

AGENDA

Monday

September 18, 2017

**TOWN OF EASTHAM
BOARD OF SELECTMEN AGENDA
Monday, September 18, 2017
5:00PM**

REVISED

Location: Earle Mountain Room

I. PUBLIC/SELECTMEN INFORMATION

II. PUBLIC NOTICE

5:05 p.m. Effective September 19, 2017, the Eastham Special Town Meeting Warrant for Monday, October 23, 2017 will Close

III. APPOINTMENTS (discussion & vote may be taken)

5:10 p.m. CCRTA Eastham Town Report – David Schropfer, Principle Appointee

5:20 p.m. Community Development Partnership – Andrea Aldana, Program Manager

(Note: Other than public hearings, all times are approximate and items may be taken out of order.)

IV. LICENSING

1. Transient Vendor Permits

V. ADMINISTRATIVE MATTERS

A. Action/Discussion (votes may be taken)

1. Vote to Place Questions on Ballot
 - i. Cape Cod Regional Technical High School Building Project – Debt Exclusion
 - ii. SAFER Grant – Funding of Positions
2. CVEC Lease Authorization for Library Roof Installation
3. Committee Appointments:
 - i. Karen Burns, Affordable Housing Trust
 - ii. Alexandra “Allie” Davis, Recreation Commission
4. Committee Resignation – James K. Baughman, Community Preservation Committee
5. Miscellaneous Appointment – Jerome E. Hequembourg, Jr., Eastham Representative Solarize Mass Plus Program
6. Budget Policy

VI. TOWN ADMINISTRATOR’S REPORT

VII. OTHER BUSINESS

Upcoming Meetings

Wednesday, September 20, 2017	2:30p.m.	Small Meeting Room	Work Session
Monday, October 2, 2017	5:00p.m.	Earle Mountain Room	Regular Session
Wednesday, October 4, 2017	2:30p.m.	Small Meeting Room	Work Session
Monday, October 16, 2017	5:00p.m.	Earle Mountain Room	Regular Session

The listing of matters includes those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

This meeting is video recorded and broadcast over Local Access Channel 18 and on the Town website at www.eastham-ma.gov.

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 5900 x3207

**TOWN OF EASTHAM
PUBLIC NOTICE**

The Town of Eastham will hold a Special Town Meeting on Monday, October 23, 2017 at 7PM in the Auditorium at the Nauset Regional High School, 100 Cable Road, Eastham, MA. The Warrant for the Eastham Special Town Meeting, will open on Tuesday, September 5, 2017 and will close Tuesday, September 19, 2017 at 4:00pm.

Public Notice: Published in Friday, September 1, 2017 edition of the Cape Codder – Legal Ad and on the Eastham page

On Website: News and Announcements

Posted: Town Hall inside/outside boards

APPOINTMENTS



ADVISORY BOARD OFFICERS
Thomas M. Guerino, CHAIRMAN
Robert C. Lawton, Jr., VICE CHAIRMAN
George H. Dunham, CLERK
Thomas S. Cahir, ADMINISTRATOR

CAPE COD REGIONAL TRANSIT AUTHORITY

BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH

To: Jacqueline Beebe
From: Tom Cahir, Administrator
Date: September 5, 2017
Subject: CCRTA Eastham Town Report

The Cape Cod Regional Transit Authority (CCRTA) has provided in Eastham 16,960 one-way passenger trips from July 2016 through June 2017 (FY17).

CCRTA provided 3,307 Medicaid trips, 2,534 Day Habilitation trips, 68 ADA trips, 4 other medical trips as well as providing 20 Eastham residents with 74 trips to Boston area hospitals.

CCRTA provided 48 general public clients in Eastham with DART (Dial-a-Ride Transportation) service during FY17. These clients took a total of 2,489 one-way passenger trips during this time period. Total DART passenger trips in the fifteen towns of Cape Cod were 228,888 in FY17 compared to 232,079 in FY16.

A total of 8,484 one-way trips originated in Eastham for the Flex route for the period July 2016 through June 2017; total ridership for the Flex for this period was 89,255.

CCRTA supplied the Eastham Council on Aging with one Mobility Assistance Program (MAP) vehicle that provided 237 rides from July 2016 to June 2017.

Route maps, schedules, fares, Google Transit Trip Planner and the latest news about Cape Cod public transportation services are provided at www.capecodrta.org, as well as links to many other transportation resources.

cc Neil Andres
Sandy Szedlak



215 IYANNOUGH ROAD P.O. BOX 1988 HYANNIS, MA 02601
(508) 775-8504 (508) 775-8513 FAX
www.capecodrta.org info@capecodrta.org



From: Andrea Aldana <andrea@capecdp.org>

Subject: Request to present at 9/18 Board of Selectmen meeting

Date: September 7, 2017 at 3:07:55 PM EDT

To: "easthambos1@eastham-ma.gov" <easthambos1@eastham-ma.gov>

Cc: "easthambos4@eastham-ma.gov" <easthambos4@eastham-ma.gov>, "jbeebe@eastham-ma.gov" <jbeebe@eastham-ma.gov>

Good afternoon Mr. O'Shea,

The Community Development Partnership has launched a new initiative called the Community Housing Partnership to support the creation of affordable housing across the Cape. A component of the initiative, known as the Cape Housing Institute, will equip local elected and appointed municipal officials with the knowledge and skills necessary to create or implement a comprehensive housing supply strategy in their town.

We would appreciate the opportunity to make a 5 minute presentation to your Board of Selectmen about the upcoming Cape Housing Institute at your meeting on September 18th. I have attached two supporting documents for the Board:

1. Summary of the Cape Community Housing Partnership
2. Flyer for the Cape Housing Institute

Please let me know if I may present on September 18th.

Thank you,

Andrea Aldana

Business & Homeownership Programs Manager

Community Development Partnership

Capecdp.org | (508) 240-7873 x10 | andrea@capecdp.org

Cape Community Housing Partnership Summary

The Community Development Partnership (CDP) and Housing Assistance Corporation (HAC) have partnered to launch the Cape Community Housing Partnership. This comprehensive community-based strategy will build public support for affordable housing and equip low-to-moderate income (LMI) residents, business and community leaders and local elected and appointed officials with the knowledge and skills to support the creation of more affordable housing on Cape Cod.

The Need

The lack of affordable housing on Cape Cod is a crisis that places considerable strain on LMI residents and impedes economic development. The region's ability to respond to this crisis is hindered by inadequate land use policies that encourage sprawl and discourage multi-family housing. Our region's housing and land use policies are largely determined by each individual town. Volunteer town boards, many with good intentions but minimal expertise in the complexity of developing and managing affordable housing, struggle to address the lack of housing. In addition, finance and land use policies are determined by Town Meeting, creating a challenging town regulatory environment in which to develop affordable and market rate housing. Land use policies must change in order to address the affordable housing crisis. Finally, the creation of affordable housing in the region has been stymied by community resistance to several proposals to build affordable housing. The Cape Community Housing Partnership will build the Cape's capacity to overcome these key barriers to developing more affordable and market rate housing in the region and better meet the housing needs of working families.

Why the Community Development Partnership and Housing Assistance Corporation?

With 65 years of combined experience in developing and managing affordable housing, the CDP and HAC are leaders in the region. Through innovative programming, the CDP creates affordable homes, launches entrepreneurs, and strengthens local businesses while caring for the natural environment. HAC creates housing solutions for Cape Cod and the Islands through a continuum of housing services and administering housing vouchers. HAC recently completed their 500th affordable unit. As community development corporations, both the CDP and HAC value economic and racial diversity and foster a sense of inclusion and participation of local area residents, business owners and leaders.

The Project

Through traditional community organizing and leadership development strategies, along with a series of workshops and trainings, the Cape Community Housing Partnership will increase the capacity of towns to meet the housing needs of their residents in three ways:

1. **Cape Housing Institute** - Train elected and appointed municipal officials and staff. This six part series of workshops will equip town officials with the knowledge, resources and skills needed to help their towns better assess affordable housing needs, develop housing supply strategies, evaluate the effectiveness of current zoning, identify appropriate development sites and partner with developers. Held over six weeks, each workshop will be held four times per week, once in each sub-region (Upper Cape, Mid Cape, Lower Cape and Outer Cape) to make the Cape Housing Institute accessible to both retirees and working people. The Cape Housing Institute will launch in October 2017 and will run weekly from October 11th - November 16th.

The Cape Community Housing Partnership collaborated with Mass Housing Partnership (MHP) to develop the curriculum. MHP will provide guest speakers and advice on the project. The Cape Cod Commission assisted with curriculum development and will provide guest speakers to align the Cape Housing Institute with recommendations resulting from their 2017 Cape Cod Regional Housing Market Analysis.

2. **Advocate Training** - Train LMI residents, business leaders and community members to advocate for their affordable housing needs. The training will help participants develop leadership, organizing and public speaking skills to effectively engage in public hearings and Town Meetings. In addition, participants will gain an understanding of how affordable housing is created and how decisions are made at a town level that either support or hinder the development of affordable housing. The Advocate Training will launch in January 2018.

An Advisory Team composed of housing/social service organizations such as Homeless Prevention Council, WE CAN, Community Housing Resource and Habitat for Humanity will be engaged to assist in developing the Advocate Training and recruiting participants.

3. **Public Education Campaign** - Build public support through an education and media campaign. Most municipal decisions affecting affordable housing development require a town meeting vote. Therefore it is critical to develop broad support for the need for affordable housing. The Cape Community Housing Partnership will adapt an existing media and advertising campaign developed by the Martha's Vineyard based Island Housing Trust called the Workforce Housing Partnership. This campaign is designed to dispel stereotypes about LMI residents of affordable housing developments. The campaign will launch in March 2018 and will utilize print, broadcast and social media to build broader support for affordable housing on the Cape.

The Future of the Cape Community Housing Partnership

The Cape Housing Institute will be offered again in 2018 to educate newly elected, appointed or hired municipal officials and staff. Additionally, we have identified a number of advanced level topics to address through Booster Trainings offered to those who have completed the Cape Housing Institute. In addition to ongoing training, the Cape Community Housing Partnership will offer technical assistance to towns to support them in implementing their housing supply strategies.

The Advocate Training is designed to develop leaders in the community and prepare participants for Town Meeting and project specific public hearings. The Cape Community Housing Partnership will support these Affordable Housing Advocates in creating structures that can be mobilized to effectively support affordable housing in their town as projects arise. Advocate training will be offered on an ongoing basis based on self-identified community need.

The Cape Community Housing Partnership will lay the foundation and provide ongoing support to town officials and community members that will allow towns to identify their affordable housing needs, create community-based solutions and ultimately implement these solutions through regional approaches that share limited resources.

For more information, contact:

Andrea Aldana, Community Development Partnership – E: andrea@capecdp.org, P: 508-240-7873
Laura Reckford, Housing Assistance Corporation – E: lreckford@haconcapecod.org P: 508-771-5400

CAPE HOUSING INSTITUTE

FREE TRAINING FOR ELECTED & APPOINTED MUNICIPAL LEADERS & TOWN STAFF

The Cape Housing Institute is a 6-part workshop that will equip municipal officials and staff with the knowledge and skills needed to develop a comprehensive housing supply strategy. This interactive workshop series is for members of Select Boards, Town Councils, Planning and Zoning Boards, Community Preservation Committee members, Housing Trusts, Housing Committees, Housing Authorities and Town staff. Brought to you by the Community Development Partnership & Housing Assistance Corporation.

WHEN AND WHERE?

