

ARTICLES IN THE WARRANT

FOR THE

ANNUAL TOWN MEETING

TOWN OF CHATHAM

MONDAY, MAY 12, 2008

6:00 P.M.

WITH

RECOMMENDATIONS OF

BOARD OF SELECTMEN

AND

FINANCE COMMITTEE

CHATHAM HIGH SCHOOL

425 CROWELL ROAD

INTRODUCTION

This *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 *motion* which introduces the *article* to Town Meeting and cites its funding amount and source, if applicable, is included for your consideration. 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 is noted on each *article*. Finally, a brief *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. All of our efforts in the past few years have been geared towards the goal of providing 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.

William G. Hinchey
Town Manager

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Finance Committee Report

Since January, the Finance Committee has met weekly with the Town Manager or the Finance Director, and the Department Heads, to review the proposed Operating and Capital Budgets for FY 2009. These meetings included detailed reviews of all budget elements with particular attention to staffing plans and capital needs.

As we approach the May Town Meeting and look forward to the coming fiscal year, we offer the following comments:

1. We strongly support the Town Administration's efforts to continue to refine and implement the comprehensive Capital Facilities Plan to identify, assess and prioritize our capital needs over the next ten to fifteen years, within the context of future tax levies. We urge the Board of Selectmen to continue to manage this plan and employ it as a framework for development and investment decisions. This matter is particularly critical since some of our facilities are already woefully inadequate and the full dimensions of the coming Wastewater Management Plan are still unknown. No new major capital projects are projected for FY09, but Articles 14, 15, and 16 accept the final design and supplement the \$15.5 million for the PD/Annex voted in May 2007.

2. Among the CPC Articles this year is a request that \$250,000 of Community Preservation funds be deposited into the Affordable Housing Trust Fund, a fund which was established by a favorable vote at the May 2006 Town Meeting. One of the concerns with the Trust Fund is that once money is deposited into it, only a majority vote of the 7 Trustees is needed to release any or all funds. No additional Town Meeting vote is required. The Finance Committee, voting 1 in favor and 6 opposed to this article, urge you to not support this article. In the opinion of opposing members, the Trust Fund rules should be modified to require a release of funds as approved by Town Meeting.

3. Chatham has been fortunate during the past several years to operate with budgets that have been tightly controlled and well managed. During a period when our Commonwealth and many of our neighboring towns have experienced fiscal constraints, we have stayed within the limits of Proposition 2 ½, while enjoying excellent services from our municipal government. We are concerned that the cost of employee benefits continues to increase at double digit rates. The Town's ability to control these expenses is limited by mandates from the State but the Finance Committee, Board of Selectmen and School Committee members should continue to explore possible options to control costs.

The Town's overall financial situation can be summarized as follows:

1. Free Cash, \$1,560,043, which consists of funds remaining from operations of the previous fiscal year, available for appropriation, and certified as of July 1, 2007, represents 4.9% of the FY07 operating budget. We believe that sound financial practices dictate that the Town should generate at least \$1,500,000 annually in Free Cash, to fund the five year capital plan (projects between \$5,000 and \$250,000).

2. The Stabilization Fund had a balance of \$ 1,930,161 as of January 1, 2008. You will recall that this account is used to fund items of an extraordinary nature and, by State law, can only be spent with a two-thirds Town Meeting vote. We believe that the Town should continue to maintain this reserve fund, and unanimously recommend approval of Article 13 which transfers \$275,000 to the Stabilization Fund (\$150,000 from the unexpended Davis Pier removal funds, and \$125,000 from the Overlay Fund).
3. Projects in the Mid-Range Capital Plan, those whose cost is between \$250,000 and \$2 million, are funded by bond issues whose payments for principal and interest are projected to increase the tax rate. The impact on the average taxpayer is \$9/year, declining, for every \$1 million of project cost. There are **no** Mid-Range Capital Plan projects proposed for FY09, but FY10-FY14 projects may be seen in the Town Manager's Fiscal Summary.
- 4 The Town's existing debt service will be \$37,585,141 as of July 1, 2008. The outstanding debt principal will be \$30,670,785 with the interest on that debt totaling \$6,914,356. In addition, the Town has \$21,186,000 in authorized, but unissued debt as of January 1, 2008. Of the several items on this list, the largest is \$15.4 million for the PD/Annex.
5. The total debt service included in the FY09 Budget is \$6,648,206 and represents 19.6% of the total Operating Budget. Chatham's debt has been significantly reduced in recent years as a result of careful financial management. Compared to nine years ago, our total debt has been reduced 51.5%, from \$77.5 million to \$37.6 million. Annual debt service has been reduced 4.3% from \$6.9 million to \$6.6 million.

The Finance Committee strongly supports the effort of the Town management to stabilize property taxes without reducing the level and quality of Town services. We caution those who would expand Town services that any such increase must be done with a clear understanding of the benefits to be gained and the effect on the tax levy. The Finance Committee recommends that, for the coming year, Town Board and School Committee managers take action to anticipate problems likely to be encountered in the next budget year. Any future increases or expansion of the operating budget may have to be restricted to actual growth in the tax base, and capital expenditures limited to what can be funded by Free Cash. In addition, the Town should continue to review and update the policies and user/permit fees charged for various Town services to be sure that those who benefit from those services pay for them.

Finally, the Committee greatly appreciates the professionalism, assistance and cooperation of William G. Hinchey, Chatham's Town Manager, and Jennifer Petit, its Director of Finance. A great deal of the credit for Chatham's continuing financial health and stability belongs to them and their staffs. We also thank the Department Heads and citizen volunteers for their efforts and support throughout the year.

Respectfully submitted,

Alice A. Clack, Chairman
 Coleman C. Yeaw, Vice-Chairman
 Norma B. Avellar

Roslyn B. Coleman
 W. Blake Foster
 Catherine Laurent

Daniel McPhee
 Maria G. Melone
 Jo Ann Sprague

Resolution: Resolved that the Town vote to adopt the following rules of procedure for the Annual Town Meeting of May 12, 2008.

- 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
ANNUAL TOWN MEETING WARRANT
MONDAY, MAY 12, 2008
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 12th 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 15th day of May, 2008 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

Article 11 - Capital Exclusion Ballot Question - #1

Shall the Town of Chatham be allowed to assess an additional \$125,000 in real estate and personal property taxes for the purpose of funding the engineering, design, permitting and construction costs for mining sand from Mill Creek and using the mined material for beach nourishment for the fiscal year beginning July 1, 2008?

Article 12 - Capital Exclusion Ballot Question - #2

Shall the Town of Chatham be allowed to assess an additional \$180,000 in real estate and personal property taxes for the purpose of paying costs of design, construction and reconstruction of the runway including safety areas at the Chatham Municipal Airport for the fiscal year beginning July 1, 2008?

Article 15 - Debt Exclusion Ballot Question - #3

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 issued for the purpose of paying additional costs of design, construction, renovation and equipping a new Police Department/Town Annex Offices on the site of the current Annex Facility, including the payment of all other costs incidental and related thereto?

Article 16 - Debt Exclusion Ballot Question - #4

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 issued for the purpose of paying costs of additional construction to the police storage facility and to purchase additional equipment for the new Police Department/Town Annex Offices on the site of the current Annex Facility, including the payment of all other costs incidental and related thereto?

Nonbinding Public Advisory Referendum Question (by petition)

Whereas, Congress has the sole responsibility to allocate funds, and;

Whereas, Congress is the check to the Executive branch of government which is prosecuting the illegal occupation of Iraq, and;

Whereas, a majority of American citizens call for an end to the war in Iraq, and;

Whereas, \$480+ billion of taxpayer money has already been spent on this war without end in sight, depriving us of necessary funds for education, housing, healthcare, support for returning veterans, reparations to the people of Iraq, and for other vital human needs,

We therefore call upon our Congressional representatives to vote only for funding for a safe and rapid withdrawal of all US troops from Iraq.

The Town Clerk is instructed to send a copy of this resolution to Senator Edward Kennedy, Senator John Kerry, Representative William Delahunt, Senator Harry Reid, Representative Nancy Pelosi, and President George W. Bush.

Article 1 – Annual Town Election

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

- One Selectman for a three (3) year term
- One Housing Authority member for a five (5) year term
- Two School Committee members for three (3) year terms

Motion: None

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 David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town Moderator and Board of Selectmen be authorized to appoint the necessary Town officers whose appointment is 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, particularly if said officer or committee was not able or did not choose to submit a Town Report.*

Article 3 – Fix Salaries – Elected Officials

To fix the salaries of the elected Town Officers for the fiscal year beginning July 1, 2008, or take any other action in relation thereto.

<u>Officer</u>	<u>Appropriation FY08</u>	<u>Request FY09</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500

(Board of Selectmen)

Motion: By Deborah Connors, 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: William G. Hinchey, Town Manager

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, but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 6 – Town Operating Budget.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 4 – Consolidated Revolving Funds

To see if the Town will vote pursuant to the authority granted under Massachusetts General Law Chapter 44, Section 53E1/2, 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 2009.

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 2009.

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 of consulting services associated with the approval of inspectional permits. No more than \$40,000 shall be expended from this fund during fiscal year 2009.

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 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 \$2,500 shall be expended from this fund during fiscal year 2009, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, 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: William G. Hinchey, Town Manager

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:*

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
<u>Airport Revolving Fund</u>				
FY07	\$1,076.48	\$27,279.00	\$27,983.09	\$ 372.39
FY08	\$ 372.39	\$12,498.00	\$ 9,228.00	\$3,642.39

(Thru 12/31/07)

<u>Bassett House Revolving Fund</u>				
FY07	\$7,339.30	\$3,000.00	\$1,105.55	\$ 9,223.75
FY08	\$9,233.75	\$1,750.00	\$ 438.85	\$10,544.90

(Thru 12/31/07)

Inspectional Services Revolving Fund

FY07	\$ 8,726.46	\$38,371.10	\$23,528.43	\$ 23,569.13
FY08	\$23,569.13	\$24,794.75	\$ 6,724.04	\$41,639.84

(Thru 12/31/07)

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

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 Ronald Bergstrom, Board of Selectmen
I move that the Town vote to appropriate the sum of \$25,000 to fund the Wood Waste Facility Operating Budget for the fiscal year beginning July 1, 2008 and to meet said appropriation, the Town raise \$25,000 through lease receipts.

Speaker: Jennifer Petit, Finance Director

Explanation: *Last year, Town Meeting voted to adopt Chapter 44 Section 53F1/2 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 6-0-0

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, 2008 and ending June 30, 2009 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

Budget Overview

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Expenses				
Operating Budgets				
General Government	\$1,874,445	\$1,922,814	\$1,933,649	\$1,907,124
Public Safety	4,858,962	4,704,460	4,807,335	4,772,053
Community Development	682,739	750,588	865,631	779,661
Health & Environment	768,959	851,047	862,176	861,276
Public Works & Facilities	3,436,408	3,770,849	3,897,273	3,812,208
Community & Social Services	856,956	920,423	989,051	957,801
Education	6,934,447	8,789,256	9,126,983	9,126,983
Employee Benefits	4,320,743	3,215,964	3,492,885	3,492,885
Undistributed Ins. & Reserve Fund	397,074	348,560	333,902	333,902
Debt Service	4,847,474	5,118,384	5,374,619	5,374,619
Operating Budget Total	\$28,978,207	\$30,392,345	\$31,683,504	\$31,418,512

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
 I move that the Town vote to appropriate the sum of \$31,418,512 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2008 for the purposes and amounts designated in the column titled “Proposed Budget FY 09” of Article 6 of the Warrant and to meet said appropriation, the Town raise \$29,815,019 through the tax rate and transfer \$220,000 from the Waterways Improvement Fund, \$324,000 from the Community Preservation Fund, \$1,036,493 from the Land Bank Fund, \$10,000 from Wetlands Protection Fund, \$10,000 from Cemetery Perpetual Care Fund, and \$3,000 from the Railroad Museum Fund.

Speaker: William G. Hinchey, Town Manager

Explanation: *(Appendices A, B, C and D provide additional budget information and detail.)*
 This cost center provides for the annual expenditures, including salaries and expenses of all Town departments, including our School Department. The annual operating budget includes the funding for the debt service for capital projects.

Excluding debt service costs, the annual operating budget consists largely of municipal salaries and personnel related expenses (health insurance, pension). This cost center, therefore, provides the greatest challenge for Chatham in regard to the restraints of Proposition 2½. In order to remain competitive in the marketplace and in order to retain qualified employees, salary increases are granted annually at least at the level of cost of living increases. These costs alone often exceed the 2½% growth allowed, without an override, by state law. Employee benefit costs, on the other hand, have increased dramatically for the past decade, in many fiscal years in excess of 10%, thereby compounding the challenge of staying within the restraints of Proposition 2½. The operating budget is funded partially by the property tax levy (about 70%) and otherwise by other receipts, commonly referred to as “estimated receipts.”

Approximately 50% of all of the Town’s annual estimated receipts are generated by fees for municipal services, i.e. beach fees, permit fees and transfer station fees. Eight years ago, Chatham adopted a fiscal policy whereby fees would be set by the cost of the service. Therefore, a user of a fee generating service would bear, as nearly as possible, 100% of the cost of that service. This policy assured thereby that a fee generating service would not draw upon the limited property tax levy and that a non-user of said services would not be taxed for that service cost. The additional result of this policy was the opportunity to expand services without an increase in the property tax levy. This practice has also been employed by the school department in its utilization of its, segregated “estimate receipt,” school choice funding. As a result the school department budget has been allowed to grow in excess of 2½% each year without burdening the tax levy or forcing the shift of revenue from other municipal departments.

This summer and fall the Town and the Schools have developed a revenue sharing formula. In the past sharing of new, available revenue had been dictated by a formula devised by the state. Chatham is one of the few communities for which the State spending formula with its new amendments is skewed and unusable. As a result, a new local formula was calculated which simply allocated new growth funds each year according to relative budget size. All School costs, including benefit costs, determine the percentage of the school’s revenue share. Both the Town and School face equally the challenge of keeping funding requests within the restraints of Proposition 2½.

The chart below illustrates how daunting that challenge is each year and why most communities need to exceed Proposition 2½ limits on a regular basis.

<u>Available Additional Funds (FY '09)</u>		<u>Known Additional Costs (FY '09)</u>	
Prop. 2½	\$500k	Schools	\$330k
New Growth	250	Sal, steps	400
Est. Receipts	-	5 Yr Staff	-
Local Aid	-	Health Ins.	200
	<u>\$750k</u>	Pension	100
		Utilities, Other	<u>100</u>
			\$1,130k

As can be easily seen, each year what we anticipate will be available for additional growth funds do not nearly cover even the most basic of municipal cost increases. Health, pension and utility costs continue to increase dramatically. The fiscal policies whereby new positions need to be funded by increased estimated receipts come dramatically into play this year. With an economic decline no new estimated receipts are anticipated, so new staff needs, identified each year in the Town's 5 Year Staffing Plan, will need to be foregone. In addition, no new additional local aid is realistically expected this year, other than a small amount specifically earmarked for the schools. The FY '09 budget needed to be brought into balance by finding and implementing economies within the existing budgetary expenditure level. This fiscal review process takes place each year, but was particularly necessary this year. The goal of the process is to reduce costs without dramatically reducing services. Standard practices for cost reductions such as insurance contract negotiations, utilities economies, salary attrition, staff reorganization have been employed. The savings available through these annual efforts have and will continue to diminish. Inevitably, new non-property tax revenue sources must be found in the future or salary freezes and staff reductions will result.

The overall operating budget is the single most dramatic policy initiative undertaken each year. The Board of Selectmen, tasked by our charter to review and act upon a budget assembled by the Town Manager, give direction to the budget construction through its annual goal setting process. This year due to the necessity of financial constraints the new initiatives contained within the budget initiated by the goal setting process were dramatically less than in previous years and were limited to three proposals:

- 1. Increased Community Center staffing (\$55k)*
- 2. Institution of an emergency notification system (\$20k)*
- 3. Funding for a Maritime Festival (\$10k)*

All other proposals, particularly those anticipated for funding in the 5 Year Staffing Plan have been deferred.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 5-2-1

Article 7 – 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, 2008 and ending June 30, 2009 inclusive, or take any other action in relation thereto.

(Water and Sewer Commissioners)

Budget Overview

				Proposed
				Water Budget
Description	07Actual	08Approp	09 Dept Req	FY 09
WATER FUND				
Water Costs				
Operating				
Salaries	144,235	151,291	189,343	189,343
Expenses	955,085	964,770	1,000,592	1,000,592
Sub-total Operating	1,099,320	1,116,061	1,189,935	1,189,935
Debt				
Principal	861,429	819,644	854,701	854,701
Interest – Long-term	330,832	298,925	268,886	268,886
Interest – Short-term	0	50,000	150,000	150,000
Subtotal Debt	1,192,261	1,168,569	1,273,587	1,273,587
Total Water Direct Costs	2,291,581	2,284,630	2,463,522	2,463,522
Overhead – Indirect Costs	139,806	149,037	210,799	210,799
Overhead – GF Loan Repayment	64,150	64,150	0	0
Overhead – Rate payback for Bett	157,101	151,025	144,906	144,906
Subtotal Overhead	361,057	364,212	355,705	355,705
Water Operating Budget	2,652,638	2,648,842	2,819,227	2,819,227

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town vote to appropriate \$2,463,522 for direct costs, and further that an additional \$355,705 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, 2008, for the purposes and in the amounts designated in the column titles “Proposed Water Budget FY 09” of Article 7 of the Warrant and to meet said appropriation, the Town raise \$2,419,227, through water receipts and raise \$400,000 through the tax rate.

Speaker: William G. Redfield, Director, Water & Sewer Department

Explanation: *The FY 09 Water Department budget was directed towards continuing to improve: the quality of water we provide to our customers; customer relations; and providing a high level of reliability to the water supplies and distribution system to ensure that the Town has safe drinking water and the required flows for fire fighting.*

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

- *Dissemination of information on the Department's water quality and services by preparing and mailing the "Chatham Water Department 2008 Water Quality Report" and the "Chatham Water News" to all water customers;*
- *Perform a valve exercising program with the spring water system disinfecting and flushing program;*
- *Maintain all public fire hydrants and perform fire flow tests;*
- *Optimizing the corrosion control system to ensure the water system continues to meet lead and copper regulations;*
- *Cleaning, painting, and keeping organized all well pumping stations;*
- *Update water main and service records;*
- *Maintain and replace water meters; and*
- *Optimize the accuracy of all existing and new accounts on the Town's centralized computer system;*

All the above will be performed by funding the Water Department's budget line items based on FY 2007 actual expenses and increases in the contract services for operating the water system based on the increase in the existing contracts with Earth Tech.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 8-0-0

Article 8 – Cost of Living Adjustment (COLA)

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 implement salary and wage adjustments in the Town's Personnel Policies-Classification and Compensation Schedule and to provide funding for other salary compensation not a part of the Classification Schedule including Police and Fire Union employees, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Deborah Connors, Vice Chairman, Board of Selectmen
I move that the Town vote to raise and appropriate \$250,000 to implement salary wage adjustments in the Town's Personnel Policies-Classification and Compensation Schedules, and other salary compensation not a part of the Classification Schedule, including Police and Fire Union Employees.

Speaker: Jennifer Petit, Finance Director

Explanation: *Chatham's salaries are extremely competitive and they position the Town to attract highly qualified employees. The goal is to remain competitive relative to the cost of living on Cape Cod as well as be fiscally responsible to the taxpayers.*

The Consumer Price Index (CPI) for the Northeast rose an average of 2.6% from 2006 to 2007. Cape municipalities are projecting a cost of living adjustment for FY 2009 at 3%. This article funds a non-school cost of living pay raise at 3%.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

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 08	FY 09	FY 09
	Actual	Request	Proposed
CAPITAL PROGRAM & BUDGET SUMMARY			
	CAPITAL		CAPITAL
	BUDGET		BUDGET
General Government	90,000	253,000	253,000
Public Safety	114,000	223,000	190,500
Community Development	0	140,500	10,000
Health & Environment	141,400	359,000	288,000
Public Works (without Water)	558,000	520,000	428,000
Equipment	666,000	403,000	353,000
Schools	0	239,468	239,468
Total Town Funded Capital Budget	1,569,400	2,137,968	1,761,968

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen
 I move that the Town vote to appropriate \$1,761,968 for the purpose of funding the FY 09 Capital Budget in the column titled "FY 09 Proposed" of Article 9 of the Warrant and to meet said appropriation, transfer \$1,539,189 from free cash, \$51,000 from Waterways Improvement Funds, \$5,000 from cemetery lot sales, \$25,000 from Article 8 of the 2007 Annual Town Meeting, \$41,779 from Article 8 of the May, 2000 Annual Town Meeting, \$25,000 from Article 8 of the 2002 Town Meeting, \$10,000 from Article 6 of the May, 2005 Town Meeting and \$10,000 from Article 8 of the May 1998 Annual Town Meeting and \$55,000 from the Land Bank Receipts Reserved Appropriations Account.

Speaker: William G. Hinchey, Town Manager

Explanation: *(Appendix F provides a full capital budget detail)*

At one time, the Five Year Capital Plan, required by the charter, was an amalgam of projects. Every project conceived of as needed was listed. No differentiation was made amongst a small maintenance request, a major capital facility replacement, a needed major maintenance project long deferred, or a new project which could not truly be priority driven. The plan was more a “wish” list of requests. Funding sources for projects in the plan were also varied and not planned. The end result was an unclear picture of our community’s needs, how they should be funded, and what the overall tax rate impact would be on our tax payers. The plan needed to be managed in order to be more easily understood and to avoid non-priority projects from being politically driven to the detriment of more essential projects. It was essential to see the magnitude of the total need. Only thereafter could the more orderly plan be systematically implemented.

The first step taken was to remove all major capital facility replacement projects from the plan. This was accomplished by establishing a separate Capital Facility Plan. Next, lighter priority new projects were set aside into a Mid-Range Capital Plan which would only be implemented if discretionary funding was available. Thereafter, departments were required to re-evaluate their 5 year plan submittals in order to assure that all needs had been planned for and prioritized according to the urgency of need. After these three steps a more true depiction of the overall need was made clear. Finally, projects that were eligible for surtax or grant funding were removed from the plan.

A funding source was determined. Available free cash or project turn back funds were determined to be the primary source of plan funding. As free cash was available projects were funded. To the extent free cash was unavailable, projects were deferred. In times of economic downturn, this plan was to be the primary hedge against operating budget cuts and service loss. Free cash, a not necessarily recurring revenue source, was earmarked strictly as capital budget funding source, not ever to be considered as a funding source for the annually recurring funding necessary in operating budget.

The end result of this fiscal management is a Five Year Capital Plan which identifies, prioritizes and quantifies overall municipal needs which are included in only one of three categories: maintenance, equipment and new projects in the 5-250k range. The funding source, excess estimated receipts or free cash, can be driven and controlled, at least to some degree, by fees charged for services. To the extent the economy dictates free cash levels (hotel/motel tax revenue and motor vehicle tax receipts, for example) this plan’s implementation can rise or fall, but not effect the base operating budget.

Our planning for FY '09 continued to be refined. For the first time a percentage of free cash was shared with the Schools according to their relative budget size. The Schools maintenance needs have been minimal since their buildings were rehabbed, but must now be planned and funded. In addition, items of maintenance from the Town’s operating budget were placed in the plan and more

approximately funded than in years past. Line items in the plan, if not entirely expended, remain available for future year's needs. Thereby three goals may be accomplished: 1) maintenance can be adequately funded 2) the operating budget can be reduced and 3) unexpended balances can further hedge against a slow economy without causing service reductions. In addition, reserves of any kind are favorably viewed by bond rating agencies as an indication of prudent fiscal management.

The FY '09 Five Year Capital Plan proposed seeks funding for fewer new, smaller projects than in years past. Projects from previous years are backlogged. New capital projects have consumed much more time than anticipated of the limited staff available to supervise project implementation. Surtax projects are also increasing significantly, leaving a stable municipal work force less time to implement and oversee other projects which are driven in priority by Selectmen's and operational budget goals. Surtax funding to assist in project oversight will be sought this fiscal year to obviate this limitation.

The FY '09 Five Year Capital Plan consists of 47.1% maintenance items, 27.4% equipment, and 25.5% new projects, excluding school capital requests.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 10 – Water Department Capital Budget

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be expended for cleaning and painting the Water Department's 1.25 million gallon water storage tank, and for the design of a new chemical feed building for the South Chatham Wells, and for all costs incidental and related thereto, or take any other action related thereto.

(Water and Sewer Commissioners)

Motion: By Ronald Bergstrom, Board of Selectmen
I move that the Town transfer from Water Surplus the sum of \$460,000 for cleaning and painting the Water Department's 1.25 million gallon water storage tank, and transfer \$100,000 from Water Surplus for the design of a new chemical feed building for the South Chatham Wells.

Speaker: William G. Redfield, Director, Water & Sewer Department

Explanation: *The American Water Works Association recommends that the protective paint coating on a water storage tank be reapplied every ten years in order to ensure the structural integrity of the tank and maintain the water quality in the tank. The coating on the tank has a life expectancy between eight to ten years and the inside coating is scraped off from ice that forms in the winter and moves up and down as the water in the tank is used and refilled. The 1.25 million gallon storage tank was last painted in 1999 and is now in need of repainting.*

The existing chemical feed and electrical control building for the South Chatham Wells was originally constructed in the 1950's and has gone through extensive changes over its life time that makes it inefficient. The chemical feed equipment is over 20 years old and is antiquated. The replacement of this building and its equipment will make it more efficient and dependable and will ensure the highest quality of water will be pumped into the water distribution system.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 11 - Mill Creek Dredging

To see if the Town will vote to raise and appropriate a sum of money for the purpose of engineering, design, permitting and construction costs for mining sand from Mill Creek and using the mined material for beach nourishment and for the payment of all costs incidental and related thereto, and to determine how to raise this appropriation and provided however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2008.

(Board of Selectmen)

Motion: By Sean Summers, Board of Selectmen

I move that the sum of \$125,000 be and hereby is appropriated by taxation for the purpose of engineering, design, permitting and construction costs for mining sand using the mined material for beach nourishment and for payment of all costs incidental and related thereto; provided however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2008 in accordance with the provisions of Chapter 59, Section 21C, Clause (i ½) of the General Laws (Proposition Two and One Half), and that the Town Manager and the Selectmen are further authorized to apply for and accept grants or contributions that may be available toward the cost of said project from the Federal Government, The Commonwealth of Massachusetts or otherwise.

Speaker: Ted Keon, Director of Coastal Resources

Explanation: *This article will provide funds for a dredging project to address a significant ongoing shoaling problem at the mouth of Mill Creek in South Chatham which is impacting navigation and water quality within the Mill Creek estuary and Taylors Pond. The project will also, via beach nourishment, mitigate some of the ongoing severe erosion along Cockle Cove and Ridgevale beaches.*

The beach immediately west of the stone jetty at Mill Creek has grown to the extent that the sand is no longer contained by the jetty and is freely flowing around the tip of the jetty. This has caused a large shoal to form across the mouth of Mill Creek effectively cutting off the channel and reducing tidal flow into the estuary. Navigation into and out of Mill Creek is now only possible at high tide and must follow a circuitous route over a large, shallow tidal flat containing shellfish resources. Based on some recent numerical modeling, the shoaling has already contributed to a 10% reduction in tidal flushing of Mill Creek resulting in increased total nitrogen levels in Taylors Pond. In addition, Chatham's Shellfish Department maintains some of the Town's foremost shellfish propagation grow-out beds within the Mill Creek tidal flats. Over the past two years, the Shellfish Warden has observed a reduction in tidal flow and a degradation of conditions in the shellfish nursery. The Shellfish Warden is concerned that if conditions do not improve, these tidal flats may need to be abandoned as a propagation area.

