The Massachusetts School Building Authority (MSBA) requires that the municipality have borrowing authority for the full amount of the Feasibility Study even though the MSBA will reimburse a portion of the study.*

Instead of borrowing for the study, the Town used free cash for the portion that municipalities owed. The rest of the study was paid for by the MSBA. The borrowing authorization is no longer needed, cannot be used for another purpose and would be calculated in the outstanding debt the Town can issue by the rating agencies. Rescinding the borrowing is good for the Town's Bond Rating

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE #13: CPA FY21 Estimated Revenue

To see if the Town will vote to appropriate the following sums of money from the FY 21 estimated annual revenues of the Yarmouth Community Preservation Act Fund as required by G.L. c.149, §298 of the Acts of 2004:

Appropriation	FY21
Community Housing Reserve	\$ 230,690
Historic Preservation Reserve	\$ 230,690
Open Space Reserve	\$ 230,690
Operating Expenses	\$ 115,345

EXPLANATION: *This article is a required housekeeping article that appears at every annual town meeting. As required under the Community Preservation Act, a minimum of 10% of CPA revenues must be set aside for each of the following purposes: community housing, historic preservation, and open space. Additionally, 5% of the total revenue is set aside for operating expenses.*

FY21 CPA Revenues are estimated at \$2.3 million (\$1.7 million) and are based on an estimated property tax levy of \$64 million. Figures include an estimated 20% match of \$384,000 (\$284,000) including supplemental match distributions made for Communities that have adopted the 3% surcharge.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE #14: Municipal Affordable Housing Trust

To see if the Town will vote to transfer and appropriate for community housing purposes the sum of \$200,000 from the Community Preservation Act Housing Reserve Fund to the Town of Yarmouth Municipal Affordable Housing Trust created under G.L. c.44, §55C to create, preserve, and support affordable housing for households at or below 100% of the Area Median Income.

Requires 2/3rds vote

EXPLANATION: *This article appropriates CPA funds to the Yarmouth Municipal Affordable Housing Trust for community housing projects supported by the Housing Trust. To date, the Trust has created 137 housing units, preserved 7 more, and supported another 30. Yarmouth now has 599 affordable housing units, which is approximately 5% of the Town's year-round housing stock*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 15: CPA Affordable Housing Project

To see if the Town will vote to transfer and appropriate for community housing purposes the sum of \$80,000 from the Community Preservation Act Housing Reserve Fund to the Harwich Ecumenical Council for Housing, Inc. to preserve homes with repairs for income-eligible homeowners.

EXPLANATION: *This article appropriates \$80,000 in CPA funds for community housing projects with the Harwich Ecumenical Council for Housing (HECH) Emergency Loan Program to preserve homes for low-income residents with both financial and technical assistance.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 16: CPA Historic Resource Projects

To see if the Town will vote to transfer and appropriate for historic preservation purposes the following sums of money from the Community Preservation Act Historic Reserve Fund:

Item	Appropriate To	Purpose	Amount and CPA Funding Source	Total
A	Historical Society of Old Yarmouth	To preserve and protect grave markers in Ancient Cemetery from deterioration or destruction	\$13,000 Historic Reserve	\$13,000
B	Yarmouth Historical Commission	To create a reconnaissance survey to identify potential archeological sites in Yarmouth.	\$26,000 Historic Reserve	\$26,000
C	Historic New England	To produce an archeological study that will support future construction work.	\$11,100 Historic Reserve	\$11,100
D	St. David's Episcopal Church	Completion of the historic preservation of the Amos Baker House by restoring second floor dormer, windows, trim, insulation, and siding.	\$15,500 Historic Reserve	\$15,500
TOTAL				\$65,600

EXPLANATION:

Project A would provide \$13,000 to the Historical Society of Old Yarmouth to preserve and protect grave markers at Ancient Cemetery from destruction and deterioration. CPC funds will be used to cover costs of field equipment and supplies utilized by trained volunteers as well as record storage and information to be made available online to the public. Efforts are coordinated with the Town's Cemetery Division.

Project B would provide \$26,000 to the Yarmouth Historical Commission to create a reconnaissance survey to identify potential archeological sites in Yarmouth. This project will provide the Town with a sensitivity maps showing relevant sites and surveyed areas as well as a written inventory of potential archaeological sites. Additionally, recommendations will be made regarding how archaeological resources may be preserved and how to mitigate impacts to resources from various development projects.

Project C would provide funds to produce an archeological study that will support future construction work that will include new museum space at the Winslow Crocker House as well as a Visitor Center for the northside of Town that will include additional parking and restrooms.

Project D would provide \$15,500 to the St. David’s Episcopal Church to complete the historic preservation of the Amos Baker House by restoring second floor dormer, windows, trim, insulation, and siding.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 17: CPA Recreation Project

To see if the Town will vote to transfer and appropriate for recreational purposes the sum of \$28,000 from the Community Preservation Act Fund Undesignated Reserve to the Yarmouth Department of Public Works to fund removal and replacement of the existing north-side backstop fence at the Little League Field.

EXPLANATION: *This article appropriates \$28,000 in CPA funds for removal and replacement of the existing north-side backstop of the Little League field. This is the backstop closest to Sylvan Way. The project will be overseen by the Yarmouth DPW and is supported by the Yarmouth Little League.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Community Preservation Committee)

ARTICLE 18: Land Disposition

To see if the Town will vote to authorize the Board of Selectmen to lease for terms up to thirty (30) years, or to sell, transfer or otherwise convey a fee interest or easement, on terms and conditions acceptable to the Board of Selectmen, in up to 500 square feet of the land at 220 South Street (Assessor’s Parcel 26.116), as shown on a plan on file with the Board of Selectmen.

Requires 2/3rds vote

EXPLANATION: *This article would permit the Board of Selectmen to dispose by lease, easement or sale, a small portion of land currently part of Smugglers Beach. A disposition would potentially resolve a long-term encroachment in a mutually beneficial manner whereby use could continue, but with the Town receiving some compensation. This disposition is subject to MGL Chapter 30B in order to provide for fair and open process.*

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE 19: To see if the Town will vote to authorize the Board of Selectmen to lease for terms up to thirty (30) years, on terms acceptable to the Board of Selectmen, portions of, one or more of the town-owned parcels listed below, such lease presently intended for solar facilities. Land use under any said lease is subject to approval of the appropriate Federal, State and Local land use regulatory agencies.

Line #	Assessors Map/Lot	Location	Street
1	86/11	Sanitation Drop-off Facility	597 Forest Road
3	45.88	Fire Station 3	92 Town Brook Road
6	45/90.1	New DPW Facility	507 Buck Island Road

Requires 2/3rds vote

EXPLANATION: *The Town is actively pursuing opportunities to implement solar pv installations, including ground mounted panels and solar canopies, where appropriate. The listed sites present opportunities on town-owned parcels that may be attractive for an installation. State law prohibits contract terms in excess of three (3) years, unless specifically authorized by Town Meeting. This article provides the Board of Selectmen with the flexibility to reach agreements with potential vendors who are often seeking long-term commitments (more than 3 years) given the level of investment involved in solar PV projects.*

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Board of Selectmen)

ARTICLE 20: To see if the Town will vote to authorize Assessors contracts with vendors for valuation services for a period of up to 5 years as authorized under Massachusetts General Law chapter 30B.

EXPLANATION: *With the passage of the “Act to Modernize Municipal Finance and Government,” in 2016, cities and towns in the Commonwealth have changed to a 5-year valuation cycle. However, to avoid DOR scheduling conflicts, Yarmouth’s scheduled FY 2019 valuation certification year was deferred until FY 2021. Prior to passage of the Municipal Modernization Act, the valuation cycle was 3 years and any valuation consulting contracts reflected this cycle.*

The MA DOR, Bureau of Local Assessment certification process consists of continuous, data quality review, statistical ratio studies review, and valuation review to ensure that proper appraisal methodology was utilized while uniformly and equitably applied to all property.