October 11th - November 16th, 2017
6 week series, 1 session per week
Choose an Institute near you:

Outer Cape: Thursdays, 2pm - 4pm
Wellfleet Preservation Hall
335 Main Street, Wellfleet

Lower Cape: Thursdays, 7pm - 9pm
Harwich Community Center
100 Oak Street, Harwich

Mid-Cape: Wednesdays, 2pm - 4pm
Cape Cod & Islands Association of Realtors
22 Mid-Tech Dr, W. Yarmouth

Upper Cape: Wednesdays, 6pm - 8pm
Mashpee Public Library
64 Steeple St, Mashpee

CURRICULUM

- 1: Introduction to Housing
- 2: Planning & Needs Assessment
- 3: Zoning & Site Selection
- 4: Financing 101 & Development
- 5: Making the case for affordable housing
- 6: Developing an Action Plan

TO REGISTER

(508) 240-7873 x10

andrea@capecdp.org



community development partnership
www.capecdp.org



www.haconcapecod.org

LICENSING



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov

Date: September 18, 2017

To: Board of Selectmen

From: Jacqueline W. Beebe, Town Administrator

Re: Transient Vendor Permits

40th Annual Anniversary Eastham Windmill Weekend - September 8-11, 2017

Please find below the Transient Vendor applicants for approval by the Board of Selectmen. In each case, the \$20.00 fee has been received. The following permits valid as stated below.

**** Permit prepared in advance for Windmill Weekend on Sept 8-11, 2017.**

** Messina, Anya (Anya's Herbals LLC) 40 Old Farm Circle Eastham, MA 02642 Valid: September 5, 2017- September 5, 2018	** Fortier, Pamela J. 116 Azalea Drive Harwich, MA 02654 Valid: September 5, 2017- September 5, 2018
** Oliver, Stephen (Affinity Arts) 347 Main Street Bridgton, ME 04009 Valid: September 8, 2017- September 8, 2018	

ADMINISTRATIVE MATTERS

STAFF MEMO

TO: BOARD OF SELECTMEN
FROM: JACQUI BEEBE
SUBJECT: SPECIAL TOWN MEETING BALLOT QUESTIONS
DATE: SEPTEMBER 12, 2017

BALLOT QUESTION #1

Shall the Town of Eastham be allowed to assess an additional \$ 366,000 in real estate and personal property taxes for the purpose of funding four new positions in the Fire Department, the cost of the four new positions to be offset in the first two years by a federal grant in the amount of 75 percent of the total cost and in the third year by 35 percent of the total cost, under the Staffing for Adequate Fire and Emergency Response (SAFER) grant program, for the fiscal year beginning July 1, 2017?

BALLOT QUESTION #2

Shall the Town of Eastham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Cape Cod Regional Technical School District for the purpose of paying costs of designing, constructing, originally equipping and furnishing a new District High School to be located at 351 Pleasant Lake Avenue in Harwich, including the payment of all costs incidental or related thereto?

STAFF MEMO

TO: BOARD OF SELECTMEN
FROM: JACQUI BEEBE
SUBJECT: PROCUREMENT LIBRARY ROOF SOLAR PANELS
DATE: SEPTEMBER 18, 2017

The Cape & Vineyard Electric Cooperative is procuring solar panels for the Library roof in their upcoming round (#3). They are hoping to go out to bid on September 23. They are asking for the Board of Selectmen to authorize the Town Administrator to enter into a lease to rent the Library roof for the installation to occur. Boards of Selectmen are authorized to rent buildings or portions of buildings for up to 30 years under MGL Chapter 40, Section 3.

The Town currently has two such leases for the Elementary School roof and the Landfill installation. I will not sign contracts prior to reviewing with Town Counsel and the Board, but would request that you grant the authority, so that the procurement can proceed on schedule.

The motion needed is,

“To authorize the Town Administrator to lease out for a nominal value the roof of the Eastham Public Library located at Samoset Road in Eastham for up to 30 years for the purpose of installing and owning solar photovoltaic energy systems, pursuant to an RFP to be issued by Cape and Vineyard Electric Cooperative, subject to the Town receiving net metering credits or their equivalent value from said solar system.”



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544
All departments 508 240-5900 Fax 508 240-1291
www.eastham-ma.gov

Date: September 18, 2017
To: Board of Selectmen
From: Jacqueline W. Beebe, Town Administrator
Re: **Committee Appointments**

The following is the information needed for the following committee appointment.

Karen Burns

The Board of Selectmen recommends the appointment of Karen Burns to the Affordable Housing Trust as a regular member.

If the Board appoints her, her first term would commence September 18, 2017 and expire June 30, 2019.

The following is the information needed for the following committee appointment.

Alexandra "Allie" Davis

The Search Committee recommends the appointment of Alexandra "Allie" Davis to the Recreation Commission as a regular member.

If the Board appoints her, her first term would commence September 18, 2017 and expire June 30, 2020.



Date: September 18, 2017

To: Board of Selectmen

From: Jacqueline W. Beebe, Town Administrator

Re: Committee Resignation

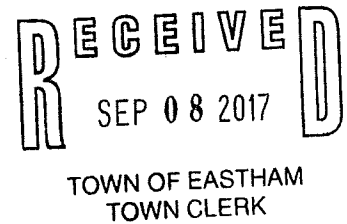
Please note the following member from the Town's Committees, Boards and Commissions who has resigned effective 09/12/17.

Community Preservation Committee

James K. Baughman

(resigned: 09/08/17)

James K. Baughman
300 Samoset Road
Eastham, MA 02642
Phone: 508-255-8849
Email: jkawbau@gmail.com



September 8, 2017

Susanne Fischer
Town Clerk
Town of Eastham
2500 State Highway
Town Hall
Eastham, MA 02642

Subject: Resignation from Community Preservation Committee

Dear Ms. Fischer:

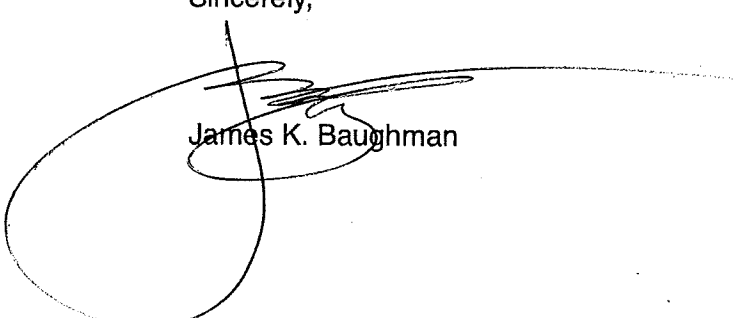
It is with great regret that I submit my resignation as the member of the Community Preservation Committee nominated by the Conservation Commission, effective September 12, 2017.

The Community Preservation Committee performs a vital role in our community and I have found serving on it to be personally rewarding. However, I have recently been elected by the Conservation Commission to serve as its Chair and have found the demands of that position to be substantial. Consequently, I have decided to resign from the CPC in order to provide appropriate focus to my new responsibilities.

We will be asking the Commission to nominate another of the Commissioners to fill the Conservation Commission seat on the CPC at our regularly scheduled meeting of September 12, 2017.

Thank you for your understanding.

Sincerely,



James K. Baughman

cc: Board of Selectmen
Peter Wade
Paul Lagg
Shana Brogan



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov

Date: September 18, 2017

To: Board of Selectmen

From: Jacqueline W. Beebe, Town Administrator

Re: **Miscellaneous Committee Appointment(s)**

The following is the information needed for the following miscellaneous committee appointment.

Jerome E. Hequembourg, Jr.

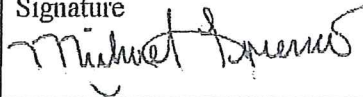
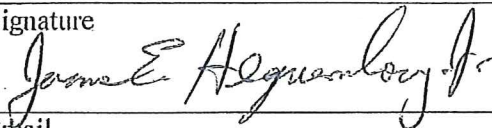
The Board of Selectmen recommends the appointment of Jerome E. Hequembourg, Jr. to the [new] Solarize Mass Plus Program as the Community Solar Coach.

If the Board appoints him, his first term would commence September 18, 2017 and expire June 30, 2020.

Attachment A

Authorized Applicant Information and Acceptance Form

Applicant Information

Applicant: Community			
City or Town Name Town of Eastham		Street Address 2500 State Highway	
Date of Green Community Designation (if applicable, not required)		City/Town Eastham, MA	State 02642
Municipal Representative Contact			
Municipal Contact Name / Title Michael Lorenzo, Assistant Town Administrator		Signature 	
Telephone 508-240-5900 x3206		Email mlorenzo@eastham-ma.gov	
Community Solar Coach			
Name / Title Jerome E. Hequembourg, Jr.		Signature 	
Telephone 508-255-4038		Email texheq@msn.com	
Additional Installer Proposal Review Team Participant 1			
Participant Name / Title		Signature	
Telephone		Email	
Additional Installer Proposal Review Team Participant 2 Not recommended for group proposals			
Participant Name / Title		Signature	
Telephone		Email	



Organization/Individual who compiled this Application (if not the Community Solar Coach or Municipal Representative noted above)	
Name / Title	Signature
Telephone	Email

List any Communities that you are partnering with in this application.

Applicant Acceptance


The undersigned is the Chief Executive Officer of the Applicant listed above. The Chief Executive Officer is defined as the manager in any city having a manager, and in any town having a city form of government, the mayor in any other city, or the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

The Applicant has read and understands the RFP requirements. The undersigned acknowledges that all of the terms and conditions of the RFP are mandatory.

The Applicant understands that all materials submitted may be subject to disclosure under the Massachusetts Public Records Law, as explained in Section 3.A. of the RFP. Applicant further acknowledges and agrees that MassCEC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that MassCEC's receipt of the application does not imply any promise of funding at any time.

The Applicant understands that, if selected by MassCEC, the Applicant and MassCEC will execute a contract that outlines the respective roles and responsibilities of the parties.

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Community	
Printed Name of Chief Executive Officer Jacqueline W. Beebe	
Signature of Chief Executive Officer 	Date September 6, 2017

Executive Overview of the Solarize Plus Program

The energy committees of the towns of Provincetown, Truro, Wellfleet, and Orleans, and the administration of Eastham (which has no energy committee) have come together to facilitate solar photovoltaic installations, reduction of carbon emissions, and energy conservation in the member towns on the outer cape. We have developed an integrated joint program as a proposal to the Massachusetts Clean Energy Center (MassCEC) for the "Solarize Plus" program.

Solarize Plus is the community-based collective marketing and purchasing program supported by MassCEC. The program is centered on grassroots outreach and public communication programs driven by volunteer efforts with modest state support.

The program we envision has three goals:

- To encourage solar photovoltaic (PV) installations for residents and small businesses on the Outer Cape;
- To encourage the adoption of technologies that use green-generated electricity in place of carbon-based fuels;
- To encourage the overall reduction of energy usage through conservation measures.

For solar PV installations, in addition to the generally available incentives for solar installation, the selected solar installer will offer tiered pricing. The more solar purchased during the six-month intensive outreach program, the lower the price that participants will pay. The solar PV program will target two audiences, residential electricity users and small business users.

As a way to promote carbon reduction, the program will focus on the installation of air-source heat pumps and minisplits, but provide information about air-source hot water heaters and electric vehicles.

The core of the program will be a series of meetings, likely two per month, alternating across the towns, to educate residents and businesses. Individual canvassing of small business owners will supplement the small business program. We will request each town to include information about Solarize Plus in their tax mailings. Publicity and public outreach will occur in all towns.