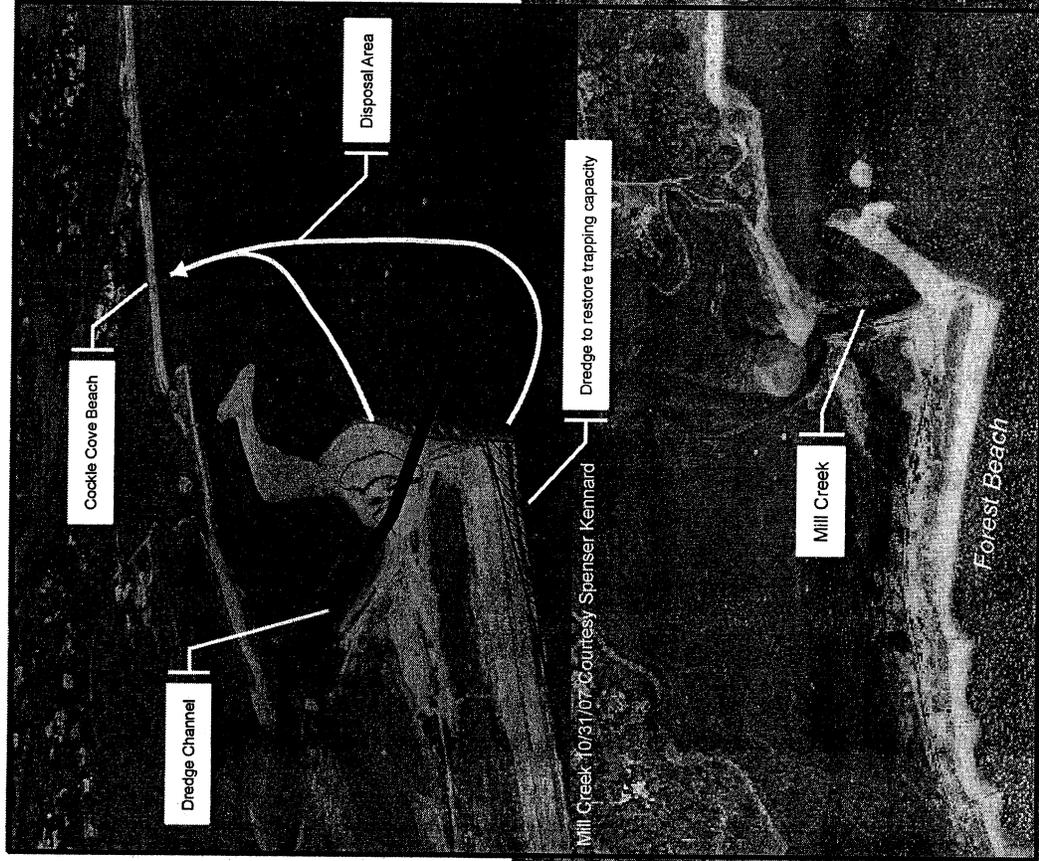
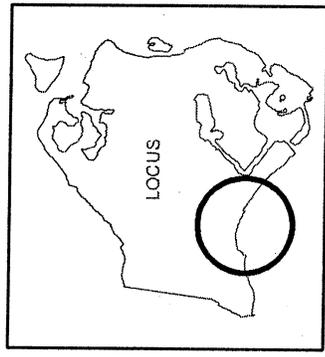
The Town hired a coastal engineering firm to look at this issue and develop recommendations to correct the problem. Their report recommended dredging through the shoal in the footprint of the historical channel between the jetties. The consultant also recommended relocating a portion of the sand west of the Mill Creek jetty to provide future sand trapping capacity so the shoal does not immediately reform. The sand would be placed onto the downdrift Cockle Cove beach. This would allow the sand to then naturally migrate along Cockle Cove and Ridgevale Beaches. This is a fairly standard approach known as "sand bypassing", and allows for sand to be artificially relocated around a structured inlet to enable the sand to continue on its natural alongshore migration. The preliminary details of the project have been reviewed with the Shellfish Warden, and he is in strong support of the project as long as the channel dredging is confined to the proposed area between the jetties. There are no plans to continue the dredging further up into Mill Creek due to the presence of significant shellfish resources.

The funds being sought would provide for the detailed engineering, permitting and construction necessary to complete the project. The anticipated commencement of dredging would be the fall of 2009 due to the lengthy permitting phase and likely environmental closure windows which limits the timeframe when the project could be performed. This is an important project that will address an existing navigation and water quality problem as well providing a cost effective way to nourish Cockle Cove and Ridgevale Beaches. These beaches are currently being severely impacted by erosion and the lack of a sufficient sediment supply. This project has the full endorsement of the Parks and Recreation Commission, Waterways Advisory Committee, and the South Coastal Harbor Plan Committee.

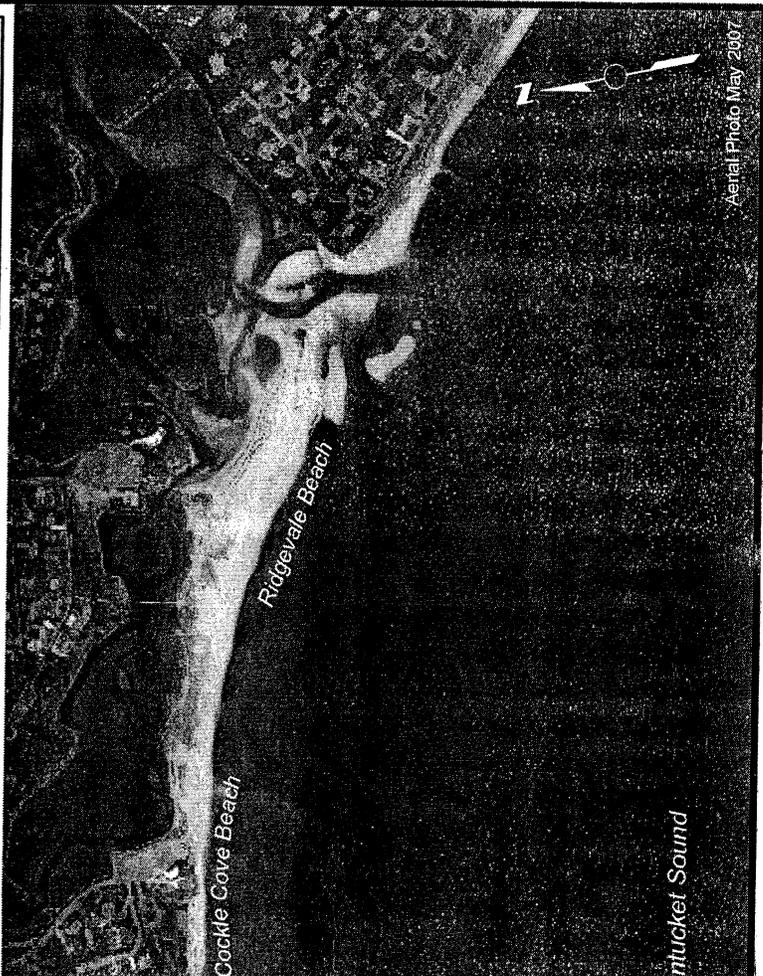
Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 7-0-0

Article 11 Mill Creek Dredging



Mill Creek 10/31/07 Courtesy Spenser Kennard



Article 12 - Chatham Municipal Airport Runway Construction

To see if the Town will vote to raise and appropriate a sum of money for the purpose of paying costs of design, construction and reconstruction of the runway including safety areas at the Chatham Municipal Airport and for the payment of all costs incidental and related thereto, and to determine how to raise this appropriation and provided however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2008.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the sum of \$180,000 be and hereby is appropriated by taxation for the purpose of paying costs of design, construction and reconstruction of the runway including safety areas at the Chatham Municipal Airport and for payment of all costs incidental and related thereto; provided however, that no money appropriated hereunder shall be expended for this purpose unless and until the Town shall have voted at the next election to be allowed to assess an additional sum of money in real estate and personal property taxes for the purpose of this article for the fiscal year beginning July 1, 2008 in accordance with the provisions of Chapter 59, section 21C, clause (i1/2) of the General Laws (Proposition Two and One Half), and that the Town Manager and the Selectmen are further authorized to apply for and accept grants or contributions that may be available toward the cost of said project from the Federal Government, The Commonwealth of Massachusetts or otherwise.

Speaker: Richard Hunter, Chairman, Airport Commission

Explanation: *The runway and the overrun safety areas at the Chatham Municipal Airport are long overdue for replacement. The existing runway is over 30 years old and has multiple surface cracks that have been repaired numerous times. The runway measures 3000'x100' and the safety areas are 240'x120'.*

The estimated cost of this project is \$3,600,000, the Federal Aviation Administration (FAA) grant funding is 90% and the Massachusetts Aeronautics Commission (MAC) funding is 5% and the Town's portion is 5% which would be \$180,000.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 13 – Stabilization Fund

To see if the Town will vote to raise and appropriate and or transfer from available funds a sum of money to the Stabilization Fund, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Deborah Connors, Vice Chairman, Board of Selectmen
I move that the Town vote to transfer \$125,000 from the FY 2006 Allowance for Abatements account and transfer \$150,000 from Article 6 of the May 2005 Annual Town Meeting, said funds to be added to the stabilization account.

Speaker: Jennifer Petit, Finance Director

Explanation: *The stabilization account is, in essence, the Town's savings account. Several years ago Chatham set \$2 million as a goal for this reserve account. Bond rating agencies emphasize that reserve accounts are a demonstrable indicator of a municipality's fiscal health. In FY '09 the advent of additional maintenance accounts funded in the 5 Year Capital Plan will enhance the Town's reserves. The Town's Water Revolving Account is also demonstrating a strong reserve capacity. Standard & Poor's cited Chatham's strong reserves as a primary reason for a dramatic bond rating increase. This rating improvement will save considerable tax dollars in bond interest reductions in the future.*

The stabilization account is invested and generates income which increases its balance. The fund also is used as a reserve for future expenditures. Standard stabilization fund uses are for settlement of litigation and emergency expenditures. The availability of a stabilization account balance obviates the need for one time spikes in the Town's property tax rate. In Chatham we have become even more creative in the use of this reserve balance. We have used this fund as an internal bank upon which we borrow from ourselves for capital projects. This prevents borrowing costs and further saves tax revenue. This borrowing policy would not be possible unless a dedicated revenue source had been identified for this account. The Overlay Reserve, a fund balance remaining after the payment of property tax abatements, has been earmarked as the dedicated funding source. The Overlay Reserve either adds to or replenishes the stabilization fund balance. Overlay Reserve is not used as it is in many communities, as operating budget revenue or as an available fund for capital projects. This year \$125,000 will be transferred into the stabilization account from Overlay Reserve. The \$2 million goal for the stabilization fund balance is appropriate for a community of Chatham's size; to the extent that our financial condition improves, the goal can be increased in order to allow even greater flexibility for internal banking of capital projects.

Perhaps the most unique Chatham need for a reserve, or stabilization fund is for the Town's difficult to predict dredging needs. The Board of Selectmen have established as an important goal sufficient funding for dredging contingencies. A healthy stabilization Fund balance with an assured replenishing revenue source will help the Town achieve that goal. In FY '09 the fund's banking component and dredging needs are both evident. Funds (\$150k) set aside for pier removal were appropriated from the stabilization fund. Those funds have proven to be unnecessary due to the use of private funds. As a result the \$150k which was earmarked as a borrowing to be reimbursed will now return to the stabilization fund balance.

The stabilization fund balance available for FY '10 emergencies, dredging and litigation costs will continue to exceed the Town's \$2 million goal.

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 6-0-0

Article 14 – Police Department/Town Annex Offices Design

To see if the Town will vote to accept the Police Department/Town Annex Offices final design as approved by the Board of Selectmen on February 12, 2008, or take any other action in relation thereto.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town hereby accepts the Police Department/Town Annex Offices final design as approved by the Board of Selectmen on February 12, 2008.

Speaker: Donald Poyant, PD/Annex Design Review Task Force

Explanation: *At the May 2007 Annual Town Meeting, the Town authorized \$15.5M to fund the construction of new Police Department and Town Hall Annex facilities. This authorization was made subject to a review of the design of the facility that was presented with the request for funding. The authorization stated that the Board of Selectmen was to review the design within nine months and present the findings at a subsequent Town Meeting.*

On June 19, 2007, the Board of Selectmen, appointed a five member volunteer group to review the design. The PD/Annex Task Force developed a report to the Board of Selectmen dated September 24, 2007, with three main recommendations addressing the concerns about the design raised at the May 2007 Annual Town Meeting. The recommendations were:

1. *Design two separate buildings with main and lower level space.*
2. *Site the buildings at the front of the site, and*
3. *Reduce the overall square footage of the buildings*

The Board of Selectmen adopted the PD/Annex Task Force recommendations, and charged the Task Force and the Project Oversight Group (POG), with implementing the recommendations.

Over the winter, the Task Force, POG and Town Manager met with the architects and engineers to establish a program to meet the objectives of the recommendations, reaching a consensus on a new site plan, a separate Police Department schematic plan, and a separate Town Hall Annex schematic plan. These plans were presented to, and accepted by, the Board of Selectmen on February 5, 2008.

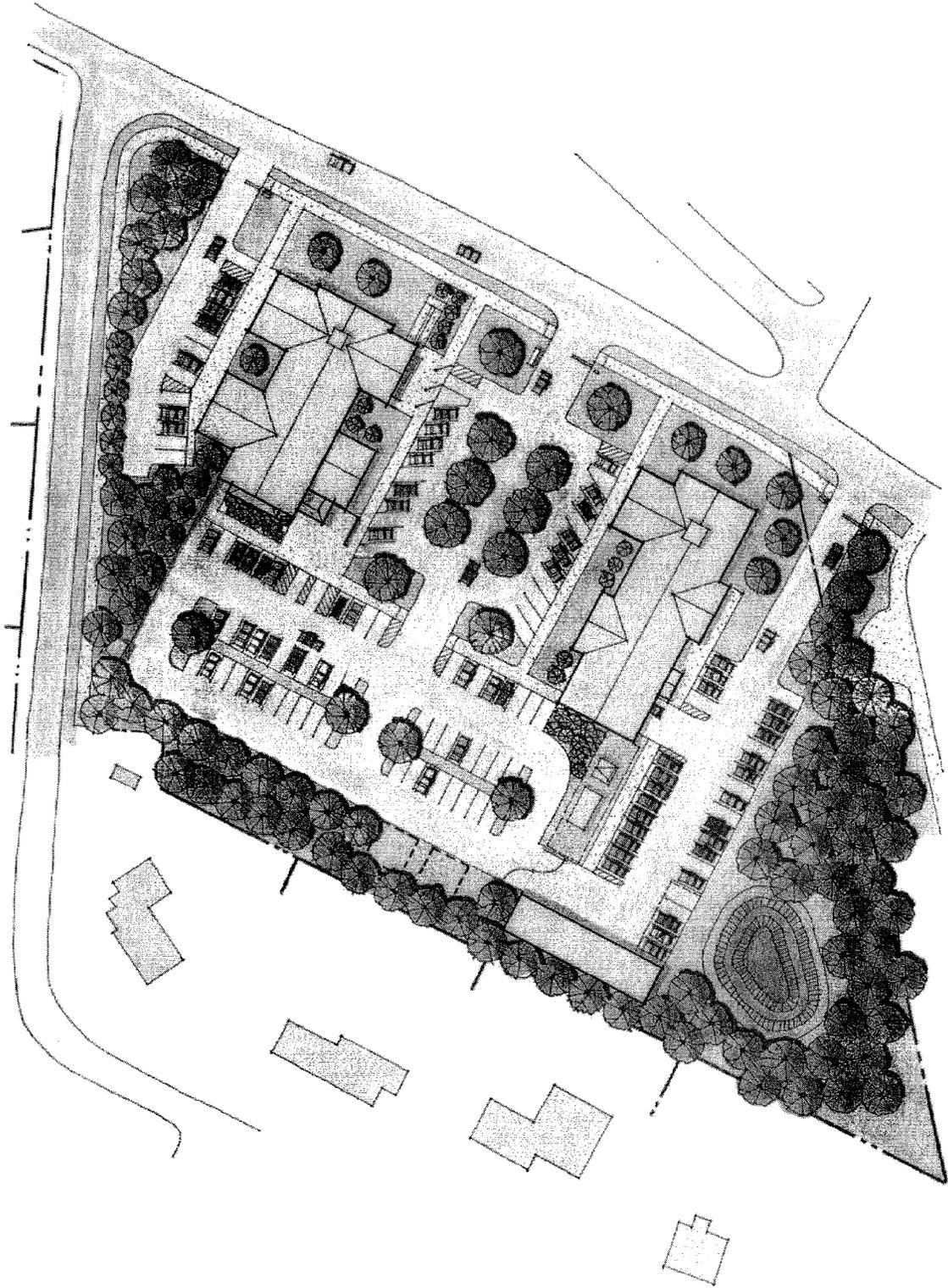
The Task Force believes that the revised design fulfills the recommendations made to the Board of Selectmen in September. The two building design results in less massing on, and better utilization of the site, a more efficient design and a reduction in square footage of 3,613 square feet.

The Task Force unanimously voted in favor of the re-design of the site.

Board of Selectmen Recommendation: Approve 4-1-0

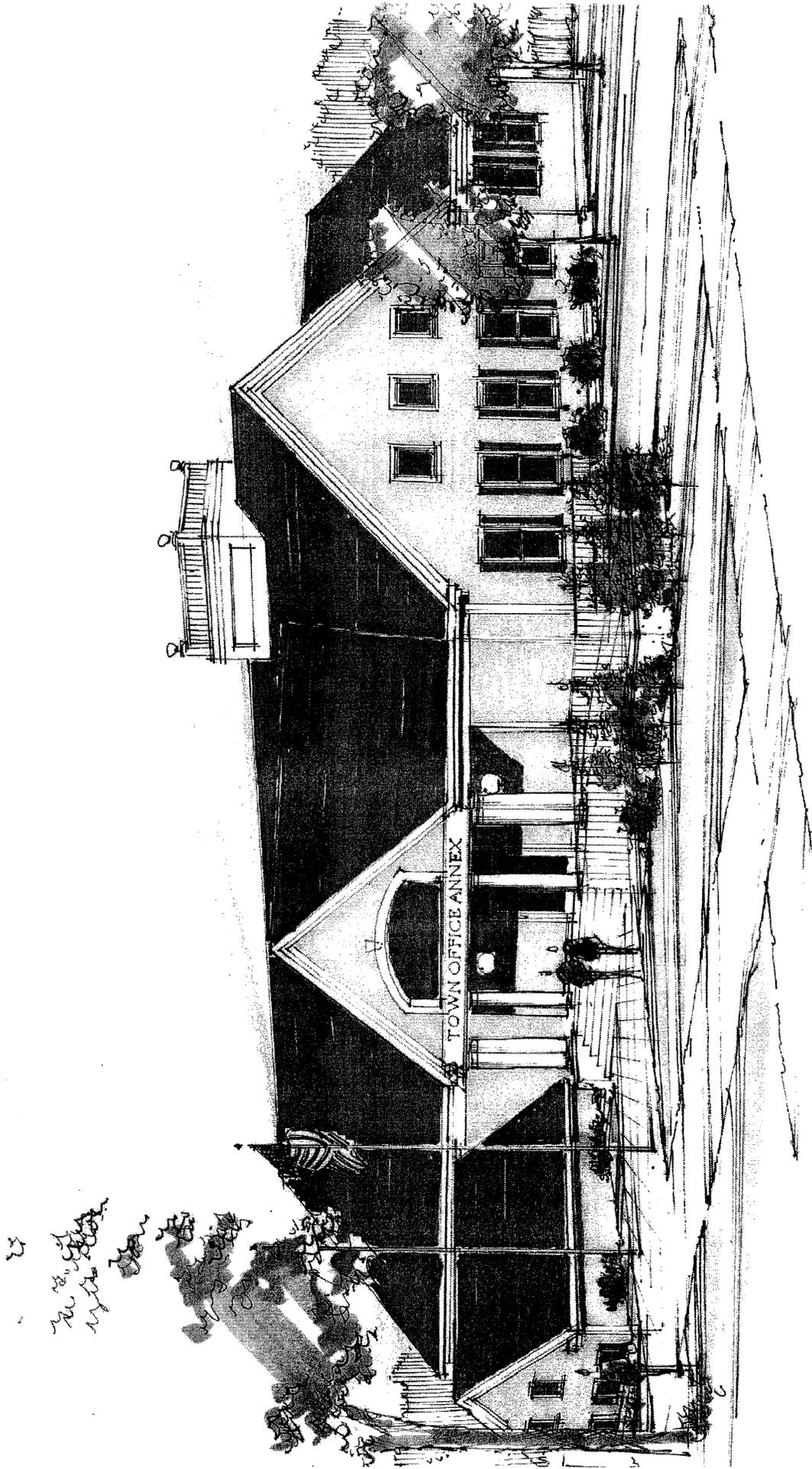
Finance Committee Recommendation: Approve 7-0-0

Articles 14, 15 & 16 – Police Department / Town Annex Offices



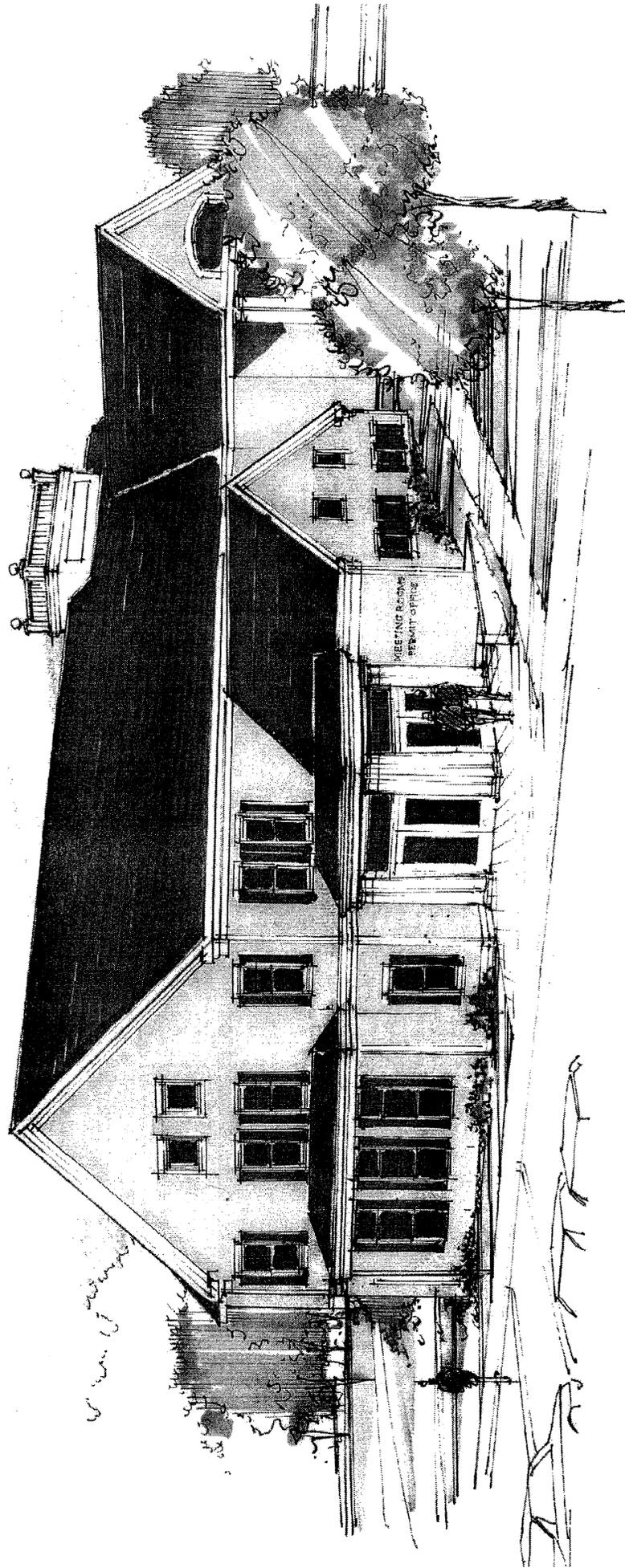
Proposed Site Plan

Articles 14, 15 & 16 – Police Department / Town Annex Offices



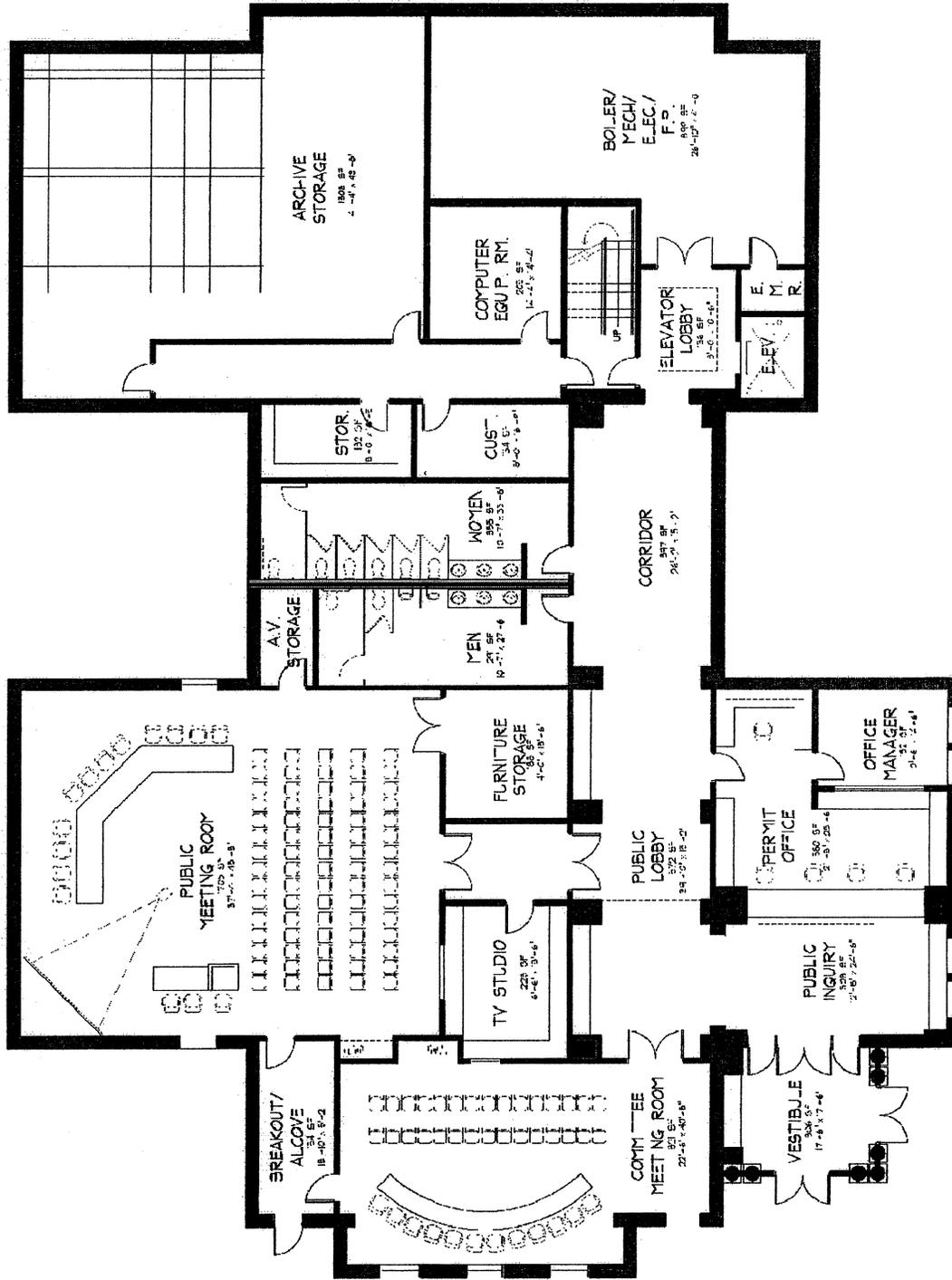
Proposed Town Annex Building – Front Entrance

