

# *Town of Chatham*



ARTICLES IN THE WARRANT  
for the  
SPECIAL TOWN MEETING  
MONDAY, OCTOBER 7, 2013  
6:30 P.M.

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CHATHAM HIGH SCHOOL GYMNASIUM  
425 CROWELL ROAD

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**Resolution:** Resolved that the Town vote to adopt the following rules of procedure for the Special Town Meeting of October 7, 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 the Town Meetings in Chatham except as specifically stated above.

**COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF CHATHAM  
SPECIAL TOWN MEETING WARRANT  
MONDAY, OCTOBER 7, 2013  
6:30 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 7<sup>th</sup> day of October at 6:30 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 10<sup>th</sup> day of October, 2013 to consider the capital debt exclusion ballot question as contained in the Warrant.

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

***Special Town Meeting Warrant with Suggested Motions – October 7, 2013***  
***This is a courtesy document; motions may change and are not intended to restrict any action.***

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**BALLOT QUESTION**

**QUESTION 1.**

**Capital Debt Exclusion Fire Station Ballot Question**

Shall the Town of Chatham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued in order to pay costs of design, construction, renovation and equipping for a new Fire Station on Depot Road?

*[A separate ballot warrant has been posted for the Special Election on  
Thursday, October 10, 2013]*

**Article 1 – Fire Station Design & Construction**

To see if the Town will vote to appropriate a sum of money for paying costs of the design, construction, renovation, and equipping for a new Fire Station on Depot Road, including all costs incidental and related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto provided, however, no money shall be borrowed hereunder unless the town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 ½) amounts required to pay the principal and interest on the borrowing authorized by this vote, or take any other action in relation thereto.

(Board of Selectmen)

**MOTION:** By Timothy L. Roper, Chairman, Board of Selectmen

I move that \$10,341,635 is appropriated for paying costs of the design, construction, renovation, and equipping a new Fire Station on Depot Road, including all costs incidental and related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$10,341,635 under Chapter 44 of the General Laws or any other enabling authority; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. Chapter 59 §21C (Proposition 2 ½) the amounts required to pay the principal and interest on the borrowing authorized by this vote.

**Speaker:** Timothy L. Roper, Chairman, Board of Selectmen

**Explanation:** *The Town continues to move forward with the implementation of the Capital Facilities Replacement Program. With the Police Station and Town Annex buildings completed, the next facility to be addressed is the Fire Station. The current fire station at 135 Depot Road was constructed in 1952, with an addition in 1975. The facility was built for what was then a volunteer fire department. Since the 1950s, the department has undergone several changes in both size and operation within the confines of the present building. Service demand has grown the department from a volunteer department to a staff of both call and full time firefighters. The Department has far outgrown the building which no longer provides operational efficiency.*

*The existing facility does not meet the needs of a present day fire department and is not capable of addressing the future needs. The existing living space has a crowded bunk area and one bathroom for male and female firefighters. Locker facilities are deficient in size and lack adequate toilets, showers and sinks. There is no space for firefighters to train or drill. The building doesn't meet the recommended standards for the decontamination of medical*

*equipment; storage of oxygen, storage of medical supplies or storage of firefighting gear. The administrative area lacks office space, meeting space and record storage. The 1950s sized apparatus bays are too small for present day and future fire apparatus.*

*The overall condition of the building is poor and the heating and electrical systems are inadequate. The roof has leaked for several years and produced rot and mold. The building is not in compliance with the Americans with Disabilities Act or the Life Safety Codes.*

*To address the current and future needs of the Fire Department, a conceptual plan has been developed for a new fire station to be constructed at the present location on Depot Road. The proposed building enhances the ability of the Fire Department to meet the service needs of the community. The proposed building will also meet the space/storage needs of the Fire Department by providing room for required apparatus, addressing health, safety and security issues and providing for department training.*

