

02

GENERAL GOVERNMENT SUMMARY

The General Government Operational Budget is generated through the Town Manager's Office and represents funding for the overall operation of the Town. The Town Manager's Office supports the Selectmen, ensures compliance with Massachusetts General Law, works through Town Counsel on legal services for the Town, and administers the Town's Human Resources and Human Services functions.

Finance Departments

The primary objective of the Finance Department is to provide the management and citizens of Chatham with accurate financial information by fully integrating the Accounting, Assessing, Collection, Treasury and Information System Divisions. Most of our annual budgetary requests are simply to provide the routine services necessary to meet our primary objective.

As you know from your recent tax bills, FY01 was a property revaluation year. This was a major undertaking for the Assessing Division over the last twelve to eighteen months. Much of the next twelve months will involve appeals for abatements based on new values and the Assessors ability to "defend" the values. We continue to annually fund the budget to allow for a continuous revaluation of the Town. We are committed to a five year cycle of inspection of all real estate parcels which we budget at 1,500 parcels per year including approximately 550 building permits per year. A new Windows operating system and software for real estate has been installed and we are bringing the system on line with the completion of the revaluation.

In addition to the real estate and personal property tax assessments and bill creation, the Assessors also assess motor vehicle and boat excise and track all Town betterments. The revenue generated by these functions accounts for approximately 80% to 85% of the revenues generated by the Town.

Quite obviously, the Collector's major function is the routine collection of all real estate tax, personal property tax, motor vehicle excise, boat excise, water and sewer rates, and water betterments. Much of our effort is spent chasing the limited number of delinquent accounts in each of these categories. Tax liens and foreclosure proceedings remain a primary focus and continue to require time and budgetary resources for special counsel. The Collector's Division receives approximately 85% to 90% of all revenue collected by the Town.

The Treasury Division receives all the funds collected by all Town Departments and invests those funds to insure the safety of the principal, allow for liquidity to properly allocate and invest, and finally to generate investment income to help fund the operations of the Town. Monthly cash reconciliations remain a primary objective of the Department to ensure the accuracy of all underlying financial data.

The Treasury Division also handles all payroll and benefits administration issues for all Town employees. Over the past few years we have made major improvements in the processing of payroll and benefits, and continue to view this as a function vital to the long term improvement of Town government.

The Accounting Division provides the very necessary function of compiling all the data generated by the collection of revenues and the expenditure of funds into the Town's general ledger. This function is the cornerstone to sound financial oversight of the Town.

The Information Systems Division's primary function is the support of the Town's network, computers and related software while continuing to have a controlled expansion to meet the Town's informational needs. The major project facing the Information Systems Division over the next year is overseeing the installation of the new Town Institutional Network ("I-Net") which will interconnect all essential Town buildings, greatly enhancing our ability to communicate and share data.

Town Clerk - Operating Budget

The Town Clerk is Clerk of the corporation (Chatham was incorporated in 1712) and, as such, attests by seal and signature those Town departments which require certification. The present Town seal has become barely legible and must be replaced in FY02.

The Clerk also serves as the custodian of official Town records and public documents. Since 1995, more than thirty Town record volumes dating back to 1696 have been restored and conserved by a de-acidification process. \$5,000 is budgeted for this on-going project each fiscal year.

In addition, the Clerk's office maintains many State designated "permanent files" such as Zoning Board of Appeals applications, decisions and appeals; Planning Board permits; Approval Not Required (ANR) applications, subdivision applications and decisions, Town boards, commissions and/or committee meeting postings, agendas, and minutes; Uniform Commercial Code (UCC) filings, assignments and terminations; Federal and State tax liens; State child support liens, and other miscellaneous reports and legal documents. Even though State Record Retention Schedules allow for the review and disposal of some obsolete records, this office lacks sufficient filing cabinets. We intend to purchase additional filing cabinets in FY02.

Because the Clerk and Assistant Clerk also act as liaisons for the public and respond to a variety of inquiries, provide Justices of the Peace and Notaries Public services, and Passport Acceptance services for the U.S. Department of State; compile statistical data and prepare assorted reports for local, State and Federal authorities, they must keep abreast of changes to Federal and State laws and regulations and reporting requirements by attending conferences, seminars and meetings, subscribing to pertinent government publications and take advantage of continuing education opportunities. These costs are also included in the Operating Budget.

Other Town Clerk Operating Budget expenses include updating licensing forms and tags; printing costs for stationery and envelopes, cash receipts and other forms; equipment maintenance; and Massachusetts General Law books annual updates.

Town Clerk - Elections/Town Meetings

The Town Clerk is the chief election officer and, as such, provides and maintains voting equipment and voting booths; prepares ballots for Town elections, prepares and provides materials needed at the polls; organizes polls and poll workers; resolves election/voter problems; records and reports election results; and records and reviews State required candidates' Campaign Finance statements and reports.

According to "Town Meeting Time - A Handbook of Parliamentary Law" prepared by a Committee of the Massachusetts Moderators Association, "Voters are one of the three indispensable elements of a Town Meeting. The other two are a Moderator and a Clerk." The Clerk assists the Moderator; records the meeting minutes; submits any Bylaw changes to the State Attorney General for approval; prepares and publishes legal notice of any changes to Bylaws; codifies and publishes Bylaws; certifies Town Meeting votes and appropriations, etc.