Articles 14, 15 & 16 – Police Department / Town Annex Offices



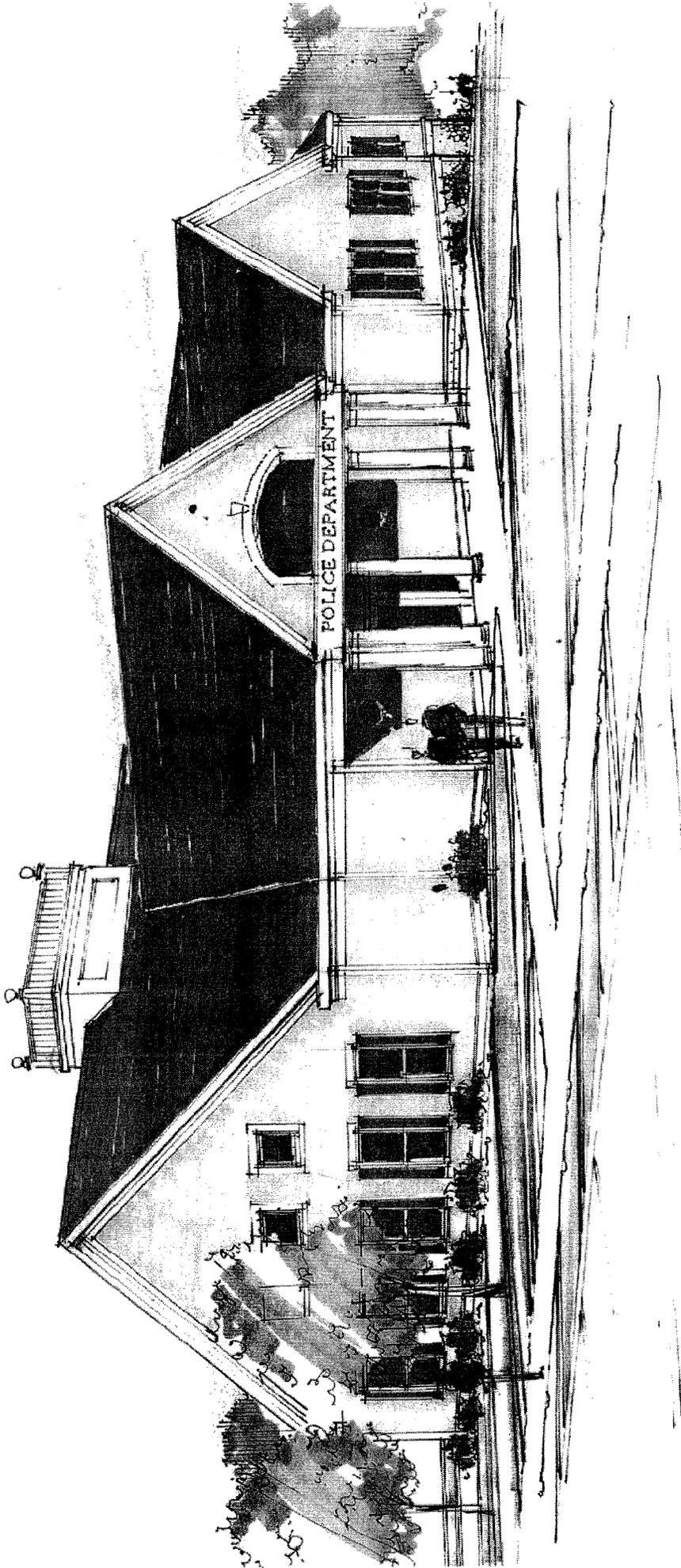
Proposed Town Annex Building – Rear Parking Lot Entrance

Articles 14, 15 & 16 – Police Department / Town Annex Offices



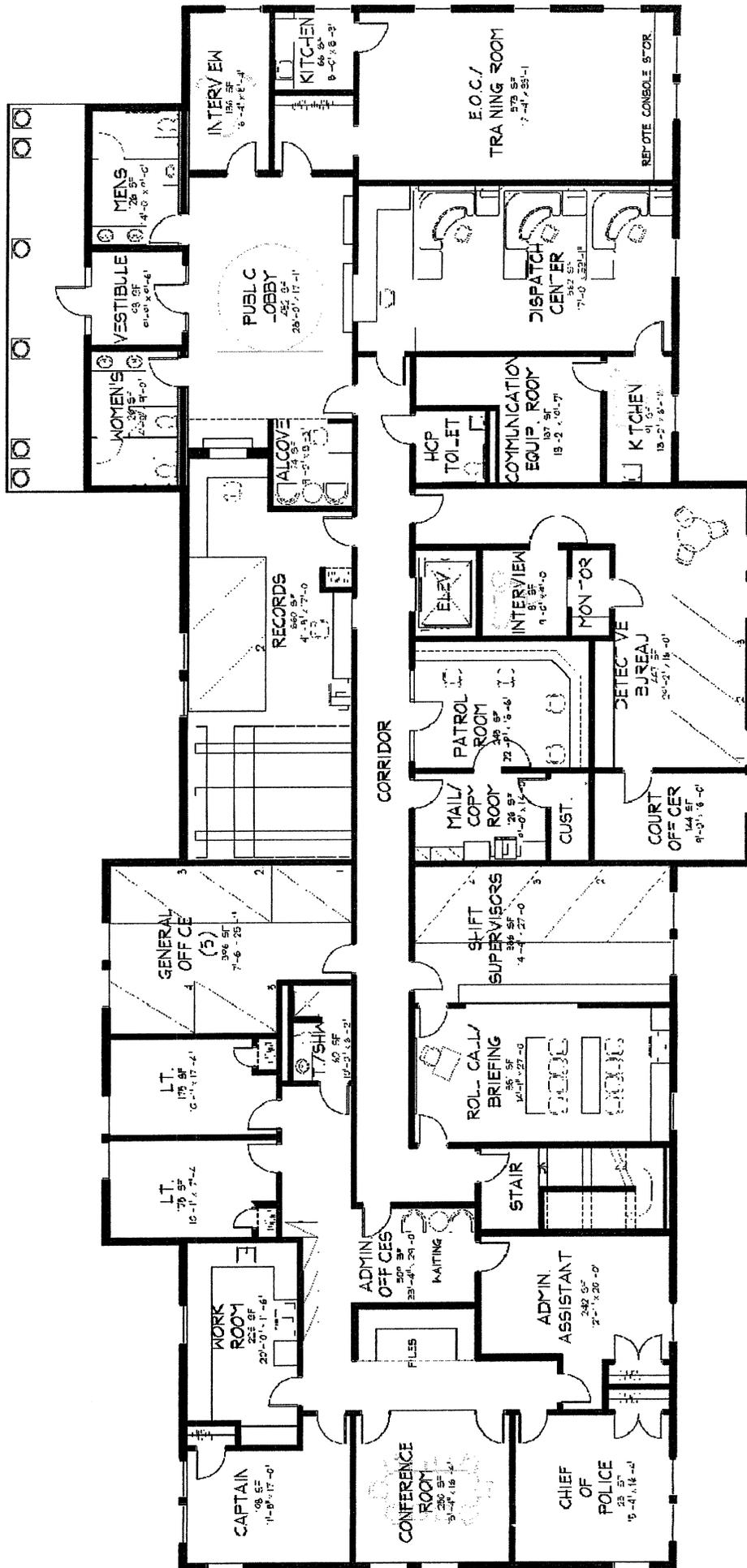
Proposed Town Annex Building – Lower Level Floor Plan

Articles 14, 15 & 16 – Police Department / Town Annex Offices



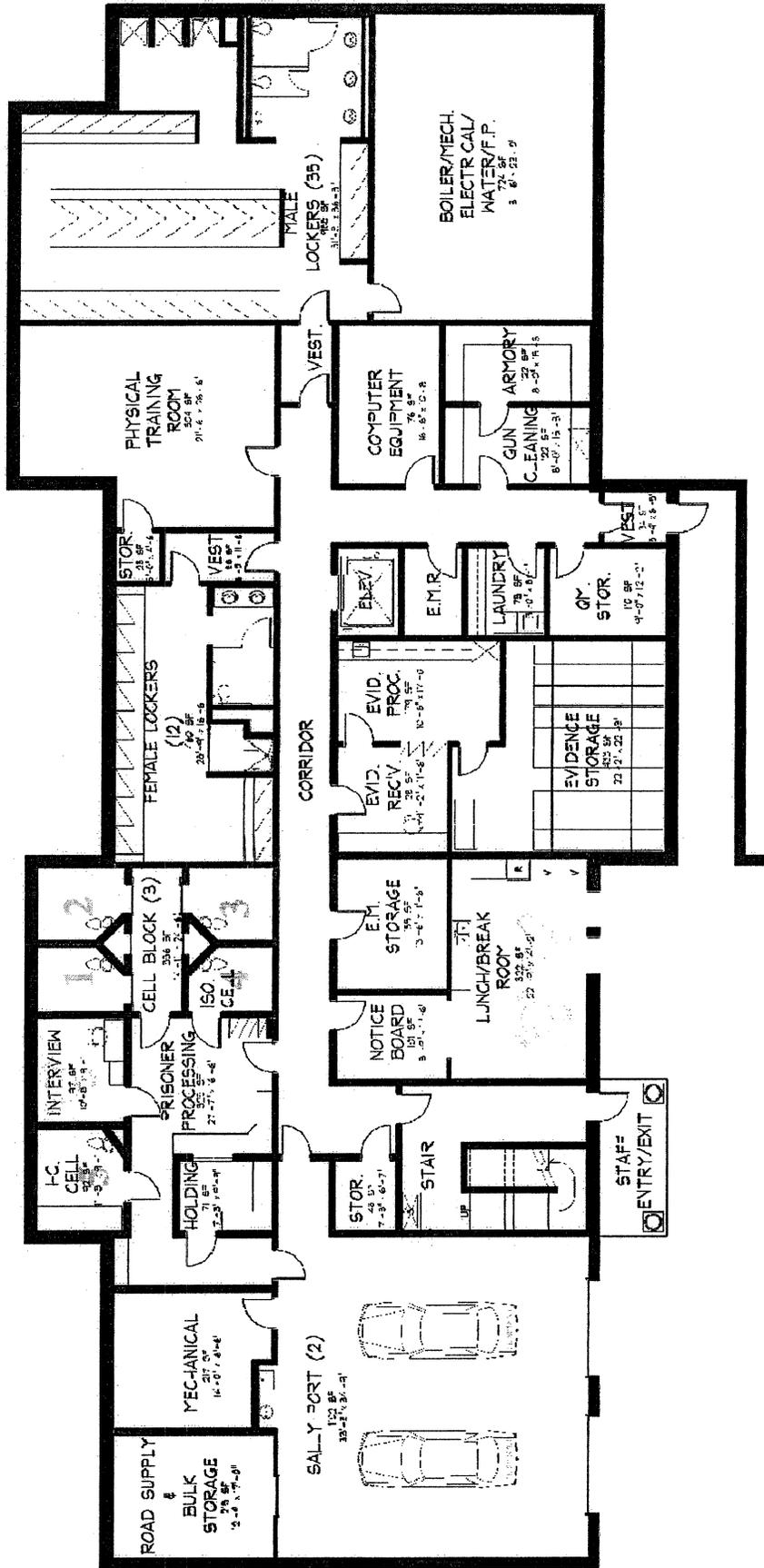
Proposed Police Department Building – Front Entrance

Articles 14, 15 & 16 – Police Department / Town Annex Offices



Proposed Police Department Building – Main Level Floor Plan

Articles 14, 15 & 16 – Police Department / Town Annex Offices



Proposed Police Department Building – Lower Level Floor Plan

Article 15 – Police Department/Town Annex Offices
Supplemental Funding (1)

To see if the Town will vote to appropriate a sum of money for the purpose of paying additional costs of design, construction, renovation, and equipping a new Police Department and Town Annex Offices on the site of the current Annex Facility, including all costs incidental and related thereto, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum under and pursuant to Chapter 44, Section 7(3) of the General Laws or pursuant to any other enabling authority to meet this appropriation, and to issue bonds or notes of the Town, therefor; provided, however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitation imposed upon the total property taxes that may be levied within the Town by Chapter 59, section 21C of the General Laws (Proposition Two and One Half), or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen
I move that the sum of \$1,140,051 is hereby appropriated for the purpose of paying additional costs of designing, constructing, renovating and equipping a new Police Department/Town Annex Offices on the site of the current Annex Facility including payment of all costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town, therefor; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitations imposed upon the total property taxes and may be levied with the Town by Chapter 59, Section 21C, of the General Laws (Proposition Two and One Half).

Speaker: Donald Poyant, PD/Annex Design Review Task Force

Explanation: *This article seeks \$1,140,051 in supplemental funding to the \$15.5M debt exclusion vote approved at the May 2007 Annual Town Meeting, to fund the construction of new Police Department and Town Hall Annex facilities.*

As stated in Article 14, the PD/Annex Task Force has presented a revised design of the George Ryder Road site with separate Police and Town Hall Annex facilities. The Task Force believes that the re-design fulfills the recommendations made to the Board of Selectmen in September 2007 and addresses the concerns raised at the May 2007 Town Meeting, by designing two separate buildings resulting in less massing on, and better utilization of the site, a more efficient design and a reduction in overall square footage of 3,613 square feet.

Following the re-design effort, KV Associates, Inc., the professional construction estimator that provided the pricing for the original one building design, provided an estimate for the two building design presented under Article 14. To ensure a direct comparison of the new proposal and the proposal presented during the May 2007 Town Meeting the Task Force also re-priced the one building design using the same unit costs used by the estimator for the two building design. Largely due to price escalations associated with the delayed construction start both the one building and two building design estimates are in excess of the \$15.5M authorization approved at the May 2007 Town Meeting.

The supplemental funding requested in this article is necessary to fund the hard and soft costs associated with the revised design described in Article 14.

The Task Force unanimously voted to recommend approval of the supplemental funding.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 6-1-0

**Proposed New Facility
for the
Town of Chatham
Police Department and Town Office Annex
George Ryder Road
Chatham, MA**

February 8, 2008

Project Budget Worksheet – 2 Building Option

Hard Costs:		
Sitework	\$1,934,050	
Town Office Annex	\$5,059,654	
Police Department	\$5,411,296	
Temporary relocation of Town Offices	\$374,325	
Subtotal		\$12,779,325
Soft Costs:		
Furniture/Fixtures/Equipment (FF&E)	\$300,000	
A/E Fees (8%)	\$1,022,346	
Project Manager (3%)	\$383,380	
A-2/T-2 Site Survey	\$20,000	
Building Commissioning Services	\$30,000	
Geotechnical Engineering	\$15,000	
Special Inspections / Testing	\$30,000	
Telephone System	\$75,000	
Data Systems / Computer System Upgrade	\$250,000	
Audio Visual Systems	\$250,000	
Radio Communications/Dispatch Consoles	\$250,000	
Communications Antenna	\$80,000	
Building Equipment (fitness/maintenance)	\$25,000	
Relocation Costs / Moving Expenses	\$15,000	
Printing, Advertising, Bid Expenses	\$15,000	
Legal Fees / Bonding Costs	\$100,000	
Permit Fees	waived	
Subtotal		\$2,860,726
Project Contingency	\$1,000,000	\$1,000,000
Project Total		\$16,640,051

Construction costs are projected for spring 2009 construction start. Costs should be increased 5%/year to accommodate for cost escalation due to inflation.

Article 16 – Police Department/Town Annex Offices
Supplemental Funding (2)

To see if the Town will vote to appropriate a sum of money for the purpose of paying costs of additional construction to the police storage facility and to purchase equipment for the new Police Department and Town Annex Offices on the site of the current Annex Facility, including costs incidental and related thereto, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum under and pursuant to Chapter 44, Sections 7(3A) and 7(9) of the General Laws, or pursuant to any other enabling authority to meet this appropriation, and to issue bonds or notes of the Town, therefor; provided, however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitation imposed by the total property taxes that may be levied within the Town by Chapter 59, section 21C of the General Laws (Proposition Two and One Half), or take any other action in relation thereto.

(Board of Selectmen)

Motion: By Deborah Connors, Vice-Chairman, Board of Selectmen
I move that the sum of \$276,000 is hereby appropriated for the purpose of paying costs of additional construction to the police storage facility and to purchase equipment for the new Police Department/Town Annex Offices on the site of the current Annex Facility including payment of all costs incidental and related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44, Sections 7(3A) and 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town, therefor; provided however, that no sums shall be borrowed or expended hereunder unless the Town shall have voted to exclude the amounts needed to repay any borrowing authorized by this vote from the limitations imposed upon the total property taxes and may be levied with the Town by Chapter 59, Section 21C, of the General Laws (Proposition Two and One Half).

Speaker: Donald Poyant, PD/Annex Design Review Task Force

Explanation: *This article seeks \$276,000 in supplemental funding in conjunction with the construction of the new Police Department and Town Hall Annex facilities. If Articles 14 and 15 are acted on favorably by the Town Meeting, this article is intended to fund several supplemental items to be included during the construction of the Police Department and Town Hall Annex.*

The items requested in this article were not included in the original one building Police Department/Town Hall Annex design that was submitted to the May 2007 Annual Town Meeting. For this reason, the PD/Annex Task Force did not include these items in the Article 15 funding request because they wanted costs associated with the one and two building designs to be as comparable as possible.

During its review of the overall project, the Task Force felt that these specific items should have been included in the original funding request, and therefore voted unanimously to recommend that they be approved prior to project going out to bid.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 6-1-0

Article 17 - Land Bank - Valley Farm Drive

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to acquire by purchase for conservation, open space purpose and passive recreation a parcel of land off Barn Hill Road and Valley Farm Drive in Chatham, Massachusetts as identified by Assessors' Map 9C-3-03 known as lot 3 in Plan Book 197 page 57 consisting of approximately 0.47 acres more or less as more fully described in a deed recorded with the Barnstable County Registry of Deeds in Book 21460 page 38 owned by Thomas F. Gilmartin; Book 10525 page 182 owned by the Marquit Family Nominee Trust and Book 2867 page 218 owned by Bernice Marquit, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL, Chapter 184, Sections 31-33 at the time of closing, or take any other action in relation thereto.

(Land Bank Open Space Committee)

Motion: By Jack Farrell, Land Bank Open Space Committee
I move that the Town vote to appropriate and transfer the sum of \$125,000 from the Land Bank Receipts Reserved for Appropriation Account to purchase for conservation/open space and passive recreation, the land described in article 17 and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL, Chapter 184, Sections 31-33 at the time of closing, or take any other action in relation thereto.

Speaker: Jack Farrell, Land Bank Open Space Committee

Explanation: *The purpose of this article is to approve the purchase of a property on Barn Hill Road and Valley Farm Drive consisting of approximately 0.47 acres for conservation and open space. Though not a large parcel, its strategic location fits many of the criteria that the Land Bank reviews when considering a purchase, specifically:*

- *Linkage (to protect wildlife corridors and contiguous to larger assemblages of conservation lands) - adjacent to protected open space*
- *Public Trails - abuts pre-existing foot trails to other open space*
- *Public Scenic Value - open space*
- *Threat of Development – land is part of an approved subdivision and is developable*
- *Access – direct access to other conservation passive recreation area*
- *Wildlife Habitat – within known rare & endangered species habitat and provides buffer to such areas*
- *Collaborative Funding*
- *Consistency with the Long Range Comprehensive Plan*

This building lot abuts the Town's Valley Farm conservation property purchased in 2006. Protection of this lot fronting on Barn Hill Road will serve to protect the scenic vistas to the Oyster River from the public roadway. In addition, the parcel will provide an ideal and appropriate location for a small parking area that will facilitate public access at the entrance to the Valley Farm property and to the trails of the conservation area.

The Valley Farm area is known to support wildlife habitat of rare and endangered species and the prevention of development on this lot will further serve to protect the area. This proposal is congruent with the goals of the Long Range Comprehensive Plan by virtue of conserving open space.

This purchase is a collaborative effort between the Community Preservation Committee, the Land Bank Committee, and the Chatham Conservation Foundation, Inc. Approval of this article will appropriate Land Bank Funds in the amount of \$125,000 towards the \$300,000 purchase price. The remaining funds are to be provided by the Chatham Conservation Foundation, Inc. in the amount of \$50,000. The Town will own the property and the Conservation Foundation will hold the conservation restriction.

Land Bank Open Space Committee Recommendation: Approve 4-0-0

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 4-3-0

Article 18 - Community Preservation - Valley Farm Drive

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum of money to acquire by purchase for conservation, open space purpose and passive recreation a parcel of land off Barn Hill Road and Valley Farm Drive in Chatham, Massachusetts as identified by Assessors' Map 9C-3-03 known as lot 3 in Plan Book 197 page 57 consisting of approximately 0.47 acres more or less as more fully described in a deed recorded with the

Barnstable County Registry of Deeds in Book 21460 page 38 owned by Thomas F. Gilmartin; Book 10525 page 182 owned by the Marquit Family Nominee Trust and Book 2867 page 218 owned by Bernice Marquit, and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL, Chapter 184, Sections 31-33 at the time of closing, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Florence Seldin, Chairman, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$125,000 from FY 09 Community Preservation Fund Revenues to purchase for conservation/open space and passive recreation, the land described in article 18 and to authorize the Selectmen to take all necessary measures to acquire said property, including the acceptance of a deed and to further authorize the Conservation Commission and the Board of Selectmen to grant a perpetual conservation restriction as authorized under MGL, Chapter 184, Sections 31-33 at the time of closing.

Speaker: Florence Seldin, Chairman, Community Preservation Committee

Explanation: *The purpose of this article is to approve the purchase of a property on Barn Hill Road and Valley Farm Drive consisting of approximately 0.47 acres for conservation and open space. Though not a large parcel, its strategic location fits many of the criteria that the Land Bank reviews when considering a purchase, specifically:*

- *Linkage (to protect wildlife corridors and contiguous to larger assemblages of conservation lands) - adjacent to protected open space*
- *Public Trails - abuts pre-existing foot trails to other open space*
- *Public Scenic Value - open space*
- *Threat of Development – land is part of an approved subdivision and is developable*
- *Access – direct access to other conservation passive recreation area*
- *Wildlife Habitat – within known rare & endangered species habitat and provides buffer to such areas*
- *Collaborative Funding*
- *Consistency with the Long Range Comprehensive Plan*

This building lot abuts the Town's Valley Farm conservation property purchased in 2006. Protection of this lot fronting on Barn Hill Road will serve to protect the scenic vistas to the Oyster River from the public roadway. In addition, the parcel will provide an ideal and appropriate location for a small parking area that will facilitate public access at the entrance to the Valley Farm property and to the trails of the conservation area.

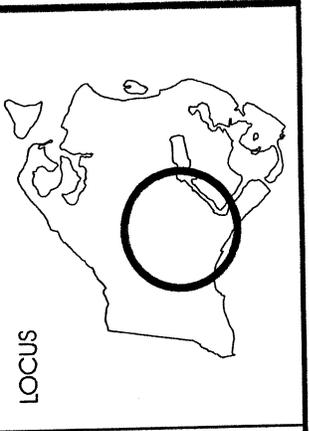
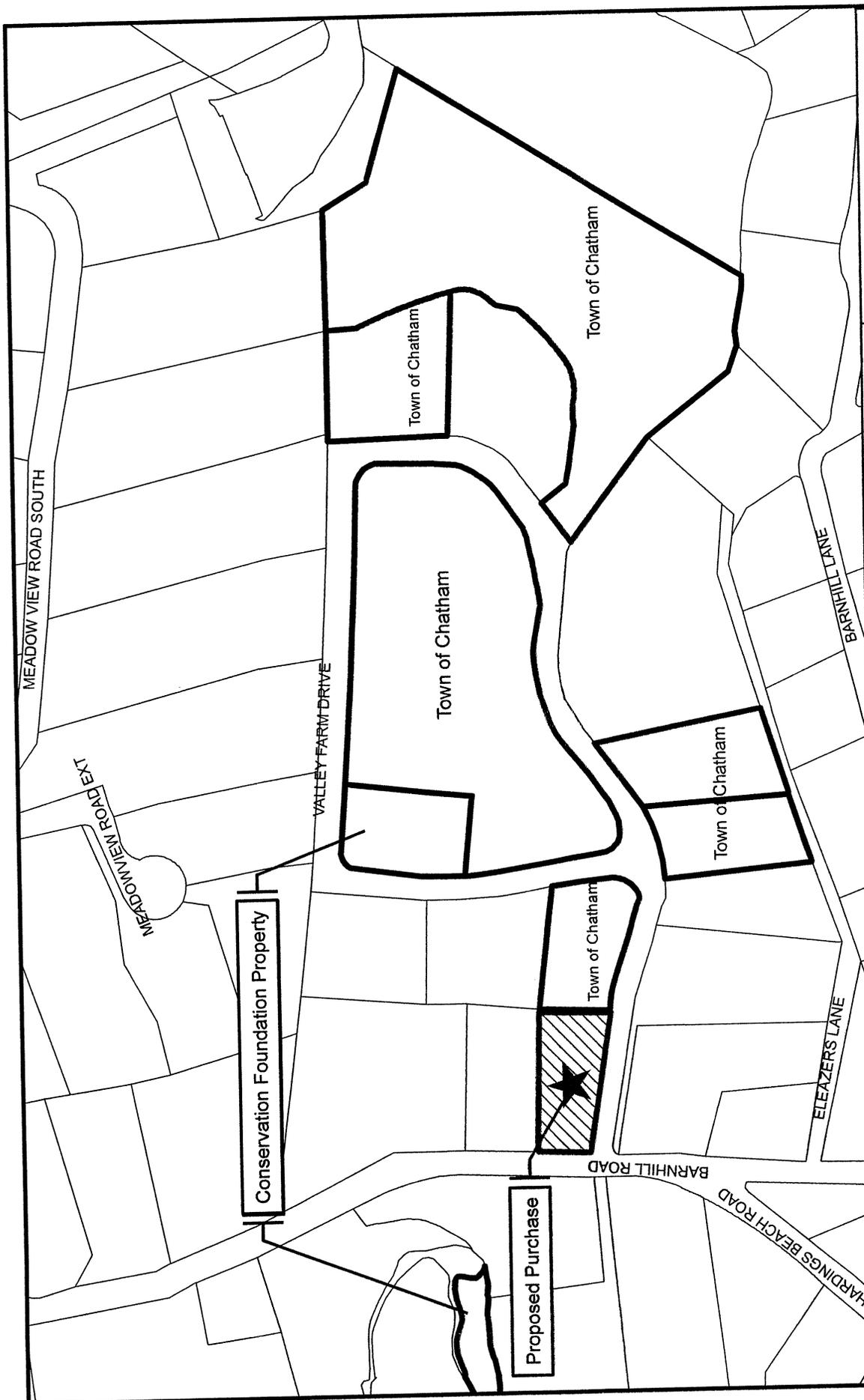
The Valley Farm area is known to support wildlife habitat of rare and endangered species and the prevention of development on this lot will further serve to protect the area. This proposal is congruent with the goals of the Long Range Comprehensive Plan by virtue of conserving open space.

This purchase is a collaborative effort between the Community Preservation Committee, the Land Bank Committee, and the Chatham Conservation Foundation, Inc. Approval of this article will appropriate Community Preservation funds in the amount of \$125,000 towards the \$300,000 purchase price. The remaining funds are to be provided by the Chatham Conservation Foundation, Inc. in the amount of \$50,000. The Town will own the property and the Conservation Foundation will hold the conservation restriction.