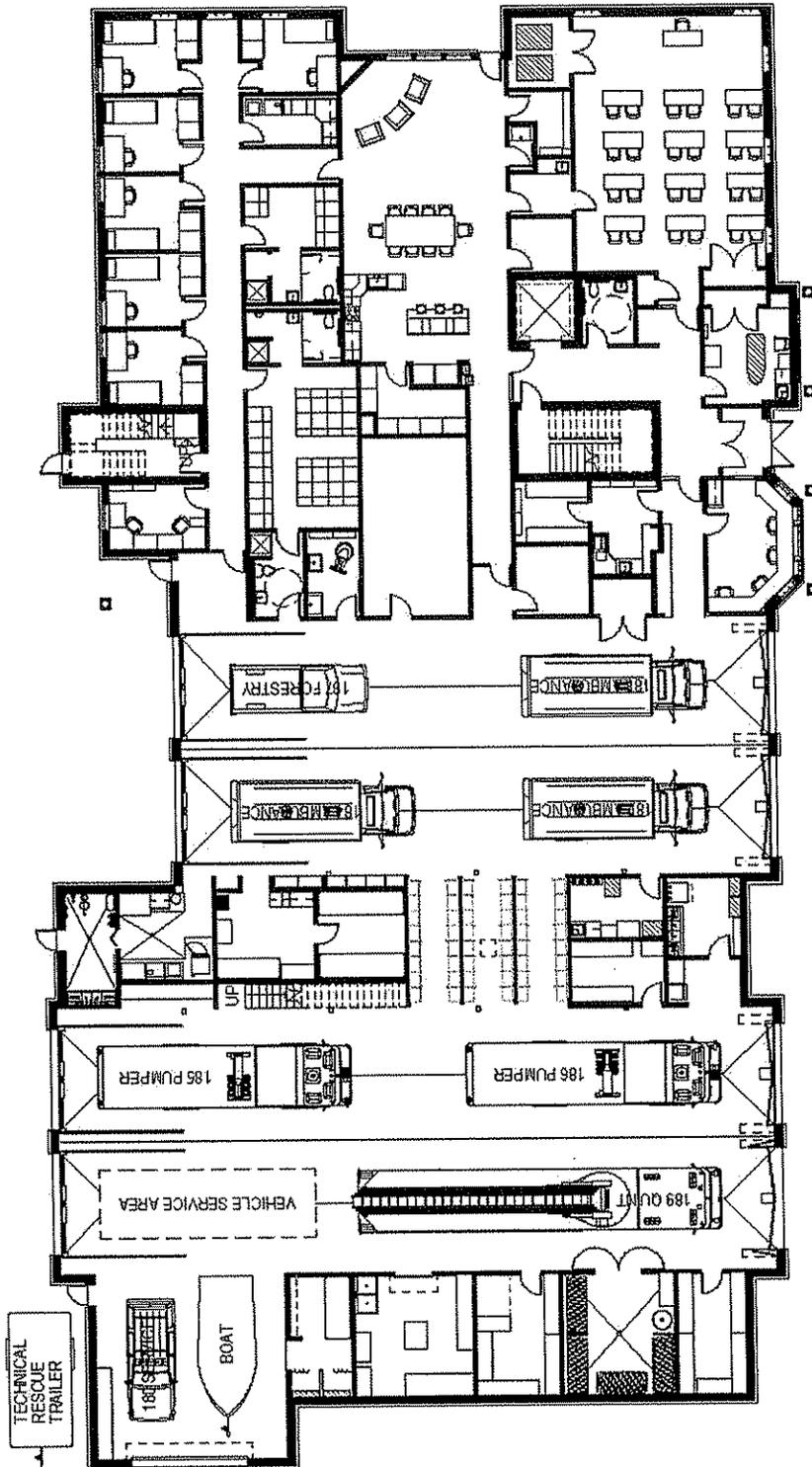
*The details and specifics of this project have been developed with a Project Team led by an Owners Project Manager or OPM representing the Town in developing a “strong concept plan” as approved by Special Town Meeting in August 2012. An integral component of the concept’s development has been the involvement of the Capital Projects Review Committee (CPRC) leading to a recommendation to the Board of Selectmen that was ultimately endorsed in July 2013.*

*This new concept plan is leaner, more context sensitive and more thoroughly developed than the previous proposal brought to Town Meeting that failed to gain approval. The new building’s total square footage has been reduced by almost 15% for a total floor area of approximately 20,600 sq. ft. This reduced area also translates into a less massive design, more sensitive to its surroundings and important position in the Veteran’s Field area landscape. As part of the “strong concept” additional site, temporary relocation logistics and equipment details were developed to capture all the items necessary to outfit a new station. This article seeks \$10,341,635 for the design, construction, and equipping of a new Fire Station on Depot Road and the temporary relocation of the Fire Department to the DPW site during construction. Consistent with the “strong concept” approach a detailed project budget was developed, reviewed for saving opportunities and vetted by the CPRC, Board of Selectmen and Finance Committee.*

*The funding mechanism for this Article is a Capital Debt Exclusion question. A ballot question is scheduled for the Special Election on Thursday, October 10, 2013.*