The program will be primarily a volunteer effort. In the town of Eastham, with no energy committee, an alternative public organization will be sought to sponsor the effort and provide volunteer support. The Wellfleet Bay Wildlife Sanctuary of the Massachusetts Audubon Society has agreed to co-sponsor this effort, providing facilities and volunteer support. We anticipate support and participation from town Chambers of Commerce and Community Forums, among other groups.

The program will be partnering with Self-Reliance, Inc. in its efforts to replace technologies that consume carbon-based fuels with technologies based green electric energy. Self-Reliance is a non-profit 501(c)(3) corporation founded in 1980, that has been promoting energy efficiency and renewable energy technologies in the region for many years. Self-Reliance has been conducting group-buying programs for Ductless Mini-Split Heating and Air Conditioning Systems and for Air Source Heat Pump Water Heaters. The program will rely on the vendors and equipment recommendations vetted and selected by Self-Reliance as the primary source of installers for the carbon replacement technologies. Participants will be able to choose alternate equipment and installers if they desire.

The program will be supported in its conservation outreach efforts by the Cape Light Compact's Energy Efficiency program. Our program will require an Energy Efficiency Audit within the last five years in order to participate. The incentives available for conservation measures will be promoted as part of this program. We will also be working on a follow up initiative to encourage that recommended energy efficiency measures are implemented.

July 9, 2017

Executive Overview of the Solarize Plus Program

Wellfleet and Provincetown have already participated in Solarize Massachusetts. Truro considered it, but determined that they were too small to qualify and can only participate in partnership with other towns.

The structure of Solarize Plus is slightly different from the programs in which Wellfleet and Provincetown previously participated. In those programs, the town contracted with MassCEC to run the program, but MassCEC issued an RFP and wrote a contract with the installers. The current model is that the town directly issues the RFP and contracts with the installers.

While this new approach might be favored when there is a single, large town involved, it presents a complication when there are a number of smaller towns. In this case, we could end up with five towns having to negotiate installer contracts and individually incurring legal and administrative costs.

The committee has decided to give the member towns a choice of either issuing their own contract, or letting the committee itself contract with the installers. We will create a nonprofit corporation, the *Outer Cape Energy Committees, Inc.*, to perform this function. The corporation will use a model RFP, model contract and technical consultants provided by MassCEC under the Solarize Plus program.

There are many benefits for a joint program. These include:

- Our previous experience with Solarize Wellfleet was that many individuals from neighboring towns attended outreach events held in Wellfleet, and often ended up pursuing Solar PV on their own.
- Solarize Provincetown had relatively greater success with small business owners and can share their experience and take the lead in this area.
- Newspaper and radio outreach and advertising in any one town will reach residents in all participating towns.
- A new electric code affects solar installations. Because of the number of towns involved, MassCEC is able to offer local training for the electrical inspectors for the participating towns conducted by an expert.
- By bringing together the energy committees and volunteers from all five towns, we will have more “people resources,” which will benefit each town individually as well as the Outer Cape region.
- With a total year round population of 20,000, we anticipate more interest and more competition from vendors, ideally resulting in an enhanced financial benefit to participants.
- With a coordinated, single point of contact program structure, the coordination with both MassCEC and vendors will be more efficient than on a town-by-town basis.



TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

All departments 508 240-5900 Fax 508 240-1291

www.eastham-ma.gov

September 11, 2017

Massachusetts Clean Energy Center
63 Franklin Street, 3rd Floor
Boston, MA 02110
solarize@masscec.com

RE: 2017 Solarize Massachusetts Request for
Proposals from Massachusetts Communities
RFP ID: MassCEC 2017-SMP-01
Solarize Mass Plus Program

To Whom It May Concern:

I am writing to express the Town of Eastham's commitment to the 2017 Solarize Mass Plus campaign, which we believe can help support the Town and neighboring Cape Cod communities in promoting the use of renewable solar energy. Eastham's Board of Selectmen will be voting on September 18, 2017 to support the Town's joint proposal in partnership with the surrounding Towns of Truro, Wellfleet, and Provincetown. This joint effort will ensure that all property owners within the region will have an opportunity to participate in making Cape Cod a more robust green energy community.

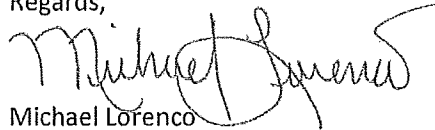
The Towns of Wellfleet and Provincetown participated in the 2015 Solarize Massachusetts program and experienced great success. Although Eastham did not participate in that campaign, the Town has been promoting the use of solar energy for several years. In 2014 the Town installed 2,900 solar panels at the local landfill and the Town's Elementary School is one of the few schools in the county using solar energy to reduce its carbon footprint. In addition, the Town's newly constructed library (an anticipated gold certified LEED building) was designed to be solar ready in an effort to grow the Town's future renewable energy resources.

Bringing Solarize Mass Plus to Eastham would further our efforts by educating residents and small business owners on the benefits of solar electricity, while giving them easier access to solar power on their own properties. The residents of Eastham have clearly been supportive of the Town's recent solar projects and this campaign would strengthen their commitment in making the Town a greener community.

Jerry Hequembourg has been designated to serve as Eastham's Solar Coach. He will be the local volunteer point of contact in collaboration with MassCEC. Mr. Hequembourg will be responsible for participating in Mass CEC's training program, organizing community meetings and outreach efforts, and encouraging local interest in the program. I, Michael Lorenzo, Eastham's Assistant Town Administrator, will be the Town's Municipal Representative for the 2017 Solarize Mass Plus program. I will oversee the program and help to facilitate efforts within the Town administration. I will also be working closely with Mr. Hequembourg and the Town's volunteer team to ensure that the Solarize Mass Plus campaign is a successful endeavor in Eastham.

Thank you for your consideration of our campaign proposal. We hope to work with you to make Eastham a stronger green energy community.

Regards,

A handwritten signature in black ink, appearing to read "Michael Lorenzo", written over a horizontal line.

Michael Lorenzo
Assistant Town Administrator

**TOWN OF EASTHAM
BOARD OF SELECTMEN
BUDGET POLICY FISCAL YEAR 2019**

1.0 THE MANDATE:

In accordance with the Town of Eastham Home Rule Charter, hereby issues this policy statement to inform and direct the preparation of the FY19 Municipal and School Operating and Capital budgets. The Charter requirement in Section 6-1-4 states that:

“Annually prior to the first day of November, the Board of Selectmen after consulting with the Town Administrator shall issue a policy statement that shall establish general guidelines for the next town budget.”

2.0 THE MAJOR EXPENDITURES/UPCOMING YEAR OVERVIEW:

The Annual Town Meeting in May 2015 approved the “Phase II” portion of the municipal water system. When completed it is expected that all the parcels in Eastham will have access to municipal water. This “Phase II” portion is budgeted at \$85 million to the taxpayers and will be combined with the 45.8 million approved for “Phase I”. Together, the entire project is scheduled to be completed in FY 24, approximately three years ahead of the original schedule. As we borrow, we will continue to add debt service, peaking roughly in 2022.

Rock Harbor Improvements are needed to make the area more efficient for boaters/slip holders, as well as improve all resident access by creating pathways that connect and integrate the Harbor with the Town’s purchased lot at the end of Dyer Prince Road. Currently, the town is engaged in planning and permitting to complete the dredge of the mouth of the Harbor and re-permit the Harbor structures. There has been no maintenance or upgrades to the Harbor in many years. The docks need to be expanded and replaced, and water and electric services upgraded. This project is included in the five-year capital plan and will need significant funding.

We are in the process of completing an evaluation and assessment of the condition and capital needs of all the town buildings. Our goal is to establish a comprehensive maintenance schedule as well as a blueprint for addressing future renovation or replacement of buildings so we can better plan for these expenses. We have had police station repair and upgrades in the five-year capital that have been delayed for at least two fiscal years. This expense should be brought forward in the FY19 Capital plan.

The budget policy continues to recognize the limitations that such debt places on the financial resources of the town and uses those limitations as a framework of the policy. The debt goal is to limit debt payments in a single year to 10% or less of the gross budget. We will exceed this during the peak of the water system development, and will need to be thoughtful in planning any additional capital projects.

2.1 Specific Fiscal Constraints

This portion of the policy details several specific factors that must be considered as fiscal constraints that inform the policy and limit opportunities for fiscal growth. All of the

following items are important factors that are considered in establishing the community's bond rating.

2.1.1 Other Post Employment Benefits (OPEB)

Under accounting standards, municipalities are required to establish a trust fund for building cash reserves to fund retired employee benefits. In May 2014, town meeting voted to establish the required trust fund and we subsequently joined a collective of trusts, the Plymouth County OPEB Trust (PCOT). This will reduce our fees and eliminate the Treasurer needing to manage the trust. Monies set aside in this fund count as cash reserve for the Town. We need to include a discussion and strategy in this year's budget process to address what level of contribution to make annually to this fund. The current balance is \$ 137,000.

2.1.2 Stabilization Fund

A stabilization fund is a cash fund that may be used for any items for which the town may borrow. It is a fund that counts towards the Town's cash reserves and can be used to offset borrowing or for emergency expenditures. Unlike other more liquid funds, a two-thirds vote of town meeting is required, to spend money from a stabilization fund. The current balance in the fund is \$152,879. We plan to recommend a transfer of \$250,000 from free cash at the Special Town Meeting in October into this fund and budget \$ 100,000 to be added to the fund in FY19. The goal would be a balance of \$502, 879 by June 30, 2018.

2.2.0 Potential Debt -Major Road and Infrastructure Needs

As a part of the water system construction, the Town completed an Asset Management Plan that evaluates each public and private road and establishes a "grade" for each road surface. This translates into a road management plan that anticipates repair/replacement needs for each road. The Town has not had a comprehensive road maintenance program, but has relied only on State Chapter 90 funds for our road maintenance. As we have now patched many roads due to water installation, it will be important to move forward with a road program in FY19.

2.2.1 Summary Other Potential Debt

- Rock Harbor Improvements
- Police Station Improvements
- Road Repair/Replacement Program
- Wastewater

2. 3.0 School Expenses

The budget process for Eastham Elementary, Nauset Regional School District, and Cape Cod Tech are on a similar timeline to the Towns'. It is important that these departments, as they develop their budgets, understand that the town has very limited capacity to accommodate significant budget growth. The town will make every effort to limit its' overall budget growth to 2.5% exclusive of health insurance/retirement increases and requests that the schools follow a similar path. However, we recognize that enrollment shifts, particularly at the Nauset Regional School District, may add cost that may stress the Town's ability to accommodate budget growth. The Board is requesting early discussions with both Nauset

Regional and Eastham School Committee members to better understand the budget on both sides and be ready to anticipate any issues early in the budget process.

3.0 In consideration of the foregoing, the Board of Selectmen's policy for Fiscal Year 2019 is as follows:

3.1 OPERATING BUDGETS;

All Town Departments shall prepare a budget that maintains current staffing and departmental programs. Those budgets will form the basis of the overall budget to be prepared by the Town Administrator that may increase by 2.5%. If the recommended spending exceeds 2.5% then an explanation of the additional needs shall be prepared in a narrative with data.

Each department shall evaluate current fees and make suggestions for increases aimed at creating additional revenue to support current service levels. In addition, new revenue sources should be explored and proposed as part of the town budget process.

Funding for the operating budget is from two primary sources, the tax levy, and local receipts. The levy is anticipated to be (I will place in exact amounts of the levy, local receipts estimate and 2.5% growth, which will comprise the maximum budget amount for FY19) The projected budget based on 2.5% growth, is \$_____) This budget amount includes the three school (Cape Cod Technical High School District, Nauset Regional School District, and Eastham Elementary) budgets as well.