Community Preservation Committee Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 3-2-0

Finance Committee Recommendation: Approve 4-3-0



Articles 17 & 18
Proposed Open Space Purchase
Valley Farm Drive, West Chatham
+/- 0.47 Acres



Article 19 - Technical Assistance for Affordable Accessory Apartments

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 a Technical Assistance Program that assists Chatham Homeowners in the creation of affordable accessory apartments, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By John Kaar, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$60,000 from FY 09 Community Preservation Fund Revenues in order to fund a technical assistance program that assists Chatham Homeowners in the creation of affordable accessory apartments.

Speaker: John Kaar, Community Preservation Committee

Explanation: *This seeks funding for a program to encourage the creation of new affordable-rent apartments accessory to existing single-family homes in Chatham. In 2004, the Town passed amendments to the Zoning Protective Bylaw, hoping to create up to 10 new affordable accessory apartments per year. To date none have been created. This project will provide incentive for the creation of these apartments by (1) advertising the program in local media; (2) providing assistance with the regulatory process so that any units created will count toward the Town's affordable housing goal; and (3) providing grants of up to \$3,000 per unit for expenses incurred in creating the apartments. This is a pilot program to run for one year.*

Community Preservation Committee Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 20 - Digitizing Historical Documents

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 digitize historical documents at the Eldredge Public Library, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Robert Oliver, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$35,000 from FY 09 Community Preservation Fund Revenues in order to digitize historical documents at the Eldredge Public Library.

Speaker: Robert Oliver, Community Preservation Committee

Explanation: *The Eldredge Public Library is seeking \$35,000 to convert Chatham's historical newspapers to a searchable full text database that will be available to the public through the Internet 24/7. The newspaper collection, which includes The Chatham Monitor from 1871-1899 and 1912-1943 and The Cape Cod Chronicle from 1965 through the present, is currently on microfilm, with no index. The final product will produce an online database that will be searchable by both keyword and date range. The estimated time line for the completion of this project is four months. Eldredge Public Library will pay for on-going website and database maintenance and the addition of future newspaper issues.*

Community Preservation Committee Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 21 - Training Field Triangle Interpretive Sign

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 an interpretive sign for the Training Field Triangle, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Victor Di Cristina, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$1,000 from FY 09 Community Preservation Fund Revenues in order to fund an interpretive sign for the Training Field Triangle.

Speaker: Victor Di Cristina, Community Preservation Committee

Explanation: *This article seeks funds to provide another enhancement of the Training Field Triangle conservation area with the installation of an interpretive sign. The sign will feature information on the historic significance of the Training Field Triangle with special recognition of the Smallpox Cemetery. The sign will be designed similar in size and style to other interpretive signs in Chatham.*

Community Preservation Committee Recommendation: Approve 4-2-0

Board of Selectmen Recommendation: Approve 3-1-0

Finance Committee Recommendation: Approve 7-0-0

Article 22 - Historic Property Survey

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 a Historic Property Survey, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Robert Oliver, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$45,450 from FY 09 Community Preservation Fund Revenues in order to fund a Historic Property Survey.

Speaker: Robert Oliver, Community Preservation Committee

Explanation: This article seeks funds to continue the program of the Chatham Historical Commission, begun in 2003, to professionally document, in narrative and photos, the historic properties in the Town. The requested amount is expected to be sufficient to contract for the completion of 100 surveys currently in progress, as well as, 150 new surveys. This program was initiated at the recommendation of the Massachusetts Historical Commission.

Community Preservation Committee Recommendation: Approve 6-0-0

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 23 - Affordable Housing Trust Fund

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 Affordable Housing Trust Fund, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Robert Denn, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$250,000 from FY 09 Community Preservation Fund Revenues in order to fund the Affordable Housing Trust Fund.

Speaker: Robert Denn, Community Preservation Committee

Explanation: The Affordable Housing Trust Fund (AHTF) was created by Town Meeting in 2006. The AHTF is a vehicle for the Town to receive funds from the Community Preservation Act, the Inclusionary Zoning By-law or other sources to develop affordable housing in Chatham. The fund is administered by the Board of Selectmen and two other appointed trustees.

Placing funds in the AHTF enables the Town to respond to opportunities in the market within a time-sensitive and efficient manner without having to wait for a future Town Meeting for approval. "Guidelines for the Disbursement of Funds in the AHTF" were approved by the Board of Selectmen, the Community Preservation Committee and the Affordable Housing Committee.

Community Preservation Committee Recommendation: Approve 5-1-0

Board of Selectmen Recommendation: Approve 3-1-0

Finance Committee Recommendation: Disapprove 6-1-0

Article 24 - Chatham Housing Authority Emergency Generator

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 purchase an emergency generator for the Chatham Housing Authority Congregate Facility, or take any other action in relation thereto.

(Community Preservation Committee)

Motion: By Joanne Taylor, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$54,000 from FY 09 Community Preservation Fund Revenues in order to purchase an emergency generator for the Chatham Housing Authority Congregate Facility.

Speaker: Joanne Taylor, Community Preservation Committee

Explanation: *This seeks funding for an emergency backup electric generator for the Town's congregate housing for income-eligible seniors, The Captain Bearse House, located just off Crowell Road. The congregate facility houses up to 19 senior residents in a two-story structure. This generator would allow the continued operation of the facility, including heat, lighting, and elevator, during any extended power outage. (In three of the past four winters there have been power outages lasting 6 hours or longer.) As it is now, power outages put the residents at risk. Extended outages require the transportation of residents to other suitable facilities, since the Town's portable generators will not operate the elevator. Transport diverts Town emergency response personnel from other tasks. This request has the support of the Town's Emergency Management Agency.*

Community Preservation Committee Recommendation: Approve 5-1-0

Board of Selectmen Recommendation: Approve 3-1-0

Finance Committee Recommendation: Approve 5-2-0

Article 25 - Administrative Costs

To see if the Town will vote to raise and appropriate and/or transfer from available funds 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: By Florence Seldin, Chairman, Community Preservation Committee
I move that the Town vote to appropriate the sum of \$25,000 from FY 09 Community Preservation Fund Revenues for the purpose of funding administrative costs associated with the Community Preservation Act.

Speaker: Florence Seldin, Chairman, 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 \$25,000 is being requested for a part-time coordinator, clerical expenses, appraisals, consulting and legal services.

Community Preservation Committee Recommendation: Approve 6-0-0
Board of Selectmen Recommendation: Approve 4-0-0
Finance Committee Recommendation: Approve 6-1-0

Article 26 – General Bylaw Amendment - Section 208-25 “Peace and Good Order”

To see if the Town will vote to amend Section 208 “Peace and Good Order” of the General Bylaws by adding Section 208-25 “Mitchell River Drawbridge”, or take any other action in relation thereto.

In order to preserve and promote the safety of the public, the following restrictions shall apply to the use of the drawbridge:

- a) No person or persons may fish from the draw span over the navigation channel in the designated no fishing area.
- b) No person or persons may jump or dive from any portion of the bridge into the water.
- c) No unauthorized vehicles may stop or park on the drawbridge or approaches between the east and west road gates.
- d) When the bridge is being opened or being prepared to open, persons traveling over the bridge shall follow the directions of the bridge tender. Vessel operators transiting under the bridge span shall also follow the instructions of the bridge tender.
- e) All vessels transiting under the bridge shall pass in accordance with CFR title 33, section 117.15 “signals.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town vote to amend Section 208 “Peace and Good Order” of the General By-laws by adding a new section 208-25 “Mitchell River Drawbridge” as printed in the Warrant.

Speaker: Stuart Smith, Harbormaster

Explanation: This By-law is proposed in order to establish guidelines for the use of the Mitchell River Drawbridge.

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

Article 27 – Water Department Easements

To see if the Town will vote to accept a Water and Sewer Easement on property located at Lot #4 on a plan recorded at Plan Book 311, Page 98 (35 Phoebe Lane) as described in the easement deed recorded on November 6, 2007, under Recording Number 64172, Book Number 22457, Page Number 223, Grantor being Alfred E. Greco, Jr. and Cora E. Greco and to rescind the easement on property off Gillis Road being Lot #2 (35 Phoebe Lane) as described in “Permission to Install Water Service”, dated June 1, 1981, Grantor being Peter A. Fellman and Sarah Jane Eldridge Fellman, or take any other action in relation thereto.

(Water & Sewer Commissioners)

Motion: By Deborah Connors, Vice-Chairman, Board of Selectmen
I move that the Town accept a Water and Sewer Easement on property located at Lot #4 on a plan recorded at Plan Book 311, Page 98 (35 Phoebe Lane) as described in the easement deed recorded on November 6, 2007, under Recording Number 64172, Book Number 22457, Page Number 223, Grantor being Alfred E. Greco, Jr. and Cora E. Greco and to rescind the easement on property of Gillis Road being Lot # 2 (35 Phoebe Lane) as described in “Permission to Install Water Service”, dated June 1, 1981, Grantor being Peter A. Fellman and Sarah Jane Eldridge Fellman.

Speaker: William G. Redfield, Director, Water & Sewer Department

Explanation: *Mr. and Mrs. Greco transferred the easement that is to be accepted to replace the easement that is to be rescinded. This allows the Town to loop Mill Creek Road’s water main to Bay View Road’s water main and will increase fire fighting water flows in this area.*

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 28 - Marconi Site: Exemption from Prevailing Wage Law

To see if the Town Meeting will vote to petition the Legislature to seek an exemption from the provisions of Chapter 149 and Chapter 7, Section 38K of the General laws as they may relate to any and all leasehold improvements without the use of public funds at the National Register Property known as the Marconi RCA Wireless Receiving Station, parcel 11J-7 as shown on Assessors’ maps 10J and 11J, in North Chatham, Massachusetts or take any other action relating thereto.

(Board of Selectmen)

Motion: By Douglas Ann Bohman, Clerk, Board of Selectmen
I move that the Town vote to petition the Legislature to seek an exemption from the provisions of Chapter 149 and Chapter 7, Section 38K of the General laws as

they may relate to any and all leasehold improvements without the use of public funds at the National Register Property known as the Marconi RCA Wireless Receiving Station, parcel 11J-7 as shown on assessors' maps 10J and 11J, in North Chatham, Massachusetts or take any other action relating thereto.

Speaker: Ted Keon, Director of Coastal Resources

Explanation: *Following up on Town Meeting's approval of Article 28 in 2007 to file Special Legislation to seek an exemption from the "Prevailing Wage Law", the Board of Selectmen submitted a petition with the Legislature. This petition (House Bill No. 4198) requested that any and all construction at the National Register property known as the Marconi RCA Wireless Receiving Station be exempted from the provisions of Section 38K of Chapter 7 and Chapter 149 of the Massachusetts General Laws. To date this legislation has not yet been acted upon.*

In February of 2008, with House Bill No. 4198 languishing in the Legislature, the Board of Selectmen sent a letter to Representative Cabral and Senator Wilkerson, chairs of the Joint Committee on State Administration and Oversight urging support of this Bill. This letter also requested amending the Bill to include "... only an exemption for the work of the private parties in this legislation. Thus the public portion of the work to be undertaken by the Town will continue to be administered under all the provisions of the public bid laws" to improve chances for approval based upon feedback from the Town's Representative.

Under current rules, if the Legislature does not act on House Bill No. 4918 by July 31, 2008, it will be "dead" and will need to be re-filed for the next legislative session. This Article as drafted includes the revised language requested by the Board of Selectmen in February of 2008, as this form of the Bill might have a greater chance of passage.

Passage of this legislation is imperative for the Chatham Marconi Maritime Center (CMMC) and the Cape Cod Commercial Hook Fisherman's Association (CCCHFA), both local Chatham 501(c) 3 non-profit organizations, selected as potential tenants to "reuse" two buildings at the Station. Both groups are now in the process of raising private funds of over \$3.5 million dollars to properly restore these buildings to the Standards of the Secretary of the Interior.

This entire redevelopment and preservation project will be a joint public/private partnership between the Town and the private parties. Current estimates indicate that the total investment will be over \$6.0 million, with the private parties spending \$3.5 million and the Town spending up to \$2.5 million. Unfortunately, both prospective lessees have made it clear they will not be able to proceed with their private investment unless the relief from the Prevailing Wage Law is approved.

PROPOSED SPECIAL LEGISLATION TEXT

**AN ACT RELATIVE TO THE DEVELOPMENT OF CERTAIN TOWN LAND
IN THE TOWN OF CHATHAM**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Any and all **leasehold improvements without the use of public funds** undertaken at the National Register Property known as the Marconi RCA Wireless Receiving Station in the town of Chatham by private parties shall be exempt from Section 38K of Chapter 7 and Chapter 149 of the General Laws. Said land is shown as parcel 11J-7 on assessors' maps 10J and 11J.

SECTION 2. This act shall take effect upon its passage.

Board of Selectmen Recommendation: Approve 4-0-0
Finance Committee Recommendation: Approve 6-0-1

Article 29 – Zoning Bylaw Amendment - Conservancy Districts

(Note: ~~Strike through~~ indicates language to be removed, *italics* indicates new language)

To see if the Town will amend its Protective (Zoning) Bylaw, amending Section IV.A.2.d. by deleting the language as written, and replacing with the following language:

2. Permitted Uses

- d. ~~The enlargement to minimum legal and practical width and the maintenance of raised roadways which exist on the effective date of this Bylaw~~ *The maintenance to minimum legal and practical width and height of all roads, driveways and vehicular access ways that exist as of July 1, 2007.*

Or take any other action in relation thereto.

(Planning Board)

Motion: By Kevin McDonald, Director of Community Development
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant.

Speaker: Kevin McDonald, Director of Community Development

Explanation: *Under Section IV Overlay Regulations, Conservancy Districts, the current language allows existing roadways to be enlarged and maintained with regard to their width. The proposed language would also allow existing roads, driveways and vehicular access ways to be maintained at a “practical width and height.” Due to the new break in the outer beach, there have already been some difficulties with driveways being inundated at unusually high tides or when there is a storm with northeasterly winds or even several days of strong northeasterly winds without an accompanying storm.*

The proposed change anticipates that any such work would still be within the jurisdiction of the Conservation Commission, but that the requirement of placing additional material necessary to raise the height of a roadway, driveway or vehicular access way would not need the approval of the Zoning Board of Appeals.

Planning Board Recommendation: Approve 7-0-0

Board of Selectmen Recommendation: Approve 5-0-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 30 – Zoning Bylaw Amendment – RC3 District

(Note: ~~Strike through~~ indicates language to be removed, underline indicates new language)

To see if the Town will vote to amend,

- **Section II., Definitions, Subsection B.**
- **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 6., RC3 Residence Seashore Conservancy District, sub-paragraph b. Special Condition Uses**

of the Protective (Zoning) Bylaw as follows:

Amend **Section II., Definitions, Subsection B.**, by adding the following:

39 “Dwelling Unit, Secondary” –

In the RC3 Residence Seashore Conservancy zoning district, a *one-family dwelling* which existed in the district on January 1, 2008 and which is now utilized as a *one-family dwelling* subordinate to the land owner’s principal *one-family dwelling*.

And, renumbering the remaining definitions starting sequentially with **Family** as number 40 through **Wetlands, Coastal and Inland** as number 107 to account for adding the above new definition.

Amend, **Section III., District Regulations, Subsection C., District Use Regulations, paragraph 6., RC3 Residence Seashore Conservancy District, sub-paragraph b. Special Condition Uses** by adding the following:

3. Notwithstanding the conditions of number 2 above, the owner of a parcel of land located in the RC3 Residence Seashore Conservancy District which exceeds three acres in lot area may site up to five (5) secondary dwelling units on the lot provided the structures housing these units existed in the RC3 zoning district on January 1, 2008. No secondary dwelling unit may be located in such a manner as to provide less than a 15 foot setback from the property lines of the lot and there shall be a minimum of 15 feet between all secondary dwelling units.

or take any other action in relation thereto.

(Planning Board)

Motion: By William Riley
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant.

Speaker: William Riley

Explanation: *Generally, the Chatham Zoning ByLaw prohibits having more than one dwelling unit on a single lot. However, the Town is confronted with a unique situation where the owner of a single lot has offered refuge to the owners of North Beach camps who are losing their property as a result of erosion. Only cottages which had been used as residential dwellings prior to January 1, 2008 may qualify for the limited exception contained in this Amendment. The Amendment only applies to the residential conservancy district (North Beach and Strong Island) and will not be available in any other zone.*

Finally, the rights created under this Amendment can only be exercised by the owner of a lot that exceeds three acres.

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

Article 31 - Affordable Housing Zoning Changes

(Note: *Italicized Words* are defined either in the existing Bylaw or in the following proposed amendments.)

To see if the Town will vote to amend,

- **Section VII. 1-1., Affordable Apartment Incidental to a Single Family Dwelling**
- **Section VII. 2.1., Affordable Dwelling Units, Mandatory Provision, heading**

- **Section VII. 4., Apartment Incidental to a Commercial Use and Industrial Use**
- **Section VII. 12., Guest House, paragraph d.**

of the Protective (Zoning) Bylaw as follows:

Amend **Section VII. 1-1., Affordable Apartment Incidental to a Single Family Dwelling**, by striking the existing section in its entirety and inserting the following:

2. Affordable Housing

A. Purpose and Intent

The purpose of this Section is to implement a coherent set of policies and objectives for the development of *affordable* housing in compliance with the Comprehensive Plan, MGL Ch. 40B Sec. 20-23, and related ongoing programs within the Town to promote the creation of housing that is *affordable*. It is intended that the *affordable* housing units resulting from this Section be considered *Local Initiative Program (LIP)* dwelling units in compliance with the requirements specified by the Massachusetts *Department of Housing and Community Development (DHCD)* and that said units count toward the Town's requirements under MGL Ch. 40B Sec. 20-23 on the *Subsidized Housing Inventory (SHI)*. The overall intent of this Section is to:

- Provide opportunities to create various types of quality dwelling units *affordable* to low or moderate income households.
- Promote geographic distribution of *affordable* housing units throughout the Town and avoid over-concentration.
- Promote creation of dwelling units compatible with neighborhood and overall community character.
- Promote the creation of units eligible for the Chapter 40B *Subsidized Housing Inventory (SHI)*.
- Help maintain a stable economy by preventing out-migration of residents who provide essential services.

B. Definitions

Affordable, used in reference to *dwelling units* means intended for rental or sale to low or moderate *income-eligible* households and in conformance with the requirements of this Section with regard to price and income level of tenant (s).

Affordable Apartment, Incidental to a Commercial Use or Industrial Use means a *dwelling unit* intended for rental or sale to low or moderate *income eligible* households and in conformance with the requirements of this Section in regard to price and income level of tenant (s) located either within a commercial or industrial structure, or on a commercial or industrial *lot* where at least 51% of the total floor area of the building(s) above finish grade is utilized for commercial or industrial purposes.

Affordable Apartment Incidental to a Single Family Dwelling means a *dwelling unit* subordinate to a *one-family dwelling* approved on the condition that the requirements of this Section are met for *affordable price* and *income-eligible* tenants.

Affordable Price, used in reference to a *dwelling unit*, means *housing costs* which do not exceed 30% of the gross monthly income of a household whose income is 70% of the median income for Barnstable County as reported by the United States Department of *Housing and Urban Development (HUD)*.

Area Median Income (AMI) - The estimated median income, adjusted for family size, by county or metropolitan area. The *AMI* is adjusted annually by *HUD*.

Chatham Housing Authority – The local Housing Authority organized pursuant to Massachusetts General Laws, Chapter 121B, Section 3.

Deed Restriction – An executed restriction in a form acceptable to the Special Permit Granting Authority (SPGA), recorded with the Barnstable County Registry of Deeds.

Department of Housing and Community Development (DHCD) – The Massachusetts agency that oversees State funded programs and other funding incentives to promote affordable housing. *DHCD* keeps the individual communities' affordable housing units inventory, and determines or certifies what counts as affordable housing. (see *Subsidized Housing Inventory*)

Housing Costs, for rental units include rent and utilities; while housing costs for ownership units include mortgage principal and interest, property taxes, property insurance, mortgage insurance, and condominium and/or homeowners' association fees.

Housing and Urban Development (HUD) - The Federal agency responsible for addressing the nation's housing needs and development of nation's community, as well as for enforcing of fair housing laws and for helping local communities meet development needs.

Income-Eligible means that the household income of a person or family does not exceed 80% of the median income, adjusted for household size, for Barnstable County as reported by the United States Department of *Housing and Urban Development (HUD)*.

Local Action Units (LAU) - *Affordable* units built pursuant to a local action such as a zoning provision, a condition of a variance or special permit issued by the planning board or zoning board of appeals, a contract provision (e.g., reuse of municipal or school building as housing), or an agreement between the town and a non-profit organization to build or rehabilitate municipal buildings into housing. This component of the *LIP* gives communities the opportunity to include housing units on the state's *Subsidized Housing Inventory* that were built without a Comprehensive Permit but which meet *LIP* criteria.

Local Initiative Program (LIP) A State program under which communities may use local resources and technical assistance from *DHCD* to develop affordable housing pursuant to 760 CMR 45.00-45.07.

Local Program Administrator (LPA) - Entity responsible for oversight of *affordable* units. This could be a local official, a local housing partnership board member or staff member, the director of an area housing non-profit organization, or another appropriate person meeting *DHCD* approval.

Subsidized Housing Inventory (SHI) - *DHCD*'s official list of units, by municipality, that counts toward a community's 10% goal.

C. Affordable Rental Units

Dwelling units created for rental purposes required to be *affordable* or approved under this Section with the condition that they are *affordable* shall be subject to the following:

1. Rental dwelling units required or approved under this Section as *affordable* shall meet the definition of *affordable price* as set forth in this Section. Certification by the *LPA* that the price is an *affordable price* shall be provided to the Zoning Enforcement Officer.
2. Any dwelling approved under this Section as an *affordable* rental unit shall be rented subject to a minimum 12-month lease.
3. For any *dwelling unit* required or approved as an *affordable* rental under this Section, certification by the *LPA* that the tenants occupying the *affordable* unit are *income eligible* and the rent charged them is *affordable* per the definitions in this Section must be submitted to the Zoning Enforcement Officer at the time of the signing of the lease and on an annual basis thereafter. Such certification is also required upon any change in tenants or rent charged. Dates of occupancy shall be stated in the certification.
4. Owners of *affordable* units created under this Section shall be encouraged to rent the units to Chatham residents or workers, or people with ties to the community.

5. *Affordable* accessory apartment units shall be subject to *affordable* housing use restrictions that are executed by the homeowner, the Municipality, and *DHCD* and filed by the *LPA* in the Registry of Deeds/Land Court Registry District subject to the following provisions regarding the early termination of such restrictions:

a. Tenant Notice

In all cases, the owner must provide an existing tenant at least 60 days prior written notice that his or her lease will not be renewed.

b. Restrictions that either terminate automatically or are revocable by the owner upon transfer of the property.

If the restriction terminates and is not renewed by the new owner, the municipality must notify *DHCD*. The unit will no longer be deemed a *Local Action Unit* and will be removed from the *Subsidized Housing Inventory* unless the new owner obtains municipal approval to rent the accessory apartment and enters into an affordable housing restriction in the form approved by *DHCD*.

c. Restrictions that allow the owner to voluntarily terminate the restriction and cancel a Special Permit at the end of a tenant's lease term.

Voluntary termination may occur only after the owner has rented an *affordable apartment incidental to a single family dwelling* to *income-eligible* tenant(s) for five (5) years or an *affordable accessory apartment incidental to a commercial use or industrial use* to *income-eligible* tenant(s) for ten (10) years. The municipality must notify *DHCD* that the restriction has been voluntarily terminated, and the unit will no longer be deemed a *Local Action Unit* and will be removed from the *Subsidized Housing Inventory*.

d. Removal of Deed Restriction

In the event that an owner of such dwelling unit decides not to continue with the program, then the Affordable Housing Restriction recorded as a *deed restriction* shall be discharged by recording an appropriate document executed by the *LPA*.

D. Affordable Homeownership Units

Dwelling units created for homeownership purposes required to be *affordable* or approved under this Section with the condition that they are *affordable* shall be subject to the following requirements;

1. Any homeownership *dwelling unit* required or approved under this Section as affordable shall meet the definition of an *affordable price* as set forth in this Section. Certification by the *LPA* that the price is an *affordable price* shall be provided to the Zoning Enforcement Officer.

2. At the time of the sale of any homeownership *dwelling units* approved or required under this Section as *affordable*, certification by the *LPA* shall be provided to the Zoning Enforcement Officer that the purchaser is *income-eligible* as defined in this Section.
3. A *deed restriction* shall be placed upon the property limiting the resale price in perpetuity. The formula for setting the resale price shall be as follows; at the time of the original purchase, a multiplier shall be determined by dividing the sales price by the *Area Median Income (AMI)* for Barnstable County as provided by the United States Department of *Housing and Urban Development (HUD)*. At the time of sale of the unit, the multiplier times the *AMI* at the time of the sale shall be the maximum sale price.
4. If a unit is offered for sale, the purchaser and the Town shall sign an agreement setting forth the procedure for establishing a resale price to keep the unit *affordable* in perpetuity upon its sale and granting the Town the right of first refusal should the seller fail to enter into a bona fide purchase and sale agreement with an *income-eligible* buyer within ninety (90) days of the date that the unit is originally offered for sale.
5. In the permitting and certification process, owners of affordable units created under this Section shall be encouraged to sell the units to Chatham residents or workers, or people with ties to the community.

2-1. Affordable Apartment Incidental to a Single Family Dwelling

A. Purpose and Intent

Affordable Rental Housing - The intent of this section is to provide opportunities to create *affordable* rental housing to meet the needs of Chatham's residents or workers, or people with ties to the community. This section sets forth standards and conditions for *Affordable Apartments Incidental to a Single Family Dwelling*. The standards are intended to be consistent with those recommended by the Cape Cod Commission for use by Towns. It is also intended that *affordable* units required and approved under this Section remain *affordable*.

Un-permitted Apartments - As well as allowing the construction of new *dwelling unit* accessory to existing single-family homes to create additional *affordable* housing, this Section also provides an opportunity to bring into compliance currently un-permitted accessory apartments and apartment units in Chatham. This Section recognizes that although un-permitted and unlawfully occupied, these *dwelling units* are filling a market demand for housing at rental costs typically below that of units which are and have been lawfully constructed and occupied. It is in the public interest and in concert with its obligations under state law, for the Town of Chatham to offer a means by which un-permitted and illegal dwelling units can achieve lawful status, but only in the manner described in this Section.

B. New Affordable Apartment Incidental to a Single Family Dwelling

1. General

- a. No more than 12 Special Permits acted upon in the order received shall be granted for *Affordable Apartments Incidental to a Single Family Dwelling* in any 12-month period.
- b. *Affordable Apartments Incidental to a Single Family Dwelling* are allowed by Special Permit approved by the Zoning Board of Appeals in all districts except Municipal Conservancy (M/C) and Industrial (I) as set forth in this section.
- c. The Zoning Board of Appeals shall solicit comments on the proposal from other Town regulatory agencies which have jurisdiction in the particular case, and prior to acting upon the application, the Zoning Board shall consider any comments received from such agencies.