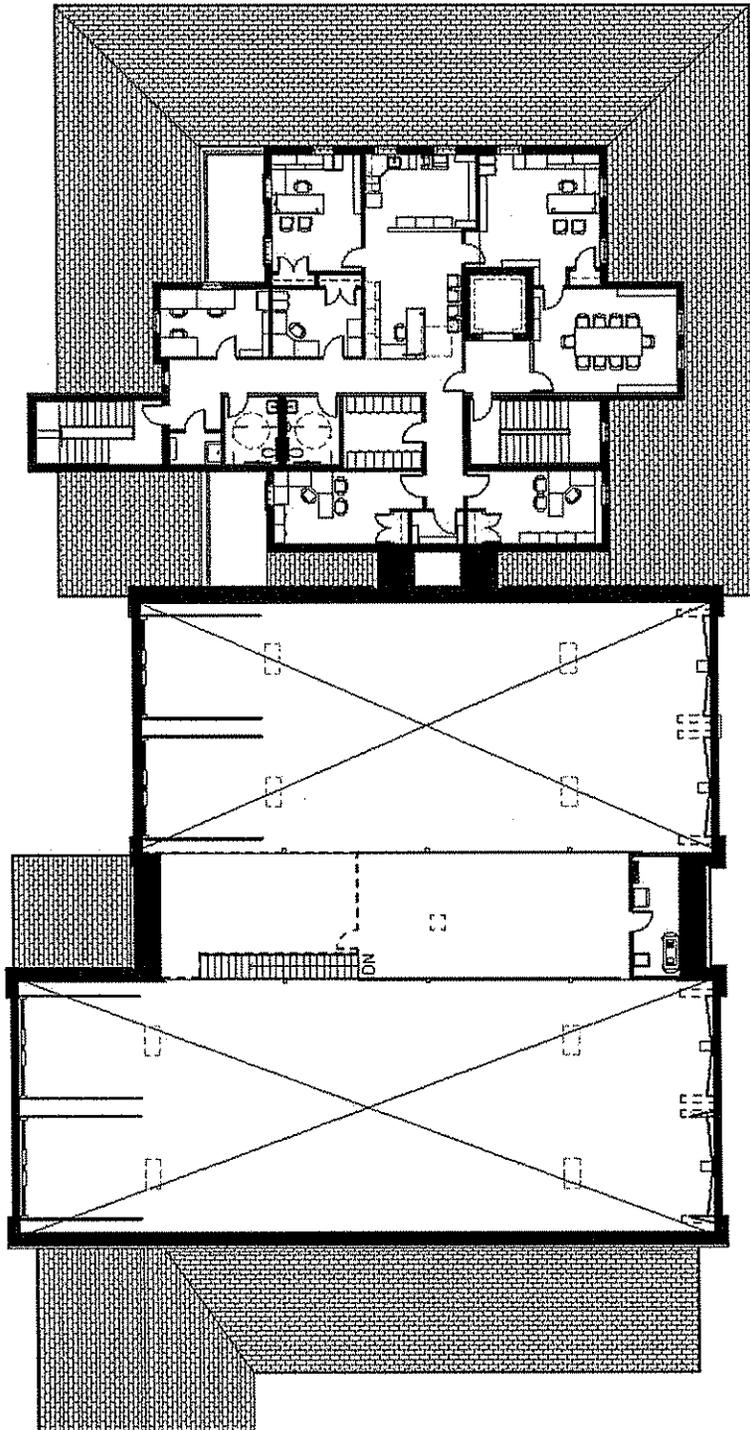
**Board of Selectmen Recommendation: Approve 4-1-0**  
**Finance Committee Recommendation: Approve 7-0-0**  
**Vote Required: Two-Thirds Majority**

**Article 1 – Fire Station Design & Construction – Proposed First Floor Plan**



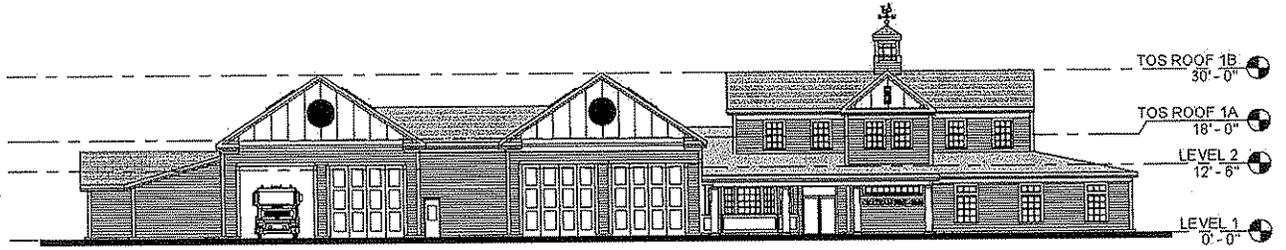
*For full floor plan details go to [www.chatham-ma.gov](http://www.chatham-ma.gov) and under Town Projects press the "Fire Station Headquarters" project link to access the "Detailed Floor Plans"*