A valuation program is based on the mass appraisal process utilizing the components of an acceptable mass appraisal system. The mass appraisal system is comprised of data management, valuation, performance analysis, administration and appeals. It is these various statutory requirements of the valuation certification process that valuation consultants help guide cities and towns through.

For continuity, efficiency and economic reasons, the Assessor's office would like to continue to execute a contract pursuant the provisions of MA G.L chapter 30B to mirror the 5 year valuation cycle.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Board of Selectmen)

ARTICLE 21: To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of the Town of Yarmouth, Massachusetts.

Section 1. Sale of Single-use Plastic Water Bottles

Effective on September 1, 2021, it shall be unlawful to sell non-carbonated, unflavored drinking water in single-use plastic bottles of less than one gallon in the Town of Yarmouth. Enforcement of this regulation will begin September 1, 2021.

Section 2. Definitions

A single-use plastic bottle is a beverage container made from any type of plastic resin.

Section 3. Exemptions

Sales or distribution of non-carbonated, unflavored drinking water in single-use plastic bottles occurring subsequent to a declaration of emergency (by the Emergency Management Director or other duly authorized Town, County, Commonwealth or Federal official) affecting the availability and/or quality of drinking water to residents of the Town shall be exempt from this bylaw until seven days after the declaration has ended.

Section 4. Enforcement

Enforcement of this article shall be the responsibility of the Town Manager or his/her designee. The Town Manager shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate.

Any establishment conducting sales in violation of this article shall be subject to a non-criminal disposition fine as specified in G. L. c. 40 § 21D. The following penalties apply:

- First violation: Written warning
- Second violation: \$150 fine
- Third and subsequent violations: \$300
- Each day a violation continues constitutes a separate violation, incurring additional fines. Any such fines collected shall be payable to the Town of Yarmouth.

Selectmen Will Recommend from the Floor
Finance Committee Will Recommend from the Floor (Petitioner)

ARTICLE 22: To see if the Town will vote to adopt the following as a general by-law and to insert it into the Code of the Town of Yarmouth, Massachusetts as chapter 74, §74-1:

The Town of Yarmouth recognizes that the climate emergency, driven by human activity including energy consumption and land use practices and leading to global warming, rising seas, deadly storms, dangerous heat waves, acidifying oceans, and melting ice sheets, poses an imminent threat to the health, safety and economic security of the residents of the Town. The Town of Yarmouth therefore adopts as its policy the objective of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the earliest technically and economically feasible time, and directs that all officers and departments of the Town take such measures within the scope of their respective responsibilities and authority as may be necessary and prudent to facilitate such policy and objective.

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Petitioner)

ARTICLE 23: To see if the Town will vote to authorize the Board of Selectmen and the Town Administrator to investigate and report on the feasibility of the conversion and re-purposing of the Links Course, formerly the site of the Town Landfill, to a Solar Farm whose potential income would be applied to offsetting the capital expenditures of the Town, as applied to Capital projects including Golf, Wastewater System, New DY Middle School, , New Town Library, and other future Capital projects, as well as previously approved debt exclusions for the DPW Building and Cape Tech construction.

EXPLANATION: *The article is proposed in view of reports of little or minimal use of the Links Course as well as the recent report of the National Golf Association citing lowered conditions and needed infrastructure repairs. Agreements or special conditions which established the Links Course are administrative and as such may be altered from time to time as necessary. Any funds or financial obligations by the Town have the potential of being offset by the Solar Proposal. The principle benefit of establishing a Solar Farm at this site is the generation potential of an estimated 28 to 30 Megawatts. Conservative estimates have shown that benefit may exceed \$9 to \$10 million, annually. The Capital obligations facing the Town will, by necessity, fall upon property tax assessments for payment. The Solar Farm represents a different means of meeting those obligations.*

Selectmen Will Recommend from the Floor

Finance Committee Will Recommend from the Floor

(Petitioner)

AND, also, in the name of the Commonwealth, you are hereby directed to serve this Warrant by posting attested copies thereof at four public places, one on the north side of Town and three on

the south side and also by publication in the Yarmouth Register at least seven days before the time of holding said meeting, as aforesaid.

Hereof, fail not, and make return of this Warrant with your doings thereon at the time place of said meeting. Given under our hands and the seal of the Town of Yarmouth, hereto affixed this 16th of March 2020.

Michael Stone, Chairman

Mark Forest, Vice-Chairman

Erik J. Tolley

Tracy Post

Norman Holcomb

Town of Yarmouth Board of Selectmen



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271, Fax (508) 398-2365

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR
Daniel M. Knapik

TOWN ELECTION YARMOUTH COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

To the Constable of the Town of Yarmouth in the County of Barnstable,
Greetings,

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections and to vote at:

Precincts 1, 2, 3, 4, 5, 6 and 7

Precinct 1 – First Congregational Church, Route 6A, Yarmouth Port

Precincts 2 & 4 - Yarmouth Senior Center, Forest Road, South Yarmouth

Precinct 3 – Town Hall, 1146 Route 28, South Yarmouth

Precincts 5 & 6 – CC & Islands Assoc. of Realtors, 22 Mid Tech Dr., West Yarmouth

Precinct 7 – The Meeting House, Kings Way, Route 6A, Yarmouth Port

On, THE THIRTIETH DAY OF JUNE 2020 from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the Town's Annual Election as follows:

One (1) Selectmen for Three (3) year term

Two (2) Dennis-Yarmouth Regional School District Committee Member for Three (3) year term

One (1) Moderator for a Three (3) year term

One (1) Yarmouth Housing Authority Member for Five (5) year term

Ballot Question 1:

Shall the Town of Yarmouth be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the Town's allocable share of the bond issued by the Dennis-Yarmouth Regional School District in order to pay costs of designing, constructing, originally equipping and furnishing a new District middle school to be located on the existing Station Avenue site behind the Regional School District Offices and the Station Avenue Elementary School at 296 Station Avenue and 276 Station Avenue, South Yarmouth, MA 02664, including the payment of all costs incidental or related thereto?

YES _____ NO _____

Question 1 Summary: This debt exemption will allow for the building, designing, constructing, originally equipping and furnishing a new District middle school.

- The Town is required to pay the debt service for the middle school construction. A yes vote will authorize a temporary property tax increase beyond the limits of

proposition 2 ½ to fund the Town's share of the of the new District middle school. This will leave the rest of the budget unaffected by the school project.

- A No vote will require the Town to pay for the debt service for the school project within the budgetary limitations under Proposition 2 ½. In such case, other line items in the budget may be affected by the inclusion of the debt service within the budget.

Ballot Question 2:

Non Binding Public Advisory Question for the 2020 Annual Town Election for increased security at the Pilgrim Nuclear Power Station on Cape Cod Bay in order to protect the public and the environment:

Whereas, the high level nuclear waste will remain at Pilgrim for decades or more in dry casks that present safety concerns, each holding half the radioactive cesium released at Chernobyl;

Whereas, the spent fuel pool remains full and is vulnerable to terrorist attack or accident that could cause radioactive contamination rendering our communities uninhabitable;

Whereas, due to lack of proper security on the property, there has been open access beyond the posted 'No Trespassing' signs to within line-of-sight of dry casks and spent fuel pool;

Whereas, during decommissioning, the Nuclear Regulatory Commission has abdicated its responsibility to protect the public by approving exemptions requested by new Pilgrim owner Holtec for reduced offsite liability insurance, cybersecurity, and offsite emergency planning;
Whereas, safety is a human right;

Whereas, citizens of the Town of Yarmouth find this to be an unacceptable threat to our health and safety and must be resolved in a most timely manner;

Therefore, shall the people of the Town of Yarmouth direct local government to communicate to Governor Baker and the State Legislature to employ all means available to ensure that: (1) spent fuel is secured in better quality dry casks and hardened onsite storage; and (2) spent fuel pool and casks are protected with heightened security to prevent intrusion in order to protect the health, welfare, and the economic interests of the Town of Yarmouth and its inhabitants and visitors?