2. Conditions

All *Affordable Apartments Incidental to a Single Family Dwelling* shall be subject to the following conditions:

- a. No *affordable* apartment shall be approved in addition to a *Guest House* on a single family *lot*.
- b. Either the proposed apartment or the principal dwelling may be proposed to be rented as *affordable*, provided the property owner occupies the unit which is not designated as *affordable*. A change in the designation of which unit is *affordable* shall require an amendment to the Special Permit.
- c. The owner of the property must dwell in either the apartment or in the principal dwelling unit and shall not rent both the apartment and principal dwelling unit at the same time, except as follows;
 - i. An owner of a property containing an accessory apartment who is absent for a period of less than two (2) years may rent the owner's unit as well as the second unit during the temporary absence provided: written notice thereof shall be made to the Zoning Enforcement Officer or designee on a form prescribed by him/her and that the owner shall be a resident of the property for at least two year prior to and between such temporary absences.
- d. The owner of the property must meet and adhere to the requirements for an *affordable dwelling unit* as set forth in this Section.

- e. Application may be made for a Special Permit under this section provided the property where the *apartment* is to be located has a minimum of 20,000 square feet of *buildable upland* area unless specifically waived by the Zoning Board of Appeals.
- f. *Affordable Apartments Incidental to a Single Family Dwelling* shall meet all applicable State and local requirements for the establishment of *dwelling units*, including the Board of Health regulations limiting the number of bedrooms, Building Code, Wetlands Protection Regulations and other approvals as necessary.
- g. Unless specifically waived by the Zoning Board of Appeals, two parking space shall be provided for the *affordable apartment* in addition to the two parking spaces required for the single family dwelling.
- h. The Special Permit shall lapse in the event that the *affordable apartment* is not used for a period of two years. Upon application by the owner, the Zoning Board of Appeals may reinstate the Special Permit after a public hearing. If the reinstatement is not requested or is denied by the Zoning Board, the Zoning Enforcement Officer shall order that the kitchen be removed from the *apartment*.
- i. The Zoning Enforcement Officer shall order the kitchen to be removed from the *affordable apartment* upon finding a violation of the conditions of the Special Permit issued under this section and in the event that the owner does not correct the violation in a timely manner, after being given proper notice.
- j. The *affordable apartment* may be part of the principal dwelling or in a separate building accessory to the single family dwelling.
- k. The site shall provide for privacy and outdoor recreation area for the tenants of the apartment.

3. Special Permit Review Criteria

In addition to the conditions for Special Permits set forth in this Section, the following criteria shall be used in the review of all Special Permits for *Affordable Apartments Incidental to a Single Family Dwelling*:

- a. Adequacy and suitability of the site for the addition of the apartment, whether or not new construction is proposed, with consideration of the size and shape of the site, access to the site, location of existing and proposed buildings, topography of the site and surrounding area, and existing vegetation.
- b. Impact of the proposal upon the abutters and the neighborhood, including such considerations as the size of the unit proposed, location of the unit on the site, layout of parking provided, and location of the outdoor use area for the unit.

4. Conditions of Approval

The Zoning Board may impose conditions upon the approval of a Special Permit for an *affordable apartment incidental to a single family dwelling* in keeping with the review criteria, and such conditions may include a limit on the number of people who can occupy the affordable unit.

C. Amnesty Program for Apartments Incidental to Single and Multiple Family Dwellings

Recognizing that the success of this Section depends, in part, on the admission by real property owners that their property may be in violation of the Zoning Bylaw of the Town, the Town hereby establishes the following Amnesty Program.

1. Threshold Criteria

The threshold criteria for units being considered as units potentially eligible for the Amnesty Program are:

- a. Real property containing a *dwelling unit* or *dwelling units* for which there does not exist a validly issued Variance, Special Permit, Building Permit or Certificate of Occupancy, or does not qualify as a lawful, nonconforming use or structure; or
- b. Real property containing a *dwelling unit* or *dwelling units* and which have been cited by the Zoning Enforcement Officer as being in violation of the Protective (Zoning) Bylaw.

The property owner has the burden of demonstrating to the Building Commissioner that the criteria in either Subsection 1.a. and/or b. above have been satisfied.

If any *dwelling unit* or units identified herein are occupied during the period of time when amnesty is in effect, said unit must be inspected by the Building Commissioner or designee and found to be in conformance with the State Building Code and State Sanitary Code.

2. Program Qualification

The procedure for qualifying units that meet the threshold criteria for the Amnesty Program is as follows:

- a. The unit(s) must either be a single unit accessory to an owner occupied single-family dwelling or one or more units in a multi-family dwelling where there exists a legal multi-family use but one or more units are currently unpermitted;

- b. The property owner must agree that if s/he receives a Special Permit in accordance with the provisions of Section VII. 2 .C. and VII. 2-1. the unit(s) for which amnesty is sought will be rented to an *income-eligible* person or family and shall further agree that rent (including utilities) shall not exceed an *affordable price*.
- c. The property owner must agree, that if s/he receives a Special Permit, that s/he will execute a *deed restriction* in accordance with Section VII. 2. C. for the unit(s) for which amnesty is sought, prepared by the Town of Chatham, which runs with the property so as to be binding on and enforceable against any person claiming an interest in the property and which restricts the use of one or more units as rental units to an *income-eligible* person or family.
- d. A person is deemed not to be proceeding diligently if s/he does not receive a Special Permit within 12 months from the date of the admission by real property owners that the property may be in violation of the Zoning Bylaw of the Town, or as such time extended by mutual agreement of the ZBA and the Applicant.

3. Program Procedure - The procedure for obtaining amnesty is as follows:

- a. No zoning enforcement shall be undertaken against any property owner who demonstrates that s/he meets the Amnesty Program threshold criteria under Subsection C.1a. and/or b. and further demonstrates that s/he is proceeding in good faith to comply with the procedures to obtain a Special Permit.
- b. Any protection from zoning enforcement under this Section shall terminate when:
 - 1. A written determination by the Building Commissioner that the applicable criteria of this Section cannot be satisfied; or
 - 2. It is determined that the property owner is not proceeding diligently with his/her Special Permit application; or
 - 3. The property owner's Special Permit application is denied.

D. Achievement of the 10% Goal

At such time that the Town of Chatham achieves the goal of having ten percent (10%) of the Town's year round housing stock considered *affordable* under Chapter 40B as indicated on the *Subsidized Housing Inventory (SHI)* the Zoning Board Appeals may deny projects submitted under this section based upon the presumption that the local need for *affordable* housing has been satisfied.

Amend Section VII. 2.1., **Affordable Dwelling Units, Mandatory Provision**, heading by striking the existing heading in its entirety and inserting the following:

Section VII. 2-2., Affordable Dwelling Units, Mandatory Inclusionary Provision

Amend Section VII. 4., **Apartment Incidental to a Commercial Use and Industrial Use**, by striking the existing section in its entirety and inserting the following:

4. Apartment, Incidental to a Commercial Use or Industrial Use

Permitted in the Industrial I Districts and allowed by Special Permit in the General Business (GB) Districts, in accordance with the provisions of Sections VII. 2 .C., VII. 2. D. and VII. 2-1., as follows:

- a. The use shall comply with the dimensional requirements stipulated in Appendix II for the commercial use provided:
 1. The area of any lot shall provide not less than ten thousand (10,000) square feet of buildable upland for each *apartment*; except for *Affordable Apartment, Incidental to a Commercial Use or Industrial Use* where the area of any lot shall provide not less than five thousand (5,000) square feet of *buildable upland* for each apartment.
 2. In the GB District there shall be no more than four (4) *apartments* in one (1) building; except for *Affordable Apartment, Incidental to a Commercial Use or Industrial Use*, there shall be no more than six (6) *apartments* in one (1) building.
 3. There shall be living quarters on not more than two (2) stories above finish grade and none below such level.
 4. In the Industrial District, there shall be no more than one (1) two-bedroom *apartment* per lot incidental to the commercial or industrial use; except for *Affordable Apartment, Incidental to a Commercial Use or Industrial Use*, there shall be no more than two (2), two (2) bedroom *apartments* per lot.
 5. All *Affordable Apartments, Incidental to a Commercial Use or Industrial Use* shall be subject to a ten (10) year restriction under the applicable requirements of Section VII. 2. C.
- b. The residential use of the property shall be compatible with the nature and scale of the permitted commercial/industrial uses on the lot.

Amend Section VII. 12., **Guest House**, paragraph d., by striking the existing paragraph in its entirety and inserting the following:

- d. When such guest *dwelling unit* is part of the principal dwelling and is occupied by a member of the immediate family occupying the principal dwelling, the Zoning Board of Appeals may grant a Special Permit to waive the twenty thousand (20,000) square feet additional *buildable upland* land area requirement referenced in 12. c. above for a one (1) bedroom guest dwelling unit even if the existing *lot* is nonconforming as to *lot area*. Such a duly approved guest *dwelling unit* may be converted to an *Affordable Apartment Incidental to a Single Family Dwelling* in accordance with the applicable requirements of Section VII. 2. C and VII. 2-1.

Or take any other action in relation thereto

(Planning Board)

Motion: By Leonard Sussman, Chairman, Planning Board
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant.

Speaker: Leonard Sussman

Explanation: *These proposed changes have their basis in the Comprehensive Plan as did two (2) earlier successive citizen zoning petitions initiated by the Town's affordable housing community. In 2004, "Affordable Accessory Apartments Incidental to Single-Family Dwellings" and in 2005, "Affordable Dwelling Units, Mandatory Provision" Town meeting approved these zoning measures specifically identified in the Comprehensive Plan.*

In the intervening period between July 2006 and the present, the Board of Selectmen (BOS) has continued to identify affordable housing as one of its top long-term priorities. Through the Affordable Housing Committee, several baseline planning efforts were initiated working towards achievement of the BOS goals. In the Fall of 2006, a five year update of the affordable housing needs study was completed. In January of 2007 a "Housing Summit" with over 90 attendees was held to help identify strategies to create affordable housing and aid in the development of the Affordable Housing Planned Production Plan that was approved by the BOS in April of 2007. In September of 2007 the BOS prioritized the remaining zoning actions not yet implemented in the Comprehensive Plan. As part of the Town's ongoing efforts to create additional opportunities for affordable housing as articulated in the Town's Comprehensive Plan, Affordable Housing Planned Production Plan, and the Selectmen's annual goals the Planning Board has developed proposed zoning changes. The following is a summary of the proposed changes put forward for the Town's consideration:

Section VII, 1-1, Affordable Apartment Incidental to Single Family Dwelling

- *New purpose and intent paragraph for a new affordable housing section*
- *New and revised affordable housing definitions*

- *Revised format to group rental unit and homeownership requirements*
 - *Affordability restriction details added for both*
- *Changes to Affordable Apartment Incidental to a Single Family dwelling*
 - *Purpose and intent section added*
 - *temporary absence provision added*
 - *clarification of enforcement provisions*
- *Proposed amnesty program for un-permitted apartments*
- *Sunset provision giving the ZBA greater control of applications when 10% goal is achieved*

Section VII, 2.1, Affordable Dwelling Units, Mandatory Provision

- *Revised format heading change only (Planning Board is working on revisions to this section to bring to a future Town Meeting)*

Section VII, 4, Apartment, Incidental to a Commercial and Industrial Use

- *Reduction of buildable lot area required (from 10,000 sq. ft. to 5,000 sq. ft.) when an affordable apartment is provided*
- *Two additional units, if affordable, beyond the four (4) currently allowed in the GB District would be allowed up to a maximum of six (6) units.*
- *Affordable units beyond the one (1) currently allowed in the I District would allow one (1) additional unit for a maximum of two (2)*

Section VII, 12, Guest House

- *Rewording the Guest Unit provision as it relates to land area requirements, both minimum and additional “buildable upland”, for a one (1) bedroom guest unit (attached) to allow the ZBA to waive those requirements where appropriate when considering a Special Permit.*
- *Provision to allow the conversion of a previously created one (1) bedroom guest unit (attached) into an affordable apartment.*

Please Note: *A detailed “color markup” version indicating language to be deleted and inserted line by line with corresponding marginal note commentary is also available for review at the Office of the Town Clerk, 549 Main Street, the Community Development Department at the Annex, 261 George Ryder Road and on the Town’s website (www.Chatham-MA.gov) under the “Zoning Bylaw Rewrite” or “Planning Board” headings.*

The intent of these changes is to promote the development of affordable housing that counts toward the 10% goal through participation of private property owners and developers, in a manner that balances incentives for participation with the protection of community and environmental character. The only affordable units

proposed that may not count towards the 10% goal are the “as of right” permitted units in the Industrial District. The desired cumulative impact of these changes is expressed in the proposed Purpose and Intent Section VII.2.A.

Planning Board Recommendation: Approve 7-0-0

Board of Selectmen Recommendation: Approve 3-1-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 32 – General Bylaws Amendment – Outdoor Display of Goods

(Note: “Strikeout” text indicates language to be removed. *Underlined Italics* indicate new language to be added to the Bylaws)

To see if the Town will vote to amend **Paragraph C. of Section 24. Outdoor Display of Goods of Chapter 28: Peace and Good Order** of the General Bylaws by amending, as set forth below:

C. Special Permit

- (1) Upon application made to the Director of Community Development, or his/her appointed designee, a special permit may be granted to display a single item (or grouping of items) for placement on, upon or against the outer wall or door of the commercial establishment, with such item (or grouping of items) to be limited in size, height, type, arrangement and placement as the Director/designee, in his/her reasonable discretion and giving consideration to the setting and physical structure of the commercial establishment, may determine is in keeping with the purpose of this bylaw. *Any shop which has a setback of 10 feet or more from Main Street, can display a single item or a small grouping of items outside of their property up to and within five (5) feet of Main Street.*

Or take any action in relation thereto.

(Board of Selectmen)

Motion: By Ronald Bergstrom, Board of Selectmen

I move that the Town vote to amend Paragraph C. of Section 24. Outdoor Display of Goods of Chapter 28: Peace and Good Order of the General Bylaws as printed in the Warrant.

Speaker: Kevin McDonald, Director of Community Development

Explanation: *The proposed bylaw change would allow shops that have a building setback of ten feet or more from the Town property to display a single item or small grouping of items outside on their property up to and within five (5) feet of Town property. This request is intended to help increase the visibility of businesses that do not have their shops near or directly on the sidewalk to help increase the economic viability of such establishments.*

Board of Selectmen Recommendation: Approve 4-1-0
Finance Committee Recommendation: Recommendation from Town Meeting Floor

Article 33 - Pleasant Bay Resource Management Plan Update

To see if the Town will vote to adopt the 2008 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 the Inter-municipal Agreement with the Towns of Orleans, Harwich, and Brewster originally authorized by the Town in 1998 and re-authorized in 2003; and to authorize the Board of Selectmen to enter into a successor Inter-municipal Agreement, as amended by the Board of Selectmen, with one or more of the aforementioned towns for the purpose of continuing the Pleasant Bay Resource Management Alliance to implement the plan and plan update, or to take any other actions in relation thereto.

(Board of Selectmen)

Motion: By Sean Summers, Board of Selectmen
I move that the Town vote to adopt the 2008 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 the Inter-municipal Agreement with the Towns of Orleans, Harwich, and Brewster authorized by the Town in 1998 and re-authorized in 2003; and to authorize the Board of Selectmen to enter into a successor Inter-municipal Agreement, as amended by the Board of Selectmen, with one or more of the aforementioned towns for the purpose of continuing the Pleasant Bay Resource Management Alliance to implement the plan and plan update.

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

Explanation: *In 1998 the Towns of Orleans, Chatham, and Harwich adopted the Pleasant Bay Resource Management Plan and established the Pleasant Bay Resource Management Alliance to coordinate plan implementation by cooperation with each town. The plan calls for an update to be completed every five years. The inter-municipal agreement expires at the end of five years unless the towns take action to extend it. The article will accept the 2008 plan update, and authorize selectmen to continue the agreement forming the Alliance for another five years.*

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

Article 34 – General Bylaws Amendment - Section 265 “Waterways”

(Note: “Strikeout” text indicates language to be removed. *Underlined Italics* indicate new language to be added to the Bylaws)

To see if the Town will vote to amend Section 265 “Waterways” of the General Bylaws by adding Sections 265-14A and 265-23 and amending portions of Sections 265-1, 265-2, 265-13, 265-15, 265-16 and 265-17 as set forth below:

§ 265-1. Application and regulations.

C. Before prescribing ...to the Waterways *Advisory* Committee, which shall...

§265-2. Definitions

ADD the following New Definitions:

AGGRIEVED PERSON - Any person or entity whose mooring permit has been revoked or not renewed; any person who leases a mooring from a Recreational Boating Facility and whose lease is cancelled or not renewed; any person or entity whose name appears on a Town or private waiting list and who was passed over when a mooring became available.

RECREATIONAL BOATING FACILITY - All marinas, boatyards and yacht clubs who have been assigned multiple moorings by the Town for use by their patrons, customers or members.

COMMERCIAL FISHING CLASSIFICATION - Any mooring permit holder or person or entity on the waiting lists who, in the opinion of the Harbormaster, is engaged in fin or shellfishing as his/her or its principal occupation (i.e. deriving no less than 75% of their income from fishing related activities).

§265-13. Moorings.

B. The ~~owner of the mooring~~ *mooring permit holder* shall comply with all reasonable requests of the Harbormaster or an Assistant Harbormaster and all mooring and mooring permit regulations and shall ensure that:

- (1) Each mooring owned by ~~him~~ *meets the requirements of § 35039 of this chapter and any other requirements of the Harbormaster or an Assistant Harbormaster for the service intended* *a permit holder shall meet the requirements of the Harbormaster “Regulations for Mooring, Mooring Permits and Anchoring.”*
- (2) That each mooring ~~owned by him~~ is maintained in good and serviceable condition on the assigned location for the mooring.

§265-14. Mooring permits.

- A. Before placing in the water or using any mooring, the owner of a mooring tackle shall obtain from the Harbormaster or an Assistant Harbormaster a mooring permit
- D. The Harbormaster shall adopt regulations regarding the period of time that a mooring permit is valid, procedures for renewal and the issuance of new permits. Such regulations shall track the provisions of MGL c. 91 §10A.
- F. When a mooring permit is revoked or expires, ~~or when a mooring permit holder/owner sells or transfers ownership of a mooring, he shall~~ the permit holder/owner shall, within 30 days, surrender the mooring permit and remove or dispose of the mooring.
- G. When a permit holder/owner of a mooring discontinues the use of a mooring for the vessel described in the mooring permit, the permit holder/owner may retain the mooring location for a period of not to exceed two (2) years, and the mooring may be used by another vessel as prescribed in §265-18. If after two (2) years the permit holder/owner does not own a vessel requiring the a mooring, the Harbormaster ~~may~~ shall reassign the mooring location.
- H. The Board of Selectmen, in consultation with the Waterways Advisory Committee, shall set the fees for mooring permits.

ADD the following New Subsections:

I. The Harbormaster shall annually update and publish by category the number and general mooring location of all moorings as follows:

(1) Town controlled and unassigned;

(2) Commercial fishing vessels;

(3) Recreational private;

(4) Boatyards and marinas; and

(5) Clubs, nonprofits, sailing schools.

The Harbormaster shall endeavor to maintain the percentages mix of the above categories as they existed on April 1, 2008 (Percentage mix and date may be changed under Section 265-14A(F)). In the event a mooring assigned to a commercial fishing vessel is converted by the mooring permit holder to a recreational private status, the Harbormaster shall assign the next available, suitable mooring to a commercial fishing vessel applicant.

- J. Mooring permits may be transferred to members of the immediate family of the permit holder in accordance with the Harbormaster's Mooring Regulations.
- K. Mooring permits are temporary permits as defined in MGL c. 91. The permits are not property rights and as such are only transferable in strict conformity with this bylaw.

ADD the following New Section:

§265-14A

- A. Mooring permits issued to Recreational Boating Facilities may, consistent with the provisions of this bylaw and the rules and regulations of the Harbormaster, be assigned or leased to patrons and/or members of such facilities, and may be used by such facilities for service or repair of vessels.
- B. Each Recreational Boating Facility shall subscribe to and be bound by the Chatham Commercial/Rental Mooring Fair and Equitable Mooring Assignment Policy (the "Policy") adopted by the Harbormaster, and approved by the Board of Selectmen, dated , 2008, a copy of which is on file in the office of the Town Clerk.
 - (1) Dated copies of the policies shall be available at the office of the Harbormaster and Town Clerk and shall be conspicuously posted at each Recreational Boating Facility.
 - (2) The Policy may only be amended by the Harbormaster with approval of the Board of Selectmen after an advertised public hearing, notice of which has been sent in writing to all Recreational Boating Facilities and the Waterways Advisory Committee at least 10 days before the hearing. The notice shall set forth the time and place of the hearing and include a copy of the proposed amendment. Prior to acting on the amendment the Harbormaster and the Board of Selectmen shall seek the recommendation of the Waterways Advisory Committee.
- C. No Recreational Boating Facility shall fail to renew or revoke a mooring rental/assignment without having complied with the applicable provisions of the Policy. Copies of the notice shall be sent to the Harbormaster contemporaneous with the notice to the lessee/assignee. Any person aggrieved by such non-renewal or revocation shall be entitled to pursue the appeal process outlined in this bylaw without fear on reprisal or retribution.
- D. Failure of the Recreational Boating Facility to conform to the requirements of this bylaw may result in the non-renewal of some or all of its mooring permits.
- E. Upon the sale or transfer of the Recreational Boating Facility to a new owner the mooring permits assigned to that Recreational Boating Facility may be transferred to the successor owner provided that;

(1) The facility continues to operate at substantially the level of service as previously and as a Recreational Boating Facility; and

(2) That the Harbormaster approves such transfer, which approval shall not be unreasonably withheld.

Sale or transfer shall include any sale or transfer of more than 51% of the stock of any corporate Recreational Boating Facility.

F. The sale or transfer to any person or entity that ceases or fails to operate as set forth in this section will cause the mooring permits to be revoked or not reissued and such permits may be reassigned by the Harbormaster exempt from the requirements of Section 265-14(I). The reassignment of these moorings may create a new percentage mix between the categories and thus establish a new benchmark date for Section 265-14(I).

G. The Harbormaster, at his discretion, may issue "Service Moorings" to boat/repair commercial facilities not qualified under "Recreational Boating Facilities" as required by them to facilitate their normal operations. Permits to be issued at the Harbormasters discretion out of the percentage used in Section 265-14(I)(1), (2) or (4).

§265-15. Waiting Lists for Mooring Location Assignment.

A. In areas that have reached maximum mooring saturation, the Harbormaster may shall, in order to equitably assign mooring locations, establish waiting lists and procedures for the administration of such waiting lists.

B. ~~Failure to comply with the procedures established by the harbormaster will result in removal from the waiting list.~~ Recreational Boating Facilities shall likewise establish waiting lists and procedures similar to the Harbormaster's for assignment of vacant moorings under its control for those willing to pay the rental fee for such moorings. In the event such facility has no one on its waiting list and no one is interested in renting its available moorings, it shall be offered to the owner of a suitable vessel who is listed first on the applicable Harbormaster Waiting List and is willing to enter into the mooring rental assignment agreement then offered by the Recreational Boating Facility. Recreational Boating Facilities shall be required to submit to the Harbormaster the information set forth in subsections E & F of this section.

C. In the establishment of the written waiting list procedures, the Harbormaster or recreational boating facilities shall comply with the provisions of 310 CMR 9.07(2)(a). The fair and equitable assignment from a waiting list shall at a minimum include:

(1) Date of application;

(2) Physical characteristics of vessels, e.g. size and type;

- (3) Purpose of vessel use, e.g. commercial vs. recreational or public v. private; and
- (4) In the case of a Recreational Boating Facility, renewal of a mooring rental assignment or issuance of a mooring rental assignment to individual patrons, members or customers of the Facility.

D. A list of all mooring wait lists and assignment lists shall be kept at the Harbormaster's office and posted on the Town website. These lists will have the date an individual first appeared on the wait list. The assignment list will have the date the mooring was assigned to that individual. When the Harbormaster makes any changes either by issuing new moorings or removing moorings then that change will be reflected on the respective list within fifteen (15) days of said change. The Harbormaster's office shall maintain these records as public documents in paper and electronic form and shall keep these records for public review indefinitely or until otherwise instructed by the Board of Selectmen/Town Manager.

E. The Town Clerk's office will be responsible for archiving the records. The Harbormaster's office will provide it with updated lists every six (6) months. Records shall be available for the public to review upon request. All records submitted to the Town Clerk's office by the Harbormaster's office shall be kept indefinitely or until otherwise instructed by the Board of Selectmen/Town Manager.

F. When a new mooring is assigned, a copy of the assignment letter is to be sent to the Waterways Advisory Committee and the Board of Selectmen/Town Manager within fifteen (15) days of said assignment. Should the Harbormaster elect to assign additional moorings to its own inventory of available town moorings, the notification procedure of this section shall be followed.

G. All new assignments of the moorings shall be taken from the first suitable vessel on the waiting list. If the vessel selected for a mooring is not the next in line on the wait list then the Harbormaster shall provide a written reason for such a selection to the Board of Selectmen/Town Manager, the Waterways Advisory Committee, and to all individuals on the waiting list who have been passed over within fifteen (15) days of such an assignment.

§265-16. Moving, relocating, removal and inspection of moorings.

F. All moorings shall be inspected ~~pass an inspection~~ by a qualified person before being placed in service, and ~~at not less than every two years thereafter further inspected, and pass such inspection, at intervals of not more than every two (2) years thereafter.~~ A qualified person is an individual who has received written approval to inspect moorings from the Harbormaster or an Assistant Harbormaster. Moorings may continue to be self-inspected by the individual mooring permit holder in accordance with the Harbormaster's mooring inspection regulations as from time to time amended.

§265-17. Lost moorings.

- B. ~~If after six months, during a period not to exceed six (6) months, the permit holder/owner fails to locate, mark and properly identify a lost mooring, he shall have relinquished his right to the approved location, and the mooring may be removed by the Harbormaster or an Assistant Harbormaster may request permission from the Harbormaster to install a new mooring and tackle at his approved location.~~

ADD the following New Section:

§265-23. Appeals

A. Statutory Appeals

Any individual or entity aggrieved by a decision of the Harbormaster shall have the right to pursue and appeal to the Division of Waterways as more fully set forth in MGL c. 91 §10A and 310 CMR 9.07(5)(a). If an aggrieved person elects to utilize the local appeals process, any decision by the Harbormaster shall not become final until seven (7) days following the decision of the Mooring Appeals Board at which time the thirty (30) day appeal period in MGL c. 91 §10A will commence to run. The decision to utilize the local appeals process shall not constitute a waiver of the statutory appeal process.

B. Local Appeals

- (1) The Board of Selectmen shall hear and rule upon all appeals initiated under this bylaw.
- (2) The Board of Selectmen is authorized to hear and decide appeals initiated by any aggrieved person as defined in this mooring bylaw. The appeal shall be filed with the Town Clerk and the Harbormaster within ten (10) days of the action of either the Harbormaster or a Recreational Boating Facility from which the aggrievement arises. The Board of Selectmen shall hold a hearing within twenty-one (21) days of the filing of the appeal and shall render its decision and file the same with the Town Clerk and Harbormaster within twenty-one (21) days of the conclusion of its hearing.
- (3) Any party to the local appeals process aggrieved by the decision of the Board of Selectmen may appeal pursuant to MGL c. 91 §10A or 310 CMR 9.07(5)(a) providing they qualify for such appeal. All other appeals of the Board of Selectmen shall be to the Superior Court of Barnstable County by way of certiorari.
- (4) Any further appeal to the Division of Waterways shall include the decision of the Board of Selectmen which shall have prima facie evidence of its correctness.

(5) The filing of a local appeal under this bylaw shall stay the enforcement of the action or actions appealed from until such time as the appeal is finally adjudicated or resolved and until the Board of Selectmen has rendered its decision.

(6) In ruling upon appeals, the Board of Selectmen shall determine:

(1) Whether there has been compliance with the provisions of this bylaw, the regulations of the Harbormaster, and, if applicable, the Policy referenced in Section 265-14A as the same may be amended from time to time.

(2) Whether the action or decision of the Harbormaster or the Recreational Boating Facility was arbitrary or capricious.

