

# TOWN ADMINISTRATOR’S REPORT

## SEPTEMBER 26, 2023

### 1. TOWN OF DENNIS CHILDCARE SUBSIDY PROGRAM – APPLICATIONS AVAILABLE

- Since the program launched last month, we have received 17 applications and have processed two eligible providers.
- Seven families have been approved with eight more pending.
- The program capacity is fifty families so we have room for 35 more.
- All program information, applications and provider packets are available on the Town’s website.

Dennis, MA – The Town of Dennis is pleased to announce that funding was approved at the Dennis May 2, 2023 Annual Town Meeting to pay the costs of funding and administering a childcare subsidy program for birth through 5-year-old children of Dennis residents to attend a state-licensed childcare program. Financial assistance will be provided for children who are born by August 31, 2023, and are not five years or older as of August 31, 2023. A subsidy in the form of direct payment to provider for one child per household up to a maximum of \$2,400 will be provided for eligible families who meet the income threshold of 150% Average Median Income. For a Childcare Subsidy Program Overview, an Application Form and a Required Documents List, visit the town website at: <https://www.town.dennis.ma.us/select-board-administration/pages/childcare-subsidy-program>

The application form includes questions to obtain information for verification of eligibility. Applications and complete instructions will be available September 1, 2023.

Please note that additional documents or information may be requested by the Childcare Subsidy Program Administrator as needed. An application form and required documents should be completed and submitted by **September 28, 2023** for the program period September 1, 2023 – August 31, 2024.

**Applications and required documents must be completed fully and returned to:**

Dennis Town Hall  
Attention: Childcare Voucher Program  
685 Route 134  
South Dennis, MA 02660

Or may be scanned and emailed to [DennisCSP@town.dennis.ma.us](mailto:DennisCSP@town.dennis.ma.us) with the subject line “CSP.”

All applicants will receive notification once the application deadline has closed. If you have questions about the program, please contact us by email at: [DennisCSP@town.dennis.ma.us](mailto:DennisCSP@town.dennis.ma.us)

### 2. SPECIAL/FALL TOWN MEETING DATE

Special Town Meeting will be held on Tuesday, November 7<sup>th</sup>, at 7:00 pm. We are underway with the Town Meeting article review process; the Select Board will be reviewing draft Town Meeting Articles for placement on the warrant in September and the Town Meeting Warrant must be posted no later than October 26, 2023. The deadline to submit Citizens Petitions was September 19, 2023, at 4:00 pm to the Town Clerk's Office. No citizens petitioned were filed with the Town. For more information on the Special Town Meeting, contact the Town Clerk’s Office at (508)760-6112 or Town Administration at (508)760-6148.

Date – Year 2023	Event
September 19, 2023	Deadline for filing a Citizens Petition at the Town Clerk’s Office: 4:00 pm
October 27, 2023	Last day to register to vote at the Special Town Meeting
November 7, 2023	Special Town Meeting, 7:00 pm, Location TBD

### **3. NEXT MEETING DATES OF THE DENNIS SELECT BOARD**

The Dennis Select Board will meet on October 3, 2023 at 4:30PM for the Hope Lane Housing proposal and regularly scheduled business on October 10, 2023. Upcoming meeting dates of the Select Board can be found on the [Town of Dennis website here](#).

All are welcome to attend and participate in our open and public meetings. The agenda for each meeting is posted 48 business hours prior to the scheduled meeting time and can be accessed through the Select Board's webpage or the Town calendar webpage.

Attend in-person at the Town Hall, Stone Meeting Room. Or for alternative public access join the meeting online via zoom <https://us02web.zoom.us/j/7660036712> or participate by phone by dialing 1-646-558-8656 and entering Conference ID 766 003 6712 #.

### **4. REMINDER - MASSDOT WORK NOTIFICATION: CULVERT REPLACEMENTS ROUTE 6A (MAIN ST) OVER SESUIT CREEK**

Work by MassDOT commenced as scheduled last week. Please note Message Board signs in the area and continue to monitor the Town's website and social media for updates.

*TA Report August 22, 2023*

The work involves replacing two culverts that convey flow along Sesuit Creek between the Sesuit Harbor and Scargo Lake. Both culverts are located under Route 6A between Scargo Hill Road and Paddocks Path.

The existing culverts are undersized and have historically had issues with clogging, causing flooding and preventing herring from passing through to Scargo Lake (Sesuit Creek is a herring run). These culverts will be replaced with 7-foot-wide by 5-foot-high box culverts, allowing for better flow and fish passage. The work will also include the installation of a sidewalk along the north side of Route 6A (within the project limits) and utility relocation.