Election and Town Meeting expenses provided for in this budget include stipends for the Registrars of Voters, constable, police, janitorial, audio-equipment operator services, Town Meeting C.A.R.T. reporter services for the hearing impaired; newspaper advertising of the event and voter registration sessions; printing of ballots and coding for the electronic voting machines; the annual census expenses and preparation of voter lists; payroll for election and Town Meeting workers; meals for election workers; additional voting booths, additional audio equipment for Town Meetings and miscellaneous supplies.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
129	General Government				
130					
131	Legislative				
132	Moderator/Town Meeting				
133	Salaries	300	300	300	300
134	Expenses	20	50	50	50
135	Total	320	350	350	350
136	Finance Committee				
137	Salaries	1,618	1,400	1,800	1,800
138	Expenses	135	1,200	800	800
139	Total	1,753	2,600	2,600	2,600
140	Executive				
141	Board of Selectmen				
142	Salaries	5,250	5,250	5,250	5,250
143	Expenses	24,554	25,200	25,200	25,200
144	Total	29,804	30,450	30,450	30,450
145	Town Manager				
146	Salaries	182,994	223,435	226,037	226,037
147	Expenses	78,800	63,800	63,800	63,800
148	Total	261,794	287,235	289,837	289,837
149	Engineering/Consulting				
150	Expenses	0	20,000	30,000	30,000
151	Total	0	20,000	30,000	30,000
152	Staff				
153	Personnel Advisory Committee				
154	Salaries	0	500	500	500
155	Expenses	0	500	500	500

156	Total	0	1,000	1,000	1,000
157	Personnel Services				
158	Salaries/Expenses	21,392	23,000	23,000	23,000
159	Total	21,392	23,000	23,000	23,000
160	Legal Services				
161	Expenses	110,875	100,000	100,000	95,000
162	Total	110,875	100,000	100,000	95,000
163	Audit Services				
164	Expenses	25,000	20,000	20,000	20,000
165	Total	25,000	20,000	20,000	20,000
166	Finance Department				
167	Salaries	445,071	460,778	464,878	464,878
168	Expenses	153,052	157,250	167,250	167,250
169	Total	598,123	618,028	632,128	632,128
170	Town Clerk				
171	Salaries	77,792	79,691	79,791	79,791
172	Expenses	10,389	10,450	10,300	10,300
173	Total	88,181	90,141	90,091	90,091
174	Elections				
175	Salaries	1,343	1,275	1,275	1,275
176	Expenses	15,788	22,150	20,720	21,970
177	Total	17,131	23,425	21,995	23,245
178	Non-Voting Taxpayer Adv Comm				
179	Expenses	1,019	1,600	1,600	1,600
180	Total	1,019	1,600	1,600	1,600
181	Parking Clerk				
182	Salaries	2,028	1,200	2,100	2,100
183	Expenses	4,149	5,300	5,300	4,400
184	Total	6,177	6,500	7,400	6,500
185					
186	General Government Totals				
187	Salaries	716,396	773,829	781,931	781,931
188	Expenses	445,173	450,500	468,520	463,870
189	Subtotal General Gov't	1,161,569	1,224,329	1,250,451	1,245,801

PUBLIC SAFETY SUMMARY

Fire Department

The Chatham Fire-Rescue Department plays a vital role in ensuring a continuation of the quality of life enjoyed by the citizens of this community. That statement may seem to some as boastful, however, it is true. Medical care, the pre-hospital emergency medical intervention followed by the rapid transport to an appropriate medical facility is an important factor in a person's reason for living in a given community. Particularly, as we grow older and with the state of health care reform, emergency medical care becomes that much more important in the minds of our citizens. If we then add all of the other services provided by this department including fire suppression; search and rescue; mitigating hazardous conditions; code enforcement; fire prevention inspections; public education; assisting and lending expertise to other agencies, i.e., Harbormaster, Police, Coast Guard, as they provide their services to the community, etc., then I believe we are truly justified in making such a statement.

Providing this level of service requires funding. The budget as requested for Fiscal Year 2001 will allow us to continue as we have in the past as well as meeting the ever increasing demand for service as we move into the new Millennium. New requests for funding in the capital portion of the budget primarily address the safety concerns of our personnel, an equally important ingredient in our commitment to serving our customers.

Police Department

The Chatham Police Department provides services and assistance in a variety of specific areas and programs. The protection of life and property; enforcement of all laws, ordinances and Bylaws; preserving peace and public order; preventing and repressing crime; detection and investigation of crime; apprehension and prosecution of violators; and educating the community in law enforcement techniques.

By utilizing the techniques and specialized training received by personnel, we offer programs in drug resistance education, safety, awareness, crime prevention, and other community orientated programs. The department offers specialized skills and training to other departments within the Town whenever needed. We work closely with the other Town departments during emergencies and coordinate efforts in a "team effort" concept.

The Police Department is also the lead agency in dealing with Emergency Management situations for the Town. The Emergency Management Office is within the department and all functions of the operations are coordinated from this location.

The department also oversees and monitors the operations on North Beach and provides personnel and supervision within that area. We work closely with the National Parks; Orleans Park Department; Environmental Police; and the United States Coast Guard as well as other State and Federal Agencies.

