

Town of Chatham



ARTICLES IN THE WARRANT
for the
2013 ANNUAL TOWN MEETING

With Recommendations of
Chatham Board of Selectmen
and
Finance Committee

Monday, May 13, 2013
6:00 P.M.

Please bring this report to the meeting for use in the proceedings at the

CHATHAM HIGH SCHOOL
425 CROWELL ROAD

INTRODUCTION

This 2013 Annual Town Meeting warrant will follow generally the same format to which you, residents and taxpayers, have become accustomed. Each article in the warrant is enumerated, as required by law. In addition, the warrant includes the motion which cites the intended action for the article, and its funding amount as a matter of consideration without the intention to restrict any action. The article's speaker and/or proponent is listed and the recommendations of the Board of Selectmen, Finance Committee, and any other appropriate board or committee are noted on each article. Finally, an explanation of the content of the article is provided.

Again this year, a detailed sub-line item budget is provided in an Appendix at the end of this booklet. Several other Appendices are provided as well. The 2013 warrant book is also available on the Town's website – www.chatham-ma.gov, with financial details in *Budget Central*, along with other substantive and qualitative information on Department operations in Monthly Reports consistent with our efforts for open government 24/7 and greater transparency.

Our goal remains to provide a clear, concise warrant and enough information on each article so that you may be prepared on the subject matter as you arrive at the meeting.

Thank you in advance for your consideration.

Jill R. Goldsmith
Town Manager

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Finance Committee Report

Overview of the Budget Process for FY 2014

The Finance Committee believes that the overall budget process for FY 2014 saw significant improvement from previous years. Credit goes to the Town Manager, Finance Director and Department heads for this renewed sense of engagement and transparency. The format of the information provided to the committee in preparation for the budget meetings was much improved and enabled the committee to have a better understanding of the budget before discussions with Department heads. These improved budget process steps will serve the town well going forward.

There are additional items that the committee believes will further strengthen the towns' financial management processes. For example, as endorsed by the Board of Selectmen (BOS), there was an initial effort started last fall to do a three-year budget. Now that the 2014 budget process is largely completed, we hope to see the three-year budget updated and completed prior to Town Meeting in May. In addition, while the BOS also endorsed a goal as to the total amount that should be spent on capital items for the next fiscal year, there needs to be a re-evaluation as to how individual projects are prioritized with regards to the capital plan. You will see more about this later in this report.

Lastly, from an overall budget perspective, the Finance Committee will be looking for town staff to continue to pursue more efficient ways to provide town services. It is already recognized that Chatham provides an excellent set of services to residents and visitors alike, but Chatham should also be the leader in providing services in the most efficient way possible. Increasing efficiencies will also mitigate some of the financial pressures that may not be as directly evident in the budget for FY 2014; however the Committee wants Town Meeting to recognize there are longer term challenges that the town will need to confront going forward.

Summary of the FY 2014 Budget numbers

As was done in last years' report to Town Meeting, there is the need to examine the funding side as well as the expense side of the budget. The overall financial picture for 2014 looks better when compared to 2013. The budget endorsed by the Board of Selectmen will result in a 0.8% tax increase, much lower than the 10+% rate increase that occurred in 2013. However, there are challenges that remain and the major ones are highlighted in this report.

Expenses in the operating budget are projected to increase 2.7% or \$706,914 for 2014 while the items in the capital budget are lower by approximately \$1.2 million versus 2013. While there is an increase in the "Five Year" capital plan (article 9), this is more than offset by significantly lower capital spending in the water department (details in articles 11,12,13). Lastly, the allocation from the Monomoy Regional School District (MRSD) will be lower in 2014 by approximately \$500,000, which helps mitigate the Towns' expected 2014 tax increase.

On the revenue side, there are budgeted increases for local receipt revenues (hotel, motel and meals taxes). In addition, free cash is available and will be used to fund the capital budget

amounts. The Finance Committee voted positive recommendations on the Towns' operating and capital budgets, the water operating and capital budget, as well as the MRSD.

The following highlights the major items where there have been significant discussions:

1) Monomoy Regional School District (MRSD)

As mentioned above, Chatham's 2014 budget allocation of approximately \$7.6 million is approximately \$500,000 lower than in 2013.

While the reduction is certainly positive for the Chatham taxpayer, at the time this report was written the Finance Committee had not yet received complete explanations from school officials regarding the budget. There is an increase in operating expenses for the district, which has been mitigated by the use of certain reserve funds that are most likely related to school choice monies. The Committee is hopeful that school officials will brief the Committee prior to town meeting such that the committee can provide a more full report at that time.

It is acknowledged that the Monomoy Regional School District is still going through its transition. Nonetheless, the Finance Committee would like to see greater detail, transparency and explanatory comment in the future budget presentations from the district.

Given the above, it has been suggested that any "saves" regarding the MRSD budget should be put into a reserve account. However, this is not being pursued at this time.

2) Capital Spending

Given the importance of making ongoing investments to maintain the appearance of the town and of having a policy in place that would provide a guideline on the amount of capital spending each year, the Board of Selectmen (BOS) has now approved a policy of spending between 3% and 7% of the operating budget on capital items. The 2014 budget request of \$1.9 million in capital spending is at the high end of that range but is deemed appropriate due the relatively low amounts spent in recent years.

The Water Department capital budget is separate from the above and \$310,000 is requested for approval in capital spending for 2014, which is \$2 million lower than 2013. However, there are several large water projects that may come before Town Meeting next year that could result in multi-million dollar future capital outlays.

The Finance Committee has endorsed the capital budget for 2014. However, the Committee believes the challenge going forward is to install a better process in terms of prioritization at the departmental level when capital spending needs are considered. Looking at the details in article 9, there were \$4.4 million in

departmental requests, with town meeting being asked to approve \$1.9 million. In past years the monetary amount requested also significantly exceeded the amount approved. While the Town Manager and Finance Director are responsible to keep the Town within the guidelines set by the BOS, the departments must also start to manage their budgets within a set of guidelines. This discipline must also include the Water Department capital spending items.

3) Debt Service

While the total debt service for the 2014 budget is largely the same as 2013, the debt levels for the Town will continue to increase in future years. This projected increase in debt will strain our “AAA” bond rating and likely lead to further increases in property taxes in the coming years.

As a reminder, the total debt of the Town has increased three fold over the last couple of years to approximately \$100 million (based on projects approved by Town Meeting). In this years’ warrant, there is an article, which, if approved, will fund approximately one third (\$10 million) of the next phase of the sewer project. The remaining \$17 million for this phase of the sewer project will be requested over the next two years. There will also be the cost (starting in 2015) of funding the towns’ share of the new Monomoy Regional High School (\$10 million), as well the future cost of building a new fire station, if approved. Lastly, there is also the “OPEB” liability related to town employees’ healthcare retiree benefits (approximately \$30 million). The town is not required to fund these benefits at this time, but they will have to be paid from the operating budget in future years.

The Town Manager and Finance Director have done an excellent job in ensuring that Chatham maintains its “AAA” bond rating and the town has also benefitted in securing debt at very low interest rate levels in recent years. However, the increasing debt obligations of the town are significant and there continues to be the expectation that debt service levels will be high for the foreseeable future.

4) Community Preservation Act (CPA)

There are 11 articles in the Warrant seeking \$962,500 in funding for 2014. The CPA has a separate funding mechanism, through an incremental allocation of 3% on each property owners’ tax bill.

Some of the most vigorous debate at the Finance Committee was on several of the CPA articles. While most of the projects were ultimately endorsed by the Committee and all technically fall within the guidelines for CPA projects, a number of Committee members also believe that some of the projects submitted were less defensible (versus prior years projects), in their justification to appropriate taxpayer funds.

There needs to be a discussion going forward to determine if there is a better way to allocate almost \$1 million per year in CPA taxpayer funds. Given the significant

projects and obligations the town has committed to in the past few years and will have to address going forward, there may be ways to better allocate these funds in the name of community preservation. Furthermore, given that the State has significantly reduced their matching percentage of these funds, some members of the Committee believe discussion is warranted as to whether continuing to collect this 3% surcharge is in the best interest of Chatham.

Please note there are no Land Bank articles being bought forward this year. While each property owner is also assessed a 3% incremental charge on the property tax bill for the Land Bank, there is no surplus available since projects approved in previous years by Town meeting were in excess of the total dollars available. This resulted in borrowing obligations that must be satisfied with the Land Bank funds that will be collected in future years.

5) Fire Department Operating Budget

There continues to be the issue of excessive overtime in the Fire Department (between \$400,000 and \$500,000 per year). However, the 2014 budget has a reduction in the overtime budget with an offsetting increase for one new firefighter/EMS worker. This approach is being tried in an effort to understand the correlation between staff levels and overtime. While the committee did vote to approve the Fire Department budget for 2014, the Committee continues to believe that additional work is needed to fully address the overtime issue. The Fire Department provides an excellent service to the town today and with EMS calls growing with an aging population, it is important that there be a proper structure and appropriate level of staffing.

The table below reflects the entire spending and funding picture for Chatham, including the Water Department and CPA/Land Bank. This is the first time the Finance Committee report has included all items (thanks to the Town Finance Director's reporting improvements).

TABLE 1 - SPENDING

<u>Article # - Description</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>	<u>2014 vs. 2013 Higher/(Lower)</u>
Article 6 - Town Operating (ex. debt)	17,360,546	18,476,568	19,011,628	535,060
Debt Service	<u>5,852,861</u>	<u>7,733,729</u>	<u>7,905,583</u>	171,854
Total Operating Budget	23,213,407	26,210,297	26,917,211	706,914
Article 7 - School Operating Budget (incl. MRSD & CCRTHS)	10,261,778	8,434,323	8,000,516	(433,807)
Article 8 - Water Operating Budget	2,237,640	2,735,107	2,630,357	(104,750)
Article 9 - Capital Plan Authorization	1,094,500	1,074,300	1,895,545	821,245
Articles 11-13 - Water Capital Budget	0	2,350,000	310,000	(2,040,000)
Articles 17 - 27 - (CPA/Land Bank)	2,172,715	842,992	960,250	117,258
State/Cty Chgs/Misc. Items (note A)	<u>3,376,939</u>	<u>1,485,075</u>	<u>1,462,291</u>	(22,784)
Total	<u>42,356,979</u>	<u>43,132,094</u>	<u>42,176,170</u>	<u>(955,924)</u>

TABLE 2 - FUNDING

<u>Funding Sources for Items above</u>	<u>2012</u> Actual	<u>2013</u> Budget	<u>2014</u> Budget	<u>2014 vs. 2013</u> Higher/(Lower)
Property Tax Levy	26,121,908	29,314,675	29,533,510	218,835
Water Dep't (Rev/Bond) (note B)	2,291,372	4,699,746	2,540,357	(2,159,389)
Local Receipts/Fees (note C)	7,781,136	5,552,732	5,691,200	138,468
Free Cash/Available Funds	2,800,669	2,412,342	3,273,138	860,796
State Support/Other	<u>3,361,894</u>	<u>1,152,599</u>	<u>1,137,965</u>	(14,634)
Total	<u>42,356,979</u>	<u>43,132,094</u>	<u>42,176,170</u>	<u>(955,924)</u>

Notes to the items in the tables above:

A) Includes routine articles, state and county charges, overlay abatements, misc. items.

B) Water Department Revenues billed to town property owners are essentially flat from 2013 to 2014. This line also includes monies received from bond borrowings to pay for capital projects, which, as already mentioned, are lower by approximately \$2 million in 2014.

C) Local receipt revenues include hotel, motel, and meals tax; excise taxes; user fees for town services.

Finance Committee Recommendations to the Board of Selectmen

At the February 19th meeting of the Board of Selectmen, an interim report on the 2014 Town budget from the Finance committee was presented. While most of the recommendations and discussions at that time have been incorporated into this report, the full report from that meeting can be found on the town website.

The Finance Committee is appreciative for all the hard work and dedication from Finance Director Alix Heilala, Town Manager Jill Goldsmith and administrative liaison Amanda Monahan. (as well as the TV crew at Channel 18).

Respectfully submitted,

Kenneth Sommer, Chair	John Crea, Vice-Chair	Robert Dow, Secretary
Norma Avellar	Rosalyn Coleman	Dean Nicastro
Jo Ann Sprague	Steve West	John Whelan

Resolution: Resolved that the Town vote to adopt the following rules of procedure for the Annual Town Meeting of May 13, 2013.

- A) The Moderator shall have the option of reading each Article in the Warrant verbatim or summarizing the subject matter therein in general terms, at his discretion.
- B) Upon an Article having been disposed of by vote, the Moderator shall entertain a motion to reconsider said Article or to accept a Resolution pertaining to said Article only during the same session during which said vote was acted upon.
- C) A motion to move the previous question shall require a two-thirds vote and may not be debated.
- D) The Moderator shall not accept a motion to move the previous question by any person discussing the Article until after an intervening speaker has discussed the Article.
- E) A non-voter may request the privilege of addressing the meeting on a motion made under any Article or Resolution offered; the request to be granted by the Moderator unless there is an objection by a voter. Upon objection, the Moderator shall poll the meeting by voice or count, at his discretion, and a majority vote in favor shall entitle said non-voter to address the meeting. However, the Moderator may grant the privilege of the floor to any non-resident Town Department Head without necessity of a vote.
- F) The Moderator shall not entertain the question of the presence of a quorum at any point at which a motion to move the previous question has already been voted.
- G) Speakers addressing the meeting shall be limited to five (5) minutes within which to present their remarks. The Moderator will not recognize anyone who has previously spoken on the Article until all persons wishing to address the meeting have had an opportunity to speak. The Moderator may exercise reasonable discretion in enforcement of this rule.

The foregoing rules are not intended to alter or change the traditional conduct of Town Meetings in Chatham except as specifically stated above.

COMMONWEALTH OF MASSACHUSETTS

**TOWN OF CHATHAM
ANNUAL TOWN MEETING WARRANT
MONDAY, MAY 13, 2013
6:00 P.M.**

THE COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

GREETINGS:

To any of the Constables of the Town of Chatham in the County of Barnstable.

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to NOTIFY and WARN the INHABITANTS OF THE TOWN OF CHATHAM qualified to vote in elections and Town affairs, to meet in the gymnasium of the Chatham High School on Crowell Road in said Chatham on the 13th day of May at 6:00 o'clock in the evening, then and there to act on any business that may legally come before said meeting, and to meet again in the Community Center on Thursday, the 16th day of May, 2013 to elect the necessary Town Officers as contained in the Warrant.

Polls for the election of Officers will open at 7:00 a.m. and will close at 8:00 p.m.

BALLOT QUESTIONS

Question 1

Debt Exclusion Wastewater Ballot Question

Shall the Town of Chatham be allowed to exempt from the limitations of proposition two and one-half, so-called, the amounts required to pay for the bonds issued for the purpose of paying costs of designing and constructing various projects involving wastewater collection facilities, including facilities for surface water nutrient management?

Question 2

Nonbinding Public Opinion Advisory Question

Whereas, Massachusetts Emergency Management Agency (MEMA) Director Kurt Schwartz has acknowledged that Cape residents and visitors are "in harm's way" in the event of a radiological accident at the Pilgrim Nuclear Power Station in Plymouth;

Whereas, MEMA has determined that Cape residents and visitors will not be evacuated but plans to relocate Cape citizens after exposure to dangerous radioactive materials released in an accident;

Shall we, the citizens of the Town of Chatham find this State response to Pilgrim's threat to our health and safety unacceptable and in violation of the public trust and shall we respectfully request that Governor Deval Patrick call upon the Nuclear Regulatory Commission to uphold their mandate to shut Entergy's Pilgrim Nuclear Power Station in Plymouth because the public safety, particularly Cape and Islands residents and visitors, cannot be assured?

Article 1 – Annual Town Election

To bring in their votes on one ballot to elect the following Town Officers:

- Two Selectmen for a three (3) year term
- One Housing Authority member for a five (5) year term
- One Monomoy Regional School Committee member for a three (3) year term

No Motion

Article 2 – Accept Annual Reports

To hear the reports of various Town Officers and Committees and see what action the Town will take relative to the appointment of officers not chosen by ballot, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Florence Seldin, Chairman, Board of Selectmen
I move that the Town Moderator and Board of Selectmen be authorized to appoint the necessary Town officers whose appointments are not otherwise provided for and that the Town hear and accept the reports of various Town officers and committees as they appear in the Town Report.

Speaker: William G. Litchfield, Moderator

Explanation: *The purpose of this Article is to enable a Town officer or committee member to address the Town Meeting. The Town's Annual Report is available on the Town's website.*

Article 3 – Fix Salaries – Elected Officials

To fix the salaries of the elected Town officers for the fiscal year beginning July 1, 2013, or take any other action in relation thereto.

<u>Officer</u>	<u>FY2013 Voted</u>	<u>FY2014 Request</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500

(Board of Selectmen)

Motion: By Sean Summers, Vice-Chairman, Board of Selectmen
I move that the Town vote to fix the salaries of the elected Town officers in accordance with the positions and amounts in this Article.

Speaker: Alix Heilala, Finance Director

Explanation: *In accordance with Massachusetts General Law, Chapter 41, Section 108, salaries and compensation of elected officers must be fixed annually by vote of the Town at an Annual Town Meeting. This Article fixes (sets), but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 6 – Town Operating Budget. No increase to the prior year is being sought.*

Board of Selectmen Recommendation: **Approve 5-0-0**

Finance Committee Recommendation: **Approve 8-0-0**

Article 4 – Consolidated Revolving Funds

To see if the Town will vote pursuant to the authority granted under Massachusetts General Law Chapter 44, Section 53E ½ , to establish or reestablish the following Revolving Funds for the purpose of receiving revenues and making disbursements in connection with the following authorized Town activities, or take any other action in relation thereto.

- A) Airport Revolving Fund
All monies received by the Airport Commission from the operation of the Chatham Municipal Airport shall be credited to this fund. The Airport Commission shall be authorized to expend from this fund, without further appropriation, to defray the expenses of the Chatham Municipal Airport operated by the Commission. No more than \$85,000 shall be expended from this fund during fiscal year 2014.

- B) Bassett House Revolving Fund
All monies received by the Town from the operation of the lease of the Bassett House shall be credited to this fund. The Town Manager shall be authorized to expend from this fund, without further appropriation, to defray the maintenance expenses of the House operated by the Chamber of Commerce. No more than \$8,000 shall be expended from this fund during fiscal year 2014.

- C) Inspectional Services Revolving Fund
10% of all monies received by the Town from the issuance of all inspection permits shall be credited to this fund. The Community Development Department, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation to defray the expenses

associated with the approval of inspectional permits. No more than \$70,000 shall be expended from this fund during fiscal year 2014.

D) Recycling Revolving Fund

All monies received by the Department of Health and Environment from the sale of recycling bins, compost bins, rain barrels, kitchen scrap buckets, water saving devices, recycling bags/totes, and other items particular to recycling conservation, shall be credited to this fund. The Department of Health and Environment, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation, to defray the expense of purchasing additional recycling containers and items particular to recycling and conservation, including advertising the availability of such items. No more than \$5,000 shall be expended from this fund during fiscal year 2014.

(Board of Selectmen)

Motion: By Timothy Roper, Clerk, Board of Selectmen
I move that the Town authorize and approve the Airport Revolving Fund, Bassett House Revolving Fund, Inspectional Services Revolving Fund and the Recycling Revolving Fund for the purposes and in the amounts listed in Article 4 of the Warrant.

Speaker: Alix Heilala, Finance Director

Explanation: *The purpose of these revolving funds is to segregate the revenues generated by each of these operations and to restrict the use of those revenues to the purpose for which they are collected. As required by State statute, the following is an accounting of these funds for the last eighteen months:*

Airport Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY12	\$23,186.16	\$28,954.12	\$23,056.98	\$29,083.30
FY13	\$29,083.30	\$14,846.10	\$12,592.12	\$31,337.28

(Thru 12/31/2012)

Bassett House Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY12	\$19,748.64	\$2,750	\$ -	\$22,498.64
FY13	\$22,498.64	\$1,750	\$ -	\$24,248.64

(Thru 12/31/2012)

Inspectional Services Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY12	\$74,946.02	\$42,490.94	\$36,061.65	\$81,375.31
FY13	\$81,375.31	\$21,822.13	\$25,428.80	\$77,768.64
				(Thru 12/31/2012)

Recycling Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY12	\$ 249.99	\$1,530.92	\$ 270.06	\$1,510.85
FY13	\$1,510.85	\$1,177.47	\$1,155.79	\$1,532.53
				(Thru 12/31/2012)

Board of Selectmen Recommendation: **Approve 5-0-0**
Finance Committee Recommendation: **Approve 8-0-0**

Article 5 – Wood Waste Reclamation Facility Enterprise Fund

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to operate the Wood Waste Reclamation Facility Enterprise Fund, or take any other action in relation thereto.

Lease Revenue	\$25,000
Operating Expenses	\$25,000

(Board of Selectmen)

Motion: By Leonard Sussman, Board of Selectmen
I move that the Town vote to appropriate \$25,000 to operate the Wood Waste Reclamation Facility Enterprise Fund and to meet said appropriation the Town raise \$25,000 through lease revenue.

Speaker: Alix Heilala, Finance Director

Explanation: *Town Meeting voted to adopt Chapter 44 Section 53F ½ of the Massachusetts General Laws establishing an Enterprise Fund. An enterprise fund establishes a separate accounting and financial reporting system to support a specific business activity, in this case the Wood Waste Reclamation Facility.*

One of the requirements of an enterprise fund is that a budget has to be adopted at Town Meeting every year. The Wood Waste Facility is leased out with annual revenue at approximately \$25,000 per year. The revenue will be used to support groundwater monitoring and other costs associated with the operation of the facility.

Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Approve 7-1-0

Article 6 – Town Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Town expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town’s departments and offices, all for the fiscal year beginning July 1, 2013 and ending June 30, 2014 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Town Operating Budget Overview

Description	FY12 Actual	FY13 Voted	FY14 Dept. Req	Proposed Budget FY14
Operating Budgets (Expenses)				
General Government	\$1,793,396	\$1,929,316	\$1,926,680	\$1,926,680
Public Safety	\$5,301,331	\$5,446,243	\$5,900,578	\$5,754,115
Community Development	\$651,443	\$695,823	\$740,150	\$715,365
Health & Environment	\$766,756	\$822,939	\$835,157	\$835,157
Public Works & Facilities	\$3,836,284	\$4,068,848	\$4,351,927	\$4,349,927
Community & Social Services	\$906,462	\$962,262	\$986,448	\$976,340
Employee Benefits	\$3,804,171	\$4,100,000	\$3,982,350	\$3,952,910
Undistributed Ins. & FinCom Reserve Fund	\$300,703	\$451,135	\$501,135	\$501,135
Debt Service	\$5,852,861	\$7,733,729	\$7,905,583	\$7,905,583
Operating Budget Total	\$23,213,407	\$26,210,295	\$27,130,009	\$26,917,212

Motion: By David Whitcomb, Board of Selectmen
 I move that the Town vote to appropriate the sum of \$26,917,212 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2013 for the purposes and amounts designated in the column titled “Proposed Budget FY14” of Article 6 of the Warrant and to meet said appropriation, the Town raise \$25,756,218 through taxation; and transfer \$220,000 from the Waterways Improvement Fund, \$926,994 from the Land Bank Fund, \$10,000 from the Wetlands Protection Fund, \$1,000 from Cemetery Perpetual Care Fund and \$3,000 from the Railroad Museum Fund.

Speaker: Jill R. Goldsmith, Town Manager

Explanation: *A full explanation of this funding request and its fiscal context is provided in Appendix B: Town Manager’s Budget Summary. The Schools’ Operating Budgets are not included in this Article and are presented in Article 7.*

The approval of Articles 6, 7, 9, and 10 provide for an approximate total impact of 0.80% increase (less than 1%) to the FY2013 tax rate.

Please visit a new section on the Town’s website, Budget Central, for the Town Manager’s FY 2014 Budget message http://www.chatham-ma.gov/Public_Documents/ChathamMA_Budget/index. Town and Schools budget details and financial documents past and present can also be found there.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 8-0-0

Article 7 – Regional School Operating Budgets

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Chatham’s share of the Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Monomoy Regional School District and Cape Cod Regional Technical High School for the fiscal year beginning July 1, 2013 and ending June 30, 2014 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

FY 2014 School Operating Budget Overview

EDUCATION				PROPOSED
DESCRIPTION	FY12 VOTED	FY12 ACTUAL	FY13 VOTED	BUDGET FY14
Operating Budgets (Expenses)				
Monomoy Regional School District	\$9,974,126	\$9,974,126	\$8,119,685	\$7,615,764
Cape Cod Regional Technical H.S.	\$287,652	\$287,652	\$314,638	\$384,752
Operating Budget Total	\$10,261,778	\$10,261,778	\$8,434,323	\$8,000,516

Motion: By Nancy Scott, Vice-Chairman, Monomoy Regional School Committee
 I move that the Town vote to appropriate the sum of \$8,000,516 to fund the Operating Budgets for the Schools for the fiscal year beginning July 1, 2013 for the purposes and amounts designated in the column titled “Proposed Budget FY 14” of Article 7 of the Warrant and to meet said appropriation, the Town raise \$8,000,516 through the tax rate.

Speaker: By Jeffrey Dykens, Monomoy Regional School Committee

Explanation: *This article requests funding for Chatham’s obligation to the Monomoy Regional School District and the Cape Cod Regional Technical High School as separate “assessments” within the Town’s budget. Compared to FY2013 the FY2014 budget reflects an increase of \$70,114 for Cape Tech as voted by the CCRHS School Committee on February 28, 2013, and a reduction of \$503,921 to fund Chatham’s portion of the Monomoy Regional School District as voted by the Monomoy Regional School Committee on March 13, 2013.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 5-3-0

Article 8 – Water Department Operating Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Town Water Department for the fiscal year beginning July 1, 2013 and ending June 30, 2014 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Budget Overview

WATER FUND				Proposed Water Budget
Description	FY12 Actual	FY13 Voted	FY14 Dept. Req	FY 14
Water Costs				
Operating				
Salaries	\$136,204	\$225,095	\$177,805	\$177,805
Expenses	\$1,075,028	\$1,179,000	\$1,178,600	\$1,178,600
Sub-total Operating	\$1,211,232	\$1,404,095	\$1,356,405	\$1,356,405
Debt				
Principal	\$765,296	\$751,443	\$689,039	\$689,039
Interest – Long-term	\$219,253	\$242,353	\$215,380	\$215,380
Interest – Short-term	\$40,278	\$12,566	\$100,000	\$100,000
Subtotal Debt	\$1,024,827	\$1,006,362	\$1,004,419	\$1,004,419
Total Water Direct Costs	\$2,236,059	\$2,410,457	\$2,360,824	\$2,360,824
Overhead – Indirect Costs	\$215,316	\$222,339	\$227,900	\$227,900
Overhead – Rate payback for Bett	\$126,379	\$116,950	\$41,633	\$41,633

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
This is a courtesy document; motions may change and are not intended to restrict any action.

Subtotal Overhead	\$341,695	\$339,289	\$269,533	\$269,533
Water Operating Budget				
	\$2,577,754	\$2,749,746	\$2,630,357	\$2,630,357

Motion: By Florence Seldin, Chairman, Board of Selectmen
 I move that the Town vote to appropriate \$2,360,824 for direct costs, and further that an additional \$269,533 be transferred to the General Fund to be applied to overhead and indirect costs associated with the Water Department Operating Budget of the Town for the fiscal year beginning July 1, 2013, for the purposes and in the amounts designated in the column titles "Proposed Water Budget FY 14" of Article 8 of the Warrant and to meet said appropriation, the Town raise \$2,230,357, through water receipts and raise \$400,000 through the tax rate.

Speaker: Jeff Colby, Director, Department of Public Works

Explanation: *The FY 2014 Water Department budget is directed towards continuing to improve the quality of water provided, customer relations, and providing a high level of reliability to the water supplies and distribution system to ensure the Town has safe drinking water and the required flows for fire fighting.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 9 – Five Year Capital Authorization

To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum or sums of money, to be expended for capital projects, equipment and expenses, or take any other action in relation thereto.

(Board of Selectmen)

Capital Budget Overview

Description	FY 13 Actual	FY 14 Request	FY 14 Proposed
CAPITAL PROGRAM & BUDGET SUMMARY			
General Government	\$139,300	\$157,500	\$107,500
Public Safety	\$135,000	\$356,470	\$ 94,185
Community Development	\$12,500	\$12,500	\$12,500
Health & Environment	\$134,000	\$1,811,000	\$374,000
Public Works (without Water)	\$405,500	\$1,269,360	\$769,360
Equipment	\$490,500	\$767,000	\$538,000

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
This is a courtesy document; motions may change and are not intended to restrict any action.

Schools	0	0	0
Total Town Funded Capital Budget	\$1,316,800	\$4,373,830	\$1,895,545

Motion: By, Tim Roper, Clerk, Board of Selectmen
 I move that the Town vote to appropriate \$1,895,545 for the purpose of funding the FY14 Capital Budget in the column titled “FY14 Proposed” of Article 9 of the Warrant and to meet said appropriation, the Town raise \$996,551 through taxation; and transfer \$750,000 from Free Cash, \$5,000 from cemetery lot sales, \$40,000 from Waterways Improvement Fund, \$30,000 from the PEG Cable Access Fund, \$3,000 from ATM03 Article 7, \$15,693.31 from ATM04 Article 6, \$10,000 from ATM05 Article 6, \$14,488.44 from ATM07 Article 8, \$12,745.34 from ATM08 Article 9 and \$18,067.28 from ATM10 Article 10.

Speaker: Alix Heilala, Finance Director

Explanation: *Items in the Capital Improvement budget shall fall into the categories of maintenance projects (not ongoing maintenance), equipment and new projects and within the range of \$5,000-\$250,000. The Town of Chatham historically funds this budget solely through free cash and available funds; yet departed from this practice in FY2013 in an effort to build up reserves. For FY2014 we recommend a capital spending plan that uses a combination of available funds, free cash, and the tax rate to provide adequate funding for capital items. Detail in Appendix G.*

Board of Selectmen Recommendation: **Approve 4-1-0**
Finance Committee Recommendation: **Approve 8-0-0**

Article 10 – Wastewater –Capital Project
Rescind Borrowing Authorization Remaining Under Article 14 of the ATM 2009; Re-authorize Funding for Continuation of Phase 1B and 1C

To see if the Town will vote to appropriate a sum of money for paying costs of the design, renovation, and construction of various projects involving wastewater collection facilities and systems, including facilities for surface water nutrient management, including all costs incidental and related thereto; to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or to take any other action relative thereto provided, however, that the borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to G.L. c.59, §21C (Proposition 2 ½); and to rescind the remainder of borrowing authorization under Article 14 of ATM 2009; or to take any other action in relation thereto.

(Board of Selectmen)

Motion: By Leonard Sussman, Board of Selectmen
I move that the sum of \$15,000,000 million is hereby appropriated for the purpose of paying costs of design, renovation, and construction of various projects involving wastewater collection facilities, including facilities for surface water nutrient management, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44 Section 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however, that borrowing authorized hereunder is contingent upon passage of a so called debt exclusion referendum vote pursuant to Chapter 59, Section 21C of the General Laws (Proposition 2 ½), and further, that the Board of Selectmen is authorized to apply for and accept any grants or contributions that may be available toward the cost of said project from the Federal Government, the Commonwealth of Massachusetts or otherwise; and in addition I move that the Town vote to rescind the following borrowing authorization: **\$18,312,400** under Article 14 for Wastewater Capital approved at ATM 5/11/2009.

Speaker: Robert Duncanson, Ph.D., Director of Health & Environment

Explanation: *The Town of Chatham, under ATM2009 Article 14, appropriated \$59,508,000 for implementing the first phase of the Comprehensive Wastewater Management Plan (CWMP). The first phase (Phase 1A) costs included (i) designing, remodeling, constructing, reconstructing, expanding and equipping the Wastewater Treatment Facility and (ii) designing and constructing various projects involving wastewater collection facilities, including facilities for surface nutrient management. To meet this appropriation the voters approved borrowing for the full amount. The Town of Chatham was fortunate to receive a grant from the USDA for \$18,501,000 – money that the Town did not need to borrow under this appropriation. The Town cannot expend more than the original authorization even though we have not borrowed the full amount. This article asks to rescind the portion of the original borrowing authorization under Article 14, that was not borrowed, and legally cannot be borrowed, and approve new borrowing authorization in order to continue with the sewer project.*

The original projection for funding requests was to be every two years. Due to a combination of favorable construction costs, low interest rates and USDA grants, the Town has not needed to request additional funds until this year. Reasons to support this request at this time are much the same as in 2009; low interest rates, a zero percent loan program available from the Clean Water State Revolving Fund (CWSRF) (program available until 2019; the zero percent rate is for the life of the loan); and continued favorable construction climate.

Work to be funded under the new appropriation requested in this article includes Phase 1B and the first year of Phase 1C.

Phase 1B was approved for calendar year 12 funding under the CWSRF and final design plans were completed and submitted to MADEP for approval last December. Phase 1B includes rehabilitation of the Stage Harbor pump station (PS) and sewer extensions along portions of Stage Harbor Road and Cedar St (and several side streets) estimated at \$5M. The Stage Harbor PS was built in 1970 and is in need of significant upgrades to continue its useful life. In addition, as flows increase due to further sewer extensions, the pump station capacity must be increased. The majority of the renovations will be internal to the station with the exception of a new exterior generator.

The Phase 1B sewer extensions will include portions of sewersheds CTE-4 (Cedar St. between Stage Harbor Rd. and Capri Lane) and CTE-5 (Stage Harbor Rd. between Cedar/Cross St. and Cedar Swamp Lane, and Harding Lane. These sewer extensions are within some of the more environmentally important watersheds (Oyster Pond and Stage Harbor, respectively), do not involve construction of pump stations (they connect to the existing collection system hence the “CTE” designator) and are relatively short segments. Construction of the pump station rehabilitation is expected to begin prior to June 30th while the sewer extension work would take place this fall.

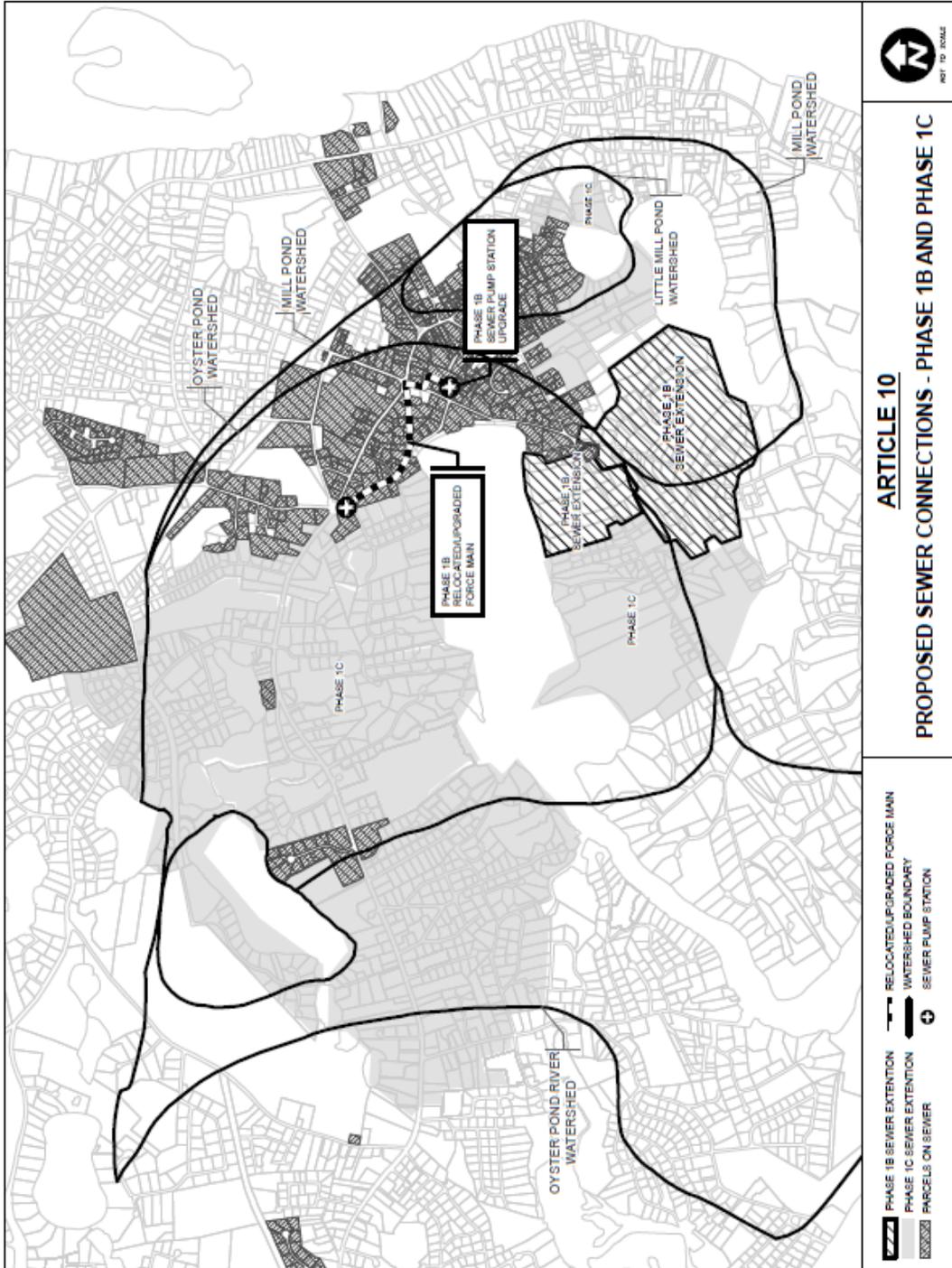
Phase 1C is a three (3) year plan of sewer extensions with an estimated cost of \$27M based on 2014 costs with funding to be phased in along with the construction. As currently proposed the 2013 ATM is being asked to fund \$10M. Design documents for the first part of the project have to be completed by October 2013 with construction anticipated to begin in spring of 2014. The first year of Phase 1C has received funding from the CWSRF program.

Phase 1C again targets the Oyster Pond watershed as well as areas in the Little Mill Pond watershed, another highly impacted waterbody. The choice of these areas is based on a number of factors: the environmental sensitivity of the receiving waterbody, the proximity of existing infrastructure, other planned or proposed town projects (roads, water, sidewalks, etc.), consistency with the CWMP and its various approvals, and cost. As part of its approval of the CWMP as a Development of Regional Impact (DRI) the Cape Cod Commission suggested that the town target implementation to allow completion of one watershed. Completing implementation in a watershed, rather than isolated areas in multiple watersheds, would allow monitoring to follow the restoration of the target waterbody; Phase 1C is consistent with this recommendation.

Both of these initial Phase 1C watersheds are in the upper portions of the Stage Harbor Complex and when successfully remediated will have impacts throughout

the entire complex, consistent with the concept of Adaptive Management, i.e. address priority areas first.

Board of Selectmen Recommendation: Approve 4-1-0
Finance Committee Recommendation: Approve 8-0-0



Article 11 – Iron Removal Treatment Facility – Owner’s Project Manager

To see if the Town will vote to appropriate a sum of \$100,000 for the purpose of paying costs related to the hiring of the Owner’s Project Manager for the Iron Removal Water Treatment Facilities, and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or take any other action relative thereto.

(Board of Selectmen)

MOTION: By David Whitcomb, Board of Selectmen
I move that the Town appropriate the sum of \$100,000 to fund the Owner’s Project Manager for the Iron Removal Water Treatment Facility, and for all costs incidental and related thereto, and to transfer from available funds of the Water Department the sum of \$100,000.

Speaker: Jeffrey S. Colby, Director Department of Public Works

Explanation: *For several years, the levels of Iron and Manganese have been steadily increasing in multiple Town of Chatham wells. Over time, the concentration of iron increases in the water pumped from the aquifer by the wells, and this turns the water red or brown in color. In recent years, the volume of citizen complaints about the water quality related to Iron and Manganese has also increased. Iron and Manganese are considered secondary contaminants by the Environmental Protection Agency (EPA). The EPA and MassDEP have set standards for manganese at 0.05 mg/l and for iron at 0.3 mg/l. Both Tirrells and Ebens Way wells routinely exceeded these standards. Additionally, MassDEP has indicated that it is not advisable for young children to consume water with high levels of manganese. The solution is to remove the iron and manganese from the water by changing the form of the iron and manganese from what is found naturally in the water (dissolved) to a form that can be filtered (particulate).*

The 2012 Annual Town Meeting approved \$700,000 for design services for an Iron and Manganese treatment facility. We are beginning the process of selecting a designer for a facility to treat the water from the Tirrells and Ebens Way wells with the potential to treat other wells in the future. The construction cost of the facility is estimated to be in excess of \$1.5 million, and therefore an Owner’s Project Manager (OPM) is required by State Law. The type of treatment and location of the facility are two elements of the project which have not yet been determined, and will be refined during the design process. The OPM will serve until the project is completed and function as the Town’s technical expert representing Chatham’s best interests in the building design process through final development. This article is able to be funded through available funds of the Water Department.

Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Approve 8-0-0

Article 12 – Water Department Capital Budget – Emergency Generator

To see if the Town will vote to appropriate a sum of \$150,000 for emergency generators to service the Training Field wells, including their appurtenances, and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or take any other action relative thereto.

(Board of Selectmen)

MOTION: By Florence Seldin, Chairman, Board of Selectmen
I move that the Town appropriate \$150,000 for emergency generators to service the Training Field wells, including their appurtenances, and for all costs incidental and related thereto; and to transfer \$150,000 from available funds of the Water Department.

Speaker: Jeffrey S. Colby, Director Department of Public Works

Explanation: *Recently there have been several notable events where a large portion of the Town of Chatham has lost electricity from an extended period of time. While most of these events occur in the winter, we experienced a significant summer power outage as recently as July 2012. Some of these power outages have affected the Town wells. With an electrical outage for as little as 9 hours during peak summer months, we would begin to have insufficient volumes of water to fight fires and provide water to many of the residents. This article would allow the Training Field wells (wells #5 and #8) to have an emergency generator. These wells are the closest to the Town standpipes (water towers) and would be able to most easily maintain standpipe water levels and system pressure during a power outage. This article is able to be funded through available funds of the Water Department.*

Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Approve 8-0-0

Article 13 – Water Department Capital Budget – Asset Management

To see if the Town will vote to appropriate a sum of \$60,000 for the implementation of an asset management system for the Town water system, and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, borrowing or otherwise; or take any other action relative thereto.

(Board of Selectmen)

MOTION: By Timothy Roper, Clerk, Board of Selectmen
I move that the Town appropriate \$60,000 for the implementation of an asset management system for the Town water system, and for all costs incidental and related thereto; and to transfer \$60,000 from available funds of the Water Department.

Speaker: Jeffrey S. Colby, Director Department of Public Works

Explanation: *The Town currently maintains an outdated work order management system. The current system is not capable of being used to manage the significant operations and capital planning for the Town’s water system. A new water asset management system will allow for a comprehensive approach to water supply management. Chatham has invested tens of millions of dollars, since the mid 1980’s, on the water system. It is important that we have a complete system to manage this complex water infrastructure. An asset management system will allow us to efficiently manage maintenance through a modern work order system. In addition, we will be able to make more informed decisions related to infrastructure replacement and life cycle costs. An asset management system requires some up-front costs to capture all the relevant data, but once the information is entered into the database it will allow for easy access to system information.*

An asset management system will allow the Water Department to upgrade the manual tie card and plan system to one that will have easy electronic access. We will also be able to link video data and GIS data within the system. This tool will give field crews and office staff a powerful resource as well as freeing up physical storage space. It will allow for scheduling of preventive maintenance and tracking of preventive and corrective maintenance. The asset management system will work on the same platform as the wastewater asset management system. This integrated system will allow for efficient management of the water system, both operationally and for planning future capital projects. This article is able to be funded through available funds of the Water Department.