The School departments, despite their needs should make an effort to stay within these budget guidelines. The 2.5% overall increase option applies to the budget bottom line. Assessments are based on a particular town's share of total student population. That can result in increases of more than 2.5% as enrollment shares change. Again, this year the Town will consider the Nauset Regional School District "capital budget" as part of the overall operating budget.

3.2 CAPITAL BUDGETS

The municipal capital acquisition budget (Article 13) for FY19 should be funded with no more than \$500,000 in free cash, using in addition special revenue funds such as ambulance receipts, boat excise, and community preservation funds if appropriate. The capital budget includes Eastham Elementary School needs as well as municipal needs.

This budget policy's primary focus is to provide guidance to the Town Administrator, town department heads and school administration, to develop a budget that recognizes the fiscal pressures on revenues and the obligations beyond the operating budgets. This policy supports the development of a balanced budget without additional revenues beyond the tax levy and local receipts, however, the primary goal is to maintain existing programs and service and staffing levels.

This budget policy is adopted by the Board at a public meeting on _____.

INFORMATION



CAPE COD
COMMISSION

**Cape Cod Metropolitan Planning Organization (MPO)
Sub Regional Election Process 2017
For Term January 1, 2018 – December 31, 2020
Action Items and Dates**

Request for Nominations – September 18, 2017

At the posted MPO meeting to be held in September (slated for September 18, 2017), the Chair will accept nominations at the meeting for a slate of candidates for consideration for the MPO sub regional representatives for each of the following sub regions of the MPO for a term that runs from January 1, 2018 – December 31, 2020:

Sub region A representative: (Bourne, Falmouth, Mashpee, Sandwich)

Sub region B representative: (Dennis, Yarmouth)

Sub region C representative: (Brewster, Chatham, Harwich, Orleans)

Sub region D representative: (Eastham, Provincetown, Truro, Wellfleet)

Any current sitting member of the Board of Selectmen for each town contained in the sub region may be nominated for consideration (i.e., for sub region A, any selectman from the towns of Bourne, Falmouth, Mashpee or Sandwich may be nominated, for sub region B, any selectmen from Dennis or Yarmouth may be nominated...).

Any current member of a Board of Selectmen in attendance may nominate themselves, any Selectperson from their own town or any of the towns in their Sub Region. Current MPO members in attendance may also nominate any Selectman from any of the towns in the Sub-Region under consideration. The nominated person need not be present to be considered as a candidate.

Once the chair has accepted nominations for all four sub regions, the slate of candidates will be announced at the September MPO meeting. (slated for September 18, 2017)

MPO staff will confirm with each nominated member his/her willingness and ability to serve as a Board member. Should a candidate be unable/unwilling to be on the slate, that person will notify MPO staff and their name will not be placed on the ballot. Should the withdrawal of that name leave a sub region with no candidates, a second request for nominations limited to that Sub region will be held at the regular MPO meeting held in October (currently slated for October 16, 2017), or another MPO meeting held prior to that date.

MPO Sub Regional Election – November 20, 2017

At the posted MPO meeting to be held in November (slated for November 20, 2017), the MPO will conduct a sub-regional election for the four sub regional representative seats on the MPO (Sub region A, B, C, and D) for the period January 1, 2018 – December 31, 2020. Each member of the Boards of Selectmen from the following towns will have one vote: Sub region A (Bourne, Falmouth, Mashpee, Sandwich); Sub region B (Dennis, Yarmouth); Sub region C (Brewster, Chatham, Harwich, Orleans); Sub region D (Eastham, Provincetown, Truro, Wellfleet).

Each current member of the Boards of Selectmen for Sub Region A (Bourne, Falmouth, Mashpee, Sandwich); Sub region B (Dennis, Yarmouth); Sub region C (Brewster, Chatham, Harwich, Orleans); Sub region D (Eastham, Provincetown, Truro, Wellfleet) will have the opportunity to vote at the November, 2017, MPO meeting. Those members who are unable to attend the November, 2017 meeting will have the opportunity to vote by absentee ballot. MPO staff will mail absentee ballots to each member unable to attend the November meeting. Those individuals unable to attend the November MPO meeting should send his/her vote in the enclosed self-addressed, sealed envelope to the attention of CCMPO staff, Glenn Cannon no later than 4:00pm on Wednesday, November 15, 2017.

At the November 20, 2017, MPO meeting, the Chair shall conduct each Sub Regional election individually, beginning with Sub Region A, then B, C and D. For each election, the Chair shall take roll call votes from individual members of the Boards of Selectmen for that Sub region in attendance at the meeting. (i.e., Sub region A, from Towns of Bourne, Falmouth, Mashpee and Sandwich), followed by MPO staff opening each individual absentee ballot for each town in that sub region in the posted meeting and announcing the name of the board member and his/her vote. The votes will be tallied for each sub region and the representative with the highest vote in the sub region wins. In the event of a tie, a run-off election will be held between the tied candidates at the December MPO meeting. Selectmen who were unable to attend the meeting will be notified in writing of the MPO election results by MPO staff.

Title VI Notice of Nondiscrimination: The Cape Cod Metropolitan Planning Organization (MPO) complies with Title VI of the Civil Rights Act of 1964 and related federal and state statutes and regulations. It is the policy of the Cape Cod MPO to ensure that no person or group of persons shall on the grounds of Title VI protected categories, including race, color, national origin, or under additional federal and state protected categories including sex, age, disability, sexual orientation, gender identity or expression, religion, creed, ancestry, veteran's status (including Vietnam-era veterans), or background, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Cape Cod MPO. To request additional information about this commitment, or to file a complaint under Title VI or a related nondiscrimination provision, please contact the Cape Cod Commission's Title VI Coordinator by phone at (508)362-3828, TTY at 508-362-5885, fax (508) 362-3136 or by e-mail at mhevenor@capecodcommission.org.

If information is needed in another language, please contact the Cape Cod Commission's Title VI Coordinator by phone at (508)362-3828.

Para solicitar una traduccion de este document al Espanol, por favor llame (508)362-3828

Para solicitar uma traducao deste document para o Portugues, por favor ligue (508) 362-3828



MASSACHUSETTS
CLEAN WATER TRUST

July 20, 2017

Ms. Joan Plante, Treasurer/Collector
Town of Eastham
2500 State Highway
Eastham, MA 02642

Dear Ms. Plante,

The Town of Eastham received federal funds during the fiscal year ending June 30, 2017 from the Massachusetts Clean Water Trust. Enclosed please find a schedule detailing the amount of federal funds distributed, the CFDA title and number and the award name and number. These are the details that will be included in the Trust's Financial Statement and Schedule of Expenditures of Federal Awards.

The Singular Audit Act of 1984, as implemented by the Office of Management and Budget Circular A-133, requires that non-federal entities have an audit of their use of federal financial assistance any time they expend more than \$750,000 of federal funds in a fiscal year. The required audit must be completed within nine months of the end of the subrecipient's audit period. Please reference *2 CFR Part 200, Appendix XI, Compliance Supplement* for more information.

In addition to filing the audit pursuant to the Single Audit Act, please submit the following reporting items to the Trust:

- Financial Statements and Schedules of Expenditures of Federal Awards
- Auditor's Report
- Corrective action plan for audit findings

If you are not subject to the audit requirement of A-133, please provide an email stating that and a brief explanation to Nate Keenan at nkeenan@tre.state.ma.us.

We look forward to working with you on this matter. Please call me at 617-367-9333 ext. 816 or Nate Keenan, Deputy Director, at ext. 508 should you have any questions or concerns.

Sincerely,

Susan E. Perez
Executive Director

Enclosure: Schedule of Federal Funds

**Schedule of Federal Funds Received through the Massachusetts Clean Water Trust
For the Fiscal Year Ended June 30, 2017**

Drinking Water 2016 SRF Capitalization Grant to MCWT

Sub-recipient	Loan Number	CFDA #	Award Name	Federal Agency	Federal Amount	State Match	Total
Eastham	DWP-15-01	66.468	FS99191416 - DW 2016	EPA	\$1,636,837.00	\$870,428.00	\$2,507,265.00
Eastham	DWP-15-01A	66.468	FS99191416 - DW 2016	EPA	\$327,716.00	\$0.00	\$327,716.00
Eastham	DWP-16-02	66.468	FS99191416 - DW 2016	EPA	\$2,847,086.17	\$802,080.00	\$3,649,166.17
Total to-date					\$4,811,639.17	\$1,672,508.00	\$6,484,147.17



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

*Info / Mike L
Contract to Diane*
massDOT
Massachusetts Department of Transportation

March 31, 2017

Town of Eastham
2500 State Highway
Eastham, MA 02642

ADMINISTRATION

SEP 05 2017

RECEIVED

Dear Board:

We are pleased to inform you that Chapter 90 local transportation aid funding for Fiscal Year 2018 will total \$200 million statewide, pending final legislative approval.

This letter certifies that, pending final passage of the bond authorization, your community's Chapter 90 apportionment for Fiscal Year 2018 is \$245,866. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website, <http://www.massdot.state.ma.us/chapter90>.

The Chapter 90 program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

We would also like to encourage you to explore opportunities for additional infrastructure funding through MassDOT's Complete Streets and Municipal Small Bridge Programs (further information available at: <http://www.massdot.state.ma.us/>). For program specific questions please contact the following:

- **Chapter 90 Program** – Capital Budget Liaison Linda Chuang at (857) 368-9075 or Lijung.Chuang@dot.state.ma.us
- **Complete Streets and Municipal Small Bridge Program** - MassDOT Community Relations Director Rick Colon at (857) 368-9010 or Rick.Colon@dot.state.ma.us

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

MASSDOT STANDARD CONTRACT FORM



This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osc under [OSD Forms](#).

CONTRACTOR LEGAL NAME: Town of Eastham (and d/b/a):		DEPARTMENT NAME: Massachusetts Department of Transportation MMARS Department Code: DOT	
Legal Address: (W-9, W-4,T&C): 2500 State Highway Eastham, MA 02642		Business Mailing Address: 10 Park Plaza, Boston, MA 02116	
Contract Manager: Cornelius W. Andres		Billing Address (if different):	
E-Mail: ndres@eastham-ma.gov		Contract Manager: Michelle Ho	
Phone: 508-240-5973	Fax: 508-240-1291	E-Mail: Michelle.Ho@state.ma.us	
Contractor Vendor Code: : VC6000191779		Phone: 857-368-8895 Fax: 857-368-0661	
Vendor Code Address ID (e.g. "AD001"): AD001 . AD001 (Note: The Address Id Must be set up for EFT payments.)		MMARS Doc ID(s): INTF00X02018S0050790	
(Note: The Address Id Must be set up for EFT payments.)		RF/Procurement or Other ID Number: Chapter 90	

<p style="text-align: center;"><u>NEW CONTRACT</u></p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget)</p> <p><input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;"><u>X CONTRACT AMENDMENT</u></p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: <u>June 30, 2017</u></p> <p>Enter Amendment Amount: \$ ____ (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)</p>
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The following MassDOT TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

☒ MassDOT Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00.