We, the members of the Chatham Police Department, strive to offer you the best services within the field of Criminal Justice that we possibly can provide. We appreciate the continued support of the community.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
191	Public Safety				
192					
193	Police				
194	Salaries	1,171,420	1,210,012	1,267,544	1,256,467
195	Expenses	114,447	124,937	127,013	127,013
196	Total	1,285,867	1,334,949	1,394,557	1,383,480
197	Emergency Management				
198	Salaries	332	2,500	2,500	2,500
199	Expenses	3,992	9,075	9,075	9,075
200	Total	4,324	11,575	11,575	11,575
201	Animal Control				
202	Salaries	32,222	37,262	37,508	37,508
203	Expenses	2,700	2,700	4,000	2,700
204	Total	34,922	39,962	41,508	40,208

205	North Beach				
206	Salaries	39,679	45,215	47,715	47,715
207	Expenses	3,832	5,100	5,100	5,100
208	Total	43,511	50,315	52,815	52,815
209	Fire				
210	Salaries	1,030,664	1,101,640	1,149,130	1,149,130
211	Expenses	128,696	141,123	141,123	141,123
212	Total	1,159,360	1,242,763	1,290,253	1,290,253
213	Cape & Islands EMS				
214	Expenses	3,838	3,960	4,059	4,059
215	Total	3,838	3,960	4,059	4,059
216	Oil Pollution Control				
217	Expenses	1,324	1,030	1,030	1,030
218	Total	1,324	1,030	1,030	1,030
219	Public Safety Totals				
220	Salaries	2,274,317	2,396,629	2,504,397	2,493,320
221	Expenses	258,829	287,925	291,400	290,100
222	Subtotal Public Safety	2,533,146	2,684,554	2,795,797	2,783,420

COMMUNITY DEVELOPMENT SUMMARY

Guiding and managing development and public projects in accordance with the Bylaws and plans ratified by Town Meeting is the focus of the Department of Community Development. This entails administration and enforcement of Bylaws and regulations as well as advising the Town on growth management.

In the coming year, the Department hopes to begin both a comprehensive revision of the Protective (Zoning) Bylaw and implementation of the Comprehensive Plan. A revision of the Bylaw is necessary to institute changes called for in the plan, notably zoning district changes to carry out the village center plan and to update the Bylaw which has not been overhauled since 1987. The Bylaw revision will be a major undertaking, requiring considerable staff time to coordinate the efforts of the Planning Board and a professional consultant to draft and refine the proposed changes.

Establishment of a computer based land management system will also be a major undertaking in the coming year. The system will be part of the Town-wide network and will have a live link to the Assessors data base. This system will facilitate integrated review and processing of development permit applications and establish a centralized data base. The land management system will be interfaced with the GIS (Geographic Information System) for computer mapping and analysis. Data bases on all development permits, special permits, subdivisions, and site plans will also be incorporated to provide data and associated documents for each parcel in Chatham.

The Department of Community Development encompasses several entities: Building and Inspections, Health, Planning, Zoning, and Conservation. Department staff provide technical assistance and support to a number of Boards and Committees including the Zoning Board of Appeals, Planning Board, Conservation Commission, Historic Business District Commission, Board of Health, Long Range Planning Committee, Historical Commission, Committee for the Disabled, and the Bikeways Committee. Staff also serves on the Wastewater Management Plan Technical Advisory Committee, Stage Harbor Management Committee, Historic Business District Commission Review Committee, and the Pleasant Bay Management Plan Technical Resource Committee.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
224	Community Development				
225					
226	Community Development				
227	Salaries	480,362	508,530	525,544	525,544
228	Expenses	85,138	69,725	69,725	69,725
229	Total	565,500	578,255	595,269	595,269
230	Planning Board				
231	Expenses	0	1,800	1,800	1,800
232	Total	0	1,800	1,800	1,800
233	Board of Health				
234	Expenses	0	500	500	500
235	Total	0	500	500	500
236	Conservation Commission				
237	Expenses	0	1,500	1,500	1,500
238	Total	0	1,500	1,500	1,500
239	Historic Business District Comm.				
240	Expenses	0	400	400	400
241	Total	0	400	400	400
242	Zoning Board of Appeals				
243	Expenses	0	1,800	1,800	1,800
244	Total	0	1,800	1,800	1,800
245	Economic Development				
246	Expenses	55,000	56,500	72,700	56,500
247	Total	55,000	56,500	72,700	56,500
248	Green Head Fly Control				
249	Expenses	1,550	1,550	1,550	1,550
250	Total	1,550	1,550	1,550	1,550
251					
252	Community Development				
253	Salaries	480,362	508,530	525,544	525,544
254	Expenses	141,688	133,775	149,975	133,775
255	Subtotal Community Devel'mt	622,050	642,305	675,519	659,319

COASTAL RESOURCES SUMMARY

The Coastal Resources Department includes the Harbormaster, Shellfish, and Permit functions, and also provides oversight of the Municipal Fish Pier, Town Landings, Town Floats, and the operation and maintenance of the Mitchell River Drawbridge. The operating budget for FY02 will enable this Department to continue to provide the services which this community has come to expect.

Coastal Resources Director

The Coastal Resources Director will continue to focus on overall policy and goal setting to represent the Town's interests on waterways and coastal issues with local and outside agencies and committees, as well as to oversee the daily administrative aspects of the Department.

One of the primary responsibilities of this position is to ensure the proper planning and implementation of dredging and other larger scale coastal resources related capital projects. The FY02 capital budget includes a number of important projects related to our Town Landings and other waterfront infrastructure. Goals for FY02 will be to implement these projects and develop priorities and strategies for future needs. A particular project of note which is scheduled for final permitting and construction during FY02 is the Cackle Cove beach re-nourishment project.