(Board of Selectmen)

Motion: By David R. Whitcomb, Chairman, Board of Selectmen
I move that the Town vote to amend Section 265 "Waterways" of the General Bylaws as printed in the Warrant.

Speaker: Stuart F.X. Smith, Harbormaster

Explanation: *In December of 2006, the Massachusetts Inspector General issued an eight page report to the Board of Selectmen. The report investigation was "to determine whether private boat yards in Chatham were operating lawfully and fairly with respect to their control of moorings in public waters". Included in this investigative report was the recommendation that the Town of Chatham through its Harbormaster "take all necessary and appropriate steps to assert control over all new and vacant mooring spaces in Town waters that are currently controlled by private entities".*

Subsequent to the issuance of this report, the Board of Selectmen directed the Waterways Advisory Committee to propose changes or amendments to the Waterways By-law that would address the issues raised by the Inspector General and other changes that may be appropriate. After considerable televised meetings by the Waterways Advisory Committee that included representatives of the boat yards, comments from the general public, Coastal Resource Director and the Harbormaster, the proposed changes have been accepted by the Waterways Advisory Committee and subsequently written into by-law form by Town Counsel. The additions, amendments and deletions are contained in sections 265-1, 265-2, 265-13, 265-14A, 265-15, 265-16, 265-17 and 265-23. The changes provide oversight to the boat yards rental moorings, additional publication of waiting lists and in addition to the statutory appeal process, provides an additional local appeals process for those persons aggrieved by the decision of a boat yard/marina or the Harbormaster.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Approve 8-0-0

Article 35 - Town of Chatham Rules and Regulations for the Sewer Department

(A line through words indicates deletions "~~word~~". Words typed "*In Italic*" indicate additions.)

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, and Article 21 of the May 9, 2005, Annual Town Meeting, as set forth below:

Insert after first paragraph:

Purpose

The purpose of the Rules and Regulations of the Sewer Department of the Town of Chatham are:

- a) To establish the technical and administrative procedures for making connections to the sanitary sewer system including standards of materials and design.*
- b) To establish requirements, restrictions, and controls on the quantities and quality of what may be discharged to the sanitary sewer system; such as discharges that may:
 - 1. Interfere with the operation of the sewer system, pump station or publicly owned treatment works (POTW) in any way;*
 - 2. Pass through the POTW, to the groundwaters, inadequately treated effluent that may cause contravention of standards for these waters or surface waters or cause violation of the POTW's Groundwater Discharge Permit (GWDP) or negatively impact the watershed into which treated effluent is discharged;*
 - 3. Reduce the opportunity to reclaim or recycle treated wastewater and/or sludge from the system;*
 - 4. Increase the cost or otherwise hamper or limit the disposal of sludges and other residuals;*
 - 5. Endanger municipal employees or the public;*
 - 6. Cause, directly or indirectly, any public nuisance condition;**
- c) To prevent new sources of inflow and infiltration and eliminate private source inflow;*
- d) To provide for equitable distribution to all users of the POTW, all costs associated with the collection, transmission, treatment, and residuals disposal, and to provide for the collection of such costs; and*
- e) To provide for the orderly planning of sewer systems' and treatment systems' components to improve the health and environmental quality of the Town of Chatham and its people and resources.*

ARTICLE 1 DEFINITIONS

Section 33. "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

* ~~Included among the definitions of a particular ordinance should be those for such terms as "City," "Village," and various officials as are locally applicable.~~

Section 34. Abbreviations:

<i>ANSI</i>	<i>American National Standards Institute</i>
<i>ASTM</i>	<i>American Society for testing and Materials</i>
<i>AWWA</i>	<i>American Water Works Association</i>
<i>BOD</i>	<i>Biochemical Oxygen Demand</i>
<i>CFR</i>	<i>Code of Federal Regulations</i>
<i>COD</i>	<i>Carbonaceous Oxygen Demand</i>
<i>EPA</i>	<i>Environmental Protection Agency</i>
<i>TSS</i>	<i>Total Suspended Solids</i>

**ARTICLE III
BUILDING SEWERS AND CONNECTIONS**

Section 5. Old building sewers may be used to connect new buildings only when they are found, on examination and test, to meet all requirements of these rules and regulations and are approved by the Director.

Properties with building sewers that will be connected to the sewer system from a septic system, a portion of the existing pipe may be used as part of the building lateral to a public sewer or to a pumping system only if it meets the requirements in the previous paragraph.

Section 6. Building sewers shall be constructed of such materials and shall be ~~of such size (minimum six (6) a minimum five (5) inches diameter pipe~~ or as the Director may determine. Sewer pipe shall be made from: ductile iron with the outside coated with extra heavy bituminous coating approved for buried utilities and the inside cement lined, minimum schedule 35 P.V.C. ~~minimum class 3600 asbestos cement~~ or acceptable substitute approved by the Director. The building sewer shall be laid straight in line and grade, and where an angle is necessary, the owner must construct a manhole or cleanout of approved watertight precast concrete and fitted with a suitable metal cover. All building sewers must have a cleanout manhole at the property line.

Pressure Sewer Laterals:

If building is to be connected to a low pressure sewer or requires a pump to lift sewage to a gravity sewer, the gravity portion of the installation shall meet the requirements of the previous paragraph. The pressure pipe shall be minimum 1-1/4 inch diameter if a grinder pump is used and 2-inch diameter if a grinder pump is not used or other such larger size if the sewage flow and characteristics differ from a single-family residence.

Materials

Polyethylene for 1-1/4 -inch pipe through 4 inch pressure pipe with material conforming to ASTM D3350, Type PE-4710 HDPE pressure Class PC 200, SDR-11. Fittings for use with

polyethylene pipe and tubing shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Joints for polyethylene pipe shall be jointed by the butt fusion method in a manner recommended by the pipe manufacturer.

Polyvinyl Chloride (PVC) Pipe- ASTM D2241 PVC pressure pipe material conforming to ASTM D1784, minimum class SDR 21 for pipe 1-1/4-inch through 4-inch, push-on joint conforming to ASTM D3139 with flexible elastomeric gaskets conforming to ASTM F477.

A Ball valve with curb stop and check valve shall be installed on all low pressure and force mains, as close as feasible to a property line. Ball valves for low pressure sewers shall be true union type constructed from PVC Type I cell classification with EPDM O-rings. All valve components shall be replaceable. Ball valves 2 inch and smaller shall be pressure rated to 235 psi, while valves larger than 2 inches shall be rated to 150 psi. Ball valves shall have a Safe-T-Block seal carrier to stop flow in either direction, allowing safe removal of the downstream union nut for system service or modification. Ball valves shall be true union ball valves as manufactured by Spears Manufacturing Company, or equal. Check valves for low pressure sewer laterals shall be made of stainless steel or fabric-reinforced synthetic elastomer to allow for a positive seal with minimum backpressure. Check valves shall be true union ball check valves.

Curb stop valves shall be of brass or bronze construction and two rubberized O-ring seals to provide pressure-tight seal. Curb stop valves shall be figure H-15204 as manufactured by Mueller-Oriseal, B22 as manufactured by Ford Meter Box Company, Hayes, Nueseal, or equal. Curb boxes shall be 2-1/2 inch shaft size two-piece screw type. They shall be adjustable from 48-inch to 72-inch. Curb boxes shall be constructed of cast iron and thoroughly coated with two coats of asphaltum varnish. Curb box shall be stainless steel supplied with a hole in the "U" portion for the insertion of a stainless steel pin. Pins shall be supplied and shall be made of stainless steel. Curb boxes shall be as manufactured by Ford Meter Box Company, Mueller Company, or equal.

Gravity or low pressure pipe shall have magnetic marking tape 2 inches wide with the words "SANITARY SEWER BELOW," installed not more than two (2') feet below finished grade on all mainline and service laterals.

Section 7. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. All buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer or public sanitary sewer, as specified by the Director.

Low Pressure Grinder Pumps or Lift Pumps:

Each property serviced by a low pressure sewer shall have a dedicated pre-manufactured pump station suitable for the flow, pressure and other conditions defined by the property and the public sanitary sewer. The station shall include an in-ground self contained unit with submersible motor, level controls, sensors, alarms, and an emergency generator plug-in connection. Properties whose sewage quantities and characteristics are equivalent to four or more families

shall install a duplex pump. Refer to further requirements in Article IV-Design of Sewers, Section 11- Grinder Pump Systems.

Section 9. Exhaust from engines, blowoff from boilers, drainage of gasoline or any explosive liquor, liquids, or other flammable substances shall not be permitted to be discharged into any building sewer which is connected directly or indirectly to a public sanitary sewer.

At the time a connection is made to the Town's sanitary sewer system, the interior plumbing shall be inspected to ensure that no connections to roof drains, yard drains, foundation drains, sump pumps, or other sources of drainage water is connected to the sanitary sewer.

Section 13a. Plumbers and private contractors, of established reputation and experience, who have paid the required filing fees, as stated in Section 13b, and have provided the required license and permit bonds, as stated in Section 13c, and have submitted a Certificate of Insurance with required coverage, as stated in Section 13d, may be approved by the Director as a Licensed Utility Installer (L.U.I.).

Applicants for licenses for installing sewer main and sewer services shall attend a training seminar on the installation of low pressure pumps that is conducted by the manufacturer, and the applicant shall show evidence of course completion.

Note: The installation of grinder pumps may require other permits such as, but not limited to: electrical and plumbing.

Section 14. All sanitary sewer extensions shall require ~~supervision~~ *inspection* by a qualified inspector or the Director may determine that a building sewer installation or repair will require full time ~~supervision~~ *inspection* by a qualified inspector. In either case the Director will designate a private inspector as Town Inspector who shall represent the interest of the Town of Chatham during construction of any sanitary sewer extension or building sewer installation or repair, and will monitor and inspect the ongoing progress of the work, full-time observation is required. The costs for the services performed by said Town Inspector shall be paid by the developer or owner, through the Water and Sewer Departments. Flows will not be permitted to be discharged from any service connection until a Certificate of Compliance is submitted by the Town Inspector and the report is approved by the Director.

Section 17. *A property that is generating wastewater, where a common sewer is available for connection, shall be connected to the common sewer, within one year (365) days of written notification from the Board of Health, unless the Board determines a different connection schedule following a public hearing. For new construction, connection to the common sewer, where a common sewer is available for connection, shall be completed prior to the issuance of a Certificate of Occupancy.*

In the case of construction of new common sewers, or extensions of existing common sewers, said Board of Health written notification shall follow notice from the Board of Water & Sewer Commissioners that said common sewer(s) are complete.

ARTICLE IV DESIGN OF SEWERS

Section 1, General:

Sewage collection systems shall be designed separately from stormwater systems. Sewage collection systems shall not allow for the introduction of rain water, noncontract cooling water, and groundwater from foundation drains, sump pumps, surface drainage or any other source of inflow. Overflows from wastewater collection systems shall also not be permitted.

New sanitary sewers and all extensions to sanitary sewers owned and operated by the Town of Chatham shall be either gravity sewers or low pressure sewers in accordance with the Town's approved wastewater treatment facility plan, and shall be designed by a professional engineer licensed to practice in the Commonwealth of Massachusetts, in accordance with the Guides for the Design of Wastewater Treatment Works (TR-16), and in strict accordance with appropriate Massachusetts codes and the Town of Chatham Rules and Regulations of the Sewer Department. Plans and specifications shall be submitted to and approved by the Director before initiating any construction. The design shall anticipate and allow for flows from all possible future extensions or development within the immediate drainage area in conformance with Town planning documents.

Section 3. Details of Gravity Sewer Pipe Design and Construction

Minimum Sewer Pipe Size:

No gravity sewer shall be less than 8 inches in diameter (20 cm).

Depth:

In general, sewers shall be deep enough to drain basement fixtures and to prevent freezing. Water tight insulation shall be provided for sewers that cannot be placed deep enough to prevent freezing.

For house connections chimneys (vertical pipe ~~encased in concrete~~) *preformed block units* shall be used when the sewer main is greater than or equal to 12 feet deep.

Section 9, Details of Low Pressure Sewer ~~Main~~ Design and Construction

Layout: The branched configuration of a pressure sewer is required. Looped piping shall not be permitted. Pipe routing shall include long radius sweeps no less than those recommended by the pipe manufacturer.

Pressure pipes shall be designed and installed so that a minimum of five (5) feet of cover material exists over the crown of the pipe at all times. Appurtenances such as isolation valves, air release valves, and clean-outs shall be provided as required by the Director.

Pipe Size: The diameter of the pressure sewer shall be calculated so that it provides a cleansing velocity based on the average daily flow of the system. *Force Mains shall have a minimum velocity of three feet per second, 3ft/sec.*

Minimum low pressure sewer pipe sizes shall be as follows (unless there is a significant change in grade):

<i>NUMBER OF HOMES OR EQUIVALENT</i>	<i>MINIMUM PIPE SIZE</i>
<i>1-3</i>	<i>1.5</i>
<i>4-9</i>	<i>2</i>
<i>10-18</i>	<i>2.5</i>
<i>19-30</i>	<i>3 (model recommended)</i>
<i>>30</i>	<i>Must be modeled</i>

~~Pipe Material: Use only the equivalent of Class 200, SDR 21 PVC piping or greater in pressure sewers to provide the necessary working pressure rating for the system, and to provide durability during installation.~~

~~Pipe Material:~~

~~Low Pressure Mains and Services~~

~~Polyethylene for 1-1/4 inch pressure pipe with material conforming to ASTM D3350, Type PE-4710 HDPE pressure Class PC 200, SDR 11. Fittings for use with polyethylene pipe and tubing shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Joints for polyethylene pipe shall be jointed by the butt fusion method in a manner recommended by the pipe manufacturer.~~

~~Polyvinyl Chloride (PVC) Pipe — ASTM D2241 PVC pressure pipe material conforming to ASTM D1784, minimum class SDR 21 for pipe 1-1/4 inch through 4 inch, push-on joint conforming to ASTM D 3139 with flexible elastomeric gaskets conforming to ASTM F477.~~

~~Fittings for use on PVC pressure pipe of 4 inch nominal inside diameter or greater shall be ductile iron with mechanical joints as described in ANSI 21.10/AWWA C110. The coatings and linings of the fittings shall be as specified for ductile iron pipe. Mechanical joints for fittings shall be supplied with rubber gasket joints and retainer glands in conformance with ANSI 21.11/AWWA C111.~~

~~Low Pressure Mains — In Manholes~~

~~PVC pipe — Less than 4 inches in diameter ASTM D1785, Type 1, Grade 1, (PVC 1120) PVC pressure pipe material conforming to ADTM D1784 Class Schedule 40 inside nominal diameter; solvent cement socket weld type joints shall be used on pipe runs, and fittings to be PVC. Joint sockets for belled PVC pressure pipe to conform to ASTM 2672 and ASTM D2564 (solvent cements). Socket type fittings for Schedule 40 PVC pressure pipe to conform to ASTM D2467.~~

Isolation Valves:

Isolation valves shall be required to allow isolation of individual girder units, system expansion, and at key locations such as at the property line.

Ball valves for low pressure sewer manholes shall be true union type constructed from PVC Type I cell CLASSIFICATION WITH EPDM O-RINGS. All valve components shall be replaceable. Ball valves 2 inches and smaller shall be pressure rated to 235 psi, while valves larger than 2 inches shall be rated to 150 psi. Ball valves shall have a Safe-T-Block seal carrier to stop flow in either direction, allowing safe removal of the downstream union nut for system service or modification. Ball valve ends shall be as needed to connect to Schedule 430 PVC pipe in low pressure sewer manholes. Ball valves shall be true union ball valves as manufactured by Spears Manufacturing.

Curb Stop Valve:

Curb stop valves shall be located at the property line of the street or easement of the sewer main. Curb stop valves shall be of brass or bronze construction and two rubberized O-ring seals to provide pressure-tight seal. Curb stop valves shall be figure H-15204 as manufactured by Mueller-Oriseal, B22 as manufactured by Ford Meter Box Company, Hayes, Nuseal, or equal. Curb boxes shall be 2-1/2-inch shaft size two-piece screw type. They shall be adjustable from 48-inch to 72-inch. Curb boxes shall be constructed of cast iron and thoroughly coated with two coats of asphaltum varnish. Curb box rods shall be stainless steel supplied with a hole in the "U" portion for the insertion of a stainless steel pin. Pins shall be supplied and shall be made of stainless steel. Curb boxes shall be as manufactured by Ford Meter Box Company, Mueller Company, or equal.

Air Release Valves:

~~To release air trapped in the pressure lines, air release valves shall be installed at high points in the piping system. Air release valves shall be located in a manhole or structure to allow access for repair and maintenance. Automatic air release valves shall be used to reduce the system's operating and maintenance costs.~~

~~Air release manholes shall be located at least 14 pipe diameters downstream of the locations where hydraulic jumps occur. Hydraulic "jumps" form in sections where the pipeline intersects with hydraulic grade line. Air bubbles formed by hydraulic jump conditions are carried downstream with the wastewater flow.~~

Air and vacuum valves shall be installed on low pressure mains. The air and vacuum valves shall be designed to release air from the main when the main is being filled and/or air becomes entrapped in the main, and to admit air into the sewer main when pumps are stopped and the main is being drained by gravity. The body and cover of air and vacuum valve shall be cast iron, floats of stainless steel, protective hood of steel, seats of Buna-N, and miscellaneous internal parts of stainless steel, Manufacturer-Crispin, or equal. Air and vacuum valves shall be located in a manhole or structure with a diameter of 60 inches to allow access for repairs and maintenance.

Cleanout Connections:

Cleanouts shall be installed on the pressure mains at sags and other locations where debris can accumulate and clog the lines, and proper valving to conduct required maintenance shall be provided.

Miscellaneous.

Magnetic marking tape two (2) inches wide with the words "SANITARY SEWER BELOW," shall be installed not more than 2 feet below finished grade on all mainline and service laterals.

Section 10, Force Mains

Minimum Size:

Force mains shall ~~measure a minimum of four inches (4") inside diameter.~~
have a minimum velocity of three feet per second, 3ft/sec.

Section 11, Grinder Pump Systems:

Pumping equipment shall include an integral grinder capable of handling a reasonable quantity of foreign objects that may find their way into a building's sewerage system. The grinder pump shall be capable of processing foreign objects without jamming, stalling, or overloading, and without making undue noise. The grinder shall provide a positive flow of solids into the grinding zone. Grinder pump stations shall be of the wetwell type.

A list of suitable manufacturers will be available from the Director. Properties whose sewage quantities and characteristics are equivalent to four or more dwelling units shall install a duplex pump.

Electrical Equipment: Wiring and electrical connections shall be NEMA rated for the environment in which they are to be placed. *System shall include an emergency generator plug-in connection.*

Section 12, Pumping Station:

Design Capacity:

A sewage pumping station shall handle the projected peak sewage flows of its tributary sewer collection system. *As recommended by TR-16, Guides for the Design of Wastewater Treatment Works (Technical Report #16) and the Hydraulic Institute's Recommended Standards for Pumping Stations.* This information may be included in the Comprehensive Management Plan or other engineering report and any applicable updates or amendments. Pumping stations shall accommodate future expansion, when in the opinion of the Director it is appropriate.

Types of Stations:

Wastewater pumping stations fall into three categories: wetwell/drywell, submersible, or suction lift. The preferred type of station is the ~~wetwell/dry well~~ *Suction Lift* type. The Director may approve other types under certain circumstances.

Access:

The designer shall minimize the confined spaces and shall indicate which spaces meet the definition of confined space on the drawings. Suitable, safe, and separate means of access shall be provided for dry and wetwells. Stairways and/or steps are required for drywells and wetwells containing either bar screens or mechanical equipment that requires inspection or maintenance. A landing with railings shall be provided for stairways or ladders for every 10 vertical feet. Local, state and federal safety codes shall govern in all cases.

Design:

Pumps shall be designed specifically for wastewater use *and shall be non-clogging and as allowed by the Director.* ~~They shall be non-clogging and capable of passing a 3-inch diameter sphere at a minimum.~~

Valves:

Suitable shutoff valves shall be placed on the suction lines and on the discharge lines of each pump (except on submersible and vacuum-primed pumps). A suitable check valve shall be placed on a horizontal section of each discharge line between the shutoff valve and the pump.

~~Valves shall not be located in wetwells.~~

Unless adequate space is available in a dry pit pump room, valves on the discharge piping (including flow meters, if required) shall be in a separate underground precast concrete vault.;

Every pump station shall include appropriate valves and quick disconnects to allow the Town to bypass the existing pumping equipment and valves. The piping shall allow the Town to install temporary piping into the wet well, and discharge to a location downstream of the check and shutoff valves.

Valves shall not be located in wetwells.

Section 18. Emergency Operations:

Noise Attenuation:

~~Critical grade silencers for noise attenuation shall be provided.~~

Noise attenuation components must be incorporated in the design to produce no more than 60 decibels (db) of noise at the property line.

Section 21, Site Protection and Aesthetics:

The Director will review the design and location of the pump stations and may determine that fencing, aesthetics vegetation plantings, intrusion alarms, and aesthetics superstructures style or any other site conditions may warrant site protection and/or aesthetics.

Section 22. Odor Control:

Odor control equipment may be required by the Director, depending on the sitting of the pumping station and force main discharge point.

**ARTICLE V
CONSTRUCTION TECHNICAL SPECIFICATIONS**

The owner of the property, the developer, and/or Licensed Utility Installer, shall construct and install all sanitary sewers and all building sewers in accordance with the following rules and regulations:

Section 5. ~~All laying of~~ Public sewers and building sewers shall be ~~done~~ *laid using a transit or laser level.* All sewer pipes shall be laid on a bed of crushed stone of at least six inches (6") in depth under the pipe and crushed stone shall extend at least halfway up the side of the pipe. Approved gravel, with no stones larger than two inches (2") in any dimension, shall be used to cover pipe to one foot above pipe. The rest of the backfill material must be approved by the Director, Massachusetts Highway Department or Town of Chatham Surveyor of Highways. The approved backfill material shall be placed in mechanically compacted lifts of no more than six inches (6") deep or as specified by the Chatham Surveyor of Highways, Massachusetts Highway Department, or other specifications more stringent than the above. *The approved backfill material above the gravel shall contain no stones greater than 6 inches in any dimension.*

Section 7, Sewers may be deep enough to drain basement fixtures, and shall be deep enough to prevent freezing. Watertight insulation shall be provided for sewers that cannot be placed deep enough to prevent freezing.

~~For~~ House connections chimneys (vertical pipe ~~encased in concrete~~) *preformed block* shall be used when the sewer main is greater than or equal to 12 feet deep.

~~**Section 11.** Minimum size of public sewer pipe shall be eight (8") inch and building sewer pipes shall not be less than six (6") inches in diameter.~~

Section 11. Minimum size of gravity public sewer pipe diameter shall be eight (8") inches and building sewer pipes shall not be less than five (5") inches in diameter. Minimum sizes of low pressure sewer mains shall be in accordance with Article IV-Design of Sewers, Section 9. Details of Low Pressure Sewer Design and Construction.

Section 12. Sewer pipe and building sewer pipe material shall be:

- (g) *Plastic Pipe, sizes 4 inches through 12 inches, shall be ANSI/ASTM D3034, SDR-35 Type PSM Poly (Vinyl Chloride) (PVC) material; minimum pipe stiffness (F/Y) is 46 psi; bell and spigot style and rubber gasket conforming to ASTM F477.*
- (h) *Low Pressure Mains and Services for 1-1/4-inch pipe through 4-inch pressure pipe shall be polyethylene pipe with material conforming to ASTM D3350, Type PE-3408 pressure Class PC 160, SDR-11. Fittings for use with polyethylene pipe and tubing shall be manufactured and furnished by the pipe supplier and in conformance with AWWA C901 requirements. Joints for polyethylene pipe shall be jointed by the butt fusion method in a manner recommended by the pipe manufacturer.*

Pipe sizes 1-1/4 inches through 4 inches shall be Polyvinyl Chloride (PVC) pipe ASTM D2241 PVC pressure pipe material conforming to ASTM D1784, minimum class SDR 21 for pipe 1-1/4-inch, push-on joint conforming to ASTM D3139 with flexible elastomeric gaskets conforming to ASTM F477.

Fittings for use on PVC pressure pipe of 4-inch nominal inside diameter or greater shall be ductile iron with mechanical joints as described in ANSI 21.10/AWWAC110. The coatings and linings of the fittings shall be as specified for ductile iron pipe.

~~(g)~~ (i) Other pipe materials:

Other pipe materials shall requires prior written approval of the Director before being installed.

Materials for sewer construction shall be appropriate for local conditions, including the character of industrial wastes, septicity, soil characteristics, external loadings, and problems such as abrasion and corrosion.

All sewers shall be able to withstand damage from superimposed loads. Proper allowances for soil and potential groundwater conditions, as well as the width and depth of the trench shall be used. Where necessary, special bedding, haunching and initial backfill, concrete cradles, or other special construction elements shall be used.

The minimum internal pipe diameter shall be eight (8) inches for gravity sewers. ~~and three (3) inches for low pressure sewers.~~

Section 13, Manholes and Cleanouts:

Manhole and Cleanout Size:

Building sewers must have a manhole or cleanout, acceptable to the Director, at the property line. Residential building sewers that are less than six (6) feet deep shall have a cleanout with a minimum diameter of twenty-four (24) inches, cleanout manholes greater than six (6) feet deep, or for commercial or industrial connections' shall be a minimum of four (4') feet in diameter. Larger or smaller diameter cleanouts may be required by the Director. *A minimum drop of 0.10 foot shall be used between entrance and exit inverts.*

Location:

Manholes and cleanouts shall be installed at the end of each line; at all changes in grade, size, or alignment; and at all intersections. Distances shall not be greater than 300 feet for sewers measuring 15 inches (38 cm) or less in diameter, or 400 feet for sewers 18-30 inches (46-76 cm) in diameter. Greater distances may be permitted for larger sewers or for those carrying a settled effluent, but only with prior approval of the Director. The top of the manhole cover shall be no lower than one (1') foot above the 100 year flood elevation level. *Junction manholes on low pressure sewers shall be installed at all intersections.*

Materials:

Manholes shall be precast concrete with barrel sections, cones, and bases, manufactured in compliance with ASTM C 478, and shall have an O-ring or bituminous-based gasketed joints. "Precast concrete walls shall be made up using straight, circular barrel sections and eccentric cone sections if manhole steps are required, and concentric cone sections where no steps are required. Manholes can also be poured-in-place concrete. Other types are allowed subject to the approval of the Director.

All tongue-and-groove (or male and female joints in the precast wall, including the joint at the top of the base, shall be made up using the "Snap-On" type O-ring gasket, and shall conform to ASTM C443; except that joint taper shall not exceed 3-1/2 degrees. The precast sections shall be provided with a special groove (cast into the male end) to receive and hold the gasket in position during joint assembly. After joint assembly, the gap between sections shall be packed on the inside and outside with Anti-Hydro "Azpandretes," Masterflow 713 by Master Builders; or Five Star Grout by U.S. Grout Corp., and shall be troweled smooth so that no projections remain on the inside.

Ladders:

~~Aluminum alloy ladder rungs, or other rungs made of materials approved by the Director, shall be eased into the wall sections of the manhole when the manhole depth is four (4') or greater from the top of the cover rim to the bench or shelf.~~

Manhole steps are to be provided in manholes. Steps are to be cast in or grouted solid into the precast units at intervals of 12 inches. Steps shall be in conformance with OSHA requirements

having drop front or equivalent. Bolted-on type is not acceptable. Manhole steps to be M.A. Industries, Inc. copolymer polypropylene reinforced with 1/2-inch steel rod or equal.