**Article 1 – Fire Station Design & Construction – Proposed Second Floor Plan**

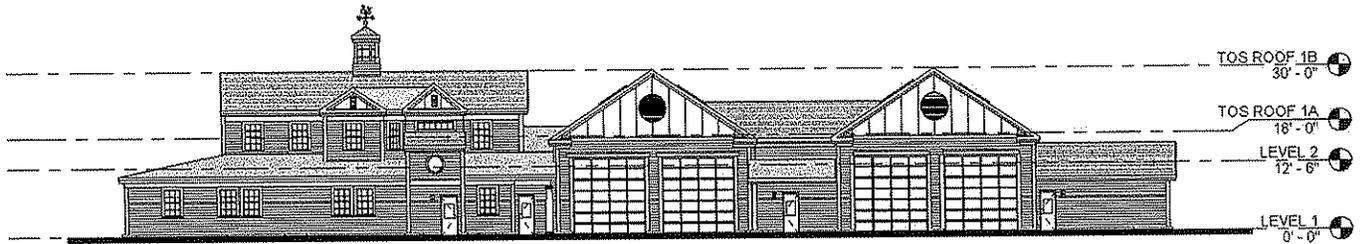


*For full floor plan details go to [www.chatham-ma.gov](http://www.chatham-ma.gov) and under Town Projects press the "Fire Station Headquarters" project link to access the "Detailed Floor Plans"*

Article 1 – Fire Station Design & Construction – Proposed Elevations

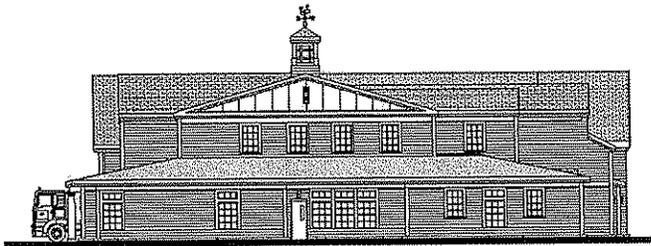


1 SOUTH ELEVATION  
1/16" = 1'-0"

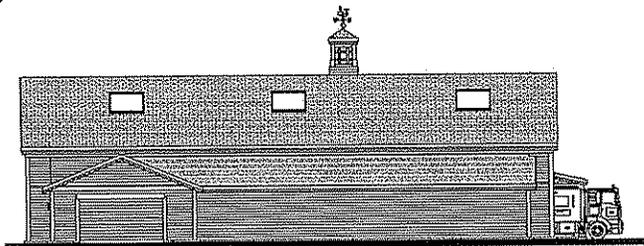


2 NORTH ELEVATION  
1/16" = 1'-0"

7/30/2013 SCALE: 1/16" = 1'-0"