Harbormaster Department

The Harbormaster's Department is committed to providing assistance to mariners in distress, enforcement of applicable maritime law, search and rescue, and ensuring an environmentally safe boating environment.

The Harbormaster's Department has embarked on a mooring management reform effort in recent years which far exceeds the time and effort spent in previous years. Mooring and docking permits and waiting lists are administered and issued by the Harbormaster's Department in order to improve efficiencies of processing and control of issuance. New emphasis on the Town's marine pump-out program will help to ensure good water quality for the Town's harbors and waterways. The Harbor Patrol continues to operate primarily from June 10 through September 30. The Patrol provides assistance to mariners, enforces the mooring permit program and performs search and rescue and maritime enforcement in conjunction with the U.S. Coast Guard and Environmental Police.

Shellfish Department

Shellfish Department appropriations are primarily utilized in the enforcement of shellfish regulations. Salaries and mileage make up the bulk of the Shellfish Department operational budget. Printing costs related to enforcement and vehicle and boat maintenance combine to make up most of the rest of the budget. The necessity of increasing patrol in the Pleasant Bay-North Beach system has resulted in an increased temporary salaries appropriation request as well as a capital request.

The not inconsiderable costs associated with the Shellfish Department's propagation program are funded by the Shellfish Revolving Fund and are not subject to Town meeting approval.

Permit Office

The Permit Office will continue to sell and distribute many of the permits issued by the Town such as Beach, Transfer Facility, and Shellfish permits. Boat mooring permits and waiting lists are now being administered and issued directly by the Harbormaster's Office.

Specific goals for FY02 will be to continue to streamline and improve efficiencies in permit distribution and bookkeeping procedures, as well as to clarify regulations pertaining to all permits.

Municipal Fish Pier

Chatham's Municipal Fish Pier continues to be the largest (by volume landed) fish off-loading facility on the Cape. The Wharfinger/Assistant Harbormaster serves as facility superintendent, enforces the rules and regulations, and ensures that the facility is operated in an orderly manner. Initiatives which began in FY01 and which will continue into FY02 are to update and renew all outstanding lease agreements at the facility, revise the Fish Pier rules and regulations, and to improve the general operating condition and appearance of the facility where possible. It should also be noted that the Fish Pier building is in need of substantial restoration and funds from an existing Article will be utilized to look into developing design and reconstruction alternatives.

Town Laboratory

The funds provided to the Water Quality Laboratory (WQL) support all of the WQL wide-ranging activities. The WQL provides support to almost all Town departments and agencies as well as substantial interaction with the local schools and the public.

The WQL provides scientific services to all levels of Town government and the public, including in-house laboratory capabilities; field studies; data collection, analysis, interpretation and report preparation; public and private project technical review; scientific literature review and interpretation, etc. These services range from routine monitoring to emergency response to threats to environmental or human health. The funds provide for the ongoing monitoring of the Town's municipal water supply and recreational beaches during the summer season. FY02 funds will continue these activities and support an expansion of the beach monitoring program in response to the "Beaches Bill" passed by the Legislature last year.

WQL funding also supports the ongoing Coastal Water Quality Nutrient Monitoring Program, which became a Town-wide program in 2000. The funds will also continue the freshwater pond monitoring program which was initiated in 2000. Both of these programs provide substantial data in support of the ongoing Comprehensive Wastewater Management Planning effort. FY02 funding will continue the part-time laboratory assistant position that began last year and is vital to the department's ability to undertake expanded beach testing, coastal monitoring, and freshwater initiatives.

The WQL responds to numerous public inquiries for information through on-site visits, testing, education, and recommendations for remediation of identified problems. The WQL also provides testing support for outside funding requests for remediation projects, both to support grant applications and to determine the efficiency of implemented projects.

The WQL serves as a clearinghouse for disseminating scientific and technical material on almost any topic that becomes an issue in the governmental process. The WQL receives inquiries, researches issues, provides documentation and provides understandable guidance to interested parties involved in managing the issue. The WQL has significant interaction with and represents Chatham with officials and agencies at the local, regional, State, and Federal levels on environmental and public health issues affecting Chatham and its citizens.

The WQL provides direct guidance and technical support to a number of initiatives aimed at understanding and ensuring the long-term viability of the Town's important environmental resources. The Chatham High School's Frost Fish Creek monitoring project has evolved into a multi-year program that involves 20-30 students per year. The Coastal Water Quality Nutrient Monitoring Program is a community based volunteer effort, conducted in cooperation with the Chatham Water Watchers, that expands the abilities of the WQL and builds community involvement and support in protecting our water resources.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
257	Coastal Resources				
258					
259	Coastal Resources				
260	Salaries	0	68,728	67,528	67,528
261	Expenses	0	2,200	4,150	4,150
262	Total	0	70,928	71,678	71,678
263	Harbormaster/Pier/Harbor Patrol				
264	Salaries	279,592	143,060	163,173	163,173
265	Expenses	118,874	76,900	79,000	77,445
266	Total	398,466	219,960	242,173	240,618
267	Shellfish Constable				
268	Salaries	0	61,494	63,294	63,294
269	Expenses	0	6,030	6,515	6,515
270	Total	0	67,524	69,809	69,809
271	Permit Office				
272	Salaries	0	37,060	38,271	38,271
273	Expenses	0	11,450	8,350	8,350
274	Total	0	48,510	46,621	46,621
275	Town Floats				
276	Expenses	0	11,200	11,200	11,200
277	Total	0	11,200	11,200	11,200
278	Town Landings				
279	Expenses	0	11,000	11,000	11,000
280	Total	0	11,000	11,000	11,000
281	Mitchell River Bridge				
282	Expenses	0	2,000	2,000	2,000
283	Total	0	2,000	2,000	2,000
284	Landing & Parking Lot Leases				
285	Expenses	0	750	870	870
286	Total	0	750	870	870