☒ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

☐ Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). ____

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ____ % PPD; Payment issued within 15 days ____ % PPD; Payment issued within 20 days ____ % PPD; Payment issued within 30 days ____ % PPD. If PPD percentages are left blank, identify reason: ☐ agree to standard 45 day cycle ☐ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ☒ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Extending the original Chapter 90 Contract for 10 more years. Please note MMAS document identifiers have been adjusted.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐ 2. may be incurred as of ____, 20 __, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

☐ 3. were incurred as of ____, 20 __, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30, 2027, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>23 MAY 2017</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>CORNELIUS W. ANDRES</u> Print Title: <u>SUPERINTENDENT DAW</u>	AUTHORIZING SIGNATURE FOR MassDOT: X: <u>[Signature]</u> Date: <u>7/28/17</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____
---	---

Info

Petition the Town of Eastham

To see if the Town will vote to

raise and appropriate Two Hundred Thousand Dollars (\$200,000) for the purpose of funding the engineering study needed to obtain permits to dredge Nauset estuary or to take any other action relative thereto.

Summary

The amount of sediment that has filled into Nauset estuary is impacting safe navigation. The last time the Town dredged in Nauset was 1924. The policy to abandon this method of maintaining the Nauset waterway has created a risk for rescue to all boaters. This is unnecessary. This appropriation will be an equal match to the Town of Orleans in order to fund the acquisition of the required State and Federal permits.

from what funding source?

Info

ADMINISTRATION

SEP 08 2017

RECEIVED



3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org

CAPE COD
COMMISSION

TO: Town of Eastham Town Clerk, Building Inspector, Board of Selectmen,
Town Planner, Planning Board, Conservation Commission, Board of Health

FROM: Gail Hanley, Clerk of the Commission

SUBJECT: Town of Eastham District of Critical Planning Concern (DCPC)
Acceptance of Nomination

DATE: September 1, 2017

On August 31, 2017, the Cape Cod Commission voted to accept for consideration the nomination of the Town of Eastham District of Critical Planning Concern (DCPC). Enclosed please find a copy of the Eastham DCPC Nomination for Consideration Decision. Please note that there is a limited moratorium on the issuance of development permits within the proposed Eastham DCPC during this time.

Should you need further clarification regarding the acceptance of the Eastham DCPC nomination, please contact Sharon Rooney, Chief Planner at the Cape Cod Commission at (508) 362-3828.

Enclosure

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630



CAPE COD
COMMISSION

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org

**DECISION OF THE CAPE COD COMMISSION
ACCEPTANCE OF DISTRICT OF CRITICAL PLANNING CONCERN (DCPC)
NOMINATION FOR CONSIDERATION
TOWN OF EASTHAM DCPC**

Date of Nomination: August 24, 2017
Date of Acceptance: August 31, 2017
Nominating Agency: Eastham Board of Selectmen
Location of District: Eastham, MA
Type of District: Economic or Development Resource District
Affordable Housing Resource District
Transportation Management District

BOUNDARY

The proposed boundary of the District of Critical Planning Concern (hereinafter "DCPC") encompasses commercially zoned land in the Town of Eastham, including District C Industrial, District D Retail Sales and Service, and District E Residential/Limited Commercial, and all land within the North Eastham Overlay District bounded on the north by the Eastham/Wellfleet Town boundary, to the south by Old Orchard Road, to the east by the Cape Cod Rail Trail, and to the west by Herring Brook Road and Massasoit Road. The proposed District consists of approximately 280 acres of land area and approximately 2.9 acres of open water. A map of the proposed District is appended to this Decision as Exhibit "A".

GENERAL STATEMENT OF PURPOSE AND REASONS FOR ACCEPTANCE

In accepting the nomination of the Eastham DCPC the Cape Cod Commission (Commission) makes the following findings:

1. There is a need for special planning and regulations in the Eastham DCPC that will preserve or maintain values and resources intended to be protected by the Cape Cod Commission Act ("the Act"). This designation is of critical value to Barnstable County due to the following features: the presence of significant natural and economic resources or values of regional, statewide, or national significance; and, the presence or proposed establishment of a major capital public facility or area of public investment.
2. Regulatory and/or planning tools are available which are likely to be effective in protecting or otherwise meeting the objectives of the proposed district.
3. Transportation, economic development, affordable housing, and community character are regional issues identified in the 2009 Regional Policy Plan.
4. The Town of Eastham is the gateway to Cape Cod National Seashore, a national and regional recreational and cultural resource that draws over 3 million visitors per year. The tourism generated by the National Seashore affects nearly every component of Eastham's local economy, including the hospitality, recreation, and service trades that are located within the proposed District.
5. The proposed District is bisected by U.S. Route 6, a Federal/State highway that serves as the major travel corridor to the Outer Cape towns of Wellfleet, Truro and Provincetown with average summer daily traffic volumes of approximately 25,000 - 30,000 vehicles/day. Average summer daily traffic volumes on Route 6 at the Wellfleet/Truro town line average 14,000 vehicles/day, and 12,000 vehicles/day at the Truro/Provincetown town line. The roadway also serves as Eastham's "Main Street" providing access to the Town's primary commercial area and core economic activity located at Brackett Road and Route 6.
6. Summer traffic congestion and safety on Route 6 impacts both residents and visitors daily. The Eastham section of Route 6 consists of a four-lane cross-section with 12-foot vehicle lanes and a 5-foot sidewalk on the west side of the roadway. There are no sidewalks on the east side of the roadway where most of the businesses and numerous curb cuts are located. There are approximately 100 curb cuts along the approximately 2.5-mile section of Route 6 within the proposed District. Accessing these businesses on foot or bicycle is challenging and hazardous for employees and customers, forcing them

to walk on the highway immediately adjacent to motor vehicles. According to a 2014 Cape Cod Commission report titled “Barnstable County High Crash Locations”, the Route 6/Brackett Road intersection ranked 46th on Cape Cod based on the number of crashes. From 2012 – 2014, a total of 105 crashes were reported along the section of Route 6 within the proposed District. In 2015, fatalities on Route 6 included a pedestrian at the Brackett Road intersection and a bicyclist just south of the intersection, trying to cross the road.

7. The corridor lacks sufficient bicycle and pedestrian accommodations, and has not received upgrades to mitigate traffic volumes, safety issues, and stormwater runoff. As a state highway, Route 6 is under the jurisdiction of the Massachusetts Department of Transportation (“MassDOT”) and the Town lacks the capacity and the regulatory framework to implement comprehensive improvements to the roadway. The proposed DCPC would provide the means for the Town to plan comprehensively to manage traffic congestion and safety issues.
8. The southeasterly portion of the proposed District lies within the contributing area to the Salt Pond subembayment, within the Nauset Harbor watershed. According to the Final Massachusetts Estuary Project (“MEP”) Report for Nauset Harbor, the Salt Pond subembayment watershed requires significant nitrogen removal (i.e. removal of 100% of the septic load). An approved Total Maximum Daily Load (“TMDL”) report, currently in progress, will require nitrogen reductions in the Salt Pond subembayment. Reductions in nitrogen loading within the watershed could be targeted to both development and redevelopment. Stormwater management retrofits or installations of best management practices (“BMPs”) within the District that treat for nitrogen would reduce nitrogen loading to Salt Pond and greater Nauset watershed. Additionally, minimizing turf (i.e. fertilizer application), impervious surfaces (i.e. generation of stormwater runoff), and wastewater discharges within the Nauset Marsh watershed would help mitigate any increase in nitrogen load to the already-impaired embayments.
9. The Town has invested considerable funds into the proposed District. In 2015, Eastham Town Meeting authorized the design and construction of a one hundred thirty million dollar (\$130M) public water supply system throughout the Town. This major public investment will provide town water to all properties within the proposed District. New development and redevelopment is now more feasible for many property owners within the proposed District, as evidenced by several recent retail and residential development proposals and permits issued by the Town. Town officials are concerned about the impact of future growth on existing businesses as well as the character of the community.
10. The proposed District is primarily zoned for general business use, which allows a variety of retail, accommodations, and other commercial uses. In 2014, the Town approved

overlay zoning within the proposed District to encourage mixed-use development in a traditional village-style development pattern. The overlay zoning has not yielded any new mixed-use development and the bylaw has not been effective in producing the form and type of development desired by the Town. At the 2017 Annual Town Meeting, Eastham voters approved amendments to the Overlay bylaw as an interim measure until a comprehensive analysis could be completed. The DCPC process will allow the town to look comprehensively at future development potential in the proposed District under existing zoning and with the availability of town water and provide an opportunity to create more effective regulations that support the community's vision for the District.

11. The availability of public transit provided by the Cape Cod Regional Transit Authority ("CCRTA") Flex bus, coupled with the proximity of commercial and retail services along Route 6, makes the proposed District an appropriate location for affordable housing. Affordable housing development recently permitted within the proposed District includes a 65-unit comprehensive permit issued under M.G.L. Chapter 40B on Town-owned land. Regulations and guidelines developed through the DCPC process will help the Town diversify its housing stock by promoting mixed-use/village style development in the District, providing additional opportunities to accommodate appropriately designed affordable residential units at higher densities that are necessary to make them financially viable.
12. The designation of this area as an Economic or Development Resource District will allow the town to plan and adopt zoning and other strategies to guide future development and redevelopment in a way that contributes to and respects the character and historic development patterns of the area and provides appropriate tools to support and foster the local economy.
13. The designation of this area as an Affordable Housing District will allow the Town to develop regulations and guidelines to diversify its housing stock by promoting mixed use/village style development. This type of development will provide additional opportunities to accommodate appropriately designed residential units at higher densities, which is a vital component in making the development of affordable housing economically viable.
14. Designation of this area as a Transportation Management District will allow the Town to comprehensively address traffic congestion and safety issues, and to plan for adequate pedestrian and bicycle accommodations within the proposed District.
15. The proposed District is bisected by a four-lane undivided highway with multiple curb cuts and higher traffic volumes than other sections of U.S. Route 6. Permissive commercial zoning and the recent provision of town water to the proposed District have resulted in high-traffic volume commercial development proposals whose layout and design could be improved with adequate regulatory controls. Implementing regulations

will allow the Town to provide the regulations desired by the community and ensure that this small economic center will grow in a way that existing infrastructure can support.

16. The proposed boundary of the District is reasonably related to the purposes of the District and follows an easily definable boundary.

TYPES AND CLASSES OF DEVELOPMENT THAT MAY PROCEED

Pursuant to Section 11(c) of the Cape Cod Commission Act, "the acceptance of a nomination for consideration for designation as a district of critical planning concern shall continue to suspend the power of a municipality to grant development permits for development within the nominated district."

The Commission, in conjunction with the Eastham Board of Selectmen, has identified the following types or classes of proposed development which may proceed notwithstanding this nomination during consideration and designation and until Implementing Regulations are adopted pursuant to Section 11 (d) & (e) of the Act, provided however that such permits could have been issued in accordance with bylaws and regulations in effect in the town of Eastham at the time of the local permit application. The Commission certifies, by the acceptance of this nomination, that these types or classes of proposed development are not substantially detrimental to the protection of public health, safety, and welfare and do not contravene the purposes of the Cape Cod Commission Act and the DCPC nomination. Where a type or class of development is not included below, it may not proceed unless the district fails, until Implementing Regulations are adopted, or until it is exempt pursuant to Section 22 of the Act.

The following uses/activities shall be allowed to continue in the Town of Eastham District during the moratorium:

1. New residential single-family development on residentially zoned parcels within the proposed district.
2. Normal and customary repair or maintenance to a single-family house or any other residential use.
3. Normal and customary repair or maintenance to duly permitted accessory structures such as storage sheds, garages or accessory residential structures.
4. Normal and customary repair, maintenance to non-residential structures and uses.