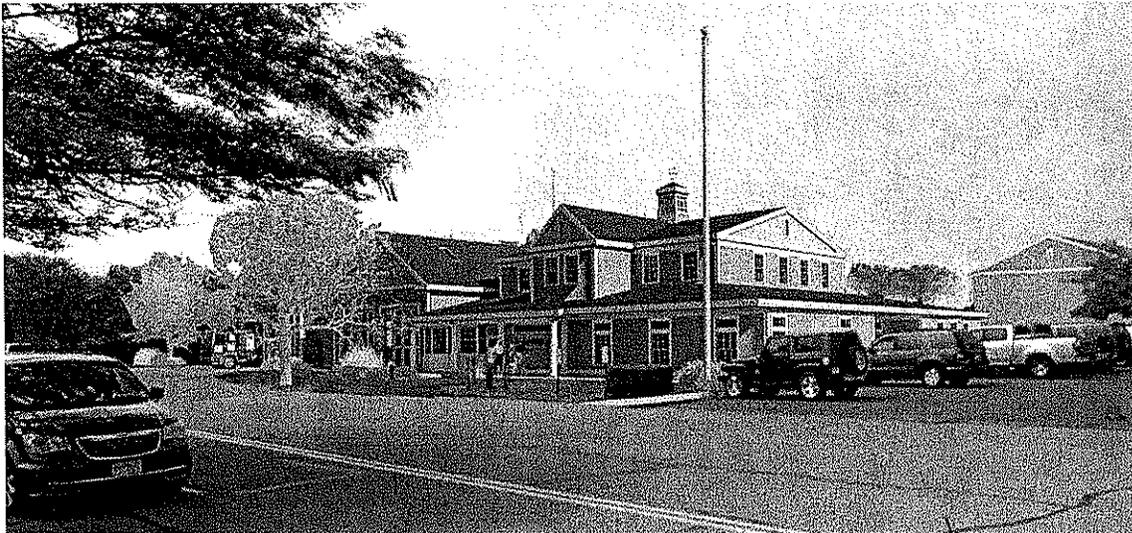


1 EAST ELEVATION  
1/16" = 1'-0"

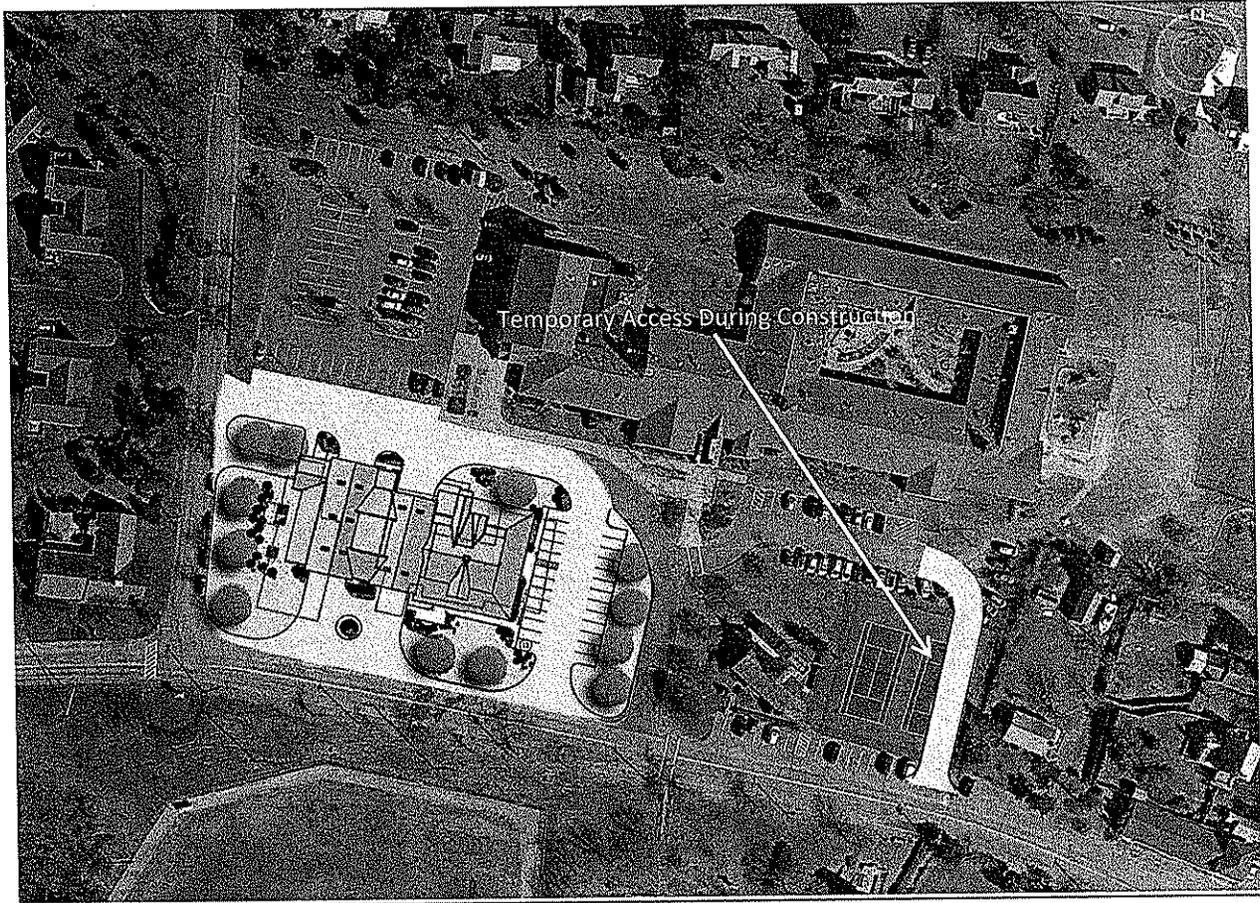


2 WEST ELEVATION  
1/16" = 1'-0"

**Article 1 – Fire Station Design & Construction – Perspectives and Photo Simulation**



**Article 1 – Fire Station Design & Construction – Site Plan Graphic (inserted on aerial backdrop of the project vicinity)**



Article 1 – Fire Station Design & Construction – Total Project Budget

**Chatham Fire Station - Estimated Development Budget**

20,600 sq. ft.