287	Stage Harbor Management Plan Implementation Committee				
288	Salaries	0	0	1,000	1,000
289	Expenses	0	0	500	500
290	Total	0	0	1,500	1,500
291	Laboratory				
292	Salaries	42,869	47,594	50,115	50,115
293	Expenses	9,347	33,350	49,350	49,350
294	Total	52,216	80,944	99,465	99,465
295	Pleasant Bay Management Plan				
296	Expenses	24,000	24,000	31,580	31,580
297	Total	24,000	24,000	31,580	31,580
298	Waterways Committee				
299	Salaries	845	1,000	1,000	1,000
300	Expenses	20	200	200	200
301	Total	865	1,200	1,200	1,200
302	Coastal Resources				
303	Salaries	323,306	358,936	384,381	384,381
304	Expenses	152,241	179,080	204,715	203,160
305	Subtotal Coastal Resources	475,547	538,016	589,096	587,541

PUBLIC WORKS AND FACILITIES SUMMARY

Highway Department

The Chatham Highway Department's budget for FY02 will be spent in the most appropriate way possible to achieve the highest level of service, repairs, and maintenance.

We will try to resolve taxpayers problems in a timely manner and assist other Town departments when needed. We will also strive to maintain the Town's appealing appearance for residents and tourists alike.

Utilities, office supplies, parts for repairing all equipment, material for maintaining our building complex, roads, signs, line painting, guard posts, etc. are all items supported by our budget.

Transfer Station

We will work with the State and the residents to upgrade and increase our recycling program to achieve the State's recycling goal.

Utilities, office supplies, parts for repairing all equipment, material for maintaining our building complex, scale repairs, materials removed, post closure monitoring, SEMASS tipping and trucking, are all items supported by our budget.

Municipal Buildings and Grounds

The Municipal Buildings and Grounds Department is charged with the repair and maintenance of the Town-owned buildings and structures which total 86, with the exception of the schools.

A large portion of the budget will be expended on monthly expenses such as electricity, gas, heating, air conditioning contracts and the cleaning contract.

Repairs and painting of the Bassett House and the South Station Firehouse are planned for the summer of 2001.

Sewer Department

The FY02 Sewer Department budget was focused on continuing to improve customer relations; the water quality of the treated wastewater; and the level of reliability of the wastewater collection and treatment system's equipment to ensure the protection of the environment and the quality of life in Chatham. Some of the projects that will accomplish these goals are:

- * Updating the computerized operation and maintenance programs for standard and emergency operation procedures;
- * Calibration of all meters;
- * Rehabilitation of the sand filter beds;
- * Replacement of antiquated equipment and systems with appropriations anticipated to be approved at a Fall Town Meeting, such as the CHOP Sewage Lift Station and the treatment facility's influent screen;
- * Perform semi-annual collection system pressure washing of the sewer mains; and
- * Perform monthly grease trap inspections to ensure restaurants are maintaining their grease traps.

Even though the Town is now in the process of studying its wastewater disposal needs and the alternatives available for wastewater disposal, the FY02 budget was directed toward maintaining optimum efficiency of the existing system until the sewer system is upgraded and expanded. Wastewater collection and treatment upgrades and expansions will be addressed in the Comprehensive Wastewater Management Plan (CWMP). The CWMP will improve on our understanding of the impacts that all wastewater effluent discharged in Town has on the local environment so that we can make the correct decisions on how and where to extend the sewer system.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
307	Public Works & Facilities				
308					
309	Highway				
310	Salaries	292,510	329,050	331,382	331,382
311	Expenses	53,801	61,250	61,250	61,250
312	Total	346,311	390,300	392,632	392,632
313	Snow & Ice				
314	Salaries	16,361	16,000	16,000	16,000
315	Expenses	72,267	55,000	55,000	55,000
316	Total	88,628	71,000	71,000	71,000

317	Street Lights				
318	Expenses	46,274	50,000	50,000	50,000
319	Total	46,274	50,000	50,000	50,000
320	Transfer Station				
321	Salaries	222,400	220,945	243,704	243,704
322	Expenses	155,275	152,000	158,900	167,441
323	Expenses - Hauling & Disposal	298,733	400,700	390,000	362,500
324	Total	676,408	773,645	792,604	773,645
325	Central Fuel Depot				
326	Expenses	79,200	78,000	78,000	78,000
327	Total	79,200	78,000	78,000	78,000
328	Buildings				
329	Salaries	89,601	91,066	91,215	91,215
330	Expenses	82,049	109,657	123,173	123,173
331	Total	171,650	200,723	214,388	214,388
332	Sewer				
333	Salaries	69,504	65,811	66,516	66,516
334	Expenses (w/o Debt)	454,879	460,413	460,413	460,413
335	Total	524,383	526,224	526,929	526,929
336	Informational Only:				
337	Sewer Debt (Principal)		138,676	98,867	98,867
338	Sewer Debt (Interest)		43,393	37,222	37,222
339	Sewer Debt (Short term interest)		0	0	0
340	Sewer Debt Total	0	182,069	136,089	136,089
341	Total Sewer Costs	524,383	708,293	663,018	663,018
342	Cemetery				
343	Salaries	8,604	16,247	16,820	16,820
344	Expenses	38,403	51,900	56,610	54,610
345	Total	47,007	68,147	73,430	71,430
346	Stormwater Management Comm.				
347	Expenses	1,350	2,250	2,250	2,250
348	Total	1,350	2,250	2,250	2,250
349	Public Works & Facilities				
350	Salaries	698,980	739,119	765,637	765,637
351	Expenses	1,282,231	1,421,170	1,435,596	1,414,637
352	Subtotal Public Works	1,981,211	2,160,289	2,201,233	2,180,274