Board of Selectmen Recommendation: **Approve 4-1-0**

Finance Committee Recommendation: **Approve 8-0-0**

Article 14 – Town of Chatham Rules and Regulations of the Sewer Department

To see if the Town will vote to amend the “Town of Chatham Rules and Regulations of the Sewer Department” adopted under Article 57 of the March 15, 1972 Annual Town Meeting and revised under Article 33 of the May 11, 2004, Annual Town Meeting, Article 21 of the May 9,

2005, Annual Town Meeting, Article 35 of the May 12, 2008, Annual Town Meeting and Article 9 of the August 27, 2012 Special Town Meeting.

(A line through words indicates deletion “~~word~~”. Words in ***bold italics*** indicate additions.)

Note – only those Articles/Sections of the Regulations being revised are shown.

ARTICLE II REGULATION OF SEWER FLOW

Section 1. Existing Structures.

Any structure in existence on May 10, 2005, regardless of its flow, may maintain that flow. ***Except as otherwise permitted herein, n***~~No~~ person shall modify an existing structure or change its use so as to increase its sewage flow. Design criteria contained in 310 CMR 15.203, and any Board of Health Regulation modifying such, shall be used to determine whether a proposed modification or change in use shall constitute an increase in sewage flow. Expansions or modifications of existing structures, which may result in increased flow, shall not be allowed unless the increase is in compliance with the Board of Health’s Regulations in effect on May 10, 2005, ; ***or as may be consistent with the terms of any Sewer Flow Policy, as may be adopted by the Board of Water and Sewer Commissioners;*** or a variance pursuant to Section 5 below is first obtained; ~~except as currently allowed under Part #1 of the Town of Chatham “Sewer Bank” Allocation & Permit Policy for properties connected to the sewer as of May 10, 2005.~~

(Remainder of Article II remains as previously adopted.)

ARTICLE V CONSTRUCTION TECHNICAL SPECIFICATIONS

Section 13. Manholes and Cleanouts:

Manhole and Cleanout Size:

Cleanouts. Cleanouts shall be constructed of the same material as the building sewer. The size of the cleanout shall be the same size as the building sewer up to six (6”) inches in diameter, for building sewers larger than six (6”) inches in diameter manholes shall be used. Cleanouts shall be sealed with removable, re-useable threaded screw-in plug or screw-on cap.

Manholes. Manholes shall be minimum of four (4') feet in diameter *with a minimum access diameter of 30 inches (76 cm)*. Larger diameter manholes may be required by the Director. A minimum drop of 0.10 foot shall be used between entrance and exit inverts.

Manhole ~~and Cleanout~~ Covers:

The elevation of the top section shall be such that the cover frame top elevation is one (1) foot above the 100-year flood elevation (in a field), 0.5 foot above a lawn elevation, or at finished road or sidewalk grade.

When located in a traveled area (road or sidewalk), the manhole frame and cover shall be heavy duty cast iron. When located in a lawn or in a field, the manhole frame and cover may be light duty cast iron. The cover shall ~~be 36 inches, minimum, in diameter~~ *provide a minimum access diameter of 30 inches (76 cm)*. ~~The minimum combined weight of the heavy duty frame and 36 inch cover shall be 735 +/- 5% lbs. The minimum combined weight of the light duty frame and 36 inch cover shall be 420 +/- 5% lbs.~~ The mating surfaces shall be machined, and painted with tar pitch varnish. The cover shall not rock in the frame. Infiltration between the cover and frame shall be prevented by proper design and construction. Covers shall have "Sewer" cast into them. Covers shall be designed so that infiltration is prevented.

Manhole frames, installed at grade, shall be set in a full bed of mortar with no less than two nor more than four courses of brick underneath to allow for later elevation adjustment. In lieu of brick, grade rings may be used for elevation adjustment. Grade rings shall not exceed 6 inches in depth. The total number of grade rings shall not exceed 12 inches in height, however, in no event shall more than 3 grade rings be used.

Manholes which extend above grade, shall have the frames cast into the manhole top plate. The top plate shall be securely anchored to the manhole barrel, by a minimum of six, ½ inch diameter, corrosion resistant anchor bolts, to prevent overturning when the cover is removed. The anchor bolts shall be electrically isolated from the manhole frame and cover.

(Remainder of Section 13. remains as previously adopted)

Or take any other action in relation thereof.

(Board of Selectmen as Water/Sewer Commissioners)

Motion: By Leonard Sussman, Board of Selectmen
I move that the Town vote to amend the "Town of Chatham Rules and Regulations of the Sewer Department" adopted under Article 57 of the March 15, 1972 Annual Town Meeting as subsequently amended, as printed in the Warrant.

Speaker: Robert A. Duncanson, Ph.D., Director of Health & Environment

Explanation: *This article is intended to update and correct sections of the existing Town of Chatham Rules and Regulations of the Sewer Department.*

Article II

Article II of the Town of Chatham Rules and Regulations of the Sewer Department was adopted by the May 2005 Annual Town Meeting to provide parity between properties that would be connecting to an expanded sewer system and properties remaining on septic systems until sewer is installed in their neighborhood. The basic tenet of Article II is that wastewater flow generated on a property connecting to sewers is limited to that allowed under septic system regulations, both state Title 5 regulations and Board of Health regulations.

When Article II was adopted in 2005 the Town was flow limited under the MassDEP Administrative Consent Order (ACO) and was allocating sewer flow under a “sewer bank”. In February 2013 MassDEP lifted the ACO and “sewer bank” upon determination that the town had complied with all requirements of the ACO. With the lifting of the ACO the last sentence of Article II, Section 1, which makes reference to the “Sewer Bank Allocation & Permit Policy” became unnecessary and is, therefore, being deleted.

However, there are sections of the “Sewer Bank Allocation & Permit Policy” which remain relevant as the town moves forward with sewer extensions. These sections include an ability to grant projects that support economic development opportunities in the community greater flows than might otherwise be allowed, a provision for projects that need less flow than they currently have to return excess flow to the town, and continuation of a moratorium on sewage flow transfers between properties. As a mechanism to retain these relevant sections new wording: “; or as may be consistent with the terms of any Sewer Flow Policy, as may be adopted by the Board of Water and Sewer Commissioners;” is proposed to allow the Board of Water & Sewer Commissioners the opportunity to adopt a new policy regarding sewer flow that retains these sections. It is expected this new policy would include language regarding the one bedroom addition allowed, under certain conditions, for residential properties.

*The proposed addition of “**Except as otherwise permitted herein,**” at the beginning of the second sentence of Article II, Section 1 is to resolve a direct conflict with the fourth sentence. The first sentence as currently worded is an outright prohibition of modifications or changes in use of existing structures that result in an increase in sewage flow. However, the fourth sentence allows expansions or modifications of existing structures which increase sewage flow provided the increase is in compliance with Board of Health Regulations, a Policy*

allowing such increase, or a variance (Section 5) is obtained. The new language proposed for the first sentence will clarify what is allowed.

Article V.

The language changes proposed in Article V are intended to resolve a discrepancy in the Regulations. Throughout the Regulations, the opening diameter of manholes is listed as “a minimum access diameter of 30 inches (76 cm)”. However, in Section 13 a 36 inch minimum diameter manhole cover is specifically called out. Manhole covers of 36 inch diameter are a specialty item with longer lead times and higher cost. Most existing manholes are not 36 inch diameter and the recently completed sewer extensions do not use them. The town has standardized on 32 inch diameter manholes covers which provide the “minimum access diameter of 30 inches (76 cm)” called for in the Regulations.

The proposed change to Section 13 deletes the reference to 36 inch diameter manhole covers and replaces it with the standard language referencing 30 inch clear access. The reference to weight of manholes covers is also deleted as being no longer necessary due to standardization in the foundry industry.

Board of Selectmen Recommendation: **Approve 4-0-0**
Finance Committee Recommendation: **Approve 3-5-0 (Unfavorable)**

Article 15– Collective Bargaining Agreements

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to fund salary increases and other cost-items resulting from contract settlements with union personnel, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By David Whitcomb, Board of Selectmen
I move that the sum of \$ [REDACTED] be raised and appropriated to fund salary increases and other cost-items resulting from a contract settlement by and between the Town of Chatham and the *Chatham Municipal Employees Association (CMEA)*, and to authorize the Town Accountant to allocate such sum to the appropriate operating budgets.

Speaker: Jill R. Goldsmith, Town Manager

Explanation: *This is a placeholder article as negotiations are in progress. The Chatham Municipal Employees Association (CMEA) was certified by the State as a collective bargaining association on March 29, 2010 covering*

Department/Division Heads, Administrative, Clerical, Labor, as well as non-seasonal part-time positions. Negotiations for a first collective bargaining agreement (CBA) have been underway since 2010. If there is a contract settlement by this Town Meeting, then a motion will be offered for any financial related items. Funding for this article is not included in the FY2014 proposed budget under Article 6.

Board of Selectmen Recommendation: *Recommendation from Town Meeting Floor*
Finance Committee Recommendation: *Recommendation from Town Meeting Floor*

Article 16– CMEA Settlement of Prohibited Practice Charges from 2010

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as are necessary to fund the 2013 settlement agreement between the Town and the Chatham Municipal Employees Association (CMEA) relating to Prohibited Practice Charges filed with the MA Department of Labor Relations for actions occurring in 2010, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Florence Seldin, Chairman, Board of Selectmen
I move that the Town vote to raise and appropriate \$_____ to fund the settlement agreement with the Chatham Municipal Employees Association (CMEA) relating to Prohibited Practice Charges filed with the MA Department of Labor Relations for actions occurring in 2010, and to authorize the Town Accountant to allocate such sum to the appropriate operating budgets.

Speaker: Jill R. Goldsmith, Town Manager

Explanation: *The Chatham Municipal Employees Association (CMEA) was certified by the State as a collective bargaining association on March 29, 2010. Once certified, the Town has an obligation to bargain certain aspects related to employment, one being wages. This article funds a recent Settlement Agreement relating to the development of the FY2011 budget, and January 2010 action to withhold step increases and impose lay-off for CMEA. On December 24, 2010 the CMEA filed a Prohibited Practice charge with the MA Department of Labor Relations – one of eleven charges during this time period, requesting that step increases be awarded as the Town did not satisfactorily bargain these actions with the CMEA to the extent required by State law - MGL Ch. 150E. On January 22, 2013 the Town entered into a settlement agreement with CMEA.*

The Town has calculated the damages which include the forgone steps, interest and retroactive pay for overtime earned, and addresses the lay-offs. There is no cost-of-living adjustment in the wage scale.

Board of Selectmen Recommendation: *Recommendation from Town Meeting Floor*
Finance Committee Recommendation: *Recommendation from Town Meeting Floor*

ARTICLE 17 – FY2014 Community Preservation Committee Administrative Budget

To see if the Town will vote to raise and appropriate and/or transfer from Community Preservation Fund revenues a sum of money it determines necessary for the purpose of funding administrative costs associated with the Community Preservation Act, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: John Kaar, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$15,000 from FY2014 Community Preservation Fund Revenues for the purpose of funding administrative costs associated with the Community Preservation Act.

Speaker: John Kaar, Community Preservation Committee

Explanation: *The Community Preservation Act allows Town Meeting to appropriate up to 5% of estimated revenues for the Community Preservation Committee to carry out its statutory duties. This year \$15,000 (less than 5%) is being requested for clerical expenses, appraisals, consulting and legal services.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

ARTICLE 18- FY2014 Community Preservation Fund Appropriations

To see if the Town will vote to appropriate from the Community Preservation Fund to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2014 Budgeted Reserve for general Community Preservation Act purposes, or take any other action relative thereto.

Motion: John Kaar, Community Preservation Committee

I move that the Town appropriate and reserve from FY2014 Community Preservation Fund estimated annual revenue amounts as follows:

<u>Reserve;</u>	
Open Space	\$85,800
Historic Resources	\$85,800
Community Housing	<u>\$85,800</u>
Total Reserves	\$257,400

Speaker: John Kaar, Community Preservation Committee

Explanation: *The Community Preservation Act requires that each year 10% of estimated revenue being reserved or expended for each of the following categories; Open Space, Community Housing and Historic Resources. This article fulfills that requirement. In the subsequent articles, the motions presented transfer these funds out of the reserves to fund the projects. If one or more of the articles does not receive town meeting approval, the reserve remains thus meeting the statutory requirement.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 19– Community Preservation – 2175 Main Street Property

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to acquire by purchase for conservation, open space and passive recreation a parcel of land 2175 Main Street, Chatham Massachusetts as identified by Assessors’ Map 5E/4/F23, consisting of approximately 1.36 acres more or less as more fully described in a deed recorded with the Barnstable County Registry of Deeds in Book 25909 page 317 owned by the Chatham Conservation Foundation, Inc., and to authorize the Selectmen to take all necessary measure to acquire said property, including the entering into agreements and the acceptance of a deed; and to further authorize the Board of Selectmen to grant a perpetual conservation restriction as authorized under G.L. c. 44B, §12 and G.L. c. 184, §§31-33 at the time of closing, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Victor Di Cristina, Community Preservation Committee

I move that the Town vote to appropriate \$128,750 with \$85,800 from Open Space Reserve and \$42,950 from FY2014 estimated CPA revenues to acquire by purchase for conservation and open space purposes, a parcel of land consisting of 1.36 acres, more or less, located at 2175 Main Street, Chatham, Massachusetts as identified by Assessors’ Map 5E/4/F23, as more fully described

in a deed recorded with the Barnstable Registry of Deeds in in Book 25909, Page 317 owned by the Chatham Conservation Foundation, Inc. and to authorize the Selectmen to take all necessary measures to acquire said property, including the entering into of agreements and the acceptance of a deed, and to further authorize the Board of Selectmen to grant a perpetual conservation restriction as authorized under G.L. c. 44B, §12 and G.L. c. 184, §§ 31-33 that is to be held by the Chatham Conservation Foundation, Inc. or another qualified entity.

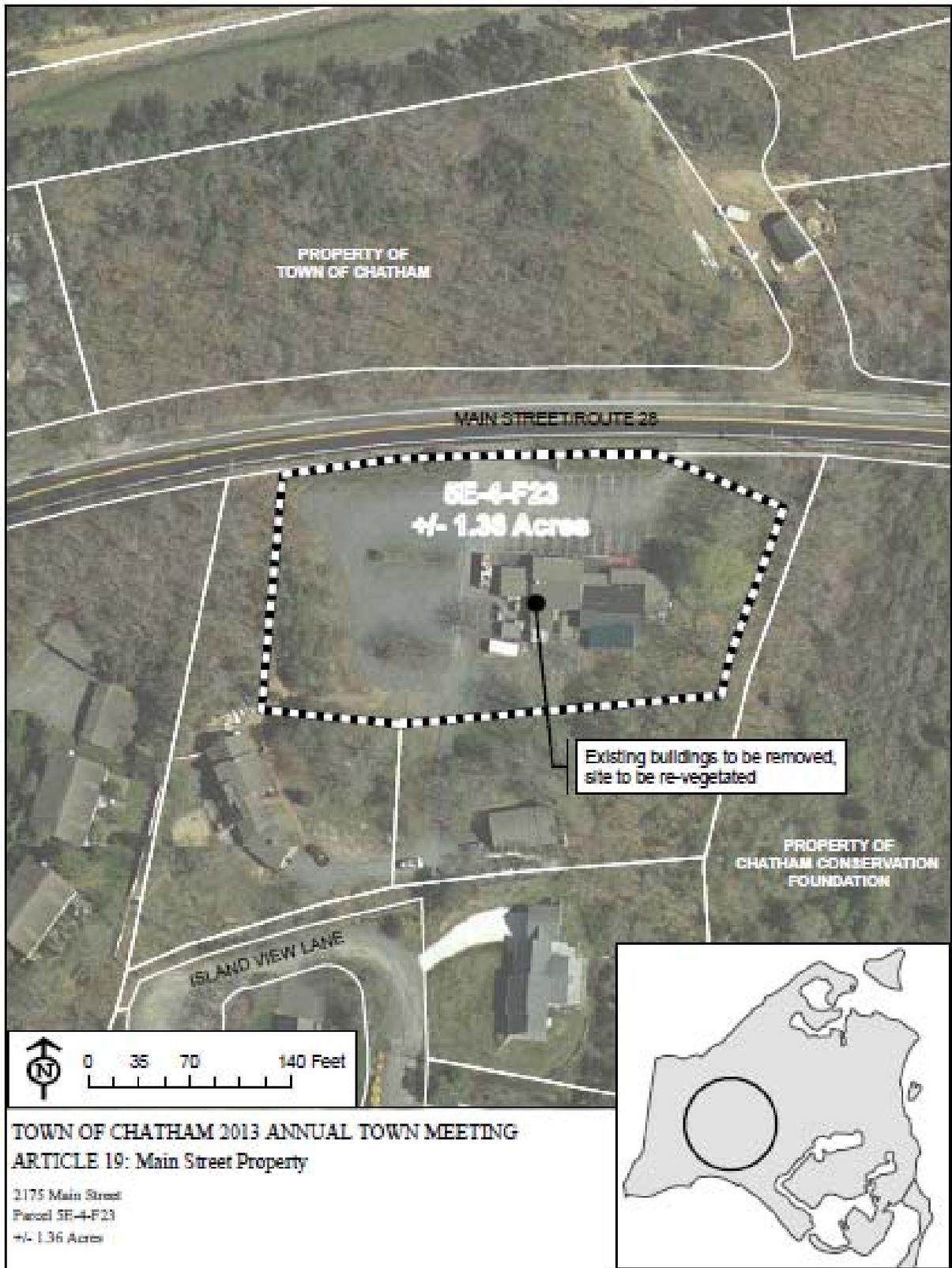
Speaker: Victor Di Cristina, Community Preservation Committee

Explanation: *The Chatham Conservation Trust is the current owner of this property. Town Meeting May 2012 approved \$173,250 in CPA funds as half of the purchase price; the other half was presented as a Landbank borrowing article last May which failed. Since then the Chatham Conservation Trust has increased its contribution from \$38,500 to \$73,000, and Friends of Trees have committed an additional \$10,000 for plantings; reducing the amount of this application to \$128,750. Funding this as a CPA project allows the Town to avoid borrowing and interest costs which would have been incurred by the Land Bank.*

Community Preservation Committee Recommendation: Approve 8-0-1

Board of Selectmen Recommendation: Approve 2-3-0 (Unfavorable)

Finance Committee Recommendation: Approve 2-6-0 (Unfavorable)



Article 20 – Community Preservation – South Chatham Village Hall

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund preservation of the building known as the “South Chatham Village Hall”, 2567 Main Street, South Chatham, Massachusetts; or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Jane Moffett, Community Preservation Committee
I move that the Town vote to appropriate \$205,000, with \$85,800 from Historic Reserves and \$119,200 from 2014 estimated CPA revenues in order to fund, exterior repairs and renovation, as well as to provide increased accessibility to the building known as the South Chatham Village Hall.

Speaker: Jane Moffett , Community Preservation Committee

Explanation: *The South Chatham Village Hall is in need of immediate and significant preservation work, and a community-wide effort is underway to restore the building. The proposed project includes: repair and shingle roof, shingle and insulate the sidewalls, repair and paint trim, repair and replace windows and doors as needed; as well as upgrades necessary for ADA compliance. The estimated cost of the improvements to the building is in approximately \$250,000; with a portion to be raised through fundraising. The amount requested from Community Preservation historic funds is \$205,000.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 7-1-0

Article 21 – Community Preservation – Community Housing

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund the creation of four units of affordable housing at 1556 Main Street – further known as Lot 5 and currently owned by the Chatham Housing Authority in West Chatham, and to further authorize the Selectmen to accept and/or grant affordable housing restrictions on such properties as required under G.L. 44B, §12, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Joanne Taylor, Community Preservation Committee

I move that the Town vote to appropriate the sum of \$160,000 with \$140,800 from Community Housing Reserves and \$19,200 from FY2014 Community Preservation Fund Revenues in order to provide funds to Habitat for Humanity to construct four new affordable units in West Chatham at 1556 Main Street – Lot 5; and to further authorize the Selectmen to accept and/or grant affordable housing restrictions on such properties as required under G.L. 44B, §12.

Speaker: Joanne Taylor, Community Preservation Committee

Explanation: *Funds approved under this article will assist funding a minimum of four new affordable homeownership units on property in West Chatham owned by the Chatham Housing Authority. Habitat for Humanity has been selected as the builder of the homes. The preliminary plans are for two 2-bedroom units and two 3-bedroom units. The homes will be affordable in perpetuity; and will increase the amount of affordable housing units located in Chatham to 172 units. The cost of the project is \$763,921; the CPF will contribute \$160,000 and the balance from private donations, proceeds from the sale of the homes and federal grants.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 22 - Community Preservation – Railroad Museum Caboose

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to provide funds to engage a historic preservation consultant to assess and develop a plan for the historic preservation of the so-called Railroad Museum Caboose, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Victor DiCristina, Community Preservation Committee

I move that the Town vote to appropriate the sum of \$13,500 from FY2014 Community Preservation Fund Revenues in order to provide funds to engage a Preservation Consultant for assessment and development of a plan for the Historic Railroad Car Steel Frame Restoration.

Speaker: Victor DiCristina, Community Preservation Committee

Explanation: *This article seeks \$13,500 to engage a professional engineer/consultant to conduct an assessment of condition, evaluate materials, develop a project approach, and generate a detailed project cost estimate to establish a*

preservation program to complete the identified rehabilitation measures for the Railroad Caboose (under carriage).

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 8-0-0

Article 23 – Community Preservation – Eldredge Public Library

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as it determines necessary to provide funds to engage a Preservation Consultant for development of a plan for the restoration of the windows at the Eldredge Public Library, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Robert Lear, Community Preservation Committee
I move that the Town vote to appropriate \$23,000 from FY2014 Community Preservation Fund revenues in order to fund a Preservation Consultant for the development of a plan for the restoration of the windows at Eldredge Public Library.