**Construction Costs**

Total Construction Costs **\$7,769,006**

**Owner's Development Costs**

Architect & Engineering Fees	\$720,000
Owners Project Manager and Site Clerk Fees	\$354,000
Furniture, Furnishings and Operational Equipment	\$271,110
Communication Equipment, Technologies and Tower	\$287,360
Required Testing, Reviews, Documents and Survey	\$75,000
Temporary Relocation Costs To Highway Department	\$372,700

Total Owner's Development Cost **\$2,080,170**

Total Construction and Owner's Development Costs **\$9,849,176**

Plus Owner's Contingency (5%) \$492,459

**Total Project Costs Based on 2013 Estimates** **\$10,341,635**

Project Cost per Square Foot Including Relocation \$502

Project Cost per Square Foot Excluding Relocation \$483

**Article 2 - Prior Year Bill(s) Payment Appropriation**

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 payment of a prior year bill, or take any other action in relation thereof.

(Board of Selectmen)

**Motion:** By Leonard Sussman, Vice-Chairman, Board of Selectmen

I move that the Town vote to appropriate and transfer from Free Cash the sum of \$3,965.36 for the payment of the following invoices:

<b>FROM:</b>	<b>DATE:</b>	<b>Dept/Description:</b>	<b>AMOUNT:</b>
JW Dubis & Sons	3/12/2012	Highway -Fuel Dec & Jan	2,821.75
Electronic Recyclers	5/30/2012	Transfer Station	754.90
W.B. Mason	6/6/2011	Facilities – supplies for DPW	388.71
		Total	\$3,965.36

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *These invoices were received in May 2013 (FY2013), from prior fiscal years of FY2011 and FY2012, and there were no available funds to encumber. The invoices are for goods and services received in June 2011, December 2011 and January 2012. Per MA General Law, the Town must seek Town Meeting approval for payment in this fiscal year for a prior year(s) bill.*

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

**Finance Committee Recommendation:** Recommendation from Town Meeting Floor

**Vote Required:** *Nine-Tenths Majority*

**Article 3 - Town of Chatham Rules and Regulations of the Sewer Department,  
Amendments to Article V**

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 underlined, bold italics indicate additions.)

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

**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.

**Drop Type:**

A drop pipe for a sewer pipe with an invert entering a manhole of more than 24 inches (61 cm) above the manhole invert shall be provided. Where the difference in elevation between the incoming sewer and the manhole invert is less than 24 inches (61 cm), the invert shall be filleted to prevent solids deposition.

Drop manholes shall be constructed with an outside drop connection. Outside drop connections shall be encased in concrete, and shall provide access for cleaning as the sewer enters the manhole at the top of the drop connection.

Inside drop connections shall ~~only~~ **may** be used **provided the** ~~with an existing~~ manholes ~~that~~ has the area to facilitate safe access into the manhole with the inside drop in place, and shall be approved by the Director. The inside drop connection shall be secured to the interior wall of the manhole, and shall provide access for cleaning as it enters the manhole at the top. Internal drop pipes and fittings shall be PVC plastic sewer pipe in compliance with ASTM D2241. Corrosion resistant anchors shall be used to attach the drop pipe to the inside surface of the manhole barrel.

**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 thereto.

(Board of Selectmen as Water and Sewer Commissioners)

**Motion:** By Jeffrey Dykens, Clerk, 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 and subsequently amended in 2004, 2005, 2008 and 2012 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 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.*

*During a meeting with staff and the Engineers regarding sewer extension designs for Phase 1C-1 we identified a minor design issue with the Regulations. It involves inside drop manholes which the regulations seem to limit to only existing manholes and not new ones. Town staff, Operations staff, and the Engineers all agree there is no reason not to allow inside drop manholes provided the manhole is large enough to allow access and in many respects insides drops may be preferable to outside drops as excavation is not needed if there is a problem.*

*The Water and Sewer Advisory Committee has met and voted to recommend the proposed changes to the manhole size language at its meeting on March 13, 2013. They are scheduled to vote on the inside drop manholes at their meeting on September 16, 2013.*