PARK, RECREATION AND PUBLIC EVENTS SUMMARY

In FY02 the Park and Recreation Department is requesting funding to continue with its mission to provide quality recreational opportunities and facilities to residents and visitors of Chatham.

The Department will continue to offer a variety of recreational programs. Youth programs include: soccer, field hockey, basketball, baseball, softball, tennis, summer recreation, swimming lessons, and figure skating. Adult programs available include: aerobics, basketball, lawn bowling, exercise fitness, and volleyball. The Community Building will continue to be open seven days per week for much of the year to Chatham residents. This facility offers gym activities and table games such as pool and ping pong. The Department will also look to provide additional programs if interest arises.

Maintenance operations include: the grounds of all parks, school, and other municipal properties except cemeteries and the golf course. This involves many things, including mowing, pruning, edging, mulching, weed, and litter control. Athletic fields require lining, watering, fertilizing, and regular grooming to insure safe play.

Structure maintenance of buildings, fences, and lights need periodic repairs of painting and maintenance of electrical, plumbing, and septic systems.

Trash cleanup and removal at parks, beaches, Town Landings, and the downtown area are a major function for this Department. This requires a seven day per week effort during the summer.

At the beaches we will continue to provide trained lifeguards, gate control, raking of seaweed, toilet facilities, emergency communications, lifesaving equipment, and proper signage.

Tree Warden functions of contracting for the removal of dead and hazardous trees will continue.

Increases to our Operating Budget are only salary driven as our expenses have been level funded for a third year. The salary increases are, in part, due to increasing the temporary seasonal salaries to remain competitive for more than seventy positions required to provide services in a tight job market. We are also increasing the Department's secretarial position by five hours per week.

We have requested one Capital Project this year to fund construction of a permanent foot bridge to Ridgevale Beach. This will provide for year round and handicap access to the beach. We are also asking for support of the proposed beach nourishment in the Cockle Cove Beach area. This will be important in preserving the future of this public beach for the community.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
354	Parks, Rec. & Public Events				
355					
356	Park & Recreation				
357	Salaries	392,717	419,278	444,576	444,576
358	Expenses	132,429	134,232	134,232	134,232
359	Total	525,146	553,510	578,808	578,808
360	Public Ceremonies Committee				
361	Expenses	10,711	14,000	16,000	15,000
362	Total	10,711	14,000	16,000	15,000
363	Other Public Events				
364	Chatham Band	5,500	6,000	6,500	6,500
365	Chatham A's Baseball	4,500	4,500	4,500	4,500
366	Total	10,000	10,500	11,000	11,000
367	Railroad Museum				
368	Expenses	3,500	3,500	3,500	3,500
369	Total	3,500	3,500	3,500	3,500
370					
371	Parks, Rec. & Public Events				
372	Salaries	392,717	419,278	444,576	444,576
373	Expenses	156,640	162,232	164,732	163,732
374	Subtotal Pks., Rec. & Events	549,357	581,510	609,308	608,308

400	Aids Council (CARES)	0	1,000	1,200	1,200
401	Consumer Assistance	0	0	250	0
402	Elder Services of Cape Cod	0	0	10,049	10,049
403	Sub-Total: Contract Services	359,710	372,710	394,174	393,924
404					
405	Community & Social Services				
406	Salaries	122,627	130,859	157,469	154,289
407	Expenses	411,918	438,030	459,494	459,244
408	Total Comm. & Social Services	534,545	568,889	616,963	613,533

EDUCATION SUMMARY

The mission of the Chatham Public Schools, in partnership with parents and community, is to provide a challenging academic and supportive social-emotional environment that enables students to develop their fullest potential and that prepares students to meet the demands and opportunities of a rapidly changing world.

The Chatham School District is a Pre K-12 co-educational public school system serving the children of Chatham as well as ninety-nine students from surrounding communities who elect to enroll via the School Choice Program. Chatham Schools strive to maintain a strong academic curriculum in the traditional subjects of English, Mathematics, Social Studies, and Science. The schools have programs in Foreign Languages, Classical Studies, Physical Education, and Fine Arts. There is a wide variety of co-curricular activities, including Interscholastic and Intramural Sports.

The School Committee's FY02 budget priorities are:

- * Level fund budget, except for negotiated increases
- * Ensure adequate funding to accelerate curriculum development and alignment with State frameworks
- * Ensure adequate funding for MCAS improvement initiatives, including a summer program/tutoring component
- * Ensure adequate funding for professional development
- * Ensure adequate funding for maintenance and service plans to support our maintenance plan

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
410	Education				
411					
412	Chatham Public Schools				
413	Salaries & Expenses	5,408,485	5,753,584	6,027,387	6,027,387
414	Education Technology				
415	Total	5,408,485	5,753,584	6,027,387	6,027,387
416	Adult Education				
417	Salaries	5,515	5,515	5,515	5,515
418	Expenses	1,603	1,603	1,603	1,603
419	Total	7,118	7,118	7,118	7,118
420					
421	Chatham Public Schools				
422	Salaries	5,414,000	5,759,099	6,032,902	6,032,902
423	Expenses	1,603	1,603	1,603	1,603
424	Sub-Total Chatham Schools	5,415,603	5,760,702	6,034,505	6,034,505

COMMUNITY AND SOCIAL SERVICES SUMMARY

Council on Aging

Due to an increased demand involving program development and building usage, the position of Telephone Receptionist needed to be increased from six (6) hours per week to thirty-five (35) hours per week.