Watertightness:

Solid or watertight manhole covers shall be used in areas subject to flooding. All manhole lift holes and grade adjustment rings shall be sealed with a nonshrinking mortar or other material approved by the Director. A bituminous coating shall also be used on the exterior. Inlet and outlet pipes shall be joined to the manhole with a gasketed, flexible watertight connection or with another watertight connection arrangement that allows for differential settlement of the pipe and the manhole.

The Contractor shall furnish manholes waterproofed over the entire exterior surface that will be below finished grade. The water proofing shall not mar or interfere with the specified exterior finish for these structures. Waterproofing shall be accomplished prior to structure installation for precast sections, and shall be applied to dry surfaces under proper weather conditions.

Waterproofing shall consist of a two-coat application of coal tar compound as manufactured by Koppers Bitumastic Super Service Black; Tnemec Heavy Duty Black 46-449; Preco Nitroproof 600; or equal, and shall be applied according to manufacturer's specification. Total thickness of the two-coat application shall no be less than 16 mils.

Pipe Connections:

Pipes being connected to new manholes shall be connected to the manhole with cast-in-place rubber boot with clamp around gasket. Pipes being connected to existing manholes shall be core drill opening and seal with link seal water stop between pipe and manhole wall.

Section 14. Force main pipe shall be either:

The force main shall terminate, in the receiving manhole, at a PVC plastic sewer pipe "T". The vertical arms of the "T" shall be twice the diameter of the force main. The upper arm shall be at least 4 feet long; the lower arm shall terminate in a PVC plastic sewer pipe 90 degree elbow in a flow channel directed to the manhole exit pipe. The "T" and its arms shall be securely fastened to the inside surface of the manhole wall using corrosion resistant anchors.

Force mains shall have a minimum velocity of three feet per second, 3ft/Sec.

Section 17. Sewer Pipe Testing:

A. General

The L.U.I. shall test the first section of pipeline as soon as it is installed to demonstrate that the work conforms to these specifications. The initial section shall not be less than five hundred (500) feet and not more than one thousand (1000) feet of pipeline. Testing of pipe shall closely follow pipe laying. ~~The L.U.I. shall have no more than one thousand (1000) feet of untested sewer constructed at any time.~~

For all sewer pipe tests, the L.U.I. shall furnish an air or water test pump, an air or water meter, and suitable pressure gauge. The L.U.I. shall also furnish all labor and materials required to install suitable temporary testing plugs or caps for the pipeline and perform the test. The meter and gauge shall be installed by the L.U.I. in such a manner that all air or water entering the section under the test will be measured and the pressure in the section indicated and they shall be kept in use throughout all tests.

The scheduling of deflection and pressure and leakage tests shall be as approved and attended by the Town of Chatham's Sewer Department or Town Inspector.

Before accepting any sewer segment, the L.U.I. shall provide a television tape of the entire sewer including point of connection an existing sewer or pumping station. Television inspection shall be performed by a firm specializing in this work and shall produce the following information:

1. *A continuous videotape recording of the entire length of pipe being inspected. The tape shall include location of each section, direction of camera travel, a commentary of the pipe's condition, and various irregularities found and lateral connections.*
2. *The section of pipe being televised shall be identified at least once every 50 ft.*
3. *Documentation on television logs and voice recorded on tape shall consist of the following information:*
 - a. *Distance from the numbered manhole point of beginning on each sewer section to the location of the specific condition being inspected.*
 - b. *Angular orientation of all above conditions inside pipe (i.e., leak at 10:00, service connection at 3:00).*
 - c. *Sewer size, material, and joint spacing.*

ARTICLE VI USE OF THE PUBLIC SEWER

Section 4. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer or sewage works.

~~A. Any liquids, solid or gases which, by reason of their nature or quantity, are or may be sufficient, either alone or by interaction with other substances, to cause fire or explosion or be injurious in any other way to the sewage works, which will include but not limited to: gasoline, benzene, naphtha, fuel oil, paint, paint thinners, and crankcase oil.~~

A. *Any liquids, solids or gases which, by reason of their nature or quantity, are or may be sufficient, either alone or by interaction with other substances, to cause fire or an explosion or be injurious, in any way to the sewage works, or to the operation of the sewage works, or to the safety and welfare of the workers and the public at large shall be prohibited from discharge to the sewage works. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols,*

carbides, hydrides, and sulfides, and any other substance which the Director, the Town of Chatham, the State, or EPA has determined to be a fire hazard to the sewer works.

- E. Due to the special nature and environmental needs of the Town of Chatham and the surface and groundwaters of the Town, no person shall discharge or cause to be discharged wastewater containing nitrogen and/or phosphorus compounds in a concentration greater than 50mg/L. Any non-domestic discharges having concentration greater than 50mg/L shall require a special permit from the Director. Said permit may include sampling, flow measurement, pretreatment, and/or special fees as a condition of permit issuance.*

Any non-domestic discharge having a BOD or TSS concentration greater than 300 mg/L shall require a special permit from the Director. Said permit may include sampling, flow measurement, pretreatment, and/or special fees as a condition of permit issuance.

- F. Any wastewater which will cause interference or pass through.*

Section 5. No person shall discharge or cause to be discharged the following described substances, materials, water, or waste if it appears likely in the opinion of the **Director** that such waste can harm the sewer sewage treatment process, or equipment, have an adverse effect on the receiving stream or can otherwise endanger life, limb, public or private property or cause a nuisance.

Informing his opinion as to the acceptability of these substances, the Director will give consideration to such factors as: the quantities of subject substance in relation to flows and velocities in the sewers; material use in the construction of the sewage collection and treatment facilities; nature of the sewage treatment process; capacity of the sewage collection and treatment facilities; and other factors which in his judgment are pertinent.

The limitations on wastewater strength or mass discharge contained herein may be supplemented with more stringent limitations when, in the opinion of the Director they are warranted:

- (1) The limitations in this set of regulations are not sufficient to protect the POTW and the sewage works;*
- (2) The limitations herein are not sufficient to enable the POTW to comply with applicable water quality standards, the effluent limitations specified in the POTW's groundwater discharge permit, or effluent reuse;*
- (3) The POTW sludge or other residuals will be rendered unacceptable for disposal or reuse a the Town of Chatham desires as the result of discharge of wastewaters at the above prescribed limitations;*
- (4) Municipal employees or the public will be endangered or otherwise affected by nuisance conditions; or*
- (5) Air or ground water impacts will be caused.*

The restricted substances are as follows:

~~A. Any substance having a temperature higher than one hundred four degrees, fahrenheit (104 F.) or forty degrees Celsius (40 C.).~~

A. Any solid, liquid, vapor, or gas having temperature higher than 65 degrees C (150 degrees F): however, such materials shall not cause the POTW influent temperature to be greater than 40 degrees C (104 degrees F). The Director reserves the right to prohibit or limit the discharge of wastes whose maximum temperatures are lower than 65 degrees C.

K. Concentration and/or mass-based limits-No person shall discharge, directly or indirectly, into the sewer works, wastewater containing any of the following substances in concentrations exceeding those specified below on either a daily basis or an instantaneous basis, except by permit. Limits are applicable at the point of exit from a property to the public sewer.

POLLUTANT CONCENTRATION: PARTS PER MILLION (mg/L)

Arsenic as As	0.05
Barium as Ba	5.0
Boron as B	5.0
Cyanides as Cn (amenable)	0.1
Fluoride as F	20
Chromium (total)	1.0
Chromium (Cr+6)	0.1
Magnesium as Mg	100
Manganese as Mn	5.0
Copper as Cu	1.0
Zinc as Zn	1.0
Cadmium	0.07
Lead	0.1
Tin	2.0
Silver	0.1
Mercury	0.01
Nickel	1.0

Note: All metals are to be measured as total metals.

~~Section 8. Where pretreatment or flow equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner, at the owner's expense.~~

**ARTICLE VII
PROTECTION FROM DAMAGE**

Section 1. No person shall maliciously, ~~will full~~ *willfully* or negligently ~~break~~, *break* damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment

which is a part of the sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

Or take any other action relative thereto.

(Board of Water and Sewer Commissioners)

Motion: By Deborah Connors, Vice-Chairman, 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 33 of the May 11, 2004, Annual Town Meeting and amended under Article 21 of the May 9, 2005, Annual Town Meeting as printed in the Warrant as printed in the Warrant.

Speaker: William G. Redfield, Director, Water and Sewer Department

Explanation: *A review of the existing regulations governing sewer revealed areas that needed to be clarified, updated, and expanded, and with the Town about to embark on a sewer system expansion program, having design and construction specifications using the best available technology will ensure the sewer will operate efficiently.*

Board of Selectmen Recommendation: Approve 4-0-0

Finance Committee Recommendation: Approve 7-0-0

Article 36 – Supplemental Funding for Treatment of Lovers Lake and Stillwater Pond

To see if the Town will vote to appropriate and/or transfer from available funds a sum of one hundred and five thousand dollars in order to provide supplemental funding for the treatment of Lovers Lake and Stillwater Pond in order to improve the water quality of both bodies of freshwater.

Explanation:

In 2007 the Town of Chatham hired ENSR Corp. to conduct a study of the water quality in both Lovers Lake and Stillwater Pond. The most important finding is that the largest source of phosphorous, the major pollutant, comes from internal recycling. Treatment with “alum” is the best and most permanent solution to this problem. In 2007 Long Pond in Harwich was treated with “alum” and the results have been excellent.

Chatham Town Meeting approved a study of the water quality of Lovers Lake and Stillwater Pond. The fiscal budget for 2009 contains \$100,000 however, the amount needed to do the job is now estimated to be \$205,000 which is \$105,000 short of the needed monies. As Stillwater Pond and to a lesser extent Lovers Lake are part of Chatham’s only herring run, and due to the fact further delay will only increase the cost, we ask for your support in this endeavor.

(by petition)

Board of Selectmen Recommendation: Recommendation from Town Meeting Floor

Finance Committee Recommendation: Recommendation from Town Meeting Floor

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 _____ day of _____ in the year of our Lord, Two Thousand and Eight.

David R. Whitcomb, Chairman

Deborah Connors, Vice-Chairman

Douglas Ann Bohman, Clerk

Ronald J. Bergstrom

Sean Summers
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 of the Post Offices of said Town at least fourteen days before May 12, 2008 on _____ 2008.

Constable

Date

APPENDIX A

BUDGET OVERVIEW

**TOWN OF CHATHAM, MASSACHUSETTS
BUDGET OVERVIEW
FISCAL 2009**

REVENUES

<u>Sources</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Property Taxes (net of overlay)	\$23,318,088	65.56%	\$ 400,000	16.24%	\$23,718,088	62.37%
Local Receipts	5,408,200	15.21%			5,408,200	14.22%
Water Revenues	355,705	1.00%	2,063,522	83.76%	2,419,227	6.36%
Free Cash	1,539,189	4.33%			1,539,189	4.05%
State Aid (net of assessments & offsets)	983,026	2.76%			983,026	2.58%
Other Available Funds	1,826,272	5.13%			1,826,272	4.80%
Community Preservation/Land Bank Funds	720,450	2.03%			720,450	1.89%
Bond Authorization	<u>1,416,051</u>	<u>3.98%</u>	-	<u>0.00%</u>	<u>1,416,051</u>	<u>3.72%</u>
Total Revenues	<u>\$35,566,981</u>	100.00%	<u>\$2,463,522</u>	100.00%	<u>\$38,030,503</u>	100.00%

EXPENDITURES

<u>Uses</u>	<u>General Fund</u>	<u>%</u>	<u>Water Fund</u>	<u>%</u>	<u>Total</u>	<u>% of overall</u>
Operating Budget:						
General Government	\$ 1,907,124	5.36%			\$ 1,907,124	5.01%
Public Safety	4,772,053	13.42%			4,772,053	12.55%
Community Development	779,661	2.19%			779,661	2.05%
Coastal Resources	-	0.00%			-	0.00%
Health & Environment	861,276	2.42%			861,276	2.26%
Water Operations			1,189,935	48.30%	1,189,935	3.13%
Public Works & Facilities	3,812,208	10.72%			3,812,208	10.02%
Community & Social Services	957,801	2.69%			957,801	2.52%
Education	9,126,983	25.66%			9,126,983	24.00%
Employee Benefits	3,492,885	9.82%			3,492,885	9.18%
Undistributed Insurance & Reserve Fund	333,902	0.94%			333,902	0.88%
Debt Service	<u>5,374,619</u>	<u>15.11%</u>	<u>1,273,587</u>	<u>51.70%</u>	<u>6,648,206</u>	<u>17.48%</u>
Total Operating Budget	31,418,512		2,463,522	100.00%	33,882,034	
Capital Budget (non-Bonding)	1,761,968	4.95%			1,761,968	4.63%
Capital (Bond Authorizations)	1,416,051	3.98%		0.00%	1,416,051	3.72%
Routine Town Meeting Articles	250,000	0.70%			250,000	0.66%
Community Preservation/Land Bank Projects	<u>720,450</u>	<u>2.03%</u>			<u>720,450</u>	<u>1.89%</u>
Total Expenditures	<u>\$35,566,981</u>	100.00%	<u>\$2,463,522</u>	100.00%	<u>\$38,030,503</u>	100.00%

APPENDIX B

TOWN MANAGER'S FY09 FISCAL SUMMARY

**Town Manager's
FY '09 Fiscal Summary
(July 1, 2008-June 30, 2009)**

When Standard & Poor's recently awarded the Town of Chatham an improved bond rating, their independent fiscal analysis pointed to sound financial planning and strong management practices as the key elements in their decision to do so. For more than a decade our community has been able to limit the tax impact on its citizens within the restraints of Proposition 2½. What an independent bond rating agency, neighboring communities, and anyone else observing objectively, may have found remarkable about this community's achievement is that while maintaining a low property tax rate Chatham has improved municipal services and made significant progress towards replacing its aging municipal infrastructure.

As we planned our FY '09 budgets, the Town continued to enhance its fiscal planning. Conservative fiscal policies incorporated into our planning for some time now are being increasingly relied upon due to the recent economic downturn. Pre-payment of debt and stockpiling of reserves will enable our community to continue to provide excellent municipal service levels and to continue to replace and expand our capital facilities. In addition, the Town of Chatham continues to move forward in an attempt to resolve its single greatest environmental challenge by expanding its sewer system. It is doing so in a fiscally conservative manner considering foremost the taxpayers who can least afford any additional tax burden.

Perhaps the keystone to Chatham's financial planning has been the method of dividing fiscal needs into segregated, prioritized budgetary plans, each with its own, unique revenue source. Our efforts this year have been to even further define cost or budget centers. Further demarcation of budget centers is expected in the future, but for the upcoming fiscal year the following budget centers have been defined:

1. Annual Operating Budgets
2. Five Year Capital Plan
3. Capital Facility Plan
4. Mid-Range Capital Plan
5. Surtax Expenditures
6. Stabilization Reserves
7. Conceptually Planned, Unreserved

The definition of each budget center and the fiscal policies which govern their respective expenditures will be summarized in this report followed by an explanation regarding the specific plan elements which will be proposed for funding in FY '09.

The FY '09 overall budgets proposed for the May 2008 Annual Town Meeting will once again fall within the legal restraints of Proposition 2½. Although a stabilized economy and our conservative fiscal policies do not allow any major new initiatives for the upcoming year, the same full level of excellent municipal services to which we have become accustomed will continue to be fully funded.

I. Annual Operating Budgets

This cost center provides for the annual expenditures, including salaries and expenses of all Town departments, including our School Department. The annual operating budget includes the funding for the debt service for capital projects. Excluding debt service costs, the annual operating budget consists largely of municipal salaries and personnel related expenses (health insurance, pension). This cost center, therefore, provides the greatest challenge for Chatham in regard to the restraints of Proposition 2½. In order to remain competitive in the marketplace and in order to retain qualified employees, salary increases are granted annually at least at the level of cost of living increases. These costs alone often exceed the 2½% growth allowed, without an override, by state law. Employee benefit costs, on the other hand, have increased dramatically for the past decade, in many fiscal years in excess of 10%, thereby compounding the challenge of staying within the restraints of Proposition 2½. The operating budget is funded partially by the property tax levy (about 70%) and otherwise by other receipts, commonly referred to as “estimated receipts.”

Approximately 50% of all of the Town’s annual estimated receipts are generated by fees for municipal services, i.e. beach fees, permit fees and transfer station fees. Eight years ago, Chatham adopted a fiscal policy whereby fees would be set by the cost of the service. Therefore, a user of a fee generating service would bear, as nearly as possible, 100% of the cost of that service. This policy assured thereby that a fee generating service would not draw upon the limited property tax levy and that a non-user of said services would not be taxed for that service cost. The additional result of this policy was the opportunity to expand services without an increase in the property tax levy. This practice has also been employed by the school department in its utilization of its, segregated “estimate receipt,” school choice funding. As a result the school department budget has been allowed to grow in excess of 2½% each year without burdening the tax levy or forcing the shift of revenue from other municipal departments.

This summer and fall the Town and the Schools have developed a revenue sharing formula. In the past sharing of new, available revenue had been dictated by a formula devised by the state. Chatham is one of the few communities for which the State spending formula with its new amendments is skewed and unusable. As a result, a new local formula was calculated which simply allocated new growth funds each year according to relative budget size. All School costs, including benefit costs, determine the percentage of the school’s revenue share. Both the Town and School face equally the challenge of keeping funding requests within the restraints of Proposition 2½.

The chart below illustrates how daunting that challenge is each year and why most communities need to exceed Proposition 2½ limits on a regular basis.

<u>Available Additional Funds (FY '09)</u>		<u>Known Additional Costs (FY '09)</u>	
Prop. 2½	\$500k	Schools	\$330k
New Growth	250	Sal, steps	400
Est. Receipts	-	5 Yr Staff	-
Local Aid	-	Health Ins.	200
	<u>\$750k</u>	Pension	100
		Utilities, Other	<u>100</u>
			\$1,130k

As can be easily seen, each year what we anticipate will be available for additional growth funds do not nearly cover even the most basic of municipal cost increases. Health, pension and utility costs continue to increase dramatically. The fiscal policies whereby new positions need to be funded by increased estimated receipts come dramatically into play this year. With an economic decline no new estimated receipts are anticipated, so new staff needs, identified each year in the Town's 5 Year Staffing Plan, will need to be foregone. In addition, no new additional local aid is realistically expected this year, other than a small amount specifically earmarked for the schools. The FY '09 budget needed to be brought into balance by finding and implementing economies within the existing budgetary expenditure level. This fiscal review process takes place each year, but was particularly necessary this year. The goal of the process is to reduce costs without dramatically reducing services. Standard practices for cost reductions such as insurance contract negotiations, utilities economies, salary attrition, staff reorganization have been employed. The savings available through these annual efforts have and will continue to diminish. Inevitably, new non-property tax revenue sources must be found in the future or salary freezes and staff reductions will result.

The overall operating budget is the single most dramatic policy initiative undertaken each year. The Board of Selectmen, tasked by our charter to review and act upon a budget assembled by the Town Manager, give direction to the budget construction through its annual goal setting process. This year due to the necessity of financial constraints the new initiatives contained within the budget initiated by the goal setting process were dramatically less than in previous years and were limited to three proposals:

1. Increased Community Center staffing (\$55k)
2. Institution of an emergency notification system (\$20k)
3. Funding for a Maritime Festival (\$10k)

All other proposals, particularly those anticipated for funding in the 5 Year Staffing Plan have been deferred.

The annual operating budget is funded by Town Meeting through several warrant articles, the chief of which is detailed below.

GENERAL OPERATING BUDGET

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09	Percentage Change
Article # 5					
Operating Budgets					
General Government	\$ 1,874,445	\$ 1,922,814	\$ 1,933,649	\$ 1,907,124	-0.82%
Public Safety	4,858,962	4,704,460	4,807,335	4,772,053	1.44%
Community Development	682,739	750,588	865,631	799,661	6.54%
Health & Environment	768,959	851,047	862,176	861,276	1.20%
Public Works & Facilities	3,436,408	3,770,849	3,897,273	3,812,208	1.10%
Community & Social Services	856,956	920,423	989,051	957,801	4.06%
Education	6,934,447	8,789,256	9,126,983	9,126,983	3.84%
Employee Benefits	4,320,743	3,215,964	3,492,885	3,492,885	8.61%
Undistributed Ins. & Reserve Fund	397,074	348,560	333,902	333,902	-4.21%
Debt Service	4,847,474	5,118,384	5,374,619	5,374,619	5.01%
Operating Budget Total	<u>\$28,978,207</u>	<u>\$30,392,345</u>	<u>\$31,683,504</u>	<u>\$ 31,418,512</u>	3.38%

The Water Department operating budget and capital plan are funded entirely by water receipts. The FY '09 Water Department budget appears below. This budget continues to operate with a small surplus and will require no rate increase. The surplus will be used for capital expenditures in the Water Department. In FY '09 capital projects proposed are the cleaning and painting of the standpipe and the design of the South Chatham wells chemical feed building.

WATER OPERATING BUDGET

Art # 7	Description	07 Actual	08 Approp	09 Dept Req	Proposed
					Water Budget
					FY 09
WATER FUND					
Water Costs					
Operating					
	Salaries	144,235	151,291	189,343	189,343
	Expenses	955,085	964,770	1,000,592	1,000,592
	Sub-total Operating	1,099,320	1,116,061	1,189,935	1,189,935
Debt					
	Principal	861,429	819,644	854,701	854,701
	Interest - Long-term	330,832	298,925	268,886	268,886
	Interest - Short-term	0	50,000	150,000	150,000
	Subtotal Debt	1,192,261	1,168,569	1,223,587	1,223,587
	Total Water Direct Costs	2,291,581	2,284,630	2,463,522	2,463,522

WATER CAPITAL BUDGET

Article # 10	Description	FY 08	FY 09	FY 09	FY 10	FY 11	FY 12	FY 13
		Actual	Request	Proposed	Program	Program	Program	Program
	Water Department							
	Clean & Paint 1.25 MG Standpipe		460,000	460,000				
	Replace S Chatham Well Chemical Feed Bldg		100,000	100,000	675,000			
	Water Mains & Water Service Replacements					1,000,000		
	Water Mains & Water Service Replacements						1,000,000	
	Pump Test, Report, Screen, Casing, Design, Construct New Well						500,000	1,500,000
	Total Water Capital		560,000	560,000	675,000	1,000,000	1,500,000	1,500,000

II. Five Year Capital Plan

At one time, the Five Year Capital Plan, required by the charter, was an amalgam of projects. Every project conceived of as needed was listed. No differentiation was made amongst a small maintenance request, a major capital facility replacement, a needed major maintenance project long deferred, or a new project which could not truly be priority driven. The plan was more a "wish" list of requests. Funding sources for projects in the plan were also varied and not planned.

The end result was an unclear picture of our community's needs, how they should be funded, and what the overall tax rate impact would be on our tax payers. The plan needed to be managed in order to be more easily understood and to avoid non-priority projects from being politically driven to the detriment of more essential projects. It was essential to see the magnitude of the total need. Only thereafter could the more orderly plan be systematically implemented.

The first step taken was to remove all major capital facility replacement projects from the plan. This was accomplished by establishing a separate Capital Facility Plan. Next, lighter priority new projects were set aside into a Mid-Range Capital Plan which would only be implemented if discretionary funding was available. Thereafter, departments were required to re-evaluate their 5 year plan submittals in order to assure that all needs had been planned for and prioritized according to the urgency of need. After these three steps a more true depiction of the overall need was made clear. Finally, projects that were eligible for surtax or grant funding were removed from the plan.

A funding source was determined. Available free cash or project turn back funds were determined to be the primary source of plan funding. As free cash was available projects were funded. To the extent free cash was unavailable, projects were deferred. In times of economic downturn, this plan was to be the primary hedge against operating budget cuts and service loss. Free cash, a not necessarily recurring revenue source, was earmarked strictly as capital budget funding source, not ever to be considered as a funding source for the annually recurring funding necessary in operating budget.

The end result of this fiscal management is a Five Year Capital Plan which identifies, prioritizes and quantifies overall municipal needs which are included in only one of three categories: maintenance, equipment and new projects in the 5-250k range. The funding source, excess estimated receipts or free cash, can be driven and controlled, at least to some degree, by fees charged for services. To the extent the economy dictates free cash levels (hotel/motel tax revenue and motor vehicle tax receipts, for example) this plan's implementation can rise or fall, but not effect the base operating budget.

Our planning for FY '09 continued to be refined. For the first time a percentage of free cash was shared with the Schools according to their relative budget size. The Schools maintenance needs have been minimal since their buildings were rehabbed, but must now be planned and funded. In addition, items of maintenance from the Town's operating budget were placed in the plan and more approximately funded than in years past. Line items in the plan, if not entirely expended, remain available for future year's needs. Thereby three goals may be accomplished: 1) maintenance can be adequately funded 2) the operating budget can be reduced and 3) unexpended balances can further hedge against a slow economy without causing service reductions. In addition, reserves of any kind are favorably viewed by bond rating agencies as an indication of prudent fiscal management.

The FY '09 Five Year Capital Plan proposed seeks funding for fewer new, smaller projects than in years past. Projects from previous years are backlogged. New capital projects have consumed much more time than anticipated of the limited staff available to supervise project implementation. Surtax projects are also increasing significantly, leaving a stable municipal work force less time to implement and oversee other projects which are driven in priority by Selectmen's and operational budget goals. Surtax funding to assist in project oversight will be sought this fiscal year to obviate this limitation.

The FY '09 Five Year Capital Plan consists of 47.1% maintenance items, 27.4% equipment, and 25.5% new projects, excluding school capital requests. In summary the plan is listed below. The detailed plan is available for review as an appendix to this report.

Description	FY 08	FY 09	FY 09	FY 10	FY 11	FY 12	FY 13
	Actual	Request	Proposed	Program	Program	Program	Program
CAPITAL PROGRAM & BUDGET							
Article # 9							
General Government	90,000	253,000	253,000	150,000	140,000	150,000	140,000
Public Safety	114,000	223,000	190,500	88,500	80,000	56,000	50,000
Community Development	0	140,500	10,000	125,000	0	0	0
Health & Environment	141,400	359,000	288,000	197,500	361,500	411,500	301,500
Public Works (without Water)	558,000	520,000	428,000	605,000	607,000	668,000	698,000
Equipment	666,000	403,000	353,000	1,459,000	886,000	340,000	333,000
Schools	0	0	239,468	257,312	256,302	246,285	262,735
Total Town Funded Capital Budget	1,569,400	1,898,500	1,761,968	2,882,312	2,330,802	1,871,785	1,785,235

III. Capital Facility Plan

A decade ago the Town completed the total rehabilitation of its two school buildings. This major investment in the Town's infrastructure made the substandard condition of the balance of our municipal buildings even more apparent. Most of our capital facilities had long since out lived their effective use. For the first time an inventory of need, a prioritization of implementation and site determinations were completed and compiled into a very simple Capital Facilities Plan. Perhaps the most important component of the Capital Facilities Plan was the earmarking of a revenue source; a revenue source that, if used expeditiously, could fund the plan's implementation without increasing the Town's tax rate.

The debt incurred by the Town in the School reconstruction was borne by the tax rate. As that debt and other municipal debt, primarily that incurred by the much needed purchase, improvement, and expansion of the Town's water system was paid down, then additional debt capacity was created without the need for increasing the tax rate. This funding capacity has been referred to as "debt drop-off" and was and is the funding source for the Capital Facility Plan. When the School project's reimbursement was received for the first time, other funds became available to either to pre-pay existing debt or be placed into a stabilization, or savings fund. The result was a debt drop-off capacity which could pay for the entire Capital Facility Plan without increasing the tax rate. This fiscal plan, though quite simple, was unprecedented.