YES_____ **NO**_____



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271, Fax (508) 398-2365

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR
Daniel M. Knapik

AND, also, in the name of the Commonwealth, you are hereby directed to serve this Warrant by posting attested copies thereof at four public places, one on the north side of Town and three on the south side and also by publication in the Yarmouth Register or the Cape Cod Times at least seven days before the time of holding said meeting, as aforesaid.

Hereof, fail not, and make return of this Warrant with your doings thereon at the time and place of said voting. Given under our hands and the seal of the Town of Yarmouth, hereto affixed this 12th day of May in the year of our Lord two thousand and twenty.

Michael Stone

Mark Forest

Tracy Post

Erik Tolley

Norman Holcomb

INFORMATION ITEMS

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERWAYS REGULATION PROGRAM**

**Notice of License Application Pursuant to M. G. L. Chapter 91
Waterways License Application Number W20-5728
Joan M. Antonellis**

NOTIFICATION DATE: May 1, 2020

Public notice is hereby given of the waterways application by Joan M. Antonellis to reconfigure and maintain floats on an existing pier at 16 Fairwind Circle, in the municipality of Yarmouth, in and over the waters of Bass River. The proposed project has been determined to be water-dependent.

The Department will consider all written comments on this Waterways application received within 30 days subsequent to the "Notification Date". Failure of any aggrieved person or group of ten citizens or more, with at least five of the ten residents residing in the municipality(s) in which the license or permitted activity is located, to submit written comments to the Waterways Regulation Program by the Public Comments Deadline will result in the waiver of any right to an adjudicatory hearing in accordance with 310 CMR 9.13(4)(c).

Additional information regarding this application may be obtained by contacting the Waterways Regulation Program at (508) 946-2707. Project plans and documents for this application are on file with the Waterways Regulation Program for public viewing, by appointment only, at the address below.

Written comments must be addressed to: Brendan Mullaney, Environmental Analyst, DEP Waterways Regulation Program, 20 Riverside Drive, Lakeville, MA 02347 or brendan.mullaney@mass.gov.

I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.



Craig A. Field 1/15/20

FOR REGISTRY USE ONLY

PLS

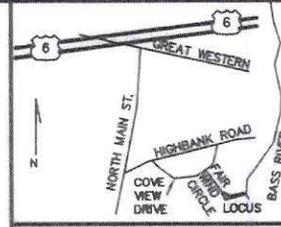
DATE

NOTES:

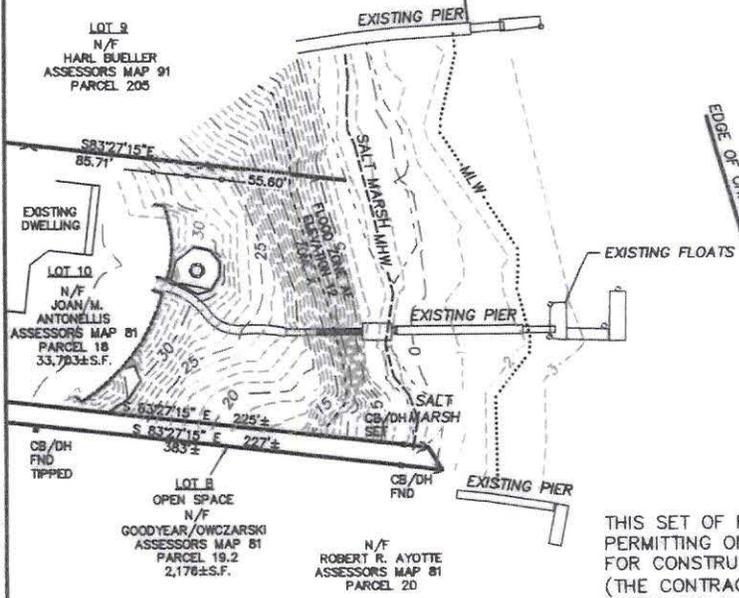
1. THE ELEVATIONS DEPICTED ON THIS PLAN ARE ON NAVD 88 DATUM.
2. MLW 0.0 = (-2.2 NAVD)
MHW 3.6 = (1.4 NAVD)
3. THE EXISTING FLOATS ARE TO BE RECONFIGURED. THE FLOAT AREA IS TO BE INCREASED BY 4.2%



David J. Crispin
1-15-20



LOCUS MAP
NOT TO SCALE



THIS SET OF PLANS IS FOR PERMITTING ONLY AND NOT FOR CONSTRUCTION. (THE CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION SPECIFICATIONS)

SCALE: 1"=60'

PLAN ACCOMPANYING PETITION OF JOAN M. ANTONELLIS 16 FAIRWIND CIRCLE SOUTH YARMOUTH, MA

Prepared by:
THE BSC GROUP, INC.
349 ROUTE 28, UNIT D
WEST YARMOUTH, MA 02673
JANUARY 15, 2020

JOB NO. 4-8692.01 DWG. NO. 5542-03 SHEET 1 OF 2

EXISTING CONDITIONS

TO RE-CONFIGURE AND MAINTAIN FLOATS ON A PREVIOUSLY LICENSED PIER (LICENSE #2394) OVER THE WATERS OF THE BASS RIVER IN SOUTH YARMOUTH, MA (BARNSTABLE COUNTY)

I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

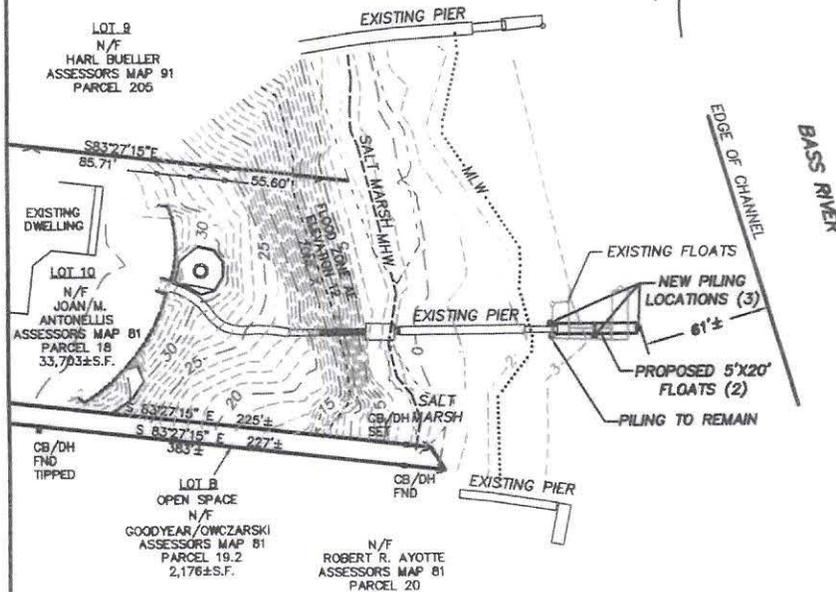


Craig A. Field 1/15/20
PLS DATE

FOR REGISTRY USE ONLY



David J. Crispin
1-15-20



SCALE: 1"=60'