The reduction in financial support by the State of Massachusetts necessitated the \$3,000 subsidy to the Congregate Housing position in order not to lose the much needed full-time coverage offered to the frail residents.

Human Services Committee

Chatham's Human Services Committee continues to fine-tune its funding decision process with an improved Request for Proposal process and data collection. This year's budget is increasing by about 3% with the majority of the increase going to Elder Services of Cape Cod to support their Chatham Meals-On-Wheels program. During 2000, the Meals-On-Wheels program provided 10,000 meals to Chatham residents who are not able to leave their homes. This critical service experienced funding cuts from other sources as well as an increase in food costs and preparation, making Chatham's support essential. In addition to partial funding for the Eldredge Public Library, this budget supports contractual services for fourteen private sector social service providers and their specific service to Chatham residents.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
376	Community & Social Services				
377					
378	Council on Aging				
379	Salaries	122,627	130,859	157,469	154,289
380	Expenses	27,522	32,900	32,900	32,900
381	Total	150,149	163,759	190,369	187,189
382	Veterans' Services District				
383	Expenses	24,686	32,420	32,420	32,420
384	Total	24,686	32,420	32,420	32,420
385	Contractual Services				
386	Expenses				
387	Chatham/Orleans VNA	26,000	26,000	26,000	26,000
388	Monomoy Community Services	86,000	91,250	92,500	92,500
389	Eldredge Public Library, Inc.	214,856	220,228	228,000	228,000
390	So. Chatham Public Library, Inc.	3,600	3,600	4,600	4,600
391	C.C. Council on Alcoholism	3,500	3,500	3,500	3,500
392	Nauset Workshop	6,000	6,180	6,425	6,425
393	C.C. Child Development	3,941	4,000	4,200	4,200
394	Independence House	3,363	3,552	3,600	3,600
395	Legal Services of CC & Islands	4,200	4,400	4,600	4,600
396	Sight Loss Services	750	750	750	750
397	Big Brothers/Big Sisters	2,000	2,000	2,000	2,000
398	Lower Cape Outreach	3,500	3,750	4,000	4,000
399	Interfaith Council for the Homeless	2,000	2,500	2,500	2,500

425					
426	CC Tech. Regional High School				
427	Expenses	177,700	214,590	114,875	114,875
428	Total	177,700	214,590	114,875	114,875
429					
430	Education				
431	Salaries	5,414,000	5,759,099	6,032,902	6,032,902
432	Expenses	179,303	216,193	116,478	116,478
433	Total Education	5,593,303	5,975,292	6,149,380	6,149,380

EMPLOYEE BENEFITS SUMMARY

This Operating Budget includes the Town's costs of its employee benefits, including health insurance, workers compensation and unemployment costs. Additionally, the assessment for our coverage from the Barnstable County Retirement Group is funded in this cost center. Unfortunately, these relatively volatile "fixed" personnel costs represent the single largest increase for the entire Operating Budget proposed for FY02.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
435	Employee Benefits				
436	Barn's County Retirement	654,375	717,713	698,832	698,832
437	Group Health Insurance	1,102,229	1,378,620	1,695,000	1,695,000
438	Workers Compensation Insurance	59,528	75,000	65,000	65,000
439	Police Employ. Injury Ins.(Career)	9,423	10,000	10,000	10,000
440	Fire Employee Injury Ins.(Career)	3,918	4,000	4,000	4,000
441	Call Firefighter Injury Insurance	5,863	5,650	6,000	6,000
442	Unemployment Insurance	19,579	15,000	20,000	15,000
443	Medicare/Social Security	104,322	115,000	115,000	115,000
444	Total Employee Benefits	1,959,237	2,320,983	2,613,832	2,608,832

UNDISTRIBUTED INSURANCE AND RESERVE FUND SUMMARY

This cost center funds all non-personnel related insurance costs such as vehicle fleet; building and miscellaneous liability coverage.

The Finance Committee reserve fund of \$100,000 provides a budget from which emergency or unforeseen expenses may be funded without the necessity of scheduling a Special Town Meeting to appropriate funds.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
447	Undistributed Costs				
448					
449	Insurance				
450	Watercraft	6,510	6,500	7,000	7,000
451	Fleet Motor Vehicle	36,847	41,000	42,000	42,000
452	Moorings	1,000	1,000	1,000	1,000
453	Flood	4,390	4,200	4,750	4,750
454	Public Officials' Liability	8,955	9,000	10,100	10,100
455	General Liability & Bldg. Ins.	106,461	115,000	110,000	110,000
456	Umbrella	2,625	2,650	3,250	3,250
457	Uninsured Damages	7,415	10,000	15,000	15,000
458	Total Insurance	174,203	189,350	193,100	193,100
459					
460	Reserve Fund (00 Distributed)	0	100,000	100,000	100,000
461					
462	Total Undistributed Costs	174,203	289,350	293,100	293,100

DEBT SERVICE SUMMARY

The Town's last bond issue was July 15, 1998. Our next bond issue will be in August of 2001. This gap between bond issues has allowed us to pay off a considerable amount of the Town's outstanding indebtedness before we will be adding to this level again. Currently, our total outstanding gross principal and interest stands at \$61.5 million. We say "gross" because FY02 represents the second year we will receive the 57% reimbursement on the school construction project. Over the next nineteen years, the Town will receive approximately \$19.7 million in reimbursements from the State. This means the Town's total outstanding principal and interest stands at \$41.8 million net of the State reimbursements.