The work is scheduled to start on or about September 6 with the installation of variable message signs to notify motorists of the upcoming work. The main construction is scheduled to start the week of September 18. The work will take place over a 2-year period is scheduled to be completed by the Spring of 2025. No work will take place during the summer months.

Depending on the construction, one or both lanes of traffic may have to be detoured. When construction is taking place on the westbound side of Route 6A, westbound traffic will be detoured to Scargo Hill Road and Old Bass River Road. When construction is taking place on the eastbound side of Route 6A, eastbound traffic will be detoured to Sesuit Neck Road and Bridge Street. At least one lane of traffic will be maintained through Columbus Day. Full closure will be required during the actual culvert installation after Columbus Day and through the winter/early spring months.

### **5. ENGINEERING UPDATES**

At their August 22, 2023 Select Board meeting the Board reviewed and considered recommendation from Road Safety Task Force to adopt M.G.L Chapter 90, Section 17C and implement speed reduction to 25mph in thickly settled areas town wide. The Board accepted the recommendation from the Road Safety Task Force to adopt M.G.L Chapter 90, Section 17C. With the approval of the Select Board the necessary documentation was filed with MassDOT. We have just received notification MassDOT has accepted the

speed reduction to 25mph in thickly settled areas town wide. We will be working with the DPW to get the proper signs installed and will go through the public notice process before enforcement can take place.

### *Complete Streets Program*

MassDOT accepted our Complete Street Prioritization plan. We will be working with our consultant this fall on submitting a project from the list for construction funding.

### *July 10, 2023 Update*

The MassDOT Complete Streets Funding Program provides technical assistance and construction funding to eligible municipalities to make safety and accessibility improvements for all travel modes including driving, walking, biking, and transit and for people of all ages and abilities. To be eligible for construction funding of projects through the program, Municipalities must pass a Complete Streets Policy and develop a Prioritization Plan.

The Engineering Department prepared a Complete Streets policy and presented the policy to the Select Board for approval in June, 2022. The approved Complete Streets policy was forwarded to MassDOT and approved on July 22 2022. With an approved policy, the Town was eligible for grant funds to contract with a consultant to help develop the Prioritization Plan. Environmental Partners was hired as the Town's consultant. Several meetings were conducted with various Town departments including Engineering, DPW and the Police Department, to prepare a draft Prioritization Plan based on historic data. Public input was then sought through an advertised on-line GIS based input tool where residents could drop a pin location on a map and enter a description of the improvements they would like to have considered. Over 400 locations were identified through the input tool.

At an advertised Road Safety Task Force Meeting held at the Police Department conference room on August 16, 2023, the public was invited to discuss the locations on the public input tool and Prioritization Plan process. The locations were organized by sidewalk, crosswalk and ramp, traffic and speed issues and other safety and access issues. After hearing from the public, all of the data was organized and prioritized based on projects that would likely qualify for MassDOT funding under the program.

The final Prioritization Plan was submitted to MassDOT and approved on September 12, 2023. The plan locations are shown on the following Complete Streets Prioritization Plan Map. The Town will work with Environment Partners to identify the first project to submit to MassDOT for funding in October 2023.

For more information on the Dennis and other plans, please click on the MassDOT Complete Streets link. [Massachusetts Complete Streets Funding Program Participation \(state.ma.us\)](https://www.mass.gov/info-details/massachusetts-complete-streets-funding-program-participation)

## **6. NOTIFICATION OF FREE CASH APPROVAL - TOWN OF DENNIS**

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

9/12/2023

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2023 for the Town of Dennis is:

General Fund	\$7,830,598.00
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This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended. Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

## **7. BUDGET/CAPITAL/ANNUAL TOWN MEETING CALENDAR**

Administration and Finance – it is hard to believe, however, as summer is winding down we are quickly moving towards budget preparation for fiscal year 2025. The Select Board commenced their Board Goal setting in July and are on track to adopt a collective set of Board goals, which becomes a part of the budget process as applicable. The Finance Director and I are actively working on the draft overall budget calendar including:

- STM November 7, 2023 Meeting Preparations
- Tax Classification Hearing
- Fee Hearing
- FY 2025 Budget Preparation, Reviews, Meetings with Departments, SB Review, Finance Committee Reviews.
- FY 2025 Proposed Capital Projects – Reviews, Meetings with Capital Program Committee
- 2024 Annual Town Meeting Preparation
- Approved roadway, building and infrastructure projects – Contracts prioritization and planning.

An overall calendar will be shared with the Select Board, Finance Committee, Departments and applicable Boards and Committees once completed.

## **8. TOWN OF DENNIS IS HIRING**

Apply and View current job openings [here](#).

Have a great week!

Respectfully,  
Elizabeth C. Sullivan, Town Administrator