**Board of Selectmen Recommendation:**      **Approve 5-0-0**  
**Finance Committee Recommendation:**      **Recommendation from Town Meeting Floor**  
**Vote Required: Simple Majority**

**Article 4 - Verizon Utility Easement; Pole Location at the Transfer Station**

To see if the Town will vote to authorize the Board of Selectmen to grant for the sum of \$1.00 to Verizon New England Inc., 125 High Street, Oliver Tower, Floor 7, Boston, MA 02110 and NSTAR Electric Company, 800 Boylston Street, Boston, MA 02119, together with their respective successors and assigns, as tenants in common with quitclaim covenants (herein called the “Grantees”), the exclusive and perpetual right and easement to, access, erect,

construct, operate, maintain, connect, extend, replace and remove poles 332/1. 2, 2PB, 3, 3.5 and 4 which may be erected at different times with the necessary conduits, cables, wires, anchors, guys, supports and fixtures appurtenant thereto for the transmission and/or distribution of electricity and the transmission and/or distribution of telecommunications upon, over and across land as now laid out and shown on Chatham Assessors plans as Parcel 5F-0-T3, on land located at 97 Sam Ryder Road, in an area to be fifteen feet (15') in width, and which is approximately shown on a sketch labeled Exhibit A, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.

(Board of Selectmen)

**Motion:** By Florence Seldin, Board of Selectmen

I move that the Town vote to authorize the Board of Selectmen to grant for the sum of \$1.00 to Verizon New England Inc., 125 High Street, Oliver Tower, Floor 7, Boston, MA 02110 and NSTAR Electric Company, 800 Boylston Street, Boston, MA 02119, together with their respective successors and assigns, as tenants in common with quitclaim covenants (herein called the "Grantees"), the exclusive and perpetual right and easement to, access, erect, construct, operate, maintain, connect, extend, replace and remove poles 332/1. 2, 2PB, 3, 3.5 and 4 which may be erected at different times with the necessary conduits, cables, wires, anchors, guys, supports and fixtures appurtenant thereto for the transmission and/or distribution of electricity and the transmission and/or distribution of telecommunications upon, over and across land as now laid out and shown on Chatham Assessors plans as Parcel 5F-0-T3, on land located at 97 Sam Ryder Road, in an area to be fifteen feet (15') in width, and which is approximately shown on a sketch labeled Exhibit A, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.

**Speaker:** Jeff Colby, DPW Director

**Explanation:** *While Selectmen have the authority to grant permission for utilities to install and maintain utility poles and lines over public ways, the installation of utility poles on any other property requires an easement approved by Town Meeting. These poles would be placed on Town land at the Transfer Station and are necessary to supply adequate power for the ongoing upgrades and improvements.*

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

**Finance Committee Recommendation:** Recommendation from Town Meeting Floor

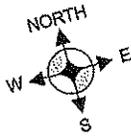
**Vote Required:** Simple Majority

# EXHIBIT 'A'

NOT TO SCALE

The exact location of said Easement Area to be determined by and to become permanent upon the erection of the facilities thereof by the Grantees.