PLAN ACCOMPANYING
PETITION OF
JOAN M. ANTONELLIS
16 FAIRWIND CIRCLE
SOUTH YARMOUTH, MA

Prepared by:
THE BSC GROUP, INC.
349 ROUTE 28, UNIT D
WEST YARMOUTH, MA 02673
JANUARY 15, 2020

JOB NO. 4-8692.01 DWG. NO. 5542-03 SHEET 2 OF 2

PROPOSED CONDITIONS

TO RE-CONFIGURE AND MAINTAIN FLOATS ON
A PREVIOUSLY LICENSED PIER (LICENSE
#2394) OVER THE WATERS OF THE BASS
RIVER IN SOUTH YARMOUTH, MA
(BARNSTABLE COUNTY)

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

KATHLEEN A. THEOHARIDES
Secretary

JOHN LEBEAUX
Commissioner

NOTICE

Pursuant to the provisions of the Rights-of-Way Management Regulation, 333 CMR 11.00, in order to apply herbicides to control vegetation along railroad rights-of-way, a five-year Vegetation Management Plan (VMP) and a Yearly Operational Plan (YOP) must be approved by the Department of Agricultural Resources. Therefore, notice of receipt of a YOP and procedures for public review are hereby given as required by Section 11.06 (3).

A Yearly Operational Plan has been submitted for: Massachusetts Coastal Railroad.

This plan has been prepared and submitted to the Department of Agricultural Resources by: TEC Associates of South Portland, Maine.

Municipalities identified in the Massachusetts Coastal Railroad YOP as locations where the rights-of-way will be treated with herbicides during the 2020 calendar year are:

Attleboro, Barnstable, Berkley, Bourne, Dartmouth, Fall River, Falmouth, Foxborough, Framingham, Freetown, Lakeville, Mansfield, Medfield, Middleborough, New Bedford, Norton, Raynham, Rochester, Sandwich, Seekonk, Sherborn, Taunton, Walpole, Wareham, Westport, Westwood, and Yarmouth.

One selective herbicide application will take place in the non-sensitive and sensitive area buffer zones along the roadbed portion of the right-of-way using a DAR approved herbicide mixture. This post-emergent program is targeted toward the eradication of woody and herbaceous plant species germinating within the roadbed and around other fixtures including but not limited to: switches, signals, signs, and highway grade crossings. This application will be followed by a late summer touch-up application in areas of heavy vegetation growth, if necessary.

Mass Coastal Railroad's vegetation control program for 2020 will be consistent with the VMP as approved by the DAR and involves an Integrated Pest Management (IPM) approach. In the 2020 program, brush control will be limited to manual or mechanical cutting in sensitive areas and sensitive area buffer zones. In non-sensitive areas, one foliar application will be conducted to selectively treat brush adjacent to the shoulder using a DAR approved herbicide mixture.

Hi-rail vehicles equipped with herbicide application equipment will be used to treat the rights-of-way. This post emergent program is targeted toward the eradication of woody and herbaceous plant species germinating within the railroad roadbed and around other fixtures including but not limited to: switches, signals, signs, and highway grade crossings.

"Sensitive" areas as defined by the Rights-of-way Management Regulations will receive the full protection afforded by those Regulations. All herbicide applications will be done by an applicator properly licensed by the Department of Agricultural Resources Pesticide Bureau and fully trained in herbicide mixing, handling, and application methods.

The applicant has described the following rights-of-way as sites that have been scheduled for herbicide treatment in 2020:

CAPE MAIN LINE
Middleborough to Barnstable

Middleborough	Rochester	Wareham
Bourne	Yarmouth	Sandwich
Barnstable		

SOUTH DENNIS BRANCH
Yarmouth

FALMOUTH BRANCH
Bourne to Falmouth

Bourne	Falmouth
--------	----------

FALL RIVER SECONDARY
Berkley to Fall River

Berkley	Freetown	Lakeville
Fall River		

NEW BEDFORD SECONDARY
Taunton to New Bedford

Taunton	Berkley	Lakeville
Freetown	New Bedford	

WATUPPA RUNNING TRACK
Westport to Dartmouth

Dartmouth	Westport
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FRAMINGHAM SECONDARY
Framingham to Mansfield

Framingham	Sherborn	Medfield
Walpole	Foxborough	Mansfield

MIDDLEBOROUGH BRANCH
Attleborough to Middleborough

Attleborough	Norton	Taunton
Raynham	Lakeville	Middleborough

DEAN STREET INDUSTRIAL TRACK
Taunton

EAST JUNCTION
Attleborough to Seekonk

Attleboro	Seekonk
-----------	---------

WESTWOOD INDUSTRIAL TRACK
Westwood

PUBLIC REVIEW

The Department of Agricultural Resources (DAR) in particular seeks the verification of sensitive area locations reported in the Yearly Operational Plan (YOP). The Department itself has a limited ability to survey the geography, land use, and the water supplies, in all the communities through which the rights-of-way are located. Municipalities, however, have most of this information readily available, and the particular knowledge with which to better certify the sensitive areas in their communities. Therefore, the Department requests, and urges, the assistance of the affected municipalities, in reviewing the completeness and accuracy of the maps contained in the submitted document. The DAR has established the following procedures for this review:

The YOP may be viewed online at the following web address:

<http://www.mass.gov/eea/agencies/agr/pesticides/vegetation-management-and-yearly-operation-plans.html>

Yearly Operational Plans (YOP) and a copy of this notice will be sent by the applicant to the Conservation Commission, Board of Health (or designated health agent), and to the Head of Government (Mayor, City Manager, Chair of the Board of Selectman) of each municipality where herbicides are to be applied along the Rights-of-Way during the calendar year. Municipal agencies and officials will have (45) forty-five days, following receipt of the Yearly Operational Plan to review the maps contained in the document that indicate the location of "sensitive areas not readily identifiable in the field" for inaccuracies and omissions. "Sensitive Areas" will be defined as in Section 11.01 a-f.

Municipal agencies and officials are requested to forward the YOP to the appropriate officials(s) in their municipality qualified to certify the accuracy of sensitive area locations as indicated on the maps. The maps should be "corrected" and returned to the applicant, also a copy of the maps with these corrections indicated should be sent to the Department of Agricultural Resources at the address listed below within the forty-five day review period. If a city or town needs more time to carry out this review, it should send a written request for an extension to the DAR and cite why there is a "good cause" for requesting additional time.

All corrections will be required to be made by the applicant, and corrected maps sent back to the city/town before the YOP can be considered "approved" by the Department for vegetation maintenance in that municipality. Any dispute on the part of the applicant regarding corrections made by the municipal authorities, should be indicated in writing to the Department and to the city/town which requested the disputed changes within (15) fifteen days of receipt of the request. The Department will decide whether or not the YOP should be approved without the requested changes. The DAR will consider the "final approval" of a YOP individually for each municipality.

The final (21) twenty one days of the public review period may serve concurrently to provide public notification as required by section 11.07 of the Rights-of-Way Management regulation, if the applicant has an approved VMP and if all the requisite city/town offices which have received copies of the YOP have completed their review and corrections have been duly made by the applicant and approved by the Department.

A failure by the city/town to respond to the applicant's submission of the YOP within the forty five (45) day public review period, will automatically be considered by the DAR to indicate agreement by municipal officials with the sensitive area demarcations as provided by the applicant in their YOP.

The Massachusetts Pesticide Bureau now has the Private Well Registry online. Residents can go to www.mass.gov/agr then to the Rights-of-Way page and enter their well information into the Department's database.