As indicated in the Explanations to Articles 6, 7, 8, 17, and 18, Town government continues to take a very active and aggressive approach to managing the Town's debt. Article 17 proposes to pay down two water betterment FHA loans. We will continue to look at the most cost effective ways to manage the Town's debt while still funding future capital facilities.

Please refer to Appendix E for an amortization schedule of all the Town's outstanding debt.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed Budget FY02
	Debt Service (non-water)				
464					
465	Principal	2,897,569	2,727,460	2,495,653	2,495,653
467	Interest - Long-term	1,839,336	1,660,462	1,511,635	1,511,635
468	Interest - Short-term & Bond Costs	53,940	75,000	25,000	25,000
469	Water Betterment - Principal	n Water #s '00	443,568	419,545	419,545
470	Water Betterment - Interest	n Water #s '00	280,577	255,814	255,814
471	Total Debt Service Costs	4,790,845	5,187,067	4,707,646	4,707,647

WATER DEPARTMENT SUMMARY

The FY02 Water Department budget was directed towards continuing to improve the quality of water we provide to our customers; customer relations; and providing a high level of reliability to the water supplies and distribution system. In the past year the Department again demonstrated its commitment to these by receiving the Commonwealth of Massachusetts and the Massachusetts Water Works Association's award for "Outstanding Performance and Achievement". The Water Department is proud of the service and water quality we provide and feel the requested FY02 budget will allow us to continue to have the best water and service in the Commonwealth.

The Water Department is planning to continue to improve on its performance by performing the following projects:

- * Dissemination of information on the Department's water quality and services by preparing and mailing the "Chatham Water Department 2001 Water Quality Report" and the "Chatham Water News" to all water customers;
- * Perform a valve exercising program with the spring water system disinfecting and flushing program;
- * Maintain all public fire hydrants and perform fire flow tests on them;
- * Optimizing the corrosion control system to ensure the water system continues to meet the lead and copper regulations;
- * Cleaning, painting, and keeping all well pumping stations organized;
- * Update water main and service records;
- * Maintain and replace water meters;
- * Optimize the accuracy of all existing and new accounts on the Town's centralized computer system;
- * Replace the smaller standpipe (water storage tank);
- * Purchase property for a new water supply site, and
- * Replace small diameter and vinyl lined water mains.

Line #	Description	00 Actual	01 Approp	02 Dept Req	Proposed
					Water Budget FY02
5					
6	WATER FUND				
7					
8	Water Costs				
9	Operating				
10	Salaries	99,725	93,702	95,882	95,882
11	Expenses	691,949	717,100	716,100	716,100
12	Sub-total Operating	791,674	810,802	811,982	811,982
13					
14	Debt				
15	Principal	1,236,247	696,544	752,566	752,566
16	Interest - Long-term	852,904	453,014	414,047	414,047
17	Interest - Short-term	3,179	12,500	95,000	95,000
18	Subtotal Debt	2,092,330	1,162,058	1,261,613	1,261,613
19					
20	Total Water Direct Costs	2,884,004	1,972,860	2,073,595	2,073,595

21					
22	Overhead - Indirect Costs	77,821	96,390	104,357	104,357
23	Overhead - GF Loan Repayment	64,055	64,150	64,150	64,150
24	Overhead - Rate payback for Bett	0	192,993	186,890	186,890
25	Subtotal Overhead	141,876	353,533	355,397	355,397
26					
27	Water Operating Budget	3,025,880	2,326,393	2,428,992	2,428,992
28					
29	Water Capital - Cash Basis				
30	Various Projects - See Capital	235,000	175,000	180,000	180,000
31	Total Water Costs (no bonds)	3,260,880	2,501,393	2,608,992	2,608,992
32	Water Capital - Bonding Basis				
33	Various Projects - See Capital	0	0	4,750,000	3,700,000
34	Total Water Costs (with bonds)	3,260,880	2,501,393	7,358,992	6,308,992
35					
36	Water Revenue				
37					
38	Rate Charges	1,986,684	1,806,305	1,823,077	1,823,077
39	Betterments	600,000	0	0	0
40	Total Water Revenue	2,586,684	1,806,305	1,823,077	1,823,077
41	Water Surplus	225,000	137,000	275,000	275,000
42	Water Bonds			4,750,000	3,700,000
43					
44	Variance:				
45	Revenues over(under) Costs	(449,196)	(558,088)	(510,915)	(510,915)
46	Town Subsidy-Fire Protection	(400,000)	(400,000)	(400,000)	(400,000)
47	Town Subsidy-Debt Prepay	(295,593)	(157,339)	(110,915)	(110,915)
48	Town Subsidy-Additional	0	(999)	0	
49	Transfer from Gen.Fund	695,593	558,338	510,915	510,915
50					
51	Surplus (Shortfall)	246,397	250	0	0