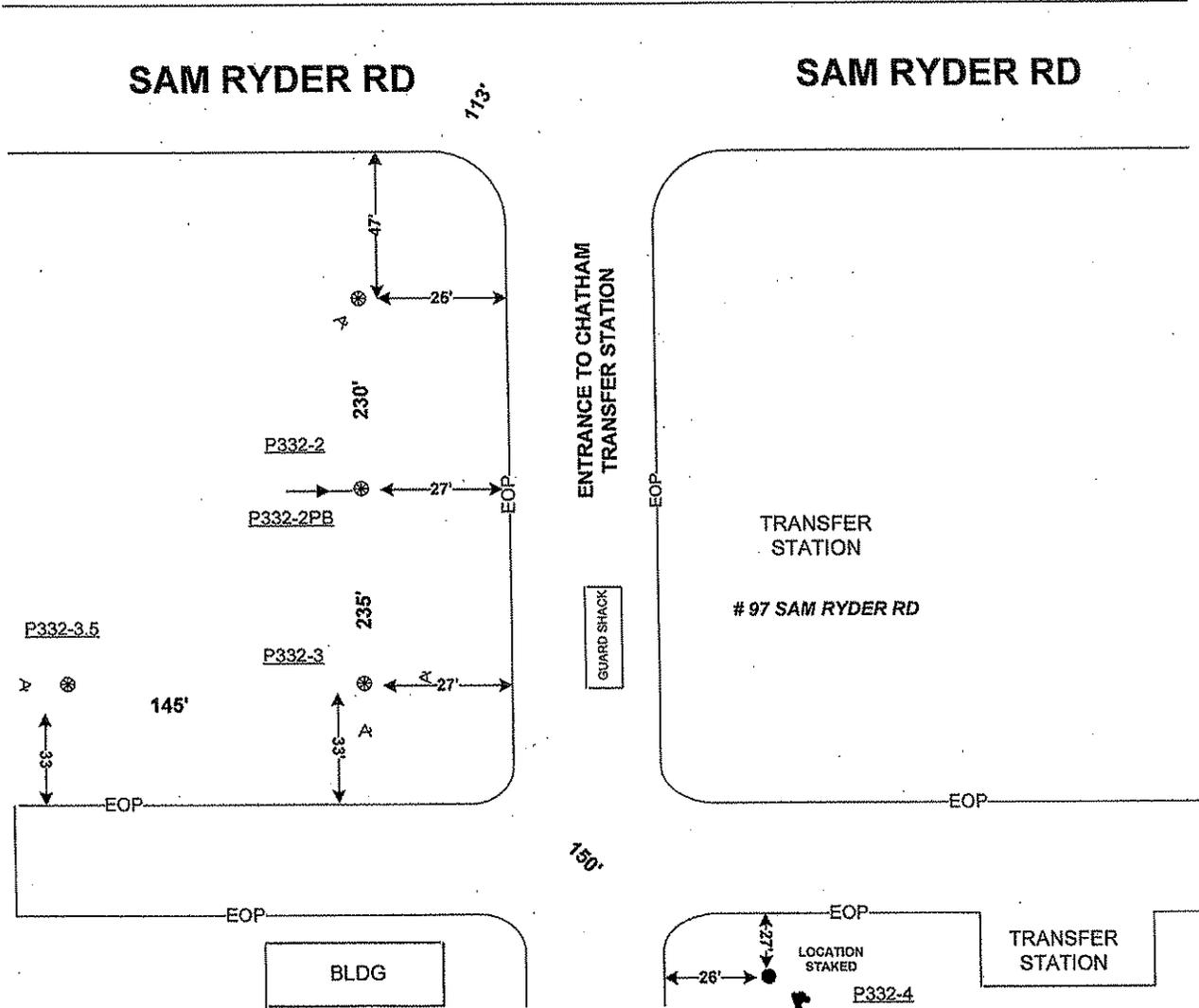
ASSESSOR PARCEL ID 5F-0-T3



LEGEND:

- P/L --- PROPERTY LINE
- EOR — EDGE OF ROAD
- ⊗ EXISTING POLE
- ⋈ EXISTING ANCHOR
- EXISTING PUSH BRACE
- PROPOSED POLE
- ⋈ PROPOSED ANCHOR

P 76/5



*Special Town Meeting Warrant with Suggested Motions – October 7, 2013*  
*This is a courtesy document; motions may change and are not intended to restrict any action.*

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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 the 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.

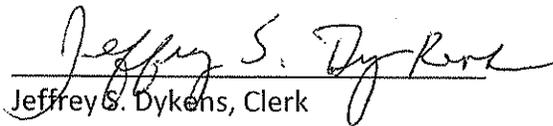
Given under our hands this 11<sup>th</sup> day of September in the year of our Lord, Two Thousand and Thirteen.



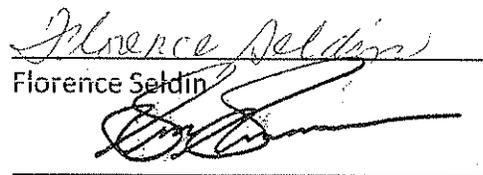
Timothy L. Roper, Chairman



Leonard M. Sussman, Vice-Chairman



Jeffrey S. Dykens, Clerk

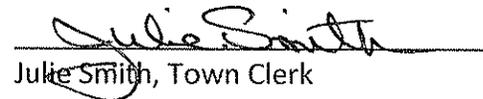


Florence Seldin

Sean Summers

Board of Selectmen

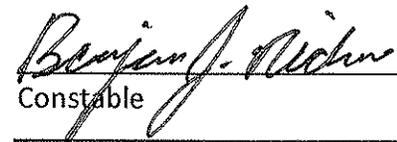
A True Copy, Attest



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 of the Post Offices of said Town at least fourteen days before October 7, 2013 on September 19, 2013.



Constable

September 19 2013  
Date