Any questions or comments on the information provided in this Notice and the procedures established for the municipal review as outlined above should be addressed to:

Rights-of-Way Program
Massachusetts Pesticide Bureau
251 Causeway Street, Suite 500
Boston, Massachusetts 02114-2151

Any additional questions or comments on any information provided as part of the proposed YOP should be addressed in writing to:

Thomas W. Lewis
TEC Associates
46 Sawyer Street
South Portland, Maine 04106

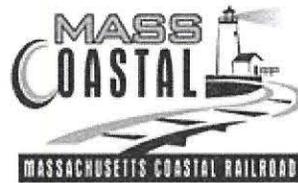
A copy should also be sent to the Rights-of-Way Program at the above address.

COMMENT PERIOD ENDS AT 5 PM, FRIDAY, JUNE 5, 2020.

Yearly Operational Plan

2020

MASSACHUSETTS COASTAL RAILROAD



12 HARDING STREET, SUITE 201
LAKEVILLE, MA 02347

Prepared by:

TEC ASSOCIATES
46 SAWYER STREET
SOUTH PORTLAND, MAINE 04106

ABSTRACT:

This Yearly Operational Plan (YOP) describes the vegetation management operations for the Railroad's rights-of-way scheduled for vegetation maintenance during this calendar year in compliance with the Commonwealth of Massachusetts Rights-of-Way Management Regulations 333 CMR 11.00.

This YOP is a companion document to the Vegetation Management Plan (VMP) which has been approved by the Department of Agricultural Resources.

INTRODUCTION

Both Federal and State laws require railroads to manage vegetation to help ensure the safe passage of people, material, and goods.

The Code of Federal Regulations mandates the safety of the railroad must be guaranteed by regular inspection and maintenance. Vegetation must be controlled so that it does not become a fire hazard, does not interfere with visibility, or impede direct visual inspections of the track structure. Vegetation must also be managed to allow for proper drainage of the track and ballast structure, to prevent tree and branch damage to cargo, and to provide safe footing and working conditions for trackside personnel. Vegetation growing along side the rails can prevent effective and adequate braking, especially in emergency situations.

The purpose of 333 CMR 11.00, Rights of Way Management, is to promote the implementation of Integrated Pest Management techniques and to establish standards, requirements, and procedures necessary to minimize the risk of unreasonable adverse effects on human health and the environment associated with the use of herbicides to maintain rights-of-way. These regulations establish procedures which guarantee ample opportunity for public and municipal agency review and input on rights-of-way maintenance plans.

A Yearly Operational Plan or YOP must be submitted to the Department of Agricultural Resources every year herbicides are intended for use to maintain rights-of-way. The YOP provides a detailed program for vegetation management for the year. This YOP is a companion document to the Vegetation Management Plan (VMP) approved by the Department. The VMP is the long-term management plan for the railroad which describes the intended program for vegetation control over a five year period.

Upon receipt of this YOP, the Department publishes a notice in the Environmental Monitor. The applicant has provided a copy of the YOP and Environmental Monitor notice to the Board of Health, Conservation Commission, and the chief elected municipal official for the city or town in which the herbicide treatment is proposed.

The Department allows a 45-day comment period on the proposed YOP beginning with publication of the notice in the Environmental Monitor and receipt of the YOP and Environmental Monitor notice by each municipality.

Public notification of herbicide applications to the right-of-way is made by certified mail under separate cover at least 21 days in advance of the treatment. Notice is made to the Department of Agricultural Resources; the Mayor, City Manager or chairman of the Board of Selectman; the Board of Health; and the Conservation Commission of the municipality where the right-of-way lies.

Any comments on this YOP should be directed to:

Thomas W. Lewis
TEC Associates
46 Sawyer Street
South Portland, ME 04106
(207) 767-6068

MUNICIPALITIES WHERE TREATMENT DESCRIBED IN THIS YOP WILL BE MADE

Attleborough
Barnstable
Berkley
Bourne
Dartmouth
Fall River
Falmouth
Foxborough
Framingham
Freetown
Lakeville
Mansfield
Medfield
Middleborough
New Bedford
Norton
Raynham
Rochester
Sandwich
Seekonk
Sherborn
Taunton
Walpole
Wareham
Westport
Westwood
Yarmouth

YOP REQUIREMENTS AND TABLE OF CONTENTS

	Page
I. The Company which will perform any herbicide treatment	1
II. Individual representing applicant and supervising the YOP	1
III. Herbicides proposed including application rates, carriers, and adjuvants	2
IV. Herbicide application techniques and alternative control procedures	4
V. Identification of target vegetation	4
VI. Flagging methods to designate sensitive areas on the ROW	6
VII. Procedures and locations for handling, mixing and loading of herbicide concentrates	8
VIII. Emergency contacts	9

APPENDICES

- A. Herbicide Fact Sheets as approved by the Department of Agricultural Resources, herbicide labels, and SDS.
- B. Maps locating the ROW and sensitive areas not readily identifiable in the field.

I. THE COMPANY WHICH WILL PERFORM ANY HERBICIDE TREATMENT

This company or contractor will perform the herbicide treatment. Applicators are certified by the Department of Agricultural Resources in the applicator category Right-of-Way Pest Control.

Company Name RWC, Inc.
Address Lockhouse Road
P.O. Box 876
Westfield, MA 01086
Telephone # (413) 562-5681
Contact Person(s) Brian Chateauvert

II. INDIVIDUAL REPRESENTING APPLICANT AND SUPERVISING THE YOP

Individual supervising execution of the YOP and representing the railroad.

Name & Title Chris Podgurski, President & COO
Address 12 Harding Street, Suite 201
Lakeville, MA 02347

Telephone # (508) 291-7116

III. HERBICIDES PROPOSED INCLUDING APPLICATION RATES, CARRIERS, ADJUVANTS, AND APPLICATION TECHNIQUES

Weed Control Herbicide Program for the Roadbed

The roadbed herbicide program is aimed primarily toward keeping the ballast section and shoulder, yards, switches, signals, and highway grade crossings weed free. Areas scheduled for weed control treatments have been inspected for density of target vegetation to determine appropriate control methods. Access to Herbicide Fact Sheets for the herbicides proposed can be found in Appendix A.

Location	Herbicide(s)	Carriers or Adjuvants	Application Technique	Application Rate
Sensitive area buffer zone	Aquaneat Esplanade 200SC* And (Milestone -OR- Opensight)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	4-5 oz/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre
Non-sensitive areas	Aquaneat Esplanade 200SC* And (Milestone -OR- Opensight)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	4-5 oz/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre
Touch-up applications	Aquaneat Esplanade 200SC* And (Milestone -OR- Opensight)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	4-5 oz/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre

*Esplanade 200SC herbicide is currently not listed as an approved product on the Massachusetts Rights of Way Sensitive Area Materials List but is under review by the Department. In the event that Esplanade 200SC is not approved prior to the roadbed herbicide application then the program will change to the following:

Location	Herbicide(s)	Carriers or Adjuvants	Application Technique	Application Rate
Sensitive area buffer zone	Aquaneat (Milestone -OR- Opensight) And (Oust XP -OR- Polaris AC Complete)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	4 oz/acre
			Foliar	2 pts/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre

Weed Control Herbicide Program for the Roadbed (Continued)

Location	Herbicide(s)	Carriers or Adjuvants	Application Technique	Application Rate
Non-sensitive areas	Aquaneat (Milestone -OR- Opensight) And (Oust XP -OR- Polaris AC Complete)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	4 oz/acre
			Foliar	2 pts/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre
Touch-up applications	Aquaneat (Milestone -OR- Opensight) And (Oust XP -OR- Polaris AC Complete)	Drift Control Spreader Sticker	Foliar	1-2 qts/acre
			Foliar	7 oz/acre
			Foliar	3.3 oz/acre
			Foliar	4 oz/acre
			Foliar	2 pts/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre

Brush Control Program for Areas Adjacent to the Roadbed

The brush control program is designed to prevent the re-growth of trees and other woody vegetation in areas adjacent to the roadbed. Areas scheduled for brush control treatments are limited to target vegetation which obscures visibility or interferes with railroad signs, signals, or communication wires. Access to Herbicide Fact Sheets for herbicides proposed can be found in Appendix A.