Speaker: Robert Lear, Community Preservation Committee

Explanation: *The Town along with the Trustees of the Eldredge Public Library have noted the deteriorating condition of the library windows. The funds requested under this article would hire a preservation consultant to conduct a review, present a preferred restoration option and the corresponding costs estimate to preserve the windows on this building which is listed on the National Register of Historic Places. All of the windows on the building need review; and will include the sashes, frames and glazing. A thorough inspection and assessment of the existing condition of the windows and window openings by an experienced preservation professional will give the Town a clear understanding of the costs for repair and/or replacement. There is the desire to have the library remain open during the project, which due to the number of windows and logistics associated with conducting such a project in an operating library, also warrants the advice of a professional. The \$23,000 requested covers assessment of the window, lead paint testing, sketch preparation, recommendation and final cost estimate of necessary repairs.*

Community Preservation Committee Recommendation: Approve 8-0-1

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 8-0-0

Article 24 – Community Preservation – Marconi Center Hotel

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund Mobility Improvements and Fire Suppression System at the Marconi Center Hotel, or take any other action in relation thereto.

Motion: John Kaar, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$110,000 from FY2014 Community Preservation Fund revenues to fund Mobility Improvements and Fire Suppression System at the Marconi Center Hotel.

Speaker: John Kaar, Community Preservation Committee

Explanation: *The Chatham Marconi Maritime Center (CMMC) is ready to proceed with the rehabilitation and restoration of the interior of the first floor of the hotel. This article would provide funds to a four-stop elevator and a fire suppression system, both of which are required under code for occupancy of the building. The CMMC will contribute approximately \$340,000 for the improvements, excluding the elevator and fire suppression system. The \$110,000 would provide for access to and protection of a Town owned building which listed on the National Register of Historic Places, and is an acceptable use of Community Preservation Funds.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 7-0-1

Article 25– Community Preservation – Nautical Charts Preservation and Access

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund the historic preservation of Nautical Charts under the Chatham Nautical Chart Initiative, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Jane Moffett, Community Preservation Committee
I move that the Town vote to appropriate \$100,000 from FY2014 Community Preservation Revenues for the historic preservation of nautical charts under the Chatham Nautical Chart Initiative.

Speaker: Jane Moffett, Community Preservation Committee

Explanation: *The Chatham Historical Society is seeking funds for the Chatham Nautical Chart Initiative, a project that will make available a group of extraordinary navigation*

charts in the Society's collection. The Society has a collection of 130 nautical charts that date back to the 19th Century; a number record the journeys of various Chatham sea captains such as Captains Gersham Jones, Charles W. Jones, Reuben Eldredge, Simeon Taylor, John Taylor and Charles W. Hamilton. The costs for restoration/conservation is approximately \$1,800 per chart; digitization - \$300; with the balance for other costs associated with the project. The \$100,000 will be used for the first phase of the project which will preserve and digitize 40 charts (of 130 Charts) that meet the criteria of having significance for Chatham and are in need of aggressive restoration/conservation to ensure their survival for future generations.

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 8-0-0

Article 26 – Community Preservation – Volunteer Park Walking Trail

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund construction of a Walking Trail at Volunteer Park, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Ira Seldin, Community Preservation Committee
I move that the Town vote to appropriate \$95,000 from FY2014 Community Preservation Revenues for construction of an Accessible Walking Trail at Volunteer Park.

Speaker: Ira Seldin, Community Preservation Committee

Explanation: *The Chatham Board of Health, in conjunction with the Parks & Recreation Commission, proposes to build and approximately 1/3 mile paved walking path around the ball fields at Volunteer Park. The path will be constructed with as minimal impact on the natural vegetation as possible. This path will provide a safe accessible path for those individuals who are not physically able to access other recreational walking paths. The \$95,000 will provide for construction of a path approximately 6' wide, with a paved surface for ease of use by all. The project has received support from the Disability Committee ~~as well as the Council on Aging.~~*

Community Preservation Committee Recommendation: Approve 8-0-0

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 7-1-0

Article 27 – Community Preservation – Skateboard Park Construction

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money it determines necessary to fund the relocation/construction of the Chatham Skateboard Park, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: Ira Seldin, Community Preservation Committee
I move that the Town vote to appropriate \$110,000 from FY2014 Community Preservation Revenues for construction of the Chatham Skateboard Park.

Speaker: Ira Seldin, Community Preservation Committee

Explanation: *The Chatham Park & Recreation Commission must remove the current skateboard park from the Chatham Airport by September 1, 2013. This project will provide for the continuation of an active outdoor recreation facility that has been enjoyed for the past 17 years in Chatham. The skateboard park is a major attraction to teens; mostly middle and high school students. This request would provide \$110,000 to construct the new skateboard park out of concrete to alleviate noise concerns raised by the public. Concrete does not resonate and provides a durable low maintenance facility. The Town previously approved the transfer of \$42,500 (STM August 2012, Article 6) toward the estimated total cost of approximately \$150,000 for the skate park relocation and construction.*

Community Preservation Committee Recommendation: Approve 9-0-0

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 7-1-0

Article 28 – Solid Waste Contract

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract for the disposal of the Town’s solid waste for a period not to exceed twenty (20) years commencing on January 1, 2015, on such terms and conditions as the Board of Selectmen deem to be in the best interests of the Town, which contract may include a provision that the Town shall not be exempt from liability for the payment of contract sums in future fiscal years; or to take any other action relative thereto.

(Board of Selectmen)

MOTION: By Timothy Roper, Clerk, Board of Selectmen
I move that the Town authorize the Board of Selectmen to enter into a contract for the disposal of the Town’s solid waste for a period not to exceed twenty (20) years commencing on January 1, 2015, on such terms and conditions as the

Board of Selectmen deem to be in the best interests of the Town, which contract may include a provision that the Town shall not be exempt from liability for the payment of contract sums in future fiscal years.

Speaker: Jeffrey S. Colby, Director Department of Public Works

Explanation: *The Town has had a contract with Southeastern Massachusetts Resource Recovery Facility (SEMASS) to receive Chatham’s solid waste since January 1, 1985. SEMASS is a waste-to-energy facility that provides the Town with an alternative to solid waste disposal at landfills. The Town’s current contract with SEMASS will expire on December 31, 2014. This article will allow the Board of Selectmen to enter into a new solid waste disposal contract beginning January 1, 2015.*

Board of Selectmen Recommendation: **Approve 5-0-0**

Finance Committee Recommendation: **Approve 8-0-0**

Article 29– Road Acceptance; Crow’s Pond Road

To see if the Town will vote to accept Crow’s Pond Road as a Town way laid out by the Board of Selectmen according to plans and descriptions now on file in the Town Clerk’s office, and to authorize the Board of Selectmen to accept deeds or easements; or take, by eminent domain, all necessary interests in real estate as shown on said plans, with no land damages to be paid by the Town, all in accordance with Chapters 80 and 83 of the Massachusetts General Laws and Chapter 240 of the Town of Chatham General Bylaws, or to take any other action relation thereto.

(Board of Selectmen)

MOTION: By Leonard Sussman, Board of Selectmen
I move that the Town vote to accept Crow’s Pond Road as a Town way as laid out by the Board of Selectmen according to plans and descriptions now on file in the Town Clerk’s office, and to authorize the Board of Selectmen accept deeds or easements; or to take, by eminent domain, all necessary interests in real estate as shown on said plans, with no land damages to be paid by the Town, all in accordance with Chapters 80 and 83 of the Massachusetts General Laws and Chapter 240 of the Town of Chatham General Bylaws, or to take any other action relation thereto.

Speaker: Jeffrey S. Colby, Director Department of Public Works

Explanation: *Crow’s Pond Road has been maintained as a Town Road for a number of years. Crow’s Pond Road is a main roadway that connects several areas of North*

Chatham. This article would properly accept this road as a Town way. Accepting this road as a Town way will also allow the Town to include this roadway on the Massachusetts Department of Transportation Chapter 90 (state aid) funding list. This will allow the Town to receive additional state Chapter 90 funds in the future.

Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Approve 8-0-0

Article 30 – Mitchell River Bridge Replacement Project;
MDOT Permanent and Temporary Easements Takings

To see if the Town will vote to authorize the Board of Selectmen to acquire by donations, purchase, or take by eminent domain, and to raise and appropriate a sum of money to fund said purchase or taking along with all legal costs associated with the obtaining of any and all temporary and permanent easements related to the Mitchell River Bridge Replacement Project as shown and identified on a plan entitled, “Massachusetts Department of Transportation, Highway Division, Plan and Profile of Bridge Street (Bridge C-07-001) in the Town of Chatham, 75% Right of Way Plans”, dated February 25, 2013 prepared by URS Corporation located at 260 Franklin Street, Boston MA 02110, which will be delivered to and made available at the Town Clerk’s Office fourteen (14) days prior to the date of the town meeting, and further to appropriate, by borrowing, transfer or otherwise, a sufficient sum of funds to accomplish the same, and to authorize the Selectmen and Town Manager to negotiate and execute any and all agreements and documents to effectuate this donation, purchase and/or taking; or to take any other action relation thereto.

(Board of Selectmen)

MOTION: By Sean Summers, Vice-Chairman, Board of Selectmen
I move to authorize the Board of Selectmen to acquire by donations, purchase, or take by eminent domain any and all temporary and permanent easements related to the MRB Replacement Project as shown and identified on a plan entitled “Massachusetts Department of Transportation, Highway Division, Plan and Profile of Bridge Street (Bridge C-07-001) in the Town of Chatham, 75% Right of Way Plans”, dated February 25, 2013 prepared by URS Corporation located at 260 Franklin Street, Boston MA 02110, and further to raise and appropriate (or transfer from available funds) \$_____ from _____ to accomplish the same, and further to authorize the Selectmen and Town Manager to negotiate and execute any and all agreements and documents to effectuate this donation, purchase and/or taking.

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

This is a courtesy document; motions may change and are not intended to restrict any action.

PARCEL SUMMARY FOR EASEMENTS										
PARCEL NO.	LOCATION	SUPPOSED OWNER	RECORDED			AREA (SF ±)				REMARKS
			DEED BOOK	PAGE	LAND COURT DOCUMENT	EASEMENTS		TOTAL TAKEN AREA	TOTAL PROPERTY AREA	
						TYPE	AREA			
XX-E-1	157 BRIDGE STREET	MITCHELL RIVER NOMINEE TRUST	BK 998	PG 54	CTF 121854	PERM.	2,297	2,297	123,238*	MAINTENANCE PATH,SLOPE TREATMENTS, AND BRIDGE ABUTMENT
XX-E-2	90 BRIDGE STREET	JR FENNEL REALTY TRUST	BK 1049	PG 93	CTF 128013	PERM.	40	40	18,335**	GATE CLEARANCE
XX-E-3	90 BRIDGE STREET	JR FENNEL REALTY TRUST	BK 1049	PG 93	CTF 128013	PERM.	1,990	1,990	18,335**	SLOPE
XX-E-4	MITCHELL RIVER	UNKNOWN OWNER				PERM.	3,208	3,208		BRIDGE EASEMENT
XX-E-5	MITCHELL RIVER	UNKNOWN OWNER				PERM.	3,492	3,492		BRIDGE EASEMENT
XX-E-6	45 BRIDGE STREET	RESIDUARY TRUST B	BK 1030	PG 36	CTF 125676	PERM.	1,290	1,290	143711*	CONSTRUCTION OF SIDEWALK, GUARDRAIL AND SLOPE
XX-E-7	BRIDGE STREET	TOWN OF CHATHAM	BK 243	PG 11	NO DEED FOUND	PERM.	1,349	1,349	4252*	CONSTRUCTION OF SIDEWALK, GUARDRAIL AND SLOPE
XX-TE-1	90 BRIDGE STREET	JR FENNEL REALTY TRUST	BK 1049	PG 93	CTF 128013	TEMP.	526		18,335**	CONSTRUCTION OF SIDEWALK, GUARDRAIL AND SLOPE

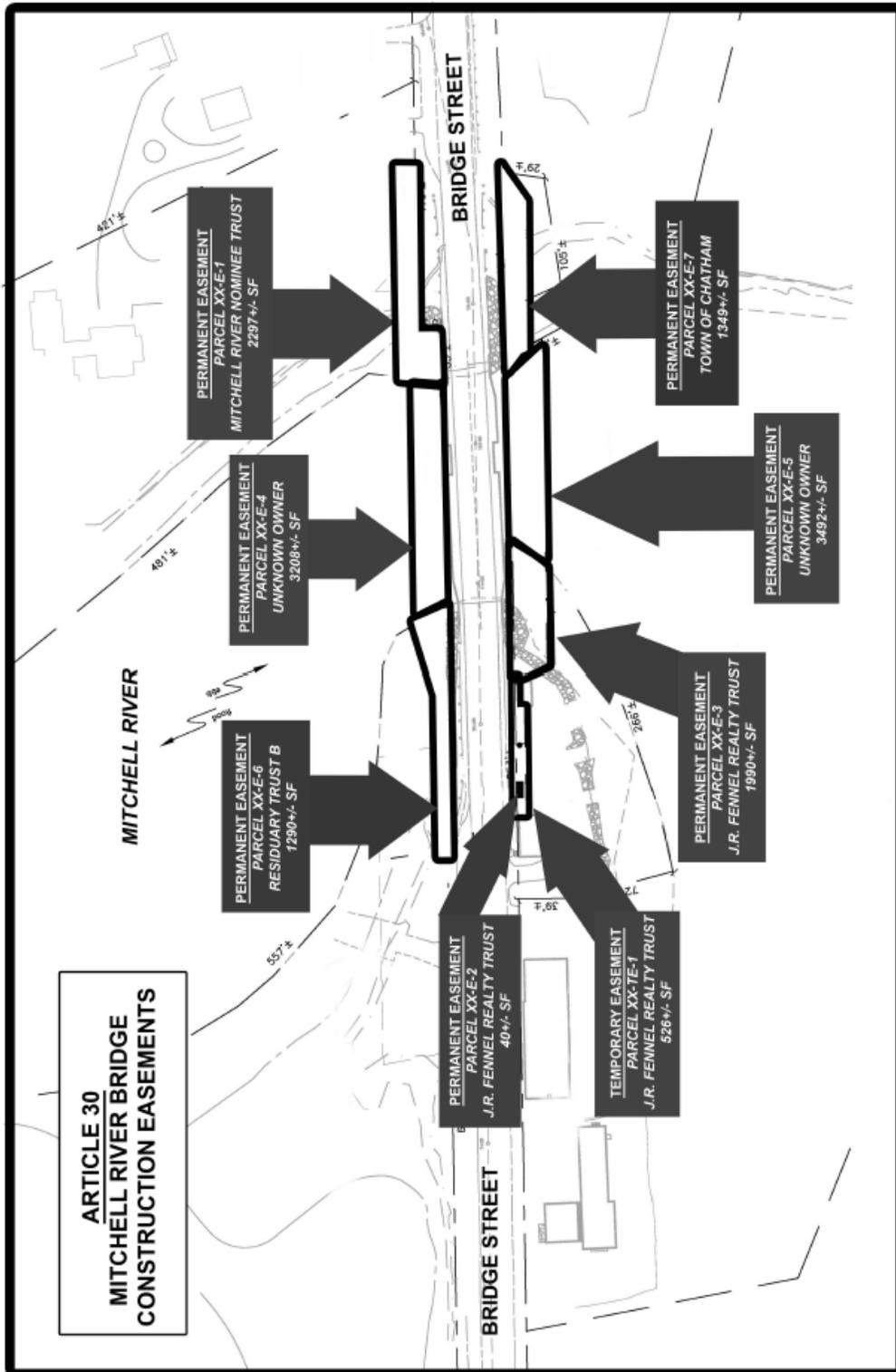
* PROPERTY AREAS OBTAINED FROM ASSESSOR'S MAP

** PROPERTY AREAS CALCULATED USING LAND COURT #24180

Speaker: Jill R. Goldsmith, Town Manager

Explanation: *The Massachusetts Department of Transportation (MassDOT) has identified various parcels for which the Town will need to obtain permanent and temporary access easements in order to construct and maintain the new bridge. The individual easements are listed in the table above and are shown on the attached map. Three of the easements are located on private property. The easements will allow the property owner to retain ownership of the entire property while providing formal permission to the Town to access the bridge via sections of those properties during construction and/or for ongoing maintenance of the new bridge. We plan to have the final details and potential valuation of these easements completed before Town Meeting. The property owners have been contacted and have the right to receive compensation for the easement based on a professional appraisal paid by the Town or alternatively the easement may be donated directly to the Town. All easements of this nature must ultimately be approved by Town Meeting. Following such, public hearings will be conducted related to these access easements per M.G.L. c. 79, § 5C. Plans are on file in the Town Clerk's Office.*

Board of Selectmen Recommendation: Approve 5-0-0
Finance Committee Recommendation: Recommendation from Town Meeting Floor



Article 31 – General Bylaw Amendment – Safe Operation of Bicycles

To see if the Town will vote to amend its General Bylaw, Section by adding a new Section, entitled “Bicycles,” as follows:

**Town of Chatham By-Law
Bicycles**

SECTION 1. Bicycles

No bicyclists shall ride on the sidewalks in the downtown area on Main Street, from the rotary traffic circle at Main Street and Old Harbor Road, east to the Lighthouse Beach Parking lot.

SECTION 2. Violations, Penalties, Enforcement

Any Town of Chatham Police Officer may enforce this by-law. Violations of this by-law are subject to a fine of \$25 for the first offense and \$50 for each subsequent offense and may be enforced by non-criminal disposition.

Or to take any other action relation thereto.

(Board of Selectmen)

MOTION: By Florence Seldin, Chairman, Board of Selectmen
I move that the Town vote to amend its General Bylaw as printed in the Warrant for Article 31.

Speaker: Mark Pawlina, Police Chief

***Explanation:** The purpose of this by-law is to establish minimum requirements to ensure the safety of citizens on Chatham roadways, sidewalks and paths.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 32 – General Bylaw Amendment – Approval of Signs on Town Property

(Strikethrough indicates language proposed for deletion; Underline indicates language proposed for insertion.)

To see if the Town will vote to amend its General Bylaw, Section 225-4, Paragraph G, Signs on leased Town-owned property by deletion (shown with strikethroughs) and insertion (shown with underlines) as follows:

G. Signs on ~~leased~~ Town-owned property. The Selectmen or their agent shall have the sole discretion as to the suitability of all signs erected or to be erected on Town-owned property, under lease of private enterprise or otherwise, but all said signs shall conform to the existing sign code.

Or to take any other action relation thereto.

(Board of Selectmen)

MOTION: By Sean Summers, Vice-Chairman, Board of Selectmen
I move that the Town vote to amend its General Bylaw as printed in the Warrant for Article 32.

Speaker: Deanna L. Ruffer, Community Development Director

Explanation: *At the request of the Board of Selectmen, the Town's Sign Bylaw was reviewed to identify opportunities to streamline the approval of signs proposed to be placed on Town-owned property. The current process required to obtain Board of Selectmen approval was identified as potentially burdensome and time consuming particularly for signage associated with one-time events and/or activities. In several instances in the General Bylaw authority is vested in the Board of Selectmen or their agent. By inserting this same ability for delegation in Paragraph G, the Board of Selectmen can delegate their authority in some instances while retaining the authority when they deem it to be appropriate.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 33 – Conservation Deed Acceptance; Cedar Street

To see if the Town will vote to accept and/or ratify its prior acceptance and recording of a Deed, dated November 16, 2006 for the property identified on the Chatham Assessors Map as 13C-7-15, formerly owned by Winthrop E. and Allison Taylor and to place the property under the care and custody of the Conservation Commission; or to take any other action relation thereto.

(Conservation Commission)

Motion: Victor DiCristina, Land Bank Open Space Committee
I move that the Town vote to accept and/or ratify its prior acceptance and recording of a Deed, dated November 16, 2006 for the property identified on the Chatham Assessors Map as 13C-7-15, formerly owned by Winthrop E. and Allison Taylor and to place the property under the care and custody of the Conservation Commission.

Speaker: Victor DiCristina, Land Bank Open Space Committee

Explanation: *This is to clarify the records for the purchase of the property completed in 2006. The Town voted to acquire said property at the May 8, 2006 Town Meeting, under articles 26 & 27. The votes included the restriction of accepting the deed on or before November 15, 2006. The deed however was signed by the property owners on November 16, 2006 and recorded with the Barnstable County Registry of Deeds on November 17, 2006 which exceeded the date noted in the article. This article provides for such correction. All funds for the purchase have been provided to the seller. No additional funds will be expended for this clarification.*

Board of Selectmen Recommendation: **Approve 5-0-0**

Finance Committee Recommendation: **Approve 8-0-0**

Article 34 – Pleasant Bay Resource Management Plan Update

To see if the Town will vote to adopt the 2013 Pleasant Bay Resource Management Plan Update developed in accordance with the Pleasant Bay Resource Management Plan adopted by the Town in 1998 and updated in 2003 and 2008, and to continue working with the aforementioned towns of the Pleasant Bay Resource Management Alliance to implement the plan and plan updates.

Or to take any other action relation thereto.

(Board of Selectmen)

MOTION: By David Whitcomb, Board of Selectmen
I move that the Town adopt the 2013 Pleasant Bay Resource Management Plan Update developed in accordance with the Pleasant Bay Resource Management Plan adopted by the Town in 1998 and updated in 2003 and 2008, and to continue working with the aforementioned towns of the Pleasant Bay Resource Management Alliance to implement the plan and plan updates.

Speaker: Robert Duncanson, Ph.D., Director of Health & Environment

Explanation: *The Pleasant Bay Resource Management Plan 2013 Update describes management issues and provides recommendations for coordinated management activity within the Pleasant Bay Area of Critical Environmental Concern (ACEC) and watershed over the coming five years. The purpose of the management plan is to promote the natural resource health and public enjoyment of Pleasant Bay. The management plan is updated every five years by the Pleasant Bay Alliance, an organization formed by an inter-municipal agreement between Brewster, Orleans, Chatham and Harwich. Town Meeting in each town is being asked to adopt the 2013 Update and renew the Memorandum*

of Agreement forming the Alliance.

The 2013 Update contains more than 100 recommendations in the areas of Biodiversity and Habitat Protection, Wetlands Protection, Fisheries Management, Watershed Planning, Coastal Processes and Coastal Structures, Navigation Safety, Public Access and Historic Resources. The Update was developed over the past year by the Alliance with input from local and regional resource managers and interested citizens. A public hearing was held in March.