5. The change, alteration or expansion of use of any commercial, retail or mixed-use structure where such change, alteration or expansion is limited to the interior of the structure and will not increase or intensify the use of the structure and will not result in any change to the building footprint or any other exterior component that would require Site Plan Approval - Special Permit under Section XIII of the Eastham Zoning Bylaw.
6. Normal and customary repair or maintenance to on-site septic systems. Such repairs or maintenance shall not increase the number of bedrooms or wastewater disposal capacity or result in an increase in impervious area.
7. Normal and customary repair or maintenance to duly permitted signs.
8. Installation of new signs provided they conform to the Eastham Sign Code.
9. Any development or redevelopment activity where all necessary permits have been issued before August 31, 2017.
10. Connections to public and/or private water supply systems.
11. Municipal projects.
12. Any development that constitutes emergency work as defined by Section 24 of the Cape Cod Commission Act. The proponent of any emergency work must notify the Commission immediately upon applying to a municipal agency or official for an application to conduct such emergency work. Emergency work shall be permitted and proceed only in accordance with the standards and procedures set forth in Section 24 of the Act and the Enabling Regulations Governing Review of Developments of Regional Impact.

CONCLUSION

Based on the findings above, the Cape Cod Commission hereby accepts the nomination for consideration of the Town of Eastham District in the Town of Eastham as a District of Critical Planning Concern.

Signature page follows

SIGNATURE(S)

Executed this 31st day of Aug 2017

Harold W Mitchell

Signature

Harold W Mitchell - chair

Print Name and Title

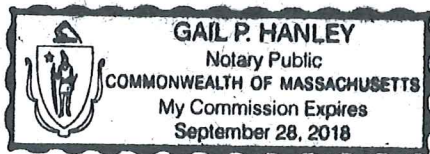
COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss

August 31, 2017

Before me, the undersigned notary public, personally appeared

Harold W. Mitchell, in his/her capacity as Chairman of the Cape Cod Commission, whose name is signed on the preceding document, and such person acknowledged to me that he/she signed such document voluntarily for its stated purpose. The identity of such person was proved to me through satisfactory evidence of identification, which was [] photographic identification with signature issued by a federal or state governmental agency, [] oath or affirmation of a credible witness, or [☒] personal knowledge of the undersigned.



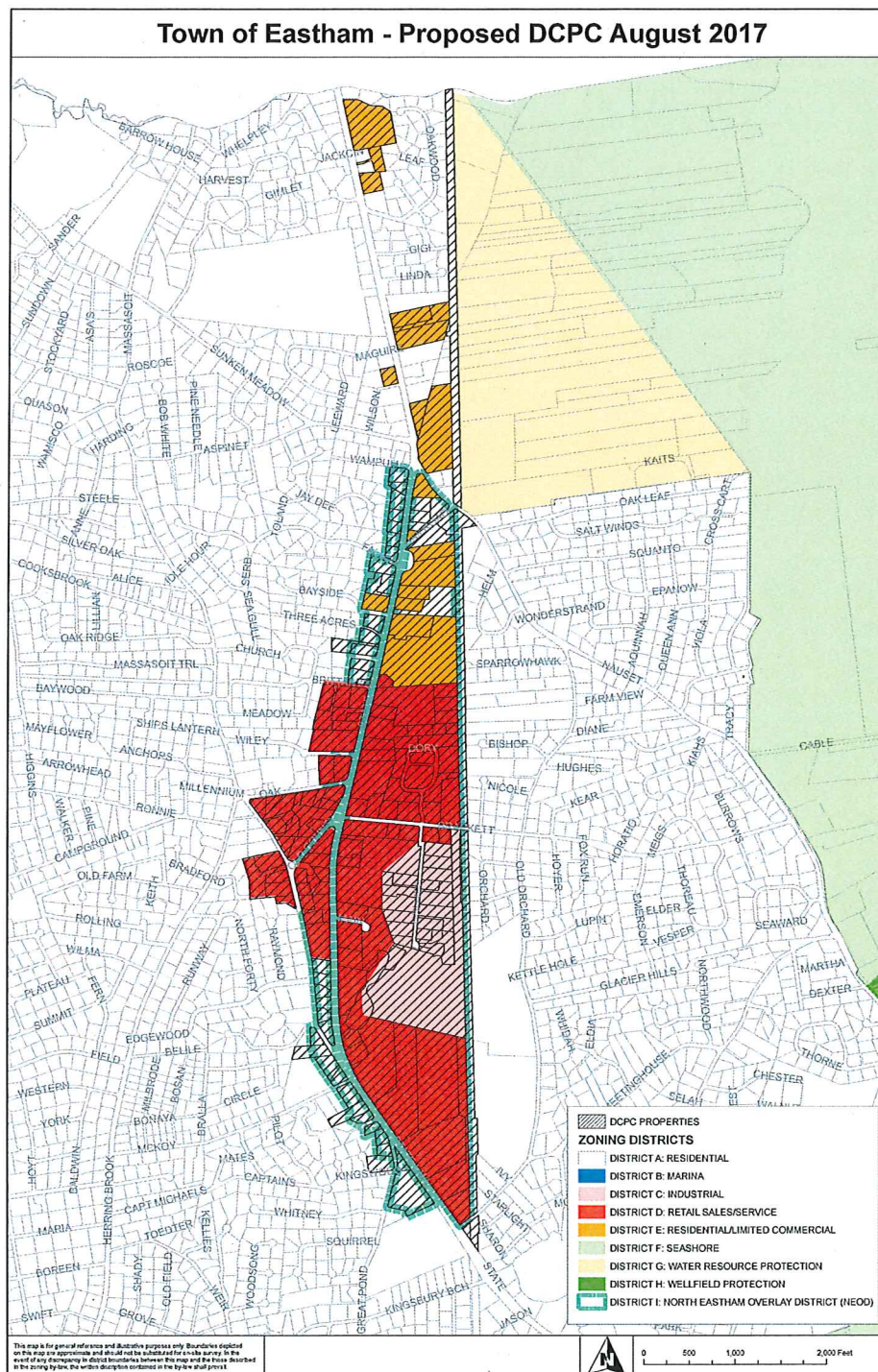
SEAL

Gail P. Hanley
Notary Public

My Commission Expires: 9-28-18

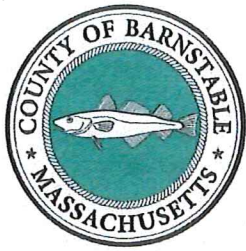
EXHIBIT A

MAP OF PROPOSED DCPC BOUNDARIES



EASTHAM DCPC – EASTHAM, MA
NOMINATION FOR CONSIDERATION DECISION

Info



BARNSTABLE COUNTY HOME CONSORTIUM

PO Box 226, 3225 MAIN STREET
BARNSTABLE, MASSACHUSETTS
02630

(508) 362-3828 • FAX (508) 362-3136
E-mail: mspringer@barnstablecounty.org



NOTICE OF PUBLIC COMMENT PERIOD

The **Barnstable County HOME Consortium** has completed its 2016 Fiscal Year (July 1, 2016- June 30, 2017) utilizing U.S. Department of Housing and Urban Development's (HUD) Federal Fiscal Year 2016 HOME Program funds. The HOME Program was awarded \$394,512 to carry out the goals and objectives set forth in the 2015- 2019 Consolidated Plan and Annual Action Plan for this period. A draft **Consolidated Annual Performance Evaluation Report (CAPER)**, outlining the year's accomplishments and challenges is available for public comment.

The public comment period will begin September 10, 2017 and end September 25, 2017. Written comments should be sent on or before September 25, 2017 at 4:30 p.m. to the Barnstable County HOME Consortium, PO Box 427, Barnstable, MA 02630 or by e-mail: mspringer@barnstablecounty.org. The CAPER will be submitted to HUD by September 26, 2017.

The 2016 Draft CAPER is available for review online at <http://www.bchumanservices.net> or at the Human Services Department 3195 Main Street, Barnstable, MA. Requests for hard copies of the CAPER and any questions should be directed to Michelle Springer at (508) 744-1224 or mspringer@barnstablecounty.org.

If you are deaf or hard of hearing or a person with a disability who requires an accommodation, please contact the Department of Human Services at 508-375-6628 or TTY 508-362-5885. Requests for sign language interpreter must be made at least 2 weeks prior to the meeting date.

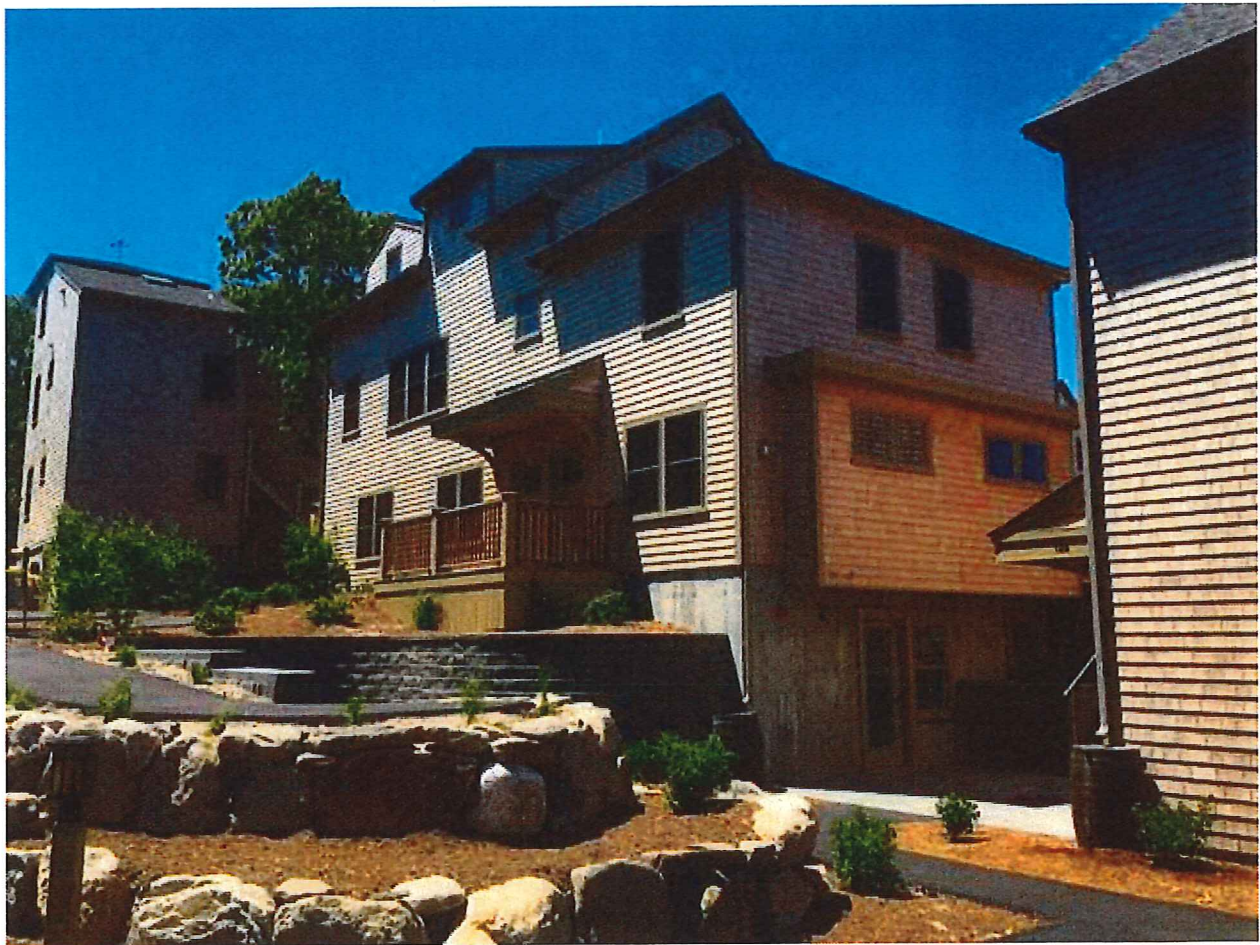


ADMINISTRATION

SEP 11 2017

RECEIVED

BARNSTABLE COUNTY HOME CONSORTIUM
DRAFT CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)
FEDERAL FISCAL YEAR (FFY) 2016
JULY, 1 2016-JUNE 30, 2017