Location	Herbicide(s)	Carriers or Adjuvants	Application Technique	Application Rate
Non-sensitive areas	Aquaneat (Milestone -OR- Opensight) And Escort XP	Drift Control MSO	Foliar	3-4 qts/acre
			Foliar	10 oz/acre
			Foliar	6 oz/acre
			Foliar	2 oz/acre
			Foliar	8-16 oz/acre
			Foliar	8-16 oz/acre
			Touch-up Applications	Aquaneat (Milestone -OR- Opensight) And Escort XP
Foliar	10 oz/acre			
Foliar	6 oz/acre			
Foliar	2 oz/acre			
Foliar	8-16 oz/acre			
Foliar	8-16 oz/acre			
Foliar	8-16 oz/acre			

IV. HERBICIDE APPLICATION TECHNIQUES AND ALTERNATIVE CONTROL PROCEDURES

Herbicide applications within the Railroad right-of-way will be performed using low pressure application from a specialized hy-rail truck equipped with a spray boom. This method is suitable for application within the buffer zone, or restricted application zone of sensitive areas, as defined in 333 CMR 11.04. The spray vehicle is equipped with spray nozzles and controls to allow for treatment of the entire roadbed, or to selectively treat individual sections of the ballast and ballast shoulders. Within sensitive areas, a container will be used to catch any accidental dripping of herbicide. It is a trough-shaped apparatus mounted just behind and above the boom, and will be hydraulically lowered to sit underneath the spray nozzles while the vehicle is traveling through areas where herbicide spraying is prohibited.

In order to assist in rapid identification of sensitive areas in the field, a pilot vehicle will proceed approximately 1/4 mile ahead of the applicator vehicle in order to signal ahead the location of sensitive areas.

In order to provide greater mobility and decrease the amount of time required to apply the herbicide mixture in the railroad yard areas, a vehicle equipped with hoses will be used in these areas. In compliance with the Regulations for herbicide application in sensitive areas, the spray pressure from the hoses will not exceed 60 psi.

ALTERNATIVE CONTROL PROCEDURES

No alternative vegetation control methods are feasible within the track areas of the right-of-way. No vegetation control is proposed in ballast areas where herbicide use is prohibited.

Touch-up techniques controls any target vegetation within the ballast that may have been missed or not treated during the initial phase. Control of vines and other vegetation that might creep onto the ballast from roots growing outside the original treatment boundaries can be managed as a selective, foliage, or spot spray. No more than 10% of the initially identified target vegetation on the right-of-way in any municipality may be treated during a touch-up application and the total amount of herbicide applied in any one year shall not exceed the limits specified by the label or YOP [per 11.03(8)(c)].

V. IDENTIFICATION OF TARGET VEGETATION

Whenever and wherever possible an integrated approach to vegetation management will be implemented by encouraging plant communities that hinder the growth of target vegetation. Prior to an herbicide application, a review will be made noting location, density, and type of vegetation present. This information will be used to develop an herbicide application program that will be effective against target vegetation and minimize the amount of herbicide used.

In accordance with the Code of Federal Regulations, 49 Part 213 - Track Safety Standards, all vegetation growing in the ballast and ballast shoulder; in yards; and

around switches, signals, signs and highway grade crossings is considered target vegetation and must be controlled so that it does not:

- a) become a fire hazard to track-carrying structures;
- b) obstruct visibility of railroad signs and signals;
- c) interfere with railroad employees performing normal trackside duties;
- d) prevent proper functioning of signal and communication lines; and
- e) prevent railroad employees from visually inspecting moving equipment from their normal duty stations.

Woody vegetation growing in areas adjacent to the shoulder will be managed to promote the growth of low growing shrubs. Targeted woody vegetation will be that which has the potential to block visibility or invade the roadbed and/or overhead communication lines. Target vegetation will include but not be limited to the following:

Ailanthus	Black Walnut	Honey Locust
American Basswood	Buckthorn	Maple
American Beech	Butternut	Northern Catalpa
American Hornbeam	Cherry	Oak
Apple	Eastern Hophornbeam	Pine
Ash	Eastern Red Cedar	Poplar
Aspen	Elm	Sassafras
Birch	Flowering Dogwood	Shadbush
Black Locust	Hawthorn	Spruce
Black Tupelo	Hickory	Sumac

VI. FLAGGING METHODS TO DESIGNATE SENSITIVE AREAS ON THE ROW

Sensitive areas are defined in the Rights-Of-Way Management Regulations (333 CMR 11.02) are as defined in 333 CMR 11.04, any areas within the Right-of-Way, including No-Spray and Limited-Spray Areas, in which public health, environmental or agricultural concerns warrant special protection to further minimize risks of unreasonable adverse effects. These include but are not limited to the following:

No Spray Area, any area that is both within a Right-of-Way and within:

- (a) any Zone I;
- (b) 100 feet of any Class A Surface Water Source;
- (c) 100 feet of any tributary or associated surface water body where the tributary or associated surface water body runs within 400 feet of a Class A surface water source;
- (d) 10 feet of any tributary or associated surface water body where the tributary or associated surface water body is at a distance greater than 400 feet from a Class A surface water source;
- (e) a lateral distance of 100 feet for 400 feet upstream, on both sides of the river, of a Class B Drinking Water Intake;
- (f) 50 feet of any identified Private Well;
- (g) 10 feet of any Wetlands or Water Over Wetlands;
- (h) 10 feet of the mean annual high-water line of any river; and
- (i) 10 feet of any Certified Vernal Pool.

Limited Spray Area, any area that is both within a Right-of-Way and within:

- (a) any Zone II or IWPA;
- (b) a distance of between 100 feet and 400 feet of any Class A Surface Water source;
- (c) a distance of between 10 and 200 feet of any tributary or associated surface water body where the tributary or associated surface water body runs outside the Zone A for the Class A surface water source;
- (d) a lateral distance of between 100 and 200 feet for 400 feet upstream, on both sides of the river, of a Class B Drinking Water Intake;
- (e) a distance of between 50 and 100 feet of any identified Private Well;
- (f) a distance of between 10 and 100 feet of any Wetlands or Water Over Wetlands;
- (g) a distance of between 10 feet from the mean annual high water line of any river and the outer boundary of the Riverfront Area;
- (h) a distance of between 10 feet from any Certified Vernal Pool and the outer boundary of any Certified Vernal Pool Habitat; and
- (i) a distance of 100 feet of any Agricultural or Inhabited Area.

Non-Sensitive Areas are upland areas and/or track not in proximity to sensitive areas and do not require specific precautions or herbicide restrictions.

Sensitive areas, no-spray areas, limited-spray areas, and non-sensitive areas will be marked at their boundaries with permanent color-coded markers. Sensitive areas considered to be readily identifiable in the field (i.e. agricultural and inhabited areas) will not be marked. The markers will be one or any combination of the following:

- color-coded signs attached to posts
- color-coded signs attached to the railroad ties
- color-coded painted rail sections

Sensitive and non-sensitive areas will be designated by the following color-codes:

- | | |
|-------------|----------------------------------------------------------------------------------------------|
| white | non-sensitive areas |
| blue | sensitive area in which a minimum of 12 months shall elapse between herbicide applications |
| double blue | sensitive areas in which a minimum of 24 months shall elapse between herbicide applications. |
| yellow | no spray zone |

VII. PROCEDURES AND LOCATIONS FOR HANDLING, MIXING, AND LOADING OF HERBICIDE CONCENTRATES

The herbicide application crew will wear protective clothing and personal safety equipment when mixing, handling, loading, or applying herbicide, including standard work clothing or coveralls, work gloves, and work boots. Latex or nitrile rubber gloves, as well as eye goggles are recommended to be worn during mixing of herbicide concentrate as some herbicides may cause mild eye and skin irritations.