The 2013 Update is available on the home page of the Pleasant Bay Alliance website, www.pleasantbay.org. Resource Management priorities include:

1. Continuing to Facilitate Watershed-based Collaboration to Address Nitrogen Loading

Encourage the four watershed towns to make progress in developing and implementing nutrient management plans and promote watershed-based collaboration to achieve total nitrogen Total Maximum Daily Loads (TMDLs). Stormwater management, smart growth, and fertilizer controls will be areas of focus.

2. Developing Guidelines for Permitting Erosion Control Structures

Develop performance standards and design criteria for erosion control structures in the study area to guide local and state permitting. In-depth study of system-wide coastal processes and tide data will continue.

3. Promoting Strengthening of Wetland Protections

Continue to work to strengthen local wetlands protection regulations and review procedures by recommending modifications to local conservation regulations and bylaws. Pursue or support opportunities for wetlands restoration, such as at Muddy Creek and Frost Fish Creek.

4. Developing Best Management Practices to Protect Biodiversity

Develop best management practices designed to manage invasive species and promote habitat and resource protection. Investigate, monitor and improve opportunities for diadromous fish passage.

5. Continuing Resource Monitoring Programs and Research

Continue to monitor water quality, tide data, salt marsh and eelgrass health, and aerial photography for management support and regulatory compliance. Rely on rigorous technical analyses to discern significant trends.

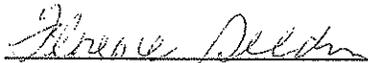
6. *Continuing to Build Stewardship through Public Education*
Continue to develop stewardship by sharing research, data and information regarding resource conditions and trends.

Board of Selectmen Recommendation: *Recommendation from Town Meeting Floor*
Finance Committee Recommendation: Approve 8-0-0

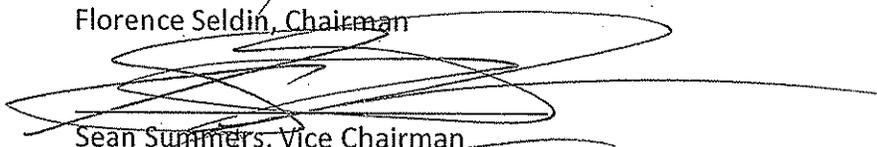
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And you are directed to serve this Warrant by posting attested copies thereof at the several Post offices in said Town, fourteen days at least, before time of holding said meeting. Hereof fail not and make due return of the Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this 26th day of March in the year of our Lord, Two Thousand and Thirteen.



Florence Seldin, Chairman



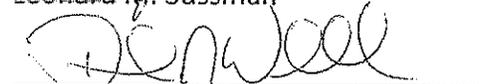
Sean Summers, Vice Chairman



Timothy L. Roper, Clerk



Leonard M. Sussman



David R. Whitcomb

Chatham Board of Selectmen

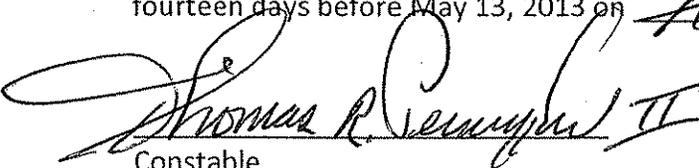
A True Copy, Attest



Julie Smith, Town Clerk

Barnstable, ss.

Pursuant to the written WARRANT, I have notified and warned the inhabitants of the Town of Chatham by posting attested copies of the same in each Post Offices of said Town at least fourteen days before May 13, 2013 on April 4, 2013 2013.



Constable

April 4, 2013

Date

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
This is a courtesy document; motions may change and are not intended to restrict any action.

APPENDIX A – FY2014 BUDGET OVERVIEW

TOWN OF CHATHAM, MASSACHUSETTS
BUDGET OVERVIEW
FISCAL 2014

REVENUES

<u>Sources</u>	General <u>Fund</u>	%	Water <u>Fund</u>	%	<u>Total</u>	% of <u>overall</u>
Property Taxes (net of overlay)	\$27,934,901	53.57%	\$ 400,000	13.60%	\$28,334,901	51.44%
Local Receipts	5,635,304	10.81%			5,635,304	10.23%
Water Revenues	227,900	0.44%	2,540,357	86.40%	2,768,257	5.03%
Free Cash	750,000	1.44%			750,000	1.36%
State Aid (net of assessments & offsets)	99,086	0.19%			99,086	0.18%
Other Available Funds	610,894	1.17%			610,894	1.11%
Community Preservation/Land Bank Funds	1,887,244	3.62%			1,887,244	3.43%
Bond Authorization	<u>15,000,000</u>	<u>28.77%</u>	-	<u>0.00%</u>	<u>15,000,000</u>	<u>27.23%</u>
Total Revenues	<u>\$52,145,329</u>	100.00%	<u>\$ 2,940,357</u>	100.00%	<u>\$55,085,686</u>	100.00%

EXPENDITURES

<u>Uses</u>	General <u>Fund</u>	%	Water <u>Fund</u>	%	<u>Total</u>	% of <u>overall</u>
Operating Budget:						
General Government	\$ 1,926,680	3.69%			\$ 1,926,680	3.50%
Public Safety	5,754,115	11.03%			5,754,115	10.45%
Community Development	715,365	1.37%			715,365	1.30%
Coastal Resources	-	0.00%			-	0.00%
Health & Environment	835,157	1.60%			835,157	1.52%
Water Operations			1,625,938	55.30%	1,625,938	2.95%
Public Works & Facilities	4,349,927	8.34%			4,349,927	7.90%
Community & Social Services	976,340	1.87%			976,340	1.77%
Education	8,000,516	15.34%			8,000,516	14.52%
Employee Benefits	3,952,910	7.58%			3,952,910	7.18%
Undistributed Insurance & Reserve Fund	501,135	0.96%			501,135	0.91%
Debt Service	<u>6,901,164</u>	<u>13.23%</u>	<u>1,004,419</u>	<u>34.16%</u>	<u>7,905,583</u>	<u>14.35%</u>
Total Operating Budget	33,913,309		2,630,357	89.46%	36,543,666	
Capital Budget (non-Bonding)	1,895,545	3.64%	310,000	0.00%	2,205,545	4.00%
Capital (Bond Authorizations)	15,000,000	28.77%	-		15,000,000	27.23%
Routine Town Meeting Articles	376,225	0.72%			376,225	0.68%
Community Preservation/Land Bank Projects	<u>960,250</u>	<u>1.84%</u>	-		<u>960,250</u>	<u>1.74%</u>
Total Expenditures	<u>\$52,145,329</u>	100.00%	<u>\$ 2,940,357</u>	89.46%	<u>\$55,085,686</u>	100.00%

APPENDIX B – TOWN MANAGER’S FY2014 FISCAL SUMMARY



Town of Chatham
Office of the Selectmen
Town Manager
549 Main Street
Chatham, MA 02633



Jill R. Goldsmith
TOWN MANAGER
jgoldsmith@chatham-ma.gov

Tel: (508) 945-5105
Fax: (508) 945-3550
www.chatham-ma.gov

TO: Honorable Town Meeting Voters

FROM: Jill R. Goldsmith, Town Manager

DATE: March 29, 2013

SUBJECT: APPENDIX B - Town Manager’s Fiscal Year 2014 Budget Summary
(July 1, 2013 – June 30, 2014)

Attached, please find appendices relating to:

- C) Town Operating Budget Detail
- D) Regional Schools Budgets; Monomoy Regional School District and Cape Cod Regional Technical High School
- E) Debt Amortization Schedule
- F) Water Department Operating Budget Detail
- G) Five Year Capital Detail

The information presented below is a summary and snap shot of the information contained in the FY2014 Budget Book and appendices to this summary. Beginning this budget cycle, we have worked to make more documents available on the Town’s website, including the full Town Manager’s Budget Message and Department budgets. Please visit a new link on the Town’s website, called Chatham *Budget Central* http://www.chatham-ma.gov/Public_Documents/ChathamMA_Budget/index. *Budget Central* is a resource for budget news, documents, presentations, and provides timely information about the Town’s budget process and ongoing budget planning as well as information from previous budget years. Here you will find communications from the Town’s Financial Administration and links useful to public.

We also recommend that the public visit the Town Manager's page on the website http://www.town.chatham.ma.us/Public_Documents/ChathamMA_Manager/index to review Monthly Reports provided to the Board of Selectmen which provide additional and up-to-date information on Town operations by Department and Division, as a precursor to benchmarking operations and performance management.

Summer of 2012

Before we glimpse into the future, it is important to recognize the substantial achievements following the 2012 Town Meeting acceptance of our budget philosophy and strategy for the fiscal year 2013 and preparation efforts for FY2014.

- ✓ The Town's bond rating was affirmed in June 2012 by Standard and Poor's. We received a rating of AAA with a positive outlook. Such rating means *extremely strong capacity to meet financial commitments; Highest Rating*. Many other AAA municipalities across the nation struggled to maintain such rating. Attributing to its affirmation, the rating agency noted the Town's commitment to sound fiscal policies and strong financial management and trust in the officials and professional staff. This accomplishment is achieved at the Town level, and we appreciate the continued support of the community.

- ✓ Budget Summits - The summer months also provided the opportunity to hold Budget Summits (July 24 and September 11) to present multi-year financial forecasts and examine financial indicators for revenues and cost controls. Participants included the Board of Selectmen, Finance Committee, Monomoy Regional School Committee, and Department Heads. While there was much discussion about revenues and expenses, an important base line of understanding projections was achieved; financial terms and definitions were agreed upon. The budget discussions focused on defining items such as Other Post-Employment Benefits (OPEB), revenue projections, capital plan and fiscal policies. The presentations from the two budget summits can be found on *Budget Central*.

- ✓ SRAC Annual Town Meeting - In between the Budget Summits, the Summer Residents Advisory Committee (SRAC) held its annual Town Meeting. The presentations and scorecard results demonstrated cohesion and shared vision for financial matters by our Summer Residents which is a significant collaboration.

The culmination of these efforts resulted in BOS approval of the Town Manager Budget submission with an unanimous favorable recommendation by the Finance Committee.

Executive Summary

The 2013 (FY2014) goals of the Board of Selectmen that are used to drive this budgeting process are available on the website. The BOS embarked on an organic and collaborative approach last year (2012/FY2013) to communicate its mission, directives and resultant goals, and refined such for 2013/FY2014. The BOS provided a budget directive that provides for a "level service" or maintenance, budget.

The Omnibus Budget as recommended provides for a balanced budget of:

Revenues:	\$42,127,831
Expenditures	<u>\$42,127,831</u>
	\$ 0

The difference between the Omnibus Budget and Operating Budget is \$7,210,104. The difference is made up of the Capital Budgets, Water Budget, Overlay, Enterprise fund, Cherry Sheet Charges and offsets. The Town’s Operating Budgets totals \$26,917,211 in FY2014 and for FY2013 the final number approved was \$26,210,297; an increase of \$706,914, or 2.70%. This includes the \$200,000 for the second year lease payment for the Quint Fire Apparatus included in the Department operational budget versus the Capital Budget. Excluding this payment, the increase is less than 2% over the prior fiscal year.

The Regional School Assessments are listed separately under Article 7 and have an overall reduction of \$433,807 as of March 29, 2013. Details of both of the Regional Schools’ budgets are available on *Budget Central*.

Tax Impact

The impact of the FY2013 tax increase of approximately 12% - mostly attributed to the financing of the previously Town approved capital facilities projects was a major focus when planning the FY2014 budget. The desire to keep the tax rate as flat as possible while still providing for level services was a challenge that is met in the proposed FY2014 budget. FY2013 is also a property revaluation year (a town-wide review of property values).

One of the 2013 (FY2014) goals of the Board of Selectmen was to “Protect and Enhance the Financial Health of the Town”. The proposed FY2014 budget reflects that goal with particular adherence to the wish to maintain “current service levels ...while trying to offset tax increases...” The projected increase to the operating budget and the tax rate is less than a 1% increase over FY2013 levels – currently projected at 0.79%.

Last year, our estimated tax rate was \$5.06 (or less). As of this printing, the estimated tax rate for FY2013 is \$5.02, provided the MA Department of Revenue certifies the rate as estimated.

Economic Conditions Summary

Using the building sector as an indicator of the status of the local economy, it is encouraging to report that there was a significant increase in the total dollar value of construction activity in Chatham in 2012. The total value of building activity in 2012 increased by 34% over 2011 values and 52% over 2009 values. This trend would indicate the Town, like the country, is seeing increased evidence of economic improvement. With the establishment of the new Economic Development Advisory Committee by the BOS, we will have new ideas, innovation, and strategic planning for greater economic sustainability moving forward.

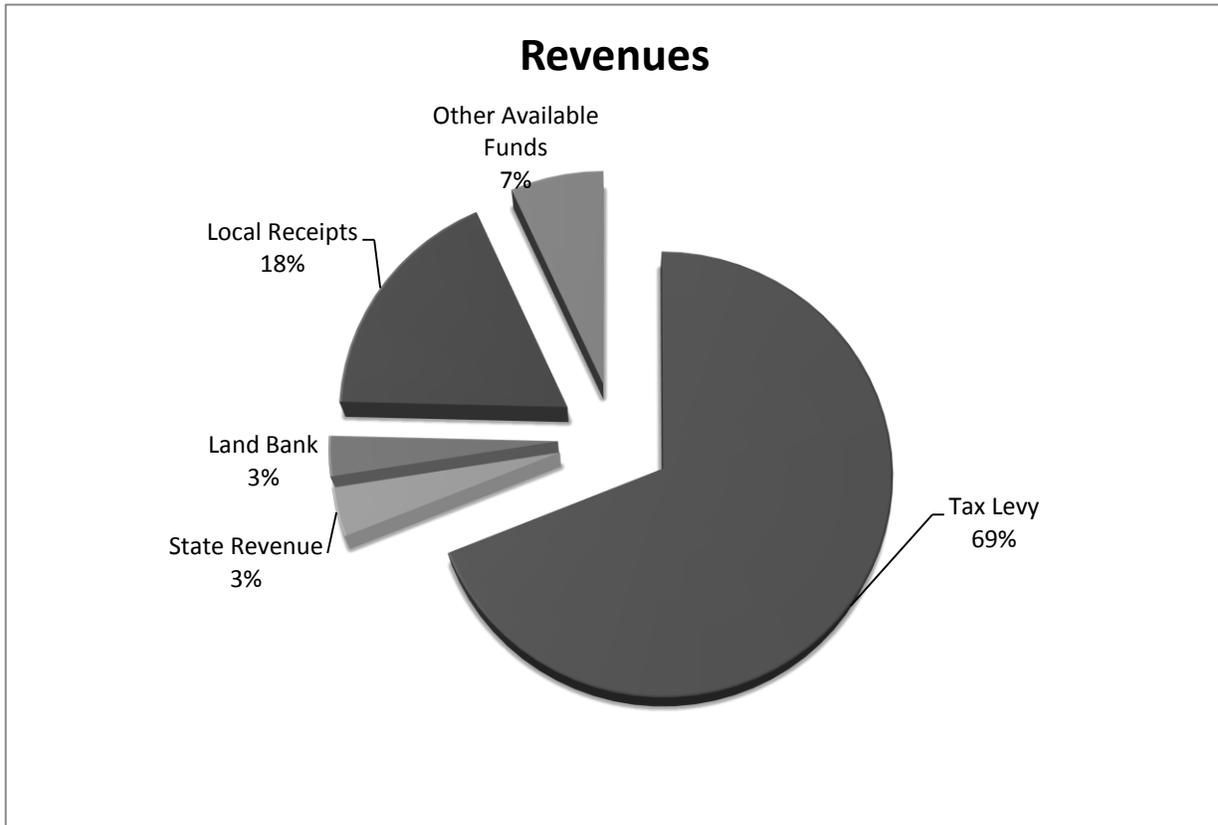
REVENUE

Each year the Town determines how much additional revenue is available within the limits of Proposition 2 ½ in order to balance its operating costs. In planning the budget for FY2014, the following new tax levy was used: 2 ½ Allowable Levy Growth of \$593,452.

The FY2014 forecast reflects the following:

- Local receipts have been estimated slightly higher than in FY2013, as the local option Meal Tax was higher than anticipated. Receipts for the Room Occupancy Local Option Tax have also rebounded in the past two fiscal years; and are reflected in the higher estimate for FY2014.

- Cherry Sheet (State Aid) Assessments show a projected increase of 2.5%; with a reduction to estimated receipts, in anticipation of what may be actually charged off the State Cherry Sheet (included in the budget book).



EXPENDITURES

General Operating Budget – as updated March 21, 2013 prior to favorable votes by the BOS and Finance Committee

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
This is a courtesy document; motions may change and are not intended to restrict any action.

SUMMARY	FY12 Actual	FY13 Voted	FY14 January Presentation	Proposed FY14	% to FY13
<u>Operating Budgets - Expenses</u>		-	-	-	-
General Government	\$1,793,396	\$1,929,316	\$ 1,925,052	\$ 1,926,680	-0.14%
Public Safety	5,301,331	5,446,243	5,746,750	5,754,115	5.65%
Community Development	651,443	695,823	715,635	715,365	2.81%
Health & Environment	766,756	822,939	835,157	835,157	1.48%
Public Works & Facilities	3,836,284	4,068,848	4,349,927	4,349,927	6.91%
Community & Social Services	906,426	962,162	976,180	976,340	1.46%
Education	10,261,778	8,434,323	8,701,011	8,000,516	-5.44%
Employee Benefits	3,804,171	4,100,000	3,982,350	3,952,910	-3.59%
Undistributed Ins. & FinCom Reserve Fund	300,703	401,135	501,135	501,135	11.08%
Debt Service	<u>5,852,861</u>	<u>7,733,729</u>	<u>7,905,583</u>	<u>7,905,583</u>	2.22%
Operating Budget Total	<u>\$ 33,475,185</u>	<u>\$ 34,644,620</u>	<u>\$ 35,638,510</u>	<u>\$ 34,917,727</u>	0.79%

When presented on January 29, 2013 the projected increase to the budget was 2.87% over FY2013. As forecasts become actuals and further working through the Budget refinements, such increase has been reduced to 0.79% as presented.

Non-discretionary/Fixed Costs (Level Service Costs)

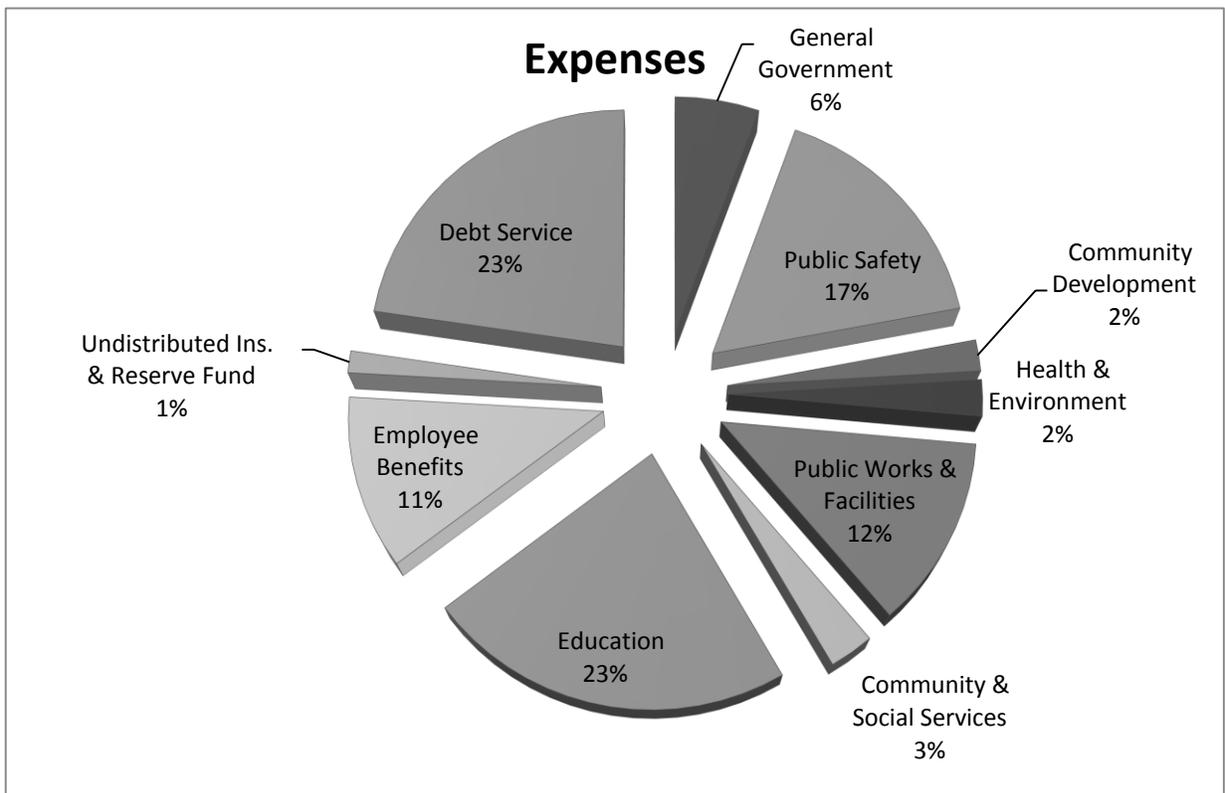
Each year there are cost increases resulting from a legal/mandate requirement, previous commitment voted by Town Meeting, or cost of providing the same level of service. In the past these were referred to as “budget busters” but we move away from that term as we prepare a balanced budget that includes fixed cost increases but with mitigation offsets. In January, the projected amount for these costs was \$732,000. The good news for FY2014 is that there were offsetting decreases that contained these costs within the growth limit, as well as lower than anticipated Health Insurance costs for FY2014.

Nondiscretionary (Fixed) or Other Budgets Restrictions:

- Municipal employees contribute a range of 9% to 11% of their salaries for retirement. Overall retirements/pensions continue to impact Town expenses, however in a positive manner for FY2014. The Retirement Assessment decreased by 13.3%. The reduction is attributed to the lower number of employees in the Retirement System. Although the Town did adopt the Early Retirement Incentive, the overall salary of the Town is lower, which is how the assessment is calculated.
- Other-Post Employment Benefits (OPEB) - In May 2012, Town Meeting adopted MGL Ch. 32 sec 20 and established a Trust Fund for OPEB. This year, Article 6 appropriates funds

for retiree benefits as part of the Health Insurance line item. As recommended by our Auditors, we will segregate those funds to the OPEB Trust Fund, and any unspent moneys will remain in the Trust Fund. Moving forward, it is anticipated that we will seek to specifically appropriate funds to the Trust in an effort to begin to address our OPEB liability.