Stable Path-Provincetown

PARTICIPATING JURISDICTION: BARNSTABLE COUNTY HOME CONSORTIUM

LEAD AGENCY: BARNSTABLE COUNTY HUMAN SERVICES DEPARTMENT

CONTACT PERSON: MICHELLE SPRINGER-508-744-1224

PROGRAM YEAR: 2016

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
CHDO Housing Production	Affordable Housing Homeless	HOME: \$	Rental units constructed	Household Housing Unit	25	28	112.00%	5	0	0.00%
Homebuyer Assistance (DPCC)	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	29	116.00%	5	21	420.00%
Rental Housing Production	Affordable Housing	HOME: \$	Rental units constructed	Household Housing Unit	100	71	71.00%	20	0	0.00%
Tenant Based Rental Assistance	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	0	0.00%	0	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Although the Barnstable County HOME Consortium (BCHC) did not meet its goal of 5 CHDO and 20 rental units, we did far exceed our goal of 5 First Time Homebuyers Down Payment and Closing Cost loans by 16 loans. These DPCC loans gave 21 families a chance to own their own home, which may not have happened without the help of the BCHC First Time Homebuyers Down Payment and Closing Cost program due to the high price of housing on Cape Cod. We will exceed our goal of 20 rental housing units next year with 33 HOME units within three developments that are in the process of being constructed now. BCHC also has been working with staff at the Housing Assistance Corp. (HAC) in order to find an eligible use of the 15% setaside for CHDO housing, as HAC is the only certified CHDO currently on Cape Cod.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	HOME
White	20
Black or African American	1
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	21
Hispanic	0
Not Hispanic	21

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Over the first 2 years of the Con Plan, 15 of 62 HOME assisted units were occupied by minority households- 24.2%. This outcome continues the BCHC's experience in prior Con Plans of serving a higher percentage of minority households than live in Barnstable County (8.6% of minority households per the 2010 Census data).

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG		
HOME	HOME	1,717,019	820,160
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Barnstable County	100	100	Region

Table 4 – Identify the geographic distribution and location of investments

Narrative

Attached is the HOME map showing all HOME funded projects.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

HOME requires that 25% of a jurisdiction's non-administrative and non-program income expenditures in any year be matched with non-federal funds. In FFY 2016 the Consortium expended \$736,365.33 in non-administrative and non-program income HOME funds; therefore, the 25% match requirement is \$184,091.33.

HUD has allowed HOME consortia's in Massachusetts to use the Massachusetts Rental Voucher Program (MRVP) expenditures in the consortia communities as a source to count toward the 25% match requirement. In FFY 2016 Housing Assistance Corporation, the region's primary administrative issuing agency for MRVP vouchers, reported that it had expended \$637,410 in MRVP vouchers. BCHC has over \$24 million in excess match credit that it has accumulated over the history of the County HOME program.

The BCHC, as in prior years, exceeded its match requirement through the use of the state's Mass Rental Voucher Program funds that were expended in the region and administered by the Housing Assistance Corporation.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	23,611,334
2. Match contributed during current Federal fiscal year	637,410
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	24,248,744
4. Match liability for current Federal fiscal year	184,091
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	24,064,652

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
MRVP	7/1/16-6/30/17	\$637,410						\$637,410

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	61,725	61,725	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	29	21
Number of Special-Needs households to be provided affordable housing units	1	0
Total	30	21

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	25	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	5	21
Total	30	21

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

BCHC was able to significantly exceed its goal of 5 Down payment and Closing Cost loans having issued 21 loans to first time home buyers in the last year. BCHC was not able to meet its goal of 5 CHDO units due to the lack of certified CHDO's on Cape Cod. BCHC has been working with HAC on the potential use of the 2016 & 2017 CHDO funds. The goal of 20 units of rental housing was not met this year as three projects were leasing up as of 6/30/17; however, BCHC will exceed the goal next year with 33 HOME units and 141 total units.

Discuss how these outcomes will impact future annual action plans.

There has been a big increase in the DPCC program and staff will watch to see if this increase continues. If it does continue to increase, then BCHC will consider allocating more of its 2017 & 2018 HOME funds towards the DPCC program. BCHC increased its 2017 allocation to the DPCC program by \$10,000.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	3
Moderate-income	0	18
Total	0	21

Table 13 – Number of Households Served

Narrative Information

Due to the higher priced housing market on Cape Cod the majority of DPCC clients were in the Moderate-income category, which is needed in order to be able to purchase a home, and afford to live on Cape Cod.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Barnstable County is the convening entity and provides staff support for the region's Continuum of Care (CoC): The Regional Network To Address Homelessness ("Network"). The region has had a CoC since 1997 and has received McKinney-Vento funds since that time. The region's CoC strategy to address homelessness rests on three goals: increase access to safe, stable, accessible and affordable housing; improve the health and stability of individuals and families that are experiencing homelessness or that are at risk of homelessness; and improve the economic security of these individuals and families.

The region has outreach workers who engage the unsheltered homeless to link them with emergency shelter, physical and mental health services, and case management for benefits enrollment, housing placement, and other services. Outreach workers from Housing Assistance Corporation, the Department of Mental Health/ VinFin Homeless Outreach Team, Duffy Health Center, a health care for the homeless FQCHC, the Town of Barnstable Police Department, Cape Cod Hospital, and other entities meet periodically and routinely communicate to meet to coordinate responses to those living on the street or in other places not meant for human habitation.

The Network has also implemented a Coordinated Entry System (CES) to match the most vulnerable households with available housing units. Outreach workers assess individuals who are homeless using a standardized assessment tool, these individuals are then matched with available beds. The intent of CES is to house and support the most vulnerable homeless population. The CES is mandated for CoC funded projects and beds, however as CES is more fully implemented and adopted across the region, it is anticipated that it will expand to include other housing units.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Consortium staff continued to attend Regional Network on Homelessness Policy Board meeting to keep apprised of services to the homeless on Cape Cod. The Consortium will also be considering a TBRA program in the later years of this five-year planning period.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

In the course of selecting projects to fund, the Consortium pays close attention to how any one project is connected to the efforts of the CoC and its partners in serving the homeless, especially in terms of permanent housing and other special needs populations including elderly, persons with disabilities and public housing residents. The BCHC will continue to look for ways to increase the availability of affordable units to help prevent individuals and families from becoming homeless. One way the BCHC is trying to increase the available units is the setaside of Federal/State/Local funded project based vouchers within the rental developments that have been awarded BCHC HOME funds.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Consortium's efforts to increase the supply of affordable rental housing and assist first time homebuyers has provided better opportunities for homeless or near homeless individuals, families with children and veterans and their families, to find permanent affordable housing.

The Consortium will work to get more project based units designated for homeless individuals, families with children, and veterans and their families in HOME funded rental developments.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

None of the 2016 BC HOME funds were used to address the needs of public housing in the last year.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

State funded Housing Authorities are required by the State to have a resident representative on their 5 member Board of Commissioners, which will help to encourage residents to become more involved in the management of the property. Resident councils in the three housing authorities (Barnstable, Bourne, and Falmouth) that have federally funded units are required to review and approve the housing authority's annual capital plan.

Actions taken to provide assistance to troubled PHAs

There are no troubled PHA's in the region.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The Consortium identified a number of barriers to affordable housing production that involved resource allocation, housing policy, land use policy, lack of infrastructure and staff capacity, and public perception and attitudes. BCHC continues to support the removal of any negative effects of public policies that serve as barriers to affordable housing by working with local entities with the same mission.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The most significant obstacle on the supply side to meeting affording housing is the cost of land and current zoning which favors larger lot single family housing development. The Cape Cod Commission (CCC) is actively working with communities to change their zoning, particularly in village center areas, to accommodate greater density and therefore reduce the amount of land required per unit which in turn may reduce sale and rental prices.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

All clients receiving down payment closing cost loans are required to comply with the federal and state lead-based hazard regulations.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

In addition to dedicating HOME funds to rental housing for extremely low income households, the Consortium will support all efforts in the region to protect low income households in deed restricted ownership units from losing their assets through foreclosure.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Both the HOME program and the Continuum of Care program are administered by The Barnstable County Department of Human Services Department.

Actions taken to enhance coordination between public and private housing and social service

agencies. 91.220(k); 91.320(j)

- Utilize the HOME Advisory Council as a vehicle for the following purposes: secure federal, state and other funds, maintain communication between the towns, and serve as an information resource center for the Cape.
- Encourage and support the activities of regional housing programs.
- Educate the public about what is affordable housing and why it is needed.
- Advocate and work with DHCD and HUD to resolve inconsistencies in programmatic requirements, funding programs, and in agency policies. The Consortium will focus on the HOME/universal deed rider issue as its first priority.
- Educate and work with lenders on the needs of first time homebuyers and the issues associated with affordable housing restrictions.
- Advocate that all towns create housing action plans in accordance with DHCD's Housing Production standards and provide capacity to implement those plans.
- Encourage use of local labor for HOME assisted projects.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

BCHC is committed to continue to administer and market its program and policies in an affirmative manner. Specific steps have been taken to solicit minority participation as clients and vendors in the HOME Program. For example, the agency that administers the HOME Down Payment program is required to conduct targeted outreach to potential clients. The Consortium continues to be successful in its minority outreach as during the first two years of the 2015-2019 Con Plan. For all HOME Public Hearings and Comment Periods the legal notices are translated into both Portuguese and Spanish and posted on the BHDHS website and newsletter.

Over the first 2 years of the Con Plan, 15 of 62 HOME assisted units were occupied by minority households- 24.2%. This outcome continues the BCHC's experience in prior Con Plans of serving a higher percentage of minority households than live in Barnstable County (8.6% of minority households per the 2010 Census data).

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Please see attached BCHC Rental Development Project Monitoring Policy

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

- August 20, 2017- Publication of Notice of September 7, 2017 Public Hearing Notice in the Cape Cod Times
- August 22, 2017- E-mail notification of September 7, 2017 Public Hearing to about 100 people from all fifteen towns, local housing authorities, local housing committees, and affordable housing developers. The notice about the hearing that was e-mailed was also provided in Spanish and Portuguese. Posted on the Barnstable County Human Services Dept. web site.
- August 25, 2017- Public Hearing Notice posted in the Barnstable County Human Services Department E-Newsletter that goes out to 1900 individuals working with low income residents in social service and minority organizations. This notice was also included Spanish and Portuguese versions.
- September 7, 2017- Public Hearing held in the Innovation Room located in the Barnstable County Complex. The meeting location was handicap accessible, and provisions were made for providing special accommodations for language interpretation or services for the deaf or hard of hearing.
- September 8, 2017- Public Comment Notice and draft 2016 CAPER posted on the Barnstable County Human Services Dept. web site.
- September 8, 2017- Copies of the draft 2016 CAPER mailed and e-mailed to 15 Town Halls and made available at the Human Services Dept. and Barnstable County offices.
- September 8, 2017- E-mail notification of 15-day Public Comment Notice to about 100 people from all fifteen towns, local housing authorities, local housing committees, and affordable housing developers. The notice about the 15-day comment period that was posted on the Barnstable County Human Services Dept. web site and that was e-mailed included Spanish and Portuguese versions.