Mixing and use of herbicide shall be consistent with the labeling instructions included on the packaging. The herbicide mix will be prepared from herbicide concentrate and water. In compliance with the regulations, the handling, mixing and/or loading of this material will not occur within 100 feet of any sensitive area. Wherever and whenever possible, the herbicide applicator will prepare the herbicide mix on non-porous surfaces, such as pavement or concrete.

Sources of Water and Safeguards to Prevent Contamination

Water used for herbicide mix will be obtained from hydrants and freshwater sources. During the herbicide mix preparations and during herbicide application, strict adherence to the following safeguards will be maintained:

- 1) Water will be obtained using hoses equipped with anti-siphon devices to eliminate herbicide backflow.
 - a) Hoses used to extract water from water bodies will be equipped with two such devices: one will be found directly behind the mouth of the hose and another will be at the coupling that joins the hose to the mix tank.
 - b) Hoses used to extract water from the hydrant will utilize the same setup as described above, except that a third anti-siphon device will be found within the coupling joining the hose to the hydrant.
- 2) The herbicide concentrate will not be added to the tank until the water has been obtained and the application apparatus is at least 100 feet outside a sensitive area.

Disposal of Herbicidal Wastes

Disposal of all herbicidal wastes will be the responsibility of the licensed applicator. It is the applicator's responsibility to ensure that such disposal will be carried out in an environmentally sensitive manner, in compliance with all Federal and State regulations and guidelines.

VIII. EMERGENCY CONTACTS

In the event of a spill or emergency, information on safety precautions and cleanup procedures may be gathered from the following sources:

Herbicide Label

Herbicide Fact Sheet

Herbicide Material Safety Data Sheet

Herbicide Manufacturer

Bayer Environmental Science	(800) 331-2867
Corteva AgriScience	(800) 258-3033
Nufarm Americas	(800) 345-3330

Massachusetts Pesticide Bureau (617) 626-1700

Massachusetts DEP Emergency Response (888) 304-1133

ChemTrec (800) 424-9300

EPA National Pesticide Information Center (800) 858-7378

Massachusetts Poison Control Center (800) 222-1222

Local Community Chief of Police and/or Fire Chief

Attleborough	(508) 222-1212	Norton	(508) 285-3300
Barnstable	(508) 775-0387	Raynham	(508) 824-2716
Berkley	(508) 822-7040	Rochester	(508) 763-5112
Bourne	(508) 759-4420	Sandwich	(508) 888-1212
Dartmouth	(508) 910-1700	Seekonk	(508) 336-8123
Fall River	(508) 676-8511	Sherborn	(508) 653-2424
Falmouth	(774) 255-4527	Taunton	(508) 824-7522
Foxborough	(508) 543-4343	Walpole	(508) 668-1212
Framingham	(508) 872-1212	Wareham	(508) 295-1212
Freetown	(508) 763-4017	Westport	(508) 636-1122
Lakeville	(508) 947-4422	Westwood	(781) 320-1000
Mansfield	(508) 261-7300	Yarmouth	(508) 775-0445
Medfield	(508) 359-2315		
Middleborough	(508) 947-1212		
New Bedford	(508) 991-6300		

APPENDICES

- A. Herbicide Fact Sheets as approved by the Department, herbicide labels, and SDS.
- B. Maps locating the ROW and Sensitive areas not readily identifiable in the field.

Maps provided with the Yearly Operational Plan shall remain effective for the duration of the YOP unless modified. Subsequent YOP's will contain any modifications to the maps made during the previous year.

APPENDIX A

Below find a list of herbicides potentially in use by this Yearly Operational Plan. For a list of the exact products and rates of application to be used in this year's program please refer to page 2 of this document.

MANUF.	PRODUCT NAME	ACTIVE INGREDIENT(S)	EPA REGISTRATION #
NUFARM AMERICAS	AQUANEAT	GLYPHOSATE	228-365
BAYER ENVIRONMENTAL SCIENCE	OUST EXTRA	SULFOMETURON METHYL METSULFURON METHYL	432-1557
BAYER ENVIRONMENTAL SCIENCE	ESPLANADE 200SC	INDAZIFLAM	432-1516
BAYER ENVIRONMENTAL SCIENCE	ESCORT XP	METSULFURON METHYL	432-1549
NUFARM AMERICAS	POLARIS AC COMPLETE	IMAZAPYR	228-570
CORTEVA AGRISCIENCE	MILESTONE	AMINOPYRALID	62719-519
BAYER ENVIRONMENTAL SCIENCE	OUST XP	SULFOMETURON METHYL	432-1552
CORTEVA AGRISCIENCE	OPENSIGHT	AMINOPYRALID METSULFURON METHYL	62719-597

LABELS & SDS SHEETS:

To access the labels and SDS sheets for any of the above products please follow the directions below:

1. Open your internet browser and enter the following address in the **Address bar**: www.cdms.net/label-database
2. On the Product Search bar enter the desired **Product Name** (as found above) into the **Search bar** and hit the **Search button**.
3. A list of products will appear. Please be sure to reference the **Manufacture and Product Name** to locate the correct information.

HERBICIDE FACT SHEET:

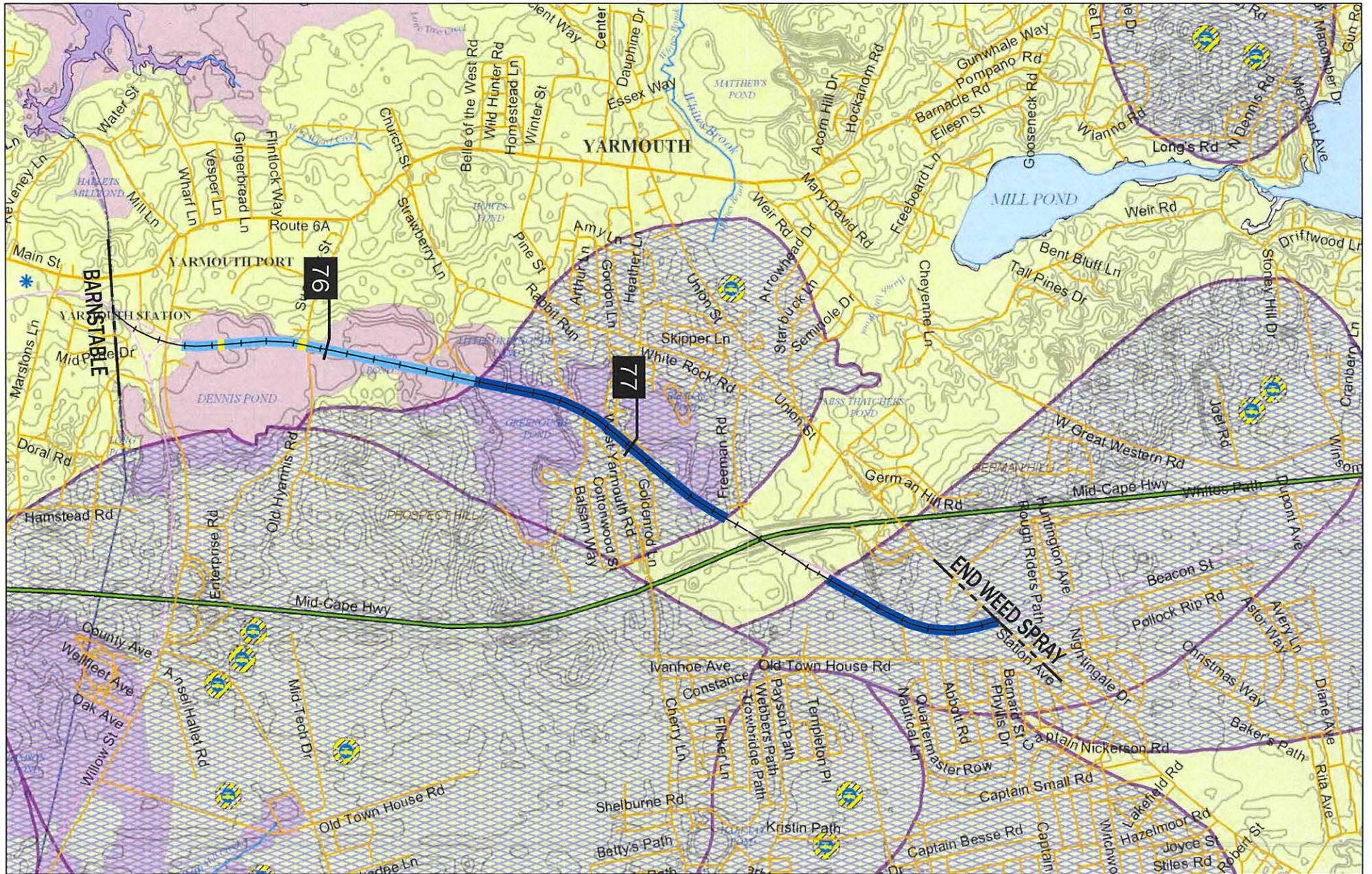
To access the herbicide fact sheets for any of the above products please follow the directions below:

1. Open your internet browser and enter the following address in the **Address bar**: <http://www.mass.gov/eea/agencies/agr/pesticides/rights-of-way-sensitive-area-materials-list.html>
2. Choose the link that corresponds to the **Active Ingredient** present in the product you are interested in.

Hard copies of these documents may also be obtained by calling TEC Associates at (207) 767-6068.

APPENDIX B

MAPS



SCALE: 1:25,000

SHEET 1 OF 1

TOWN OF: YARMOUTH

BRANCH: SOUTH DENNIS BRANCH

DATE: 2/14/2011

MASS COASTAL RAILROAD
 68 CENTER STREET, SUITE 20 HYANNIS, MA 02601

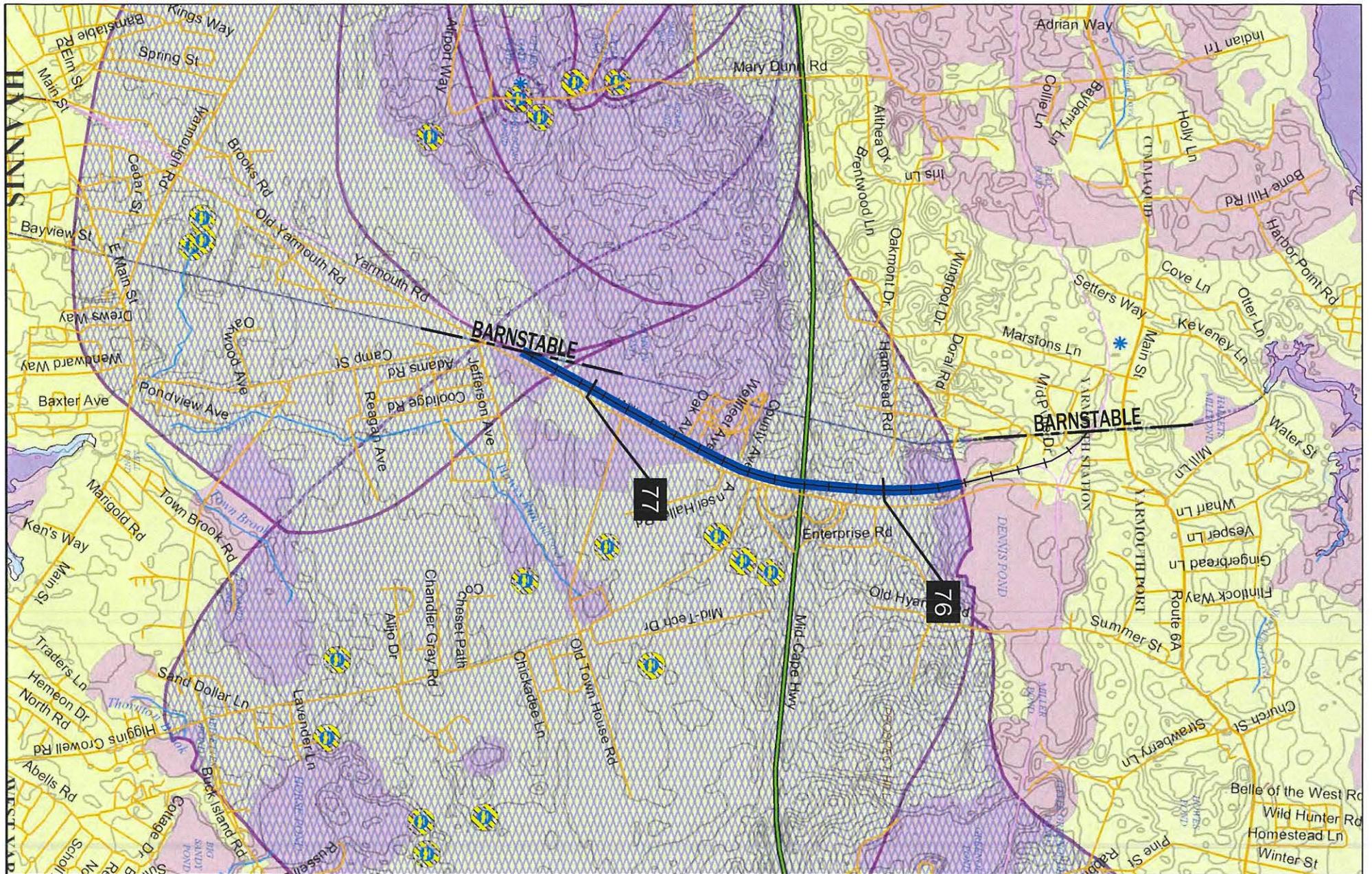
LIMITED SPRAY ZONE (1 YEAR INTERVAL) 
 LIMITED SPRAY ZONE (2 YEAR INTERVAL) 
 NO SPRAY ZONE 

 Groundwater Source
 Surface Water Intake
 NHESP Vernal Pool

 DEP Approved Zone I
 DEP Approved Zone II / IWPA

 Zone A
 Zone B
 NHESP Priority Habitat

TEC ASSOCIATES CONSULTING ENGINEERS
 46 SAWYER STREET SOUTH PORTLAND, MAINE 04106



SCALE: 1:25,000

SHEET 1 OF 1

TOWN OF: YARMOUTH

BRANCH: CAPE MAIN LINE

DATE:



MASS COASTAL RAILROAD

68 CENTER STREET, SUITE 20 HYANNIS, MA 02601



TEC ASSOCIATES CONSULTING ENGINEERS
46 SAWYER STREET SOUTH PORTLAND, MAINE 04106

LIMITED SPRAY ZONE (1 YEAR INTERVAL) 

LIMITED SPRAY ZONE (2 YEAR INTERVAL) 

NO SPRAY ZONE 

 Groundwater Source

 Surface Water Intake

 NHESP Vernal Pool

 DEP Approved Zone I

 DEP Approved Zone II / IWPA

 Zone A

 Zone B

 NHESP Priority Habitat