- The Town is a member of the Cape Cod Municipal Health Group (CCMHG) – a regional joint purchase group for benefits. The figures presented in the Budget summary represent an increase of 6.5% in the Employee Benefits budget even with a substantial rate subsidy by CCMHG.
- Liability insurance has increased by 19% based on the overall value of the town’s buildings. This is premium based. The value of Town buildings increased by 35% last year, however there was no increase to the premium rate. For FY2014 the premium rate increases. We continually monitor this and seek quotations to ensure the lowest rate possible.
- Worker’s Compensation insurance shows a decrease as this is also premium based.
- Debt Structure (financing schedule for previously approved Town projects) as submitted by the Finance Director, and included as Appendix E.



Education Assessments/School Budgets

The Town of Chatham is a member of two regional school districts: Monomoy Regional School District (MRSD) for grades K-12 and Cape Cod Regional Technical High School (CCRTHS). The Monomoy Regional School Committee voted its budget on March 13, 2013. Chatham’s assessment for the MRSD FY2014 Budget is \$7,615,764; \$503,921 *lower* than the FY2013 assessment. In FY2014, Chatham’s share of the overall MRSD budget decreased from 28% to 27%. The FY2014 assessment for the CCRTHS is \$384,752; and increase of \$70,114, attributed to an increase of Chatham students (4) to 23 attending that facility. Combined this provides an overall decrease of 5% from FY2013 to FY2014, and over \$2 million in savings compared to FY2012. These budget summaries are also available on *Budget Central*.

Wastewater Treatment Facility

The Plant has been operational for one year, the Administrative Consent Order imposed by DEP was lifted, and the Town received Zero Percent (0%) financing on a portion of its debt. Again in FY2014 an additional operator is required as part of the operational agreement with DEP; an increase in the operating costs of \$100,000 (or 12.3%) for contracted services, chemicals and utilities. The installation of a 50 kW solar (photovoltaic) array on the south facing roof of the new Operations Building was constructed last year and provides a significant portion of off grid electricity needs. The cost of the array is partially funded by the existing USDA Rural Development Water and Wastewater Loan/Grant. The remaining cost is being offset by savings in other aspects of the project.

Debt Exclusions - “Debt Drop Off”

The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective and we plan to return to such when funds become available in FY2015. In FY2015, debt service will decline by over \$500,000 allowing the Town to finance projects without additional impact to the tax rate. Upcoming projects providing for debt exclusions are continuation of the wastewater/sewer system (Article 10). The Fire Station Project is targeted for consideration at a Special Town Meeting in late summer/fall of 2013.

May 2009 Article 14 - Wastewater History		
		\$ 59,508,000.00
USDA Loan	2.75%	(21,585,540.00)
USDA Loan	2.75%	(1,763,460.00)
MWPAT (SRF)	0.00%	(13,064,754.00)
ARRA Forgiveness		(1,435,011.00)
GO Bond	2.87%	(2,461,120.00)
Pay down		<u>(160,715.00)</u>
		\$ 19,037,400.00
USDA Grants		<u>(18,501,000.00)</u>
		\$ 536,400.00

The Wastewater expansion planned for FY2014 (Article 10), allows the Town to continue to take advantage of the zero percent loans from the State Revolving Fund (SRF). To date the zero percent loans have saved the Town over \$4 million in interest costs.

Water Department Operating Budget

The Water Department operating budget is funded by revenue generated from water receipts (user fees) continues to maintain its own revenue stream. This budget decreases slightly for FY2014.

Renewable Energy

We again are looking forward to expanding the renewable energy initiatives. The solar photovoltaic [PV] panels on WPCF Plant have been on line since 8/8/12. Since that time 18,995 kilowatt hours of clean energy have been produced. This is the equivalent of 617 days of electricity usage in an average American house. Such projects recently received more than \$55,000 in energy efficiency incentive payment from the Cape Light Compact. The capped landfill PV project has been delayed by the interconnection with NSTAR, so the savings may not be realized until FY2015.

Cost of Living Adjustment

A cost of living adjustment (COLA) is a percentage increase to the Town’s Compensation Plan or Schedules in Collective Bargaining Agreements vs. step increases. For the past three fiscal years (FY2010-2013) there were no COLAs for Town employees, with the exception of one Union in FY2011. For FY2014, for two of the four Unions, any COLA is based on the local economic growth factor – not the CPI. Such is included in the budgeted amounts in the operating budget (Article 6) as contractual obligations.

	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
• POLICE	3%	3%	3%	2%	0%	0%	0%	0.5%
• FIRE	3%	3%	3%	3%	3%	0%	<i>in negotiations</i>	
• CMEA	3%	3%	3%	2%	0%	0%	<i>in negotiations</i>	
• POLICE DISPATCH	3%	3%	3%	3%	0%	0%	0%	0.5%

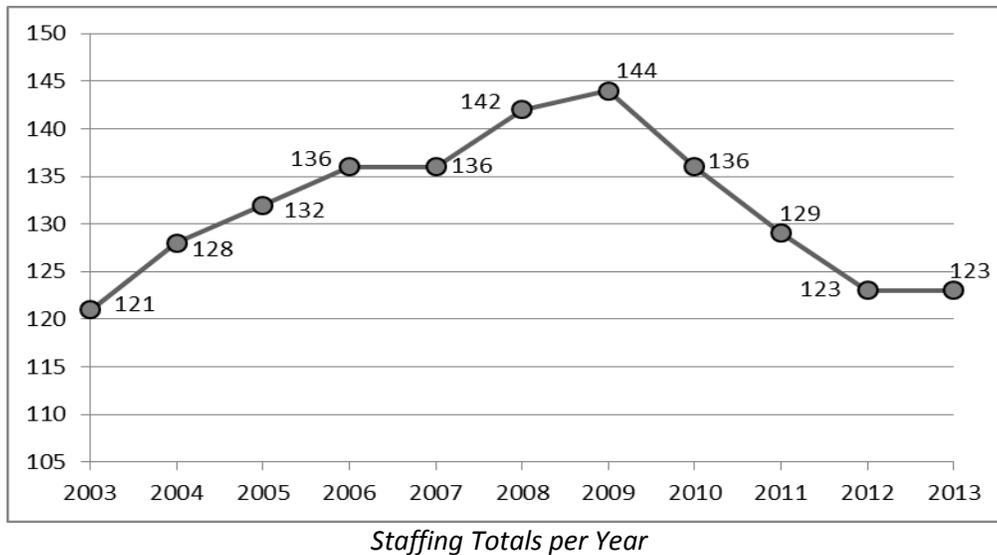
For FY2014, two union contracts remain under negotiation – CMEA and Fire. If settled, any cost items will be presented under Article 16 at Town Meeting.

Staffing Levels

Included in the departmental narratives are the staffing levels for the past five years. There have been no net staff reductions in the FY2014 budget as we continue to assess the level of service delivery and the level of staff required to meet the needs of those services. The staffing level for FY2014 remains at 123 employees. We will continue to review service delivery and the

most efficient manner in which to deliver those services; whether it is through a regional partnership, increase (or decrease by attrition) in staff or reassignment of current personnel. The exception is the proposed funding for the Additional Sewer Operator as noted above and the proposed funding for one Firefighter/Paramedic from funds previously allocated to Fire Overtime; thus a reduction to the Fire Department Overtime Line Item. The Fire Chief is continuing to examine management directives to reduce Overtime and actively seeking to recruit call Firefighters and call Dispatchers as we work towards the transition to County-wide Regional Police and Fire Joint Dispatching operations.

As has been the practice in Chatham, each year we determine the appropriate staffing levels for the services provided. As this chart illustrates, staff grew during periods of economic growth, as the economy declined we adjusted accordingly. We continue to review operations to ensure the most efficient delivery of service with existing staff.



The FY2014 Operating Budget is not reflective of use of any reserves (Stabilization or ‘rainy day’ fund). FY2013 general fund free cash was certified in September 2012 in the amount of \$1,218,029, more than double the amount certified in FY2013 as the carry-forward recommended achieved the desired result as affirmed by our Bonding Agency. Such funds have been earmarked for the Town’s FY2014 Capital Plan.

Five Year Capital Plan - Funding for FY2014 (Article 9)

FY2014 continues to redirect the focus back to capital needs. In evaluating the Departments’ requests, jurisdictional-wide priorities affecting department needs must be considered. While the review is conducted on an informal basis, meetings with Departments provide the Town Manager information with each particular request being assessed on its own merit and placed in one of the categories according to that assessment that take into consideration usual best practices with the development of a Plan, such as:

- ✓ Legal mandates - consequences of noncompliance/ cost of compliance;

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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- ✓ Conformity to Town plans and goals; productivity - return on investment;
- ✓ Future operating budget impact; and
- ✓ Cost effectiveness

The Financial Policies adopted by the Board of Selectmen in consultation with FinCom in December 2012 established a range for the Capital Improvement Budget allow for “an expenditure amount equal to between 3%-7% of the Town’s Operating Budget”. This policy provides a range for adequate funding of the capital plan – which historically corresponded to the balance of available funds (free cash). For FY2014 the Capital Plan is recommended at \$1,895,545 or 7% of the operating budget, and is funded through available funds, prior article balances and the tax rate.

The FY2014 Capital recommendations are included in Appendix G. Requests are detailed by Department, and highlighted below including proposed funding sources.

CAPITAL PROGRAM & BUDGET SUMMARY:	FY 14	FY 14
Article 9	Request	Approved
General Government	157,500	107,500
Public Safety	356,470	94,185
Community Development	12,500	12,500
Health & Environment	1,811,000	374,000
Public Works (without Water)	1,269,360	769,360
Equipment	767,000	538,000
Total Town Funded Capital Budget	4,373,830	1,895,545
Funding Sources:		
Free Cash		750,000
Waterways Improvement Funds		40,000
Cemetery Sale of Lots		5,000
Shellfish Revolving		0
Prior Articles		73,994
Raise & Appropriate (Article 9 only)		996,551
Total Funding Sources		1,895,545

Again, the lease payment for Quint Fire Apparatus is included in the Fire Department Operating Budget. The Five Year Capital Plan is located in *Budget Central*.

Water Department Five Year Capital Plan

The Water Department has a separate capital budget. This budget is funded not from free cash, but from revenue from water charges. The Town has been aggressive in this capital plan in order to systematically replace and expand its water infrastructure. This year the Town proposed \$310,000 for three articles. There is no borrowing associated with the articles; they will be paid by water revenue and reserves anticipated for this purpose. There is no increase to the water rates.

NEXT STEPS

As we embark another year of level service, we remain committed to looking outside the box for cost saving strategies or ways to expand management capacity. Departments are also examining revenue sources such as reviewing fees and charges as compared to neighboring Towns and market conditions. There were many examples of bi-lateral partnerships with neighboring Towns in FY2013 - regional dispatch, regional assessing data management, and a regional stream-lined permitting software program – all strongly encouraged by the current Governor’s administration – which equals available grant funding.

Performance Management

The Town of Chatham participated in a pilot program of 18 communities conducted by the Collins Center at the University of Massachusetts funded through a Community Innovation Grant (CIG). This program provides assistance to Massachusetts municipalities looking to tune up or establish a performance management program (*CitiStat* or similar program) or to improve their usage of data in management and policy-making. The program provided an analyst to the Town who assisted in compiling data from three departments (DPW, Fire, and Police) to provide measurable information on operations. *CitiStat* is a leadership strategy that involves the Town Manager holding regular meetings with Department Heads where data are used to analyze performance, follow-up on previous appropriation and management directives, establish goals, and examine the effectiveness of strategies.

The next step is to translate the data/information into performance based budgeting; we expect this will take some time to incorporate into the budget process – at least one budget cycle. We continue to move in this direction to provide quantified information that supports the budget.

E-Permitting

Fiscal transparency at all levels of government demands investment in innovation to achieve cost and process efficiencies in the delivery of primary local services. Chatham was one of three Cape & Islands communities who participated in the CIG grant that would automate the issuance of permits for services. The regional permit, license, and inspection solution will be functional 24 hours a day, seven days a week effectively increasing the Town’s hours of operation without adding additional staff hours. More complex transactions will require staff interaction to complete the process. However, these more-complicated transaction types still benefit the customer by enabling review of the status and scheduling the variety of inspections online. The regional permitting software system will free staff time to handle more complex

projects rather than be burdened with routine activities. Staff can focus on higher-level transactions while basic information, delinquent bill checks and residency confirmation can be conveyed electronically. The solution will also provide managers with information on how the overall system is working and this will aid decision making regarding project prioritization and budgeting.

The project will improve customer service and governmental transparency by allowing users to request and track permits 24/7/365 via the Internet, but we remain available for the public who wish to visit Town offices. Phase 1 of the project will be completed by July 1, 2013 and will consist of replicating permit record types and processes for the Building, Health, Licensing and Permitting Departments. Phase 2 will involve building out the solution for the remaining Departments involved in land management activities and developing additional interfaces among Town and State databases to improve software performance and efficiency.

Technology

The Town's Technology department is looking forward to a very productive FY2014. Some of the projects include placing all computers and hardware onto a 3-5 year replacement schedule, upgrading our existing Email server to allow for great communication and productivity, re-designing our Wide Area and Local Area Networks to enhance security and the utilization of the Towns Fiber Optics and evaluating numerous manual processes within Town departments to identify time and cost effective processes to better utilize technology. Another area of focus will be to enhance and expand our online services to the public; this will include accepting online payments for the Permitting, Town Clerk and Harbor Master offices.

FINAL NOTES

This is the fourth year of difficult budget decisions but the strategic budget planning efforts since FY2010 and recent action on local option revenue sources and expense reductions for benefits have placed the Town in a much better position than many other towns in the Commonwealth. The challenge will be to maintain service level expectations without burdening the tax rate. Our excellent AAA Bond Rating was reaffirmed in June 2012 and sustained when many other municipalities with the same bond ratings were downgraded. We must remain very cognizant how easy it is to be downgraded and maintain our sound fiscal strategies and review policies regularly.

Staff will continue with our collaborative approach to financial management in partnership with the BOS, Finance Committee, Monomoy Regional School Committee as demonstrated by two very productive Budget Summits and long range financial planning efforts. Moving forward, we are committed to review and adjust priorities and update forecasts as we continue discussions of core services our community desires and needs, transparency of government operations, and continue to seek innovative funding of programs and services.

In closing, I want to acknowledge and express my sincere appreciation to Town Officials and Town Departments for their time, cooperation, and patience to assist me in crafting my second

Town Manager Budget recommendations, and for the great effort to achieve the BOS budget directive. I also appreciate the knowledge, information, feedback, and support from the many taxpayers passionate about our beautiful community. As always, I welcome your continued comments and input on how to make the Budget process and Summary more user-friendly.

APPENDIX C - TOWN OPERATING BUDGET DETAIL

		SUMMARIES					DEPARTMENT EXPENSES		
		FY 2014 BUDGET			FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference	
	Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference
Legislative	Moderator/Town Meeting								
	Salaries	600	600	600	600	600	600	600	0.0%
	Expenses	20	50	50	50	50	50	50	0.0%
	Total	620	650	650	650	650	650	650	0.0%
	Finance Committee								
	Salaries	2,478	2,000	2,000	2,000	2,000	2,000	2,000	0.0%
	Expenses	483	600	600	600	600	600	600	0.0%
	Total	2,961	2,600	2,600	2,600	2,600	2,600	2,600	0.0%
Executive	Board of Selectmen								
	Salaries	10,500	10,500	10,500	10,500	10,500	10,500	10,500	0.0%
	Expenses	430	1,000	1,000	1,000	1,000	1,000	1,000	0.0%
	Total	10,930	11,500	11,500	11,500	11,500	11,500	11,500	0.0%
Staff	Town Manager								
	Salaries	223,050	198,975	204,854	204,854	198,975	204,854	204,854	4.0%
	Expenses	135,872	158,250	165,550	165,550	158,250	165,550	165,550	4.6%
	Total	358,922	355,225	370,404	370,404	355,225	370,404	370,404	4.3%
Human Resources/Personnel	Human Resources/Personnel								
	Salaries	163,401	169,070	153,085	153,085	169,070	153,085	153,085	-8.5%
	Expenses	15,456	8,900	12,350	12,350	8,900	12,350	12,350	38.8%
	Total	178,858	177,970	165,435	165,435	177,970	165,435	165,435	-7.0%



		SUMMARIES					DEPARTMENT EXPENSES	
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 Budget	FY 2014 Budget	FY 13-FY14 % Difference	
Staff (con't)								
Town Clerk								
Salaries	123,054	122,289	122,489	122,489	122,489	0.2%		
Expenses	11,110	13,585	13,585	13,585	13,585	0.0%		
Total	134,164	135,834	136,034	136,034	136,034	0.1%		
Elections								
Salaries	1,250	1,275	1,275	1,275	1,275	0.0%		
Expenses	20,315	33,325	20,050	20,050	20,050	-39.8%		
Total	21,565	34,600	21,325	21,325	21,325	-38.4%		
Summer Residents Advisory Comm								
Expenses	2,508	2,300	2,500	2,500	2,500	8.7%		
Total	2,506	2,300	2,500	2,500	2,500	0.0%		
Parking Clerk								
Salaries	3,500	3,500	3,500	3,500	3,500	0.0%		
Expenses	180	3,000	3,000	3,000	3,000	0.0%		
Total	3,680	6,500	6,500	6,500	6,500	0.0%		
Permit Office								
Salaries	25,386	17,901	19,880	19,880	19,880	11.1%		
Expenses	2,781	3,900	3,400	3,400	3,400	-12.8%		
Total	28,178	21,801	23,290	23,290	23,290	6.8%		
Projects Operation & Administration								
Salaries	88,385	88,385	90,627	90,627	90,627	2.8%		
Expenses	3,350	3,350	13,350	13,350	13,350	298.5%		
Total	91,735	91,735	103,977	103,977	103,977	13.3%		



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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SUMMARIES		DEPARTMENT EXPENSES				
		FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference
FY 2014 BUDGET						
Description						
General Government Totals						
Salaries	1,308,616	1,387,476	1,364,015	1,364,015	-1.7%	
Expenses	484,780	541,840	562,665	562,665	3.8%	
Subtotal General Gov't	1,793,396	1,929,316	1,926,680	1,926,680	-0.1%	
Public Safety						
Police						
Salaries	1,888,132	1,948,167	2,084,140	2,043,370	4.9%	
Expenses	122,489	138,932	158,051	150,450	8.3%	
Capital Outlay				4,000		
Total	2,010,621	2,087,099	2,242,191	2,197,820	5.3%	
Emergency Management						
Salaries	0	2,500	2,500	2,500	0.0%	
Expenses	3,375	6,600	7,600	7,600	15.2%	
Total	3,375	9,100	10,100	10,100	11.0%	
Animal Control						
Salaries	57,139	54,868	57,405	57,405	4.6%	
Expenses	2,529	1,900	1,800	1,800	-5.3%	
Total	59,668	56,768	59,205	59,205	4.3%	
Fire						
Salaries	2,524,905	2,500,338	2,555,025	2,458,798	-1.7%	
Expenses	173,411	263,755	307,985	303,865	15.2%	
Capital Outlay			200,000	200,000	0.0%	
Total	2,698,316	2,764,093	3,063,020	2,960,663	7.1%	



		SUMMARIES					DEPARTMENT EXPENSES	
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 % Difference	FY 2013 Budget	FY 2014 % Difference	
Public Safety (cont')								
Cape & Islands EMS Expenses	5,385	5,385	5,385	5,385	0.0%	5,385	0.0%	
Total	5,385	5,385	5,385	5,385	0.0%	5,385	0.0%	
Oil Pollution Control Expenses	1,006	1,030	1,030	1,030	0.0%	1,030	0.0%	
Total	1,006	1,030	1,030	1,030	0.0%	1,030	0.0%	
Harbormaster/Pier/Harbor Patrol								
Salaries	338,098	347,640	344,782	344,782	-0.8%	344,782	-0.8%	
Expenses	90,553	83,730	83,730	83,730	0.0%	83,730	0.0%	
Total	428,651	431,370	428,512	428,512	-0.7%	428,512	-0.7%	
Lighthouse Beach								
Salaries	70,277	67,400	67,400	67,400	0.0%	67,400	0.0%	
Expenses	16,877	14,000	14,000	14,000	0.0%	14,000	0.0%	
Total	87,154	81,400	81,400	81,400	0.0%	81,400	0.0%	
Town Floats								
Expenses	9,010	8,000	8,000	8,000	0.0%	8,000	0.0%	
Total	9,010	8,000	8,000	8,000	0.0%	8,000	0.0%	
Mitchell River Bridge								
Expenses	45	2,000	2,000	2,000	0.0%	2,000	0.0%	
Total	45	2,000	2,000	2,000	0.0%	2,000	0.0%	



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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		SUMMARIES				DEPARTMENT EXPENSES		
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference			
Public Safety Totals								
Salaries	4,876,551	4,820,913	5,110,987	4,972,255	1.0%			
Expenses	424,780	525,332	789,591	781,880	48.8%			
Subtotal Public Safety	5,301,331	5,446,245	5,900,578	5,754,115	5.7%			
Community Development								
Community Development								
Salaries	558,701	595,698	630,025	605,240	1.6%			
Expenses	47,242	54,625	55,125	55,125	0.9%			
Total	605,943	650,323	685,150	660,365	1.5%			
Ec Development (CC Chamber)								
Expenses	45,500	45,500	55,000	55,000	20.9%			
Total	45,500	45,500	55,000	55,000	20.9%			
Community Development								
Salaries	558,701	595,698	630,025	605,240	1.6%			
Expenses	92,742	100,125	110,125	110,125	10.0%			
Subtotal Community Development	651,443	695,823	740,150	715,365	2.8%			
Health & Environment								
Water Quality Laboratory								
Salaries	134,105	139,047	142,428	142,428	2.4%			
Expenses	50,008	70,100	71,100	71,100	1.4%			
Total	184,113	209,147	213,528	213,528	2.1%			