- September 22, 2017 -Public Comment Notice and draft 2016 Annual Plan posted in the Barnstable County Human Services Department E-Newsletter that goes out 1900 individuals working with low income residents in social service and minority organizations.
- September 10, 2017- Publication of 15-day Public Comment Notice in the Cape Cod Times.
- September 10, 2017-Sept. 25, 2017- 15-day Public Comment Period (allowed for an extra day due to the holiday)
- Sept. 25, 2017-End of Public Comment Period
- Sept. 26, 2017- Update report with public comment received.
- Sept. 26, 2017- 2016 CAPER sent to HUD.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please see the attached 2016 HOME Monitoring and HQS Report.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

BCHC's has a history (in prior Con Plans) of serving a higher percentage of minority households than live in Barnstable County (8.6% of minority households per the 2010 Census data).

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Please see the attached Program Income Report

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The Cape Cod Commission, through its regulatory program requires housing development that require regional review to allocate 10% of their units to households with low to moderate income. For commercial projects requiring regional review, the Commission calculates the expected demand for affordable housing the development is expected to generate given the type of business(s) to be housed and wages earned. Based on this calculation, the Commission requires the development mitigate the impact, usually in the form of a cash payment used by the municipality and other housing agencies to create affordable housing in the region.



BARNSTABLE COUNTY HOME CONSORTIUM

PO Box 427, 3195 MAIN STREET
BARNSTABLE, MASSACHUSETTS
02630

(508) 362-6628 • FAX (508) 362-0290
E-mail: mspringer@barnstablecounty.org



RENTAL DEVELOPMENT PROJECT MONITORING POLICIES AND SCHEDULE February 2017

Annual Desk Review of Rents, Incomes, Unit Mix, and Lease Term

In January, each year, a HOME representative will send requests for a "HOME Report" as of 12/31 of the previous year, to all sites with whom did not receive a site visit in the previous 12 months. Those not assigned for on-site monitoring will receive a "Desk Review" analysis of compliance.

On-Site Review of Rents, Incomes, Lease Terms, and Property Condition/Standards

Schedule and Sample Size:

Per the revised HOME regulations, all the units and files for projects with from one (1) to four (4) HOME-assisted units will be inspected. In those projects with five (5) to twenty (20) HOME-assisted units, four (4) files and units will be inspected. Projects with more than twenty (20) HOME-assisted units will have 20% of the files and units inspected.

A HOME Consortium Representative will conduct the required on-site file review, and conduct the physical property inspection on the schedule noted below:

TOTAL # OF UNITS IN PROJECT	INSPECTION FREQUENCY	NOTES
1-9	Every Year	Change to Every 2 Years for Projects with 2 Consecutive Years of Satisfactory Reports*
10-19	Every 2 Years	
20+	Every 3 Years	

*Satisfactory Reports Criteria:

- Physical Inspection- no unit re-inspections needed;
- On-Site File Review- no Findings issued;
- Financial Reports- no cash flow or excessive vacancy issues and appropriate level of replacement reserves documented.

Supporting affordable housing in the fifteen communities of Cape Cod

On-Site File Review:

A HOME Consortium representative will review files of HOME-assisted tenants to verify that 1) appropriate income documentation is on file and that incomes were calculated correctly and in accordance with the required Part 5 methodology (see Attachment A for summary); 2) rents, including documentation of utility allowances, comply with required rent limits; 3) leases are for one year, do not contain prohibited terms, and that tenants have been appropriately notified of lease renewals and any rent increases; and 4) any vacancies have been filled from a waiting list consistent with the project's Tenant Selection Plan.

The HOME program is very complex, and it is not unusual for monitoring visits to result in Findings that require corrective action. On-site monitoring that results in Findings will not automatically trigger a more frequent on-site monitoring schedule; however, depending upon the number and severity of Findings, staff may require more frequent on-site monitoring of a project.

On-Site Property Standards Inspection:

The HOME contracted inspector will inspect up to four (4) of the HOME-assisted units and the inspectable items (site, building exterior, building systems, and common areas) for each building housing HOME-assisted units in projects with from one (1) to twenty (20) HOME-assisted units and 20% of the units in projects with more than twenty (20) HOME-assisted units.

Owners must correct any reported deficiencies within 45 days from the date of the On Site Monitoring Report with the exception that any health and safety related deficiencies (e.g. access to units; fire exits; evidence of infestation, garbage, or debris; smoke detectors; interior air quality; elevators; etc.) must be corrected immediately. A follow up inspection will be conducted to determine if the deficiencies have been corrected; however, certain non-hazardous deficiencies may not require a re-inspection if satisfactory documentation, (e.g. paid invoice of a work order accompanied by pictures, etc.) is provided.

Any project in which health and/or safety related deficiencies were reported will be required to have a physical property inspection the following year. A satisfactory physical inspection report will be needed before staff returns a project to its scheduled inspection cycle.

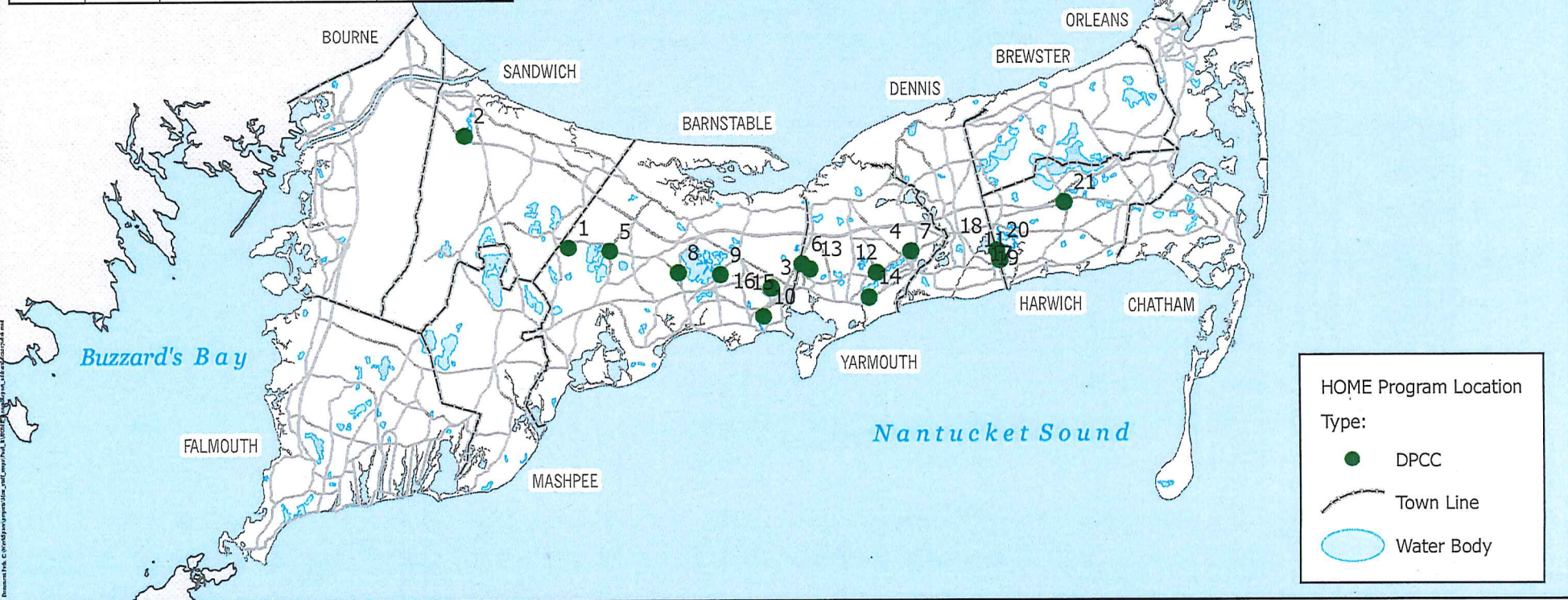
Supporting affordable housing in the fifteen communities of Cape Cod

2016 HOME Monitoring and HQS Schedule

Project	Town	DHCD	Due	Total Units	HOME Units	Date Completed
Cromwell Court/POAH	Barnstable	DHCD	Due 2016	124	11	Aug-17
Kimber Woods/POAH	Barnstable	DHCD	Due 2016	28	11	Sep-16
Canal Bluffs/POAH	Bourne	DHCD	Due 2016	28	11	Jan-17
Clay Pond Cove/POAH	Bourne	DHCD	Due 2016	45	11	Jan-17
Lake Street/TCB	Chatham	DHCD	Due 2016	47	11	Nov-16
Dennis Commons/	Dennis	DHCD	Due 2016	32	11	Oct-16
704 Main St./FHA	Falmouth	DHCD	Due 2016	58	11	Oct-16
Fairwinds/FHA	Falmouth	DHCD	Due 2016	20	10	Oct-16
Schoolhouse Green/FHC	Falmouth	DHCD	Due 2016	39	11	Oct-16
Cape Cod Senior Res. At Poc.	Pocasset	DHCD	Due 2016	84	11	Oct-16
Province Landing/TCB	Provincetown	DHCD	Due 2016	50	11	Jan-17
Wells Court/1st Realty Mang.	Brewster		Due 2016	24	24	Nov-16
Northside/Karam Group	Dennisport		Due 2016	46	11	Oct-16
Osprey Lane/TCB	East Sandwich		Due 2016	36	11	Jul-16
Edgerton Drive/FHA	Falmouth		Due 2016	24	6	Oct-16
Gifford Street/FHA	Falmouth		Due 2016	28	8	Oct-16
Pine Oaks Village III/MB	Harwich		Due 2016	65	13	Nov-16
Village Green I/Dakota Part.	Hyannis		Due 2016	60	11	Nov-16
Rock Harbor/POAH	Orleans		Due 2016	100	10	Nov-16
Simpkins School Res./Winn	Yarmouth		Due 2016	65	11	Jun-16

[illegible]

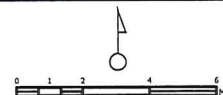
ID	Project #	Address	Town
1	#941	127 Jones Road	Marston Mills
2	#942	12 Highview Drive	Sandwich
3	#943	4 Linden Street	Hyannis
4	#944	4 Buckwood Drive	South Yarmouth
5	#945	170 Route 149	Marston Mills
6	#946	43 Adams Street	West Yarmouth
7	#947	24 Idlewood Drive	South Yarmouth
8	#948	83 Knotty Pine Lane	Centerville
9	#949	758 Phinneys Lane	Centerville
10	#950	116 Seabrook Road	Hyannis
11	#951	10 Carol Lane	West Harwich
12	#952	454 Winslow Gray Road	South Yarmouth
13	#953	248 Camp Street Unit C-2	West Yarmouth
14	#954	15 Frank Baker Road	S. Yarmouth
15	#955	236 Megan Road	Hyannis
16	#957	29 Olander Drive	Hyannis
17	#958	12 Candlewood Lane Unit 2	Dennis Port
18	#959	2 Nautical Way	South Dennis
19	#960	10 South Street Unit 1-6	Dennis Port
20	#962	124 Depot Road West	West Harwich
21	#963	242 Pleasant Lake Ave.	Harwich



HOME Address Locations 2016-2017

This map is produced by the GIS Department of the Cape Cod Commission, a division of Barnstable County. The information depicted on these maps is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel level analysis. It should not substitute for actual on-site survey, or supervised field research.

Date: 8/17/2017
User: gprnm



CAPE COD
COMMISSION