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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		SUMMARIES				DEPARTMENT EXPENSES	
		FY 2014 BUDGET					
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference		
Health & Environment (con't)							
Health Department							
Salaries	144,372	146,812	144,976	144,976	-1.3%		
Expenses	14,825	15,400	14,000	14,000	-9.1%		
Total	159,197	162,212	158,976	158,976	-2.0%		
Conservation Department							
Salaries	152,319	157,600	159,316	159,316	1.1%		
Expenses	6,107	20,300	20,300	20,300	0.0%		
Total	158,426	177,900	179,616	179,616	1.0%		
Pleasant Bay Management Plan							
Expenses	32,774	32,774	32,774	32,774	0.0%		
Total	32,774	32,774	32,774	32,774	0.0%		
Green Head Fly Control							
Expenses	1,550	1,550	2,050	2,050	32.3%		
Total	1,550	1,550	2,050	2,050	32.3%		
Coastal Resources							
Salaries	72,819	80,419	82,709	82,709	2.8%		
Expenses	3,438	4,050	4,050	4,050	0.0%		
Total	76,057	84,469	86,759	86,759	2.7%		
Shellfish Constable							
Salaries	146,408	139,807	142,574	142,574	2.0%		
Expenses	4,874	9,890	13,690	13,690	39.4%		
Total	151,282	149,697	156,264	156,264	4.4%		



SUMMARIES		DEPARTMENT EXPENSES				
		FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference
FY 2014 BUDGET						
Health & Environment (con't)						
Leases & Herring Run Expenses	1,080	1,490	1,490	1,490	0.0%	
Total	1,090	1,490	1,490	1,490	0.0%	
South Coastal						
Salaries	374	1,000	1,000	1,000	0.0%	
Expenses		500	500	500	0.0%	
Total	374	1,500	1,500	1,500	0.0%	
Shellfish Advisory Committee						
Salaries	1,057	800	800	800	0.0%	
Expenses		200	200	200	0.0%	
Total	1,057	1,000	1,000	1,000	0.0%	
Waterways Committee						
Salaries		400	400	400	0.0%	
Expenses	836	800	800	800	0.0%	
Total	836	1,200	1,200	1,200	0.0%	
Health & Environment						
Salaries	651,254	665,885	674,203	674,203	1.2%	
Expenses	115,502	157,054	180,854	180,854	2.5%	
Subtotal Health & Environment w/ Coastal Resources	766,756	822,939	835,157	835,157	1.5%	



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		SUMMARIES				DEPARTMENT EXPENSES		
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 Budget	FY 2014 Budget	FY13-FY14 % Difference	
Public Works & Facilities								
Park & Recreation								
Salaries	815,087	861,451	866,117	866,117	866,117		0.5%	
Expenses	153,154	163,860	164,260	164,260	164,260		0.2%	
Total	968,221	1,025,311	1,030,377	1,030,377	1,030,377		0.5%	
Highway								
Salaries	303,288	349,773	343,961	343,961	343,961		-1.7%	
Expenses	68,162	62,200	62,200	62,200	62,200		0.0%	
Total	371,450	411,973	406,161	406,161	406,161		-1.4%	
Snow & Ice								
Salaries	6,826	16,000	18,000	16,000	16,000		0.0%	
Expenses	60,877	56,000	75,000	75,000	75,000		36.4%	
Total	67,703	71,000	93,000	91,000	91,000		28.2%	
Street Lights								
Expenses	39,414	46,000	46,000	46,000	46,000		0.0%	
Total	39,414	46,000	46,000	46,000	46,000		0.0%	
Transfer Station								
Salaries	313,716	330,735	314,493	314,493	314,493		-4.9%	
Expenses	161,912	173,600	173,600	173,600	173,600		0.0%	
Expenses - Hauling & Disposal	256,285	345,000	345,000	345,000	345,000		0.0%	
Total	731,913	849,335	833,093	833,093	833,093		-1.9%	
Central Fuel Depot								
Expenses	206,541	186,000	206,000	206,000	206,000		10.8%	
Total	206,541	186,000	206,000	206,000	206,000		10.8%	



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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		SUMMARIES				DEPARTMENT EXPENSES		
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 Budget	FY 2014 Budget	FY 13-FY 14 % Difference	
Public Works & Facilities (cont)								
Buildings								
Salaries	318,098	238,095	259,425	259,425	259,425	259,425	0.0%	
Expenses	383,749	324,200	458,000	458,000	458,000	458,000	41.3%	
Total	702,447	562,895	717,425	717,425	717,425	717,425	27.5%	
Sewer								
Salaries	14,119	21,335	21,872	21,872	21,872	21,872	2.5%	
Expenses (w/o Debt)	660,824	816,000	916,000	916,000	916,000	916,000	12.3%	
Total	674,943	837,335	937,872	937,872	937,872	937,872	12.0%	
Informational Only:								
Sewer Debt (Principal)	57,611	33,531	32,985	32,985	32,985	32,985	-1.6%	
Sewer Debt (Interest)	4,865	2,697	1,900	1,900	1,900	1,900	-29.6%	
Sewer Debt (Short term interest)	0	0	0	0	0	0	0.0%	
Sewer Debt Total	62,476	36,228	34,885	34,885	34,885	34,885	-3.7%	
Total Sewer Costs	737,419	873,563	972,757	972,757	972,757	972,757	11.4%	
Cemetery								
Salaries	13,030	17,799	17,799	17,799	17,799	17,799	0.0%	
Expenses	60,622	61,200	64,200	64,200	64,200	64,200	4.9%	
Total	73,652	78,999	81,999	81,999	81,999	81,999	3.8%	
Public Works & Facilities								
Salaries	1,784,744	1,835,788	1,841,667	1,841,667	1,839,667	1,839,667	0.2%	
Expenses	2,051,540	2,233,060	2,510,260	2,510,260	2,510,260	2,510,260	12.4%	
Subtotal Public Works	3,836,284	4,068,848	4,351,927	4,351,927	4,349,927	4,349,927	6.9%	



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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SUMMARIES		DEPARTMENT EXPENSES				
		FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference
FY 2014 BUDGET						
Community & Social Services						
Council on Aging						
Salaries	160,273	203,880	204,653	204,653	0.4%	
Expenses	16,533	15,150	17,125	17,125	13.0%	
Total	176,806	219,030	221,778	221,778	1.3%	
Veterans' Services District						
Expenses	78,065	76,265	77,020	77,020	1.0%	
Total	78,065	76,265	77,020	77,020	1.0%	
Contractual Services						
Expenses						
VNA of Cape Cod	22,500	22,500	22,500	22,500	0.0%	
Monomoy Community Services	111,000	111,000	111,000	111,000	0.0%	
Nauset Workshop/Capeabilities	6,000	6,000	5,500	5,500	-8.3%	
C.C. Child Development	5,500	5,500	5,500	5,500	0.0%	
Independence House	4,200	4,200	4,200	4,200	0.0%	
South Coast Legal Services	5,000	5,000	5,000	5,000	0.0%	
Sight Loss Services	900	900	900	900	0.0%	
Big Brothers/Big Sisters	6,000	6,000	4,000	4,000	-33.3%	
Lower Cape Outreach	8,950	9,000	9,000	9,000	0.0%	
Eldredge Public Library, Inc.	414,238	424,317	445,000	433,892	2.3%	
So. Chatham Public Library, Inc.	5,100	5,100	5,100	5,100	0.0%	
Homeless Prevention Council	6,000	6,000	6,300	6,300	5.0%	
Aids Council (CARES)	2,000	2,000	2,000	2,000	0.0%	
Elder Services of Cape Cod	8,200	8,200	8,200	8,200	0.0%	
Consumer Assistance	250	250	250	250	0.0%	
Chatham Athletic Booster Club	2,500					
Operation in from the Streets		3,000	1,000	1,000	-66.7%	



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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		SUMMARIES				DEPARTMENT EXPENSES			
		FY 2014 BUDGET							
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 % Difference	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 % Difference
Contractual Services (con't)									
Duffy Health Center			2,000	2,000	0.0%				
Outer Cape Health Services			2,000	2,000	0.0%				
Tooth Tutoring	500	2,000	2,000	2,000	0.0%				
Gosnold	8,000	8,000	8,200	8,200	2.5%				
Cultural Council	4,000	4,000	4,000	4,000	0.0%				
Child Care Network Voucher Scholarship	5,000	7,500	7,500	7,500	0.0%				
ARC of Cape Cod	0	1,000	1,000	1,000	0.0%				
Subtotal: Contract Services	625,838	641,467	662,150	651,042	1.5%				
Public Ceremonies Committee									
Maritime Festival	15,000	15,000	15,000	16,000	6.7%				
Public Ceremonies Committee	15,000	15,000	15,000	16,000	6.7%				
Total	15,000	15,000	15,000	16,000	6.7%				
Other Public Events									
Chatham Band	7,500	7,500	7,500	7,500	0.0%				
Chatham A's Baseball					0.0%				
Total	7,500	7,500	7,500	7,500	0.0%				
Railroad Museum									
Expenses	3,253	3,000	3,000	3,000	0.0%				
Total	3,253	3,000	3,000	3,000	0.0%				
Community & Social Services									
Salaries	160,273	203,880	204,653	204,653	0.4%				
Expenses	746,189	758,382	781,795	771,527	1.7%				
Subtotal Comm. & Social Services	906,462	962,262	986,448	976,180	1.4%				

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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		SUMMARIES				DEPARTMENT EXPENSES		
		FY 2014 BUDGET						
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 Budget	FY 2014 Request	FY 2014 Budget	FY13-FY14 % Difference
Education								
Chatham Public Schools/Monomoy RSD.								
Salaries & Expenses	9,974,126	8,119,685	8,537,683	7,815,764				-8.2%
Subtotal Chatham/Monomoy Schools	9,974,126	8,119,685	8,537,683	7,815,764				-6.2%
CC Tech. Regional High School								
Expenses	287,652	314,638	384,752	384,752				22.3%
Total	287,652	314,638	384,752	384,752				22.3%
Education								
Salaries	9,974,126	8,119,685	8,537,683	7,815,764				-6.2%
Expenses	287,652	314,638	384,752	384,752				22.3%
Total Education	10,261,778	8,434,323	8,922,435	8,000,516				-5.1%
Employee Benefits								
Workers Compensation Insurance	46,281	91,409	55,000	55,000				-39.8%
Medicare/Social Security	122,095	125,000	125,000	125,000				0.0%
Unemployment Insurance	49,250	40,000	50,000	50,000				25.0%
Public Safety Inj. Ins.	14,412	20,000	20,000	20,000				0.0%
Barn's County Retirement	1,465,293	1,880,903	1,612,647	1,612,647				-13.3%
Group Health Insurance	2,106,840	1,992,688	2,119,703	2,090,263				6.5%
Total Employee Benefits	3,804,171	4,100,000	3,982,350	3,952,910				-3.6%



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

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		SUMMARIES				DEPARTMENT EXPENSES		
		FY 2014 BUDGET		FY 2013	FY 2014	FY 2014	FY 2014	FY13-FY14
Description		Actual	Budget	Budget	Request	Budget	% Difference	
Undistributed Costs								
Insurance								
Watercraft		18,684	19,480	19,580	19,580	19,580	0.5%	
Fleet Motor Vehicle		48,112	45,000	46,000	46,000	46,000	2.2%	
Moorings			1,772	1,775	1,775	1,775	0.2%	
Flood		7,007	9,115	9,250	9,250	9,250	1.5%	
Public Officials' Liability		10,395	10,500	10,500	10,500	10,500	0.0%	
General Liability & Bldg. Ins.		111,056	250,288	299,050	299,050	299,050	19.5%	
Uninsured Damages		7,449	15,000	15,000	15,000	15,000	0.0%	
Total Insurance		200,703	351,135	401,135	401,135	401,135	14.2%	
Reserve Fund (05 Distributed)		100,000	100,000	100,000	100,000	100,000	0.0%	
Total Undistributed Costs		300,703	451,135	501,135	501,135	501,135	11.1%	
Debt Service (non-water)								
Principal		3,889,588	5,008,688	5,282,623	5,282,623	5,282,623	5.5%	
Interest - Long-term		1,129,308	2,475,041	2,372,960	2,372,960	2,372,960	-4.1%	
Interest - Short-term & Bond Costs		833,965	250,000	250,000	250,000	250,000	0.0%	
Total Debt Service Costs		5,852,861	7,733,729	7,905,583	7,905,583	7,905,583	2.2%	

APPENDIX D – REGIONAL SCHOOL DISTRICTS ASSESSMENTS

Dr. Carolyn M. Cragin
Superintendent

Dr. Carla W. Blanchard
Director of Curriculum

Joan M. Goggin
Director of Student Services



Kathleen Isernio
Business Manager

Donald C. Mercure
Treasurer

MONOMOY REGIONAL SCHOOL DISTRICT

MONOMOY REGIONAL SCHOOL DISTRICT
 FY 14 BUDGET
 SUMMARY
 3/13/13

Cost Centers Description	FY 14 Budget
1000 District Leadership& Administration Salaries and Wages	\$734,575
1000 District Leadership& Administration Expenses	\$426,874
2000 Instruction Salaries & Wages	\$15,674,402
2000 Instruction Expenses	\$1,132,748
3000 Other School Services Salaries & Wages	\$705,202
3000 Other School Services Expenses	\$1,523,538
4000 Operations and Maintenance Salaries & Wages	\$1,002,249
4000 Operations and Maintenance Expenses	\$1,984,276
5000 Fixed Charges	\$5,186,269
7000 Capital	\$101,312
8000 Debt & Retirement Services	\$293,058
9000 Program With Other School Districts	<u>\$2,779,027</u>
	\$31,543,530
Total Salaries and Wages	\$18,116,428
Total Expenses	<u>\$13,427,102</u>
Totla FY 14 Budget	\$31,543,530

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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MONOMOY REGIONAL SCHOOL DISTRICT
FY 14 ASSESSMENT

FY 14 Budget		\$31,543,530	
Revenues			
Chapter 70	(\$3,027,705)		
Regional Bonus Aid	(\$55,170)		
Charter School	(\$156,322)		
Medicaid	(\$90,000)		
Interest	(\$4,000)		
Misc Revenues	(\$7,500)		
		(\$3,340,697)	
Non Operating Expenditures			
Transportation	(\$693,608)		
Debt	(\$293,058)		
		(\$986,666)	
TOTAL OPERATING ASSESSMENT		\$27,216,167	
	Harwich	Chatham	Total
Required Minimum Contribution per DESE	\$10,669,715	\$3,863,834	\$14,533,549
	Harwich	Chatham	
	73%	27%	
Funds Needed to Support District Budget	\$9,258,311	\$3,424,307	\$12,682,618
TOTAL OPERATING ASSESSMENT PER MEMBER	\$19,928,026	\$7,288,141	\$27,216,167
Transportation Assessment	Harwich	Chatham	\$693,608
	72%	28%	
Less State Transportation Aid			<u>\$249,407</u>
Transportation Assessment per member	\$319,825	\$124,376	\$444,201
Debt Existing	Harwich	Chatham	
	20%	80%	
	\$46,612	\$186,446	\$233,058
Debt Short Term	Harwich	Chatham	
	72%	28%	
	\$43,200	\$16,800	\$60,000
TOTAL ASSESSMENT			
Operating Budget	\$19,928,026	\$7,288,141	\$27,216,167
Transportation	\$319,825	\$124,376	\$444,201
Debt	<u>\$89,812</u>	<u>\$203,246</u>	<u>\$293,058</u>
Total	\$20,337,662	\$7,615,764	\$27,953,426

Cape Cod Tech

FY14 Assessments

	FY14 Enrollment	FY13 Enrollment	FY14 % Enrollment	FY14	FY13	Change
Barnstable	166	171	26.69%	\$ 2,810,364	\$ 2,657,683	\$ 152,681
Brewster	42	39	6.42%	\$ 702,591	\$ 667,110	\$ 35,481
Chatham	23	19	3.52%	\$ 384,752	\$ 314,638	\$ 70,114
Dennis	93	92	14.22%	\$ 1,555,738	\$ 1,537,717	\$ 18,021
Eastham	14	17	2.14%	\$ 234,197	\$ 282,806	\$ (48,609)
Harwich	85	74	13.00%	\$ 1,421,910	\$ 1,160,735	\$ 261,175
Mashpee	55	62	8.41%	\$ 920,060	\$ 969,173	\$ (49,113)
Orleans	14	19	2.14%	\$ 234,197	\$ 325,186	\$ (90,989)
Provincetown	4	5	0.61%	\$ 66,914	\$ 86,743	\$ (19,829)
Truro	5	5	0.76%	\$ 83,641	\$ 85,216	\$ (1,575)
Wellfleet	4	4	0.61%	\$ 66,914	\$ 68,036	\$ (1,122)
Yarmouth	147	161	22.48%	\$ 2,459,069	\$ 2,442,048	\$ 17,021
	654	668		\$ 10,940,347	\$ 10,597,091	\$ 343,256

Total assessments have increased \$343,256 (3.24%) in FY14 over FY13

Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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APPENDIX E – DEBT AMORTIZATION SCHEDULE

Town of Chatham												
Master Debt Amortization Schedule												
Outstanding Principal & Interest												
Debt Schedule June 2013												
Fiscal Year	General Fund Principal	General Fund Interest	General Fund Total	Water Fund Principal (w/o Betterments)	Water Fund Interest (w/o Betterments)	Water Fund Total (w/o Betterments)	Total Principal	Total Interest	Total	Grand Total	Cumulative % of Total Debt Service	
2014	5,282,622.69	2,372,959.62	7,655,582.31	689,039.04	215,379.61	904,418.65	5,971,661.73	3,061,998.66	9,033,660.39	8.00%		
2015	4,941,935.01	2,202,993.88	7,144,928.89	589,177.72	190,391.32	789,569.04	5,541,112.73	2,802,071.60	8,343,184.33	13.48%		
2016	4,836,587.01	2,043,704.86	6,880,291.87	484,177.72	170,063.16	654,240.88	5,320,764.73	2,527,882.38	7,848,647.11	22.47%		
2017	4,834,442.01	1,842,307.00	6,676,749.01	484,177.72	149,053.35	633,231.07	5,315,622.73	2,326,484.72	7,642,107.45	29.28%		
2018	4,488,190.73	1,677,921.31	6,166,112.04	397,500.00	132,836.25	490,336.25	4,845,690.73	2,039,011.31	6,880,712.04	35.41%		
2019	3,928,471.73	1,433,043.60	5,491,515.33	307,500.00	119,957.50	476,797.50	4,345,971.73	1,890,543.60	6,206,515.33	40.94%		
2020	3,348,971.73	1,387,668.89	4,736,640.62	307,500.00	104,548.75	412,048.75	3,656,471.73	1,695,168.89	5,351,640.62	45.71%		
2021	2,999,916.72	1,269,424.43	4,269,341.15	302,500.00	91,311.25	393,811.25	3,302,416.72	1,571,904.43	4,874,341.15	50.00%		
2022	2,719,819.00	1,163,752.18	3,883,571.18	302,500.00	78,192.50	380,692.50	3,022,319.00	1,466,252.18	4,488,571.18	54.05%		
2023	2,641,004.00	1,064,011.04	3,705,015.04	272,500.00	69,667.50	338,167.50	2,913,504.00	1,396,511.04	4,250,015.04	57.84%		
2024	2,632,426.00	976,993.83	3,629,419.83	272,500.00	54,736.25	327,236.25	2,924,936.00	1,249,493.83	4,174,419.83	61.56%		
2025	2,549,093.00	899,095.72	3,448,188.72	272,500.00	44,355.00	317,075.00	2,821,953.00	1,171,955.72	3,993,188.72	65.11%		
2026	2,451,007.00	826,161.81	3,277,168.81	272,500.00	34,296.25	306,796.25	2,723,507.00	1,088,661.81	3,822,168.81	68.32%		
2027	2,340,674.00	757,237.09	3,097,911.09	107,500.00	27,212.50	134,712.50	2,448,174.00	884,737.09	3,312,911.09	71.47%		
2028	2,023,101.00	697,041.43	2,720,142.43	107,500.00	23,325.00	131,025.00	2,130,601.00	804,541.43	2,935,142.43	74.06%		
2029	2,030,793.00	643,625.83	2,674,417.83	102,500.00	19,937.50	122,437.50	2,133,292.00	746,125.83	2,879,417.83	76.65%		
2030	2,023,735.00	590,378.72	2,614,113.72	77,500.00	16,881.25	94,381.25	2,101,233.00	667,878.72	2,769,131.72	79.12%		
2031	2,036,989.00	536,375.89	2,573,364.89	77,500.00	14,318.75	91,818.75	2,114,489.00	613,875.89	2,728,364.89	81.55%		
2032	1,848,938.00	483,158.71	2,332,096.71	77,500.00	11,673.00	89,173.00	1,926,438.00	560,698.71	2,487,096.71	83.77%		
2033	1,828,673.00	431,724.68	2,260,397.68	12,500.00	9,031.25	21,531.25	1,871,173.00	444,234.68	2,315,397.68	85.83%		
2034	1,396,005.00	383,806.99	1,779,811.99	12,500.00	8,500.00	21,000.00	1,408,535.00	396,306.99	1,804,861.99	87.44%		
2035	1,396,005.00	360,634.23	1,756,639.23	12,500.00	7,968.75	20,468.75	1,408,535.00	373,134.23	1,781,689.23	89.02%		
2036	1,396,005.00	296,505.22	1,692,510.22	12,500.00	7,437.50	19,937.50	1,408,535.00	309,005.22	1,717,560.22	90.55%		
2037	1,396,005.00	252,376.20	1,648,431.20	12,500.00	6,906.25	19,406.25	1,408,535.00	264,876.20	1,673,431.20	92.04%		
2038-2048	7,275,623.00	1,353,601.47	8,629,226.47	150,000.00	41,437.50	191,437.50	7,423,623.00	1,503,601.47	8,929,226.47	100.00%		
	\$ 74,724,254.63	\$ 26,046,004.63	\$ 100,770,259.26	\$ 3,736,372.20	\$ 1,645,060.34	\$ 7,381,631.54	\$ 80,460,826.83	\$ 31,782,376.83	\$ 112,243,403.66			

APPENDIX F – WATER OPERATING BUDGET DETAIL

		SUMMARIES				WATER OPERATIONS	
		FY 2014 BUDGET					
Description	FY 2012 Actual	FY 2013 Budget	FY 2014 Request	FY 2014 Budget	FY 2014 Budget	FY13-FY14 % Difference	
Water Costs							
Operating							
Salaries	136,204	225,095	177,805	177,805	177,805	-27%	
Expenses	1,075,028	1,179,000	1,178,800	1,178,800	1,178,800	0%	
Sub-total Operating	1,211,232	1,404,095	1,356,405	1,356,405	1,356,405	-4%	
Debt							
Principal	785,297	751,443	689,039	689,039	689,039	-9%	
Interest - Long-term	219,253	242,353	215,380	215,380	215,380	-13%	
Interest - Short-term	-40,278	12,866	100,000	100,000	100,000	87%	
Subtotal Debt	1,024,828	1,006,362	1,004,419	1,004,419	1,004,419	0%	
Total Water Direct Costs	2,236,060	2,410,457	2,360,824	2,360,824	2,360,824	-2%	
Overhead - Indirect Costs	215,316	222,339	227,800	227,800	227,800	2%	
Overhead - GF Loan Repayment							
Overhead - Rate payback for Belt	128,379	118,950	41,833	41,833	41,833	-181%	
Overhead - Deficit payback							
Subtotal Overhead	341,695	339,289	269,533	269,533	269,533	-26%	
Water Operating Budget	2,577,755	2,749,746	2,630,356	2,630,356	2,630,356	-5%	
Water Capital - Cash Basis							
Various Projects - See Capital							
Total Water Costs (no bonds)	2,577,755	2,749,746	2,630,356	2,630,356	2,630,356	-5%	
Water Capital - Bonding Basis							
Various Projects - See Capital							
Total Water Costs (with bonds)	2,577,755	2,749,746	2,630,356	2,630,356	2,630,356	-5%	
Water Revenue							
Rate Charges	2,581,413	2,349,746	2,230,356	2,230,356	2,230,356	-5%	
Water Surplus							
Water Bonds							
Variance:							
Revenues over(under) Costs	13,658	-400,000	-400,000	-400,000	-400,000	0%	
Town Subsidy-Fire Protection	-400,000	-400,000	-400,000	-400,000	-400,000	0%	
Town Subsidy-Debt Prepay							
Town Subsidy-Additional							
Transfer from Gen.Fund	400,000	400,000	400,000	400,000	400,000	0%	
Surplus (Shortfall)	413,658	0	0	0	0	0%	



APPENDIX G – CAPITAL BUDGET

CAPITAL IMPROVEMENT PROGRAM		PLANNING						
		FY 2014 CAPITAL BUDGET						
Description	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program	
CAPITAL PROGRAM & BUDGET SUMMARY								
General Government	139,300	167,500	107,500	175,000	170,000	170,000	170,000	
Public Safety	135,000	356,470	94,185	436,987	258,500	41,000	41,000	
Community Development	12,500	12,500	12,500	12,500	12,500	12,500	12,500	
Health & Environment	134,000	1,811,000	374,000	2,739,000	1,716,000	819,000	596,000	
Public Works (without Water)	405,500	1,269,360	769,360	1,331,000	1,188,000	699,000	689,000	
Equipment	490,500	767,000	538,000	1,043,000	778,000	438,000	881,000	
Total Town Funded Capital Budget	1,316,800	4,373,830	1,895,545	5,737,487	4,123,000	2,179,500	2,389,500	
Funding Sources:								
Free Cash			750,000					
Waterways Improvement Funds			40,000					
Cemetery Sale of Lots			5,000					
Shellfish Revolving			0					
PEG Access Fund			30,000					
Prior Articles			73,984					
Capital Exclusion								
Raise & Appropriate			986,551					
Total Funding Sources			1,895,545					



		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
	General Government										
	Annual #1 Land Management, Assessment & GIS	IT	12,500	12,500	12,500	50,000	50,000	50,000	50,000		
	Annual #2 MIS Training, Website	IT									
	Annual #3 Hardware replacement & upgrade	IT	26,800	15,000	15,000	15,000	15,000	15,000	15,000		
14-1	Ch 18 Equipment	TM	0	30,000	30,000	10,000	5,000	5,000	5,000		
14-2	Consulting & Engineering	TM	100,000	100,000	50,000	100,000	100,000	100,000	100,000		
12-2	Tri-Centennial Celebration	TM									
	Total General Government		139,300	157,500	107,500	175,000	170,000	170,000	170,000		
	Public Safety										
	Police Department										
14-1	Crossmatch Fingerprint Scanner	PD		7,335	7,335						
14-2	PC Workstations	PD		5,800							
14-3	Replacement of Portable Radios	PD		58,000		58,000					
14-4	Speed Control Display Trailer	PD		10,000	10,000						
14-5	IMC Interfacing (Maps & Online)	PD		10,397		10,397					
14-6	Cruiser Digital Recording System	PD		31,000		31,000					
14-7	Network Printers	PD		998							
14-8	AED Units	PD		5,850			5,850				
14-9	Mobile - Laptops and/or tablets	PD		24,600		24,600					
14-10	Cruiser 800 Radios	PD		14,990		14,990					
15-1	Command Post Trailer	PD				75,000					
15-2	Cruiser VHF Radios	PD		4,000	4,000	35,000					
	Subtotal Police			172,970	27,185	248,987					



		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
	Public Safety (con't)										
	Fire/Rescue Department										
13-3	Stabilization Kit	FD		12,500			12,500				
14-1, 18-1	Ambulance Stretcher	FD		30,000		15,000					
14-3	Protective Clothing	FD	15,000	6,000							
14-4	Radio Equipment	FD									
15-1	Mobile Data Terminals	FD				12,000					
15-2	800 MHZ portable Radios	FD									
18-2	Heart Monitors	FD					50,000				
	Subtotal Fire/Rescue		15,000	48,500		27,000	62,500				
	Emergency Management										
11-01; 13-0	Emergency Management Brochures	CD		4,000							
13-1	Generator Cables		12,000	1,000							
14-1	Trailer Tires			0							
14-2	Generators (2)			5,000	50,000	0	0	0	0		
	Subtotal Other Pub Safety		12,000	5,000	50,000	0	0	0	0		
	Harbormaster/Wharfinger										
Annual 14-	Aids to Navigation	HBR	5,000	10,000	5,000	10,000	10,000	10,000	10,000		
	\$5,000 per year proposed from Waterways Impr Fund										
Annual 14-	Mooring Management	HBR	4,000	8,000	4,000	8,000	8,000	8,000	8,000		
	\$4,000 per year proposed from Waterways Impr Fund										
Annual 14-	Town Landing Maintenance	HBR	4,000	4,000	4,000	8,000	8,000	8,000	8,000		
	\$4,000 in '13 & '14 proposed from Waterways Impr Fund										



		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
	Harbormaster/Wharfinger (con't)										
	Annual 14- Boat Maintenance & Equipment	HBR	5,000	4,000	4,000	6,000	5,000	5,000	5,000		
	Annual 14- Mitchell River Drawbridge Repairs & Maint	HBR	10,000	10,000	10,000	10,000					
14-8	Fish Pier Repairs	HBR	80,000	80,000	80,000	80,000					
	Boathouse/Shed	HBR									
14-10	On-line Mooring Renewal Program	HBR		14,000	14,000						
	\$14,000 per year proposed from Waterways Impr Fund										
15-7, 16-2	Barge Rental	HBR				25,000	25,000				
16-1	Fish Pier Diesel & Gas Tank Replacement	HBR					140,000				
	Subtotal Harbor/Pier		108,000	130,000	17,000	161,000	196,000	41,000	41,000		
	Total Public Safety		135,000	356,470	94,185	436,987	258,500	41,000	41,000		
	Community Development										
14-1	GIS Flyover	CD	12,500	12,500	12,500	12,500	12,500	12,500	12,500		
11-01	GPS Data Collection Device	CD									
	Subtotal Community Development		12,500	12,500	12,500	12,500	12,500	12,500	12,500		
	Total Community Development		12,500	12,500	12,500	12,500	12,500	12,500	12,500		



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013
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		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2014 Program	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program	
	Health & Environment										
	Stormwater Management										
Annual #1	Drainage/Stormwater Management	STW	20,000	100,000	20,000	20,000	20,000	20,000	20,000	20,000	
14-1, 15-1	Conservation Lands Mgmt/Forest Plar	H & E	10,000	20,000		20,000		20,000	20,000	20,000	
14-2	Trail Guide - Conservation Lands	H&E		12,000				2,000		2,000	
	Subtotal Stormwater		30,000	132,000	20,000	40,000	40,000	42,000	40,000	42,000	
	Coastal Resources										
Annual #1	Dredging Program	CR	75,000	75,000	75,000	75,000	200,000	200,000	200,000	200,000	
Annual #2	Aerial Shoreline Condition Photo Survey	CR	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	
Annual #3	Town Landing Infrastructure Improvements	CR	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
	\$10,000 from waterways improvement										
14-1	OMBY Pier & Float Replacement	CR		350,000	250,000	100,000					
14-2	Ryder's Cove Landing Expansion	CR		950,000							
14-3	Chatham Harbor Public Access	CR		50,000							
16-2	Ryder's Cove Bulkhead Replacement	CR						180,000			
15-1	Bassing Harbor Dredging Permits	CR				50,000					
15-2	Little Mill Pond Re-decking	CR				30,000					
16-3	Scatteree Landing Erosion Protection	CR						65,000			
15-3	Barn Hill Ramp Walkway	CR				15,000					
16-1	South Chatham Nourishment	CR						1,200,000		250,000	
17-1	Ryder's Cove Ramp Replacement	CR							300,000		
17-2	Ryder's Cove Restroom	CR							250,000		
17-1	Town Landing Comprehensive Survey	CR								75,000	
14-2	Muddy Creek Culvert Replacement	H&E		225,000		1,400,000					
	Subtotal Coastal Resources		104,000	1,679,000	354,000	2,699,000	1,674,000	1,674,000	779,000	554,000	
	Total Health & Environment		134,000	1,811,000	374,000	2,739,000	1,716,000	819,000	596,000	596,000	

		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
	Public Works (without Water)										
11-4	Parks & Recreation & Cemetery Concession Stand - Volunteer Park	P&R									
14-1	Relocate Skate Park & Add Walking Track	P&R	42,500	25,000							
14-3,16-2	New Cardio Equipment for CCC Fitness Rm	P&R		6,000		6,000	6,000	7,000	7,000		
	Rydere Cove Park Construction	P&R		10,000		10,000	10,000				
16-1	Sandblast & Repaint Vet's Field Bleachers	P&R				25,000	50,000				
15-1	Handicap Access Path Volunteer Park	P&R				35,000					
15-4	Outdoor Basketball Court	P&R									
16-2	Picnic Pavillion -Volunteer Park	P&R					30,000				
	Subtotal - Park & Recreation		42,500	41,000		76,000	96,000	7,000	7,000		
	Highway Department										
Annual #1	Road Resurfacing	HWY	125,000	225,000	200,000	225,000	250,000	250,000	250,000		
Annual #2	Emergency Road Repair	HWY	10,000	10,000	10,000	10,000	10,000	10,000	10,000		
Annual #3	Catch Basins	HWY	25,000	50,000	50,000	50,000	60,000	60,000	60,000		
Annual #4	Road Maintenance Projects	HWY	12,000	28,000	20,000	28,000	30,000	30,000	30,000		
Annual #6	Sidewalk Construction	HWY	50,000	50,000	100,000	50,000	75,000	75,000	75,000		
Annual #7	Street Signs	HWY	5,000	6,000	5,000	6,000	6,000	6,000	6,000		
Annual #8	Bike Trail Maintenance	HWY	10,000	35,000	10,000	35,000	35,000	35,000	25,000		
	Subtotal Highway		237,000	404,000	395,000	404,000	466,000	466,000	456,000		
	Landfill (Transfer Station)										
14-01	Recycling - Phase 1	LDF		300,000	150,000						
15-01	Recycling - Phase 2	LDF				500,000					
16-01	Recycling - Phase 3	LDF					450,000				
	Subtotal Landfill			300,000	150,000	500,000	450,000				

		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2014 Program	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program	
	Public Works (without water) con't										
	Building & Grounds										
Annual	ADA Compliance	BG		5,000		5,000					
Annual #1	Property Management/Building Maint Project	TM	100,000	200,000	100,000	200,000	200,000	200,000	200,000	200,000	
14-01	Council on Aging Renovations			48,360	48,360						
	Subtotal Building & Grounds Projects		100,000	253,360	148,360	205,000	200,000	200,000	200,000	200,000	
	Cemetery Department										
Annual #1	Clean & Repair Head Stones	CEM	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
14-1	Cemetery Expansion - Seaside	CEM		150,000	75,000	75,000					
14-2	Cemetery Expansion - Union	CEM		95,000	0	95,000					
	Subtotal Cemetery		1,000	246,000	76,000	171,000	1,000	1,000	1,000	1,000	
	Airport Commission										
Annual #1	Continuing Modernization	TM/AIR	25,000			25,000	25,000	25,000	25,000	25,000	
	Subtotal Airport		25,000			25,000	25,000	25,000	25,000	25,000	
	Total Public Works		405,500	1,269,360	721,000	1,331,000	1,188,000	699,000	689,000	689,000	
	Equipment - All Departments										
Annual #1	Annual Cruisers (3) Replacement	PD/TM	68,000	111,000	74,000	75,000	75,000	75,000	111,000	75,000	
14-1	Replace Chief's Unmarked Admin. Vehicle	PD/TM	32,000					35,000			
14-2	Purchase of Police Motorcycle	PD/TM	4,000	4,000	0	0	0	0	0	0	
14-3	Replace ATV	PD/TM		8,300	8,300						
15-1	Replace Unmarked Police Detective Vehicle	PD/TM					32,000				
15-2	Replace 4x4 SUV Response Vehicle	PD/TM					38,000				
16-1	Replace Animal Control Vehicle	PD/TM	28,000							30,000	



Annual Town Meeting Warrant with Suggested Motions – May 13, 2013

This is a courtesy document; motions may change and are not intended to restrict any action.

		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
Equipment All Departments (con't)											
16-2	Replace Vehicle - Pick-up Truck/SUV	PD/TM					33,000				
13-1	Purchase of Quint Apparatus	FD/TM	200,000								
13-2	Service Chief Vehicle	FD/TM	38,500					30,000			
14-1, 16	Replace Ambulance/Rescue	FD/TM		235,000	235,000		235,000		235,000		
14-2	Engine Repair/Paint	FD/TM		15,000							
15-1	Replace Fire Engine/Pumper - Purchase	FD/TM				525,000					
15-2	Replace Staff Vehicle	FD/TM					30,000				
14-1	Inspections Vehicle	CD/TM		28,000	28,000		10,000		5,000		
14-5, 14-8	Engine Replacement - H/master (H-16, H-21)	HBR/TM		24,000	7,000						
14-6	Firefighting/Dewatering Pump	HBR/TM		8,000							
14-9	Truck Replacement	HBR/TM		25,000							
15-6	Utility Truck	HBR/TM				10,000					
18-1	Boat Replacement (H-26)	HBR/TM							110,000		
14-2, 15-1	Shellfish Outboard Engine Replacement	CR/TM		3,700	3,700						
14-3	Shellfish Suzuki Engine(03) Replacement	CR/TM		10,000		10,000					
13-1, 14-1	Shellfish Truck Replacement	CR/TM		28,000	28,000						
14-1, 17-1	Replace H&E Vehicle (Cons/Health)	H&E/TM		28,000				26,000	26,000		
14-1	Replace Park & Rec 1 Ton Dump Truck 03	P&R/TM		44,000	44,000						
	\$44,000 from prior article										
14-2	Replace Park & Rec 1 Ton Dump Truck 04	P&R/TM		50,000							
15-2	Top Dressing Machine	P&R/TM				10,000					
15-3	New Van for driving participants to programs	P&R/TM		35,000		35,000					
17-1	Replace Park & Rec Dump Truck 07	P&R/TM						48,000			
17-3	Replace Existing Utility Trailer	P&R/TM						10,000			
18-1	Replace Park & Rec 1 Ton Dump Truck 08	P&R/TM							50,000		



		CAPITAL IMPROVEMENT PROGRAM									
		FY 2014 CAPITAL BUDGET					PLANNING				
Dept Priority	Description	Dept	FY2013 Actual	FY2014 Request	FY2014 Recommended	FY2015 Program	FY2016 Program	FY2017 Program	FY2018 Program		
	Equipment All Departments (con't)										
14-6	Large Dump Truck w/ Plow & Sander 94	HWY/TM		110,000	110,000						
15-1	Replace Front End Loader	HWY/TM							150,000		
15-6	Pick-up Truck w/Plow	HWY/TM				45,000					
18-1	Large Dump Truck w/ Plow & Sander 94	HWY/TM					110,000				
18-7,18-8	Small Dump Truck with Plow	HWY/TM					50,000		50,000		
17-8	Woodchipper	HWY/TM						40,000			
17-9	Forklift	HWY/TM						40,000			
15-02	Small Dump/Recycling Truck	LDF/TM				55,000					
18-02	Front End Loader	LDF/TM					150,000				
18-03	Trailer Yard Tractor	LDF/TM					50,000				
17-01	Container Roll Off Truck	LDF/TM						130,000			
13-1	Flat Bed Truck, Plow & Crane	SEW/TM									
15-2	Replace Sludge Hauling Truck/Cont 90	SEW/TM				200,000					
18-1	Replace 2000 J-washer w/Truck Mtd Washe	SEW/TM							150,000		
	Total Equipment		490,500	767,000	538,000	1,043,000	778,000	438,000	881,000		
	Subtotal Capital (General Fund)		1,316,800	4,373,830	1,895,545	5,737,487	4,123,000	2,179,500	2,389,500		

APPENDIX H - DEFINITIONS

TERMS USED IN MUNICIPAL FINANCE

APPROPRIATION: An authorization granted by a town meeting to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

AVAILABLE FUNDS: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs. Examples of available funds include free cash, stabilization fund, overlay surplus, waterways account, cemetery funds and continued appropriations left in Articles voted at previous Town Meetings.

BOND RATING (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. State otherwise, a rating help prospective investor determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poor's, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

CHERRY SHEET: Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to the town of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services.

ESTIMATED RECEIPTS: A term that typically refers to anticipated local revenues listed on page three of the Tax Recapitulation Sheet. Projections of local revenues are often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (Also Local Receipts)

FREE CASH: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Town Accountant. Important: free cash is not available for appropriation until certified by the Director of Accounts at the Department of Revenue. Once certified, Town Meeting may appropriate Free Cash for any lawful purpose.

OVERLAY: (ALSO CALLED ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS): The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay

Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements. Overlay surplus may be appropriated for any lawful purpose.

RAISE AND APPROPRIATE: A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.

RESERVE FUND: An amount set aside annually within the budget of a town by the voters at an Annual Town Meeting. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for "extraordinary and unforeseen" expenditures.

STABILIZATION FUND: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund.

TAX RATE RECAPITULATION SHEET (Recap Sheet): A document submitted by the Town to the DOR in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

TRANSFER: The authorization to use an appropriation for a different purpose; in most cases only the Town meeting may authorize a transfer.

PROPOSITION 2 ½ TERMS

Chapter 59, §21C of the Massachusetts General Laws commonly referred to as Proposition 2 ½ (Prop 2 ½) or the Tax Limiting Law for Cities and Towns in Massachusetts.

LEVY: The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions. The levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum amount of the levy limit. It states that, in any year, the real and personal property taxes imposed may not exceed 2.5% of the total full and fair cash value of all taxable property.

LEVY LIMIT: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½). It states that the real and personal property tax imposed by a city or town may only grow each year by 2 ½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion or special exclusion. The limit is based on the previous year's levy plus certain allowable increases.

NEW GROWTH: The increase in the levy limit attributable to new construction, renovations and new parcel subdivisions. It does not include value increase caused by normal market forces or by revaluations.

OVERRIDE: A community can increase its levy limit by vote on a referendum to exceed the limit. There are three types of overrides; general override, debt exclusion and capital outlay expenditure exclusion.

GENERAL OVERRIDE: A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen vote to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

DEBT EXCLUSION: The additional amount necessary to pay debt service costs for a particular project is added to the levy limit or levy ceiling for the life of the debt only. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling. Unlike overrides, exclusions do not become part of the base upon which the levy limit is calculated for future years.

CAPITAL OUTLAY EXPENDITURE EXCLUSION: A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

APPENDIX I – PRELIMINARY TAX RATE INFORMATION

TAX RATE INFORMATION
Estimated for Fiscal Year 2014

Per tax rate increment	Tax Rate Increase	Municipal Revenue Raised	Tax Impact on \$700,000 Property
\$	0.01	\$ 58,197	7.00
\$	0.05	\$ 290,986	35.00
\$	0.10	\$ 581,972	70.00
\$	0.15	\$ 872,958	105.00
\$	0.20	\$ 1,163,944	140.00
\$	0.25	\$ 1,454,930	175.00
\$	0.30	\$ 1,745,916	210.00
\$	0.35	\$ 2,036,902	245.00
\$	0.40	\$ 2,327,888	280.00
\$	0.45	\$ 2,618,874	315.00
\$	0.50	\$ 2,909,860	350.00
\$	0.55	\$ 3,200,846	385.00
\$	0.60	\$ 3,491,832	420.00
\$	0.65	\$ 3,782,818	455.00
\$	0.70	\$ 4,073,804	490.00
\$	0.75	\$ 4,364,790	525.00
\$	0.80	\$ 4,655,776	560.00
\$	0.85	\$ 4,946,762	595.00
\$	0.90	\$ 5,237,748	630.00
\$	0.95	\$ 5,528,734	665.00
\$	1.00	\$ 5,819,720	700.00

The above calculations are based on the Town's valuation for Fiscal Year 2013.
As valuations change annually these are to be considered estimates only.

Board of Selectmen
549 Main Street
Chatham, MA 02633

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RESIDENTIAL CUSTOMER

OFFICIAL DOCUMENT

ANNUAL TOWN MEETING WARRANT - MAY 13, 2013