The establishment of debt drop-off as a segregated funding source had two very significant additional advantages. First, the determination to stabilize the tax rate resulted in funds being available for projects without the need for borrowing. This allowed smaller capital projects to be completed without the need for borrowing and the inherent interest costs by the use of capital exemptions. Secondly, maintaining a level tax rate allowed funds to be placed in a reserve, or stabilization fund. The goal of \$2 million in this fund was rapidly achieved and was considered by Standard & Poor's a significant reason that the Town was granted an improved bond rating. This improved rating will result in significant interest cost savings for the community as the balance of the Capital Facilities Plan is completed. This reserve will continue to be available for the Town as an internal "bank" upon which to draw for smaller projects, interest free.

The implementation of the Capital Facilities Plan has proceeded very expeditiously since its inception. More than half of the buildings in the original plan have been completed or funded. Two of these six buildings were reconstructed without the need for borrowing. Two additional buildings have been constructed with funds borrowed at a very low interest rate. Delays have occurred in the plan's implementation due to the not unexpected political consensus building and recently due to a design planning process that did not adequately allow public input. The establishment of a public design review committee should effectively address this shortcoming. The plan's delay, however, has allowed the actual costs of construction to significantly exceed the original estimates. The result has been a serious challenge to the goal for the completion of the plan without increasing the community's property tax rate. The scope of the Wastewater Facility/Collection System expansion from a very small scale to town-wide sewerage has rendered the goal of not increasing the tax rate largely impractical. The goal can still be achieved, but not without the need to charge homeowners non-tax-deductible betterments, a determination that would seem dubious. The capital facility expansion cost of the Wastewater Facility will remain in the plan. The expansion of the Wastewater Collection System expected to take between 20-30 years will be segregated from this plan into a separate Wastewater Capital Plan for emphasis and clarification after FY '10.

No new projects from the Capital Facilities Plan are being proposed for funding in FY '09. However, two new facilities are being added in the out years of the plan. The existing transfer station is proposed to be renovated and expanded at an anticipated cost of \$1million. This project has been removed from the 5 year capital plan due to its cost and need for bonding, and removed from the mid-range plan since it is needed infrastructure replacement, not optional. In addition, the planning continues for an adult day care center. The cost of this project, as well as its location and feasibility has not been determined at this time.

Capital Facilities Plan Summary

	FY 09		FY 10		FY 11		FY 12		FY 13
Consolidated Town Buildings & Facilities Plan									
Police Station/Annex - Design/Construction	15,500,000	1							
Fire Station - Design/Construction					8,000,000*	1			
Transfer Station Renovation							1,000,000	1	
Adult Day Care Center									**
Wastewater									
Comprehensive WWMP - Construction			42,000,000	2					
Capital Facilities Plan Totals	15,500,000		42,000,000		8,000,000		1,000,000		

1. Capital Facility Plan recommended funding through Proposition 2½ exempt bond issue.

2. Capital Facility Plan recommended funding through the MWPAT (2% Loans).

*cost includes headquarter only, may be modified to include a second station expansion and/or a training facility.

** this project cost has not been estimated at this time

IV. Mid-Range Capital Plan

The Mid-Range Capital Plan was established, in a de facto manner, approximately seven years ago when the Town first developed its Capital Facilities Plan. For years, projects of mid-range cost, between \$250,000 and \$2 million languished in the Five Year Capital Plan unfunded. It seemed unwise to fund these mid-range projects when needs of greater magnitude such as a new Police or Fire station were not acted upon. Gradually, as progress has been made in funding and implementing the large capital needs of the community and a funding mechanism has been created for this plan, the more discretionary mid-cost projects in this plan are being proposed.

It is very important to note that unlike projects which have been authorized in the past and which are projected to be authorized in the future from the Capital Facility Plan, which are paid from debt drop-off and don't increase the tax rate, Mid-Range Capital Plan bond issues are projected to increase the tax rate. The annual impact on the tax rate is needed to pay for the principal and interest on bond repayment. The impact, therefore, on the average taxpayer is \$9/year, declining for every \$1.0 million of project cost.

In FY '09 the planning for the Mid-Range Capital continues to be refined. The purpose of this plan was to establish a priority for more discretionary projects, unlike the required small, mainly maintenance projects contained within the Five Year Capital Plan or the required large facility replacement projects in the Capital Facility Plan. As a result, some capital facility projects have been removed from the FY '08 version of the Mid-Range Capital Plan and added to the Capital Facility Plan. The balance of the projects in the Mid-Range Capital Plan are now primarily new projects which are more discretionary. Charted below you will find the revised Mid-Range Capital Plan "budget."

FY '10

OMBY Improvements	\$	500,000	(125,000 match)*
Battlefield Landing Improvements	\$	200,000	
Restrooms**			
Ridgevale Beach	\$	150,000	
Volunteer Park	\$	100,000	
S. Chatham Cemetery Expansion	\$	300,000	
	TOTAL:	\$	1,250,000
	Town Funding:	\$	(875,000)
			Tax Impact: \$.01/\$1,000
			<i>* Seaport Grant Funding</i>
			<i>** Composting</i>

FY '11

OMBY Improvements	\$	500,000	(125,000 match)*
Restrooms**			
Schoolhouse Pond	\$	50,000	
Lighthouse Beach	\$	150,000	
Community Center Studio	\$	200,000	
	TOTAL:	\$	900,000
	Town Funding:	\$	(525,000)
			Tax Impact: \$.005/\$1,000
			<i>* Seaport Grant Funding</i>
			<i>** Composting</i>

FY '12

Ryder's Cove Bulkhead	\$	500,000	(125,000 match)*
Restrooms**			
Harding's Beach **	\$	50,000	
Cockle Cove Beach **	\$	50,000	
Forest Beach **	\$	50,000	
Ryder's Cove	\$	250,000	
	TOTAL:	\$	900,000
	Town Funding:	\$	(525,000)
			Tax Impact: \$.005/\$1,000
			<i>* Seaport Grant Funding</i>
			<i>** Composting</i>

FY '13

Crow's Pond Landing	\$	150,000	
Restrooms*			
Lighthouse/Rte. 137	\$	300,000	
Volunteer Park/Jackknife Cove	\$	300,000	
		<hr/>	
TOTAL:	\$	750,000	Tax Impact: \$.01/\$1,000

**Permanent Facility/Transferred Composting Facility*

FY '14

Roads/Sidewalks/Intersections	\$	3,400,000	
	-	\$	2,000,000
		<hr/>	Chapt. 90 Funds
TOTAL:	\$	1,400,000	Tax Impact: \$.02/\$1,000

Restrooms and landing improvement now compromise the bulk of the mid-range projects. Many of the restrooms proposed in the first years of the plan are composting facilities. As the Town adds sewer capacity, then permanent facilities are proposed at the Lighthouse Overlook and Volunteer Park, with the portable, composting facilities being shifted to areas with more infrequent use. Three large landing improvement projects are proposed for funding in this plan. Grant funding is being sought for each project. If grants are not received, then a scaled down maintenance project for each site will need to be funded either in the 5 Year Capital Plan or the Capital Facilities Plan. The next roads bond issue may be reduced or obviated entirely since roads are resurfaced after each sewer installation.

No Mid-Range Capital Plan projects are being proposed for FY '09. Since the projects slated for funding in this plan are now primarily discretionary, skipping a year of funding will not provide any diminution of service or a need not being addressed. The reasons for this plan delay are several fold. The re-design of the PD/Annex at the behest of Town Meeting has taxed available staff infrastructure. Planning is now moving forward on two major capital plans coincidentally, the PD/Annex and the wastewater treatment facility. Municipal staffing levels needed to provide adequate design or construction oversight, if exceeded, could result in project overruns or failures. We should not, in becoming overly project aggressive, overextend professional management of the project. In addition, professional staffing in departments in a community as small as ours is set at levels sufficient to properly oversee day to day department operations and their planning. When staff is lost for any particular reason as is currently the case in the Highway Department, other staff steps in to provide interim oversight, but can not effectively discharge planning and operational oversight as well as capital facility project oversight. Last year Town Meeting approved its first Mid-Range Capital Plan bond issue. Due to the temporary absence of the department director primarily responsible for the implementation of these projects, not as much progress has been made on them as we had planned. If we continue to fund mid-range plans aggressively this next year, the projects may become backlogged, tax payers may become rightfully chagrined with the delay in project timetables. Staff could then tend to rush projects with insufficient oversight causing inefficiencies. Finally, the indicators continue to be somewhat onerous regarding the Cape's immediate economic future. Although we should proceed with needed projects and will, we should bear in mind that mid-range projects add to the tax burden. We have positioned ourselves as a community to afford these projects, but we should continue to exercise fiscal caution.

V. Surtax Expenditures

The next component of the Town's fiscal plan is the annual allocation of the respective 3% surtaxes on the property tax rate for the Land Bank and Community Preservation Acts. The amounts generated annually through these surtaxes are approximately \$600,000 per fund. Community Preservation Act funding is currently matched by State funding, resulting in excess of \$1M of annual available revenue. Land Bank funds are proposed to be spent for open space and conservation purposes. Community Preservation Act funds must be utilized for either open space/conservation/recreation purposes or for affordable housing or historic preservation purposes. Committee recommendations on expenditures of these surtax funds are made to Town Meeting annually through separate Warrant Articles. Recommendations are made by the respective oversight committees based upon statutory guidelines and in consideration of the Town's overall goals as set forth in our community's Long Range Plan and the Board of Selectmen's annual goals.

In FY '09 two general comments should be added to this element of the Town's overall fiscal plan. Land Bank funds have very nearly been exhausted due to very aggressive open space purchases. Staff will now turn its attention to managing existing purchases. Continued purchases of open space may be made a priority for our community in an effort to preserve our character. The funding source for future purchases will either be pushed toward Community Preservation Act funds or the tax rate. Expenditures proposed through Community Preservation Act funds have been thoughtful and aggressive. The funded projects' implementation has taxed professional staff charged dually with Community Preservation Act project oversight and the oversight of projects from the Town's three capital plans. Community Preservation Act funds will be earmarked for the first time in FY '09 to expand this project oversight, thereby enabling limited, existing staff time to provide oversight to projects driven by the Board of Selectmen's goals incorporated into the Town's capital plans.

VI. Stabilization Reserves

The stabilization account is, in essence, the Town's savings account. Several years ago Chatham set \$2 million as a goal for this reserve account. Bond rating agencies emphasize that reserve accounts are a demonstrable indicator of a municipality's fiscal health. In FY '09 the advent of additional maintenance accounts funded in the 5 Year Capital Plan will enhance the Town's reserves. The Town's Water Revolving Account is also demonstrating a strong reserve capacity. Standard & Poor's cited Chatham's strong reserves as a primary reason for a dramatic bond rating increase. This rating improvement will save considerable tax dollars in bond interest reductions in the future.

The stabilization account is invested and generates income which increases its balance. The fund also is used as a reserve for future expenditures. Standard stabilization fund uses are for settlement of litigation and emergency expenditures. The availability of a stabilization account balance obviates the need for one time spikes in the Town's property tax rate. In Chatham we have become even more creative in the use of this reserve balance. We have used this fund as an internal bank upon which we borrow from ourselves for capital projects. This prevents borrowing costs and further saves tax revenue. This borrowing policy would not be possible unless a dedicated revenue source had been identified for this account. The Overlay Reserve, a

fund balance remaining after the payment of property tax abatements, has been earmarked as the dedicated funding source. The Overlay Reserve either adds to or replenishes the stabilization fund balance. Overlay Reserve is not used as it is in many communities, as operating budget revenue or as an available fund for capital projects. The \$2 million goal for the stabilization fund balance is appropriate for a community of Chatham's size; to the extent that our financial condition improves, the goal can be increased in order to allow even greater flexibility for internal banking of capital projects.

Perhaps the most unique Chatham need for a reserve, or stabilization fund is for the Town's difficult to predict dredging needs. The Board of Selectmen have established as an important goal sufficient funding for dredging contingencies. A healthy stabilization Fund balance with an assured replenishing revenue source will help the Town achieve that goal. In FY '09 the fund's banking component and dredging needs are both evident. Funds (\$150k) set aside for pier removal were appropriated from the stabilization fund. Those funds have proven to be unnecessary due to the use of private funds. As a result the \$150k which was earmarked as a borrowing to be reimbursed will now return to the stabilization fund balance.

The primary funding mechanism for the Capital Facilities Plan was the use of debt drop-off. This funding level assured future capital projects did not increase the tax rate as new borrowing costs replaced dollar for dollar amortized costs of previous projects. This fiscal policy had the dual benefit of allowing smaller capital projects to be funded without borrowing and without increasing the tax rate. This debt drop-off was also used as the primary source of building the balance of the Town's stabilization fund. This fiscal policy will have an even more immediate, stabilization effect on the Town's tax rate in FY '09.

Debt drop-off is projected to be available for at least the next two fiscal years in the amount of \$500-600k. Delay in the implementation, and as a result the borrowing, for capital projects allows these funds to be available. In FY '09, two projects, the Mill Creek dredge (\$125k) and the Town's share of the Airport Runway Improvement (\$180k) will be funded by a capital exemption, the technical fiscal tool used to allow for the expenditure of debt drop-off. The approximate \$200k debt drop-off balance will not be used for an additional capital project, but rather will be available as a classical tax rate stabilization vehicle for a truly unforeseen circumstance. A recent State audit conducted on the ten year old school building projects has determined that a reduction of in excess of \$2 million will be forthcoming from State project reimbursement. Debt drop-off will be used to offset this lower annual level of State reimbursement without the necessity of an increase in the Town's tax rate. This audit and the practice of using debt drop-off will challenge the goal of completing the Town's Capital Facility Plan within the existing tax levy limit.

The stabilization fund balance available for FY '10 emergencies, dredging and litigation costs will continue to exceed the Town's \$2 million goal.

VII. Conceptually Planned/Unreserved

The implementation of the Town's Capital Facility Plan has been delayed, quite rightly, by the unanswered questions regarding the cost to the tax payer of its largest improvement, the Wastewater Treatment/Collection System. Most of those questions have been answered as completely

as possible, yet will be fully clarified as the system design is completed. The question itself begged the addition of this seventh component of Chatham's fiscal plan. The tax payer should be

able to make project/budget funding decisions based upon all possible future municipal expenditures. Below you will find a list of projects which have been discussed in the past and which may compete for Town Meeting funding at some time in the future. Each project shows its possible tax rate impact and any other funding source that could be used, if implemented.

1. Underground Utilities (Main Street and other Village Centers)

Cost: \$4,000,000 (est.) / \$.04/\$1000

Some costs for a project such as this could be charged back as a betterment, or depending upon legislative relief, charged to the user rate.

2. Village Center Improvements

Cost: \$1,000,000 (est.) / \$.01/\$1000

No clear concept has been discussed in this regard. In West Chatham, costs associated with intersection design and bike path expansion were funded through the Mid-Range Capital Plan. Each Village Center could contain costs associated with similar improvements or even land acquisition and development costs.

3. Main Street Road/Sidewalk Improvements

Cost: \$1,000,000 (est.) / \$.01/\$1000

State funds have been earmarked in the Transportation Improvement Plan (TIP) for the sidewalk enhancement component of this project. The reconstruction of the street itself must be completed in conjunction with sidewalk enhancement in order to address issues of accessibility in storefronts. Full depth road reconstruction should be completed in conjunction with sewer installation and burying of utilities. Any cost not covered by the State grant and sewer repavement could be borne by a possible revenue source provided by a fee for parking plan.

4. Cemetery Land Acquisition

Cost: \$2,000,000 (est.) / \$.02/\$1000

A small land acquisition may be proposed in an upcoming Mid-Range Capital Plan bond issue. This small acquisition could assure access to additional lots. However, the Town's long term need for additional cemetery lots should be addressed within the next decade.

5. MCI Site Development

Cost: \$2,000,000 (est.) / \$.02/\$1000

At one time the Board of Selectmen indicated that in order for the buildings on this site to be developed, all site improvement costs would be borne by the lessors. The preliminary bid responses for the redevelopment appear to only cover building renovation. Site development costs will need to be funded by either Community Preservation Act funds or tax rate funds, or some other undetermined source, if this project is to proceed.

6. Upwelling Location

Cost: \$1,000,000 (est.) / \$.01/\$1000

The existing upwelling site is less than optimum due to its adjacency to a fuel pumping facility. Alternate sites have been explored and could include land acquisition costs. Some portion of these costs, if incurred, could be offset by shellfish permit fees.

7. Mitchell River Bridge Replacement

Cost: \$10,000,000/ \$.10/\$1000

After the State reconstruction of this drawbridge, the Town assumed the ownership of and responsibility for its operation and routine maintenance. Significant funds have been expended in recent years on maintenance as the bridge's condition deteriorates. Full replacement is the obligation of the Commonwealth and is scheduled in 2012. The State has not always been a reliable partner in road/bridge infrastructure repair, however.

8. Southside Unloading Facility (Commercial)

Cost: Undetermined

Discussions have occurred regarding a southside commercial off-loading facility for Chatham's fishing industry. Recent \$1million upgrades to the Town Fish Pier was entirely subsidized by the tax rate. If shoaling causes the Fish Pier to become unviable, another off-loading site, perhaps on the southside may be necessary. Since income from the Fish Pier use does not nearly offset its operating costs, further taxpayer subsidy may be necessary if grant funding can not be found and capital subsidy continues to be a policy objective of the Town.

9. Land Acquisition

Cost: Undetermined

The Land Bank funding available for land acquisition is nearly exhausted. Community Preservation Act funds continue to be available, but also have other competing uses. Future land acquisition costs may need to be borne by a tax levy, if no other revenue source is determined.

10. Dredging

Cost: Undetermined

The stabilization fund balance is available for this purpose; although a higher amount of annual funding may burden free cash demands depending upon need. A property tax increase is an alternative and/or State/Federal funding.

11. Shellfish Litigation

Cost: Undetermined

Litigation costs for the Town's efforts to assure commercial shellfishing rights on Monomoy have to date been funded by shellfish permit fees and stabilization funds.

12. Wind Turbine at Wastewater Treatment Facility

Cost: \$1-2 million/ \$.01-.02/\$1000

Currently State funds are available for this capital cost; revenue from electricity sale could also be used to offset some, if not all of any costs incurred, if it becomes necessary.

13. Airport Terminal

Cost: \$1,000,000/ \$.01/\$1000

The replacement of the existing terminal building at the municipal airport is to be funded, at least partly, by Federal funds. The Town will be obliged to contribute a share of these costs as a requisite of receipt of grant funding. At such time as the project's implementation date becomes more defined, this cost will move to the Capital Facility Plan, to be borne either by debt drop-off or an additional property tax levy.

14. Eastside Shore Protection

Cost: Undetermined

It may become necessary, depending upon the impact of the new breach, for the Town to incur significant costs associated with elevating roadways, landing protection and/or seawall construction.

15. Bridge Street Landing Purchase

Cost: Undetermined

The Town currently leases the land from a private party for its landing on Bridge Street. If the property becomes available for sale, the Town may consider its purchase at an amount determined by the fair market, in order to assure the continued use of this landing. Property tax funds would be used for this purpose, as could a portion of waterways improvement account funds.

Summary

The Town will submit a budget for consideration for FY '09 within the limits of Proposition 2½. The fiscal planning and the conservative fiscal policies enumerated in this report put in place by the Town enable the Town to do so.

Very few new initiatives are proposed for the upcoming year. This seems prudent due to the leveling off of our local economy. In the past decade service delivery was expanded due to the availability of increasing, non-property tax revenues. The Town must be cautious not to race ahead of this revenue source and propose programs which would not be sustainable. Three relatively inexpensive new initiatives are proposed in FY '09:

1. Increased staffing for the Community Center
2. An emergency notification system
3. Funding for an annual Maritime Festival

No new major capital projects are proposed in FY '09 and no funding is proposed for the more discretionary Mid-Range Capital Plan. This decision has been made out of deference to the economic condition and to avoid an implementation backlog of previously funded projects.

The Town should continue to be pleased with its fiscal condition. Our community has not only been able to maintain a stable, and relatively low tax levy, but at the same time enhance essential Town services and also aggressively replace its aging infrastructure. This positive fiscal position can not be attributed to Chatham's increasing property values alone. Independent bond rating agencies attribute the Town's sound fiscal position to good, old-fashioned hard work and planning. Frankly, more such planning needs to be done in the immediate future. The Town has been cautious not to outstrip its revenues in a manner that is unsustainable. The Town has relied upon its School Choice receipts to subsidize its school budget in a manner which is not sustainable. The inevitability will become apparent not in FY '09, but certainly in FY '10. Candid discussions and co-operative fiscal planning must occur in the immediate future amongst the Board of Selectmen, School Committee, and Finance Committee in order to successfully address this challenge.

APPENDIX C

TOWN OPERATING BUDGET DETAIL

EXPENSES

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
General Government				
Legislative				
Moderator/Town Meeting				
Salaries	600	600	600	600
Expenses	45	50	50	50
Total	645	650	650	650
Finance Committee				
Salaries	1,997	2,000	2,000	2,000
Expenses	437	600	600	600
Total	2,434	2,600	2,600	2,600
Executive				
Board of Selectmen				
Salaries	10,500	10,500	10,500	10,500
Expenses	3,154	1,000	1,000	1,000
Total	13,654	11,500	11,500	11,500
Town Manager				
Salaries	241,913	261,442	266,637	266,637
Expenses	137,836	119,250	119,250	119,250
Total	379,749	380,692	385,887	385,887
Engineering/Consulting				
Expenses	50,000	50,000		
Total	50,000	50,000	-	-
Staff				
Human Resources/Personnel Services				
Salaries	77,970	64,490	171,056	168,056
Expenses	31,813	18,945	18,945	18,945
Total	109,783	83,435	190,001	187,001
Legal Services				
Expenses	66,097	95,000	95,000	95,000
Total	66,097	95,000	95,000	95,000
Audit Services				
Expenses	22,000	23,000	23,000	23,000
Total	22,000	23,000	23,000	23,000
Town Accountant				
Salaries	215,512	229,308	233,265	233,265
Expenses	5,111	4,850	4,850	4,850
Total	220,623	234,158	238,115	238,115
Assessors				
Salaries	163,860	184,565	189,841	189,841
Expenses	52,463	57,000	57,000	57,000
Total	216,323	241,565	246,841	246,841
Treasurer/Collector				
Salaries	190,137	200,630	203,956	203,956
Expenses	15,127	22,400	22,400	22,400
Total	205,264	223,030	226,356	226,356

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Information Systems				
Salaries	263,124	243,651	154,308	154,308
Expenses	113,236	109,200	123,200	109,200
Total	376,360	352,851	277,508	263,508
Town Clerk				
Salaries	106,534	110,647	111,893	111,893
Expenses	10,607	14,065	14,065	14,065
Total	117,141	124,712	125,958	125,958
Elections				
Salaries	1,700	1,275	1,275	1,275
Expenses	20,880	20,700	30,225	20,700
Total	22,580	21,975	31,500	21,975
Summer Residebts Advisory Comm				
Expenses	2,669	2,800	2,800	2,800
Total	2,669	2,800	2,800	2,800
Parking Clerk				
Salaries	3,500	3,500	3,500	3,500
Expenses	1,145	3,000	3,000	3,000
Total	4,645	6,500	6,500	6,500
Permit Office				
Salaries	58,635	63,246	64,333	64,333
Expenses	5,843	5,100	5,100	5,100
Total	64,478	68,346	69,433	69,433
General Government Totals				
Salaries	1,335,982	1,375,854	1,413,164	1,410,164
Expenses	538,463	546,960	520,485	496,960
Subtotal General Gov't	1,874,445	1,922,814	1,933,649	1,907,124
Public Safety				
Police				
Salaries	1,960,393	1,742,933	1,799,281	1,767,303
Expenses	153,580	127,162	127,646	127,162
Total	2,113,973	1,870,095	1,926,927	1,894,465
Emergency Management				
Salaries	-	2,500	2,500	2,500
Expenses	8,248	9,075	9,075	9,075
Total	8,248	11,575	11,575	11,575
Animal Control				
Salaries	45,356	47,525	48,565	48,565
Expenses	2,176	2,700	2,700	2,700
Total	47,532	50,225	51,265	51,265
North Beach				
Salaries	38,369	57,660	57,660	57,660
Expenses	5,891	5,100	5,100	5,100
Total	44,260	62,760	62,760	62,760

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Fire				
Salaries	1,999,910	2,048,455	2,079,782	2,079,782
Expenses	192,259	191,065	191,065	191,065
Total	2,192,169	2,239,520	2,270,847	2,270,847
Cape & Islands EMS				
Expenses	5,125	5,000	5,255	5,255
Total	5,000	5,000	5,125	5,255
Oil Pollution Control				
Expenses	100	1,030	1,030	1,030
Total	100	1,030	1,030	1,030
Harbormaster/Pier/Harbor Patrol				
Salaries	310,725	343,717	354,318	354,318
Expenses	128,121	109,538	113,358	110,538
Total	438,846	453,255	467,676	464,856
Town Floats				
Expenses	6,758	9,000	8,000	8,000
Total	6,758	9,000	8,000	8,000
Mitchell River Bridge				
Expenses	1,951	2,000	2,000	2,000
Total	1,951	2,000	2,000	2,000
Public Safety Totals				
Salaries	4,354,753	4,242,790	4,342,106	4,310,128
Expenses	504,209	461,670	465,229	461,925
Subtotal Public Safety	4,858,962	4,704,460	4,807,335	4,772,053
Community Development				
Community Development				
Salaries	572,647	629,713	658,756	658,786
Expenses	56,092	56,875	56,875	56,875
Total	628,739	686,588	715,631	715,661
Ec Development (CC Chamber)				
Expenses	54,000	64,000	150,000	64,000
Total	54,000	64,000	150,000	64,000
Community Development				
Salaries	572,647	629,713	658,756	658,786
Expenses	110,092	120,875	206,875	120,875
Subtotal Community Devel'mt	682,739	750,588	865,631	779,661
Health & Environment				
Water Quality Laboratory				
Salaries	127,004	145,480	146,788	146,788
Expenses	76,154	77,300	77,300	77,300
Total	203,158	222,780	224,088	224,088
Health Department				
Salaries	161,166	170,340	173,349	173,349
Expenses	16,257	15,600	15,600	15,600
Total	177,423	185,940	188,949	188,949

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Conservation Department				
Salaries	96,371	138,874	142,064	142,064
Expenses	6,270	6,300	6,300	6,300
Total	102,641	145,174	148,364	148,364
Pleasant Bay Management Plan				
Expenses	33,660	33,660	33,980	33,980
Total	33,660	33,660	33,980	33,980
Green Head Fly Control				
Expenses	1,550	1,550	1,550	1,550
Total	1,550	1,550	1,550	1,550
Coastal Resources				
Salaries	89,758	95,604	97,806	97,806
Expenses	6,098	5,350	5,350	5,350
Total	95,856	100,954	103,156	103,156
Shellfish Constable				
Salaries	141,652	145,559	145,759	145,759
Expenses	10,183	10,240	11,140	10,240
Total	151,835	155,799	156,899	155,999
Leases & Herring Run				
Expenses	1,230	1,490	1,490	1,490
Total	1,230	1,490	1,490	1,490
South Coastal				
Salaries	438	1,000	1,000	1,000
Expenses	-	500	500	500
Total	438	1,500	1,500	1,500
Shellfish Advisory Committee				
Salaries	-	800	800	800
Expenses	-	200	200	200
Total	-	1,000	1,000	1,000
Waterways Committee				
Salaries	-	200	200	200
Expenses	1,168	1,000	1,000	1,000
Total	1,168	1,200	1,200	1,200
Health & Environment				
Salaries	616,389	697,857	707,766	707,766
Expenses	152,570	153,190	154,410	153,510
Subtotal Health & Environment w	768,959	851,047	862,176	861,276
Public Works & Facilities				
Park & Recreation				
Salaries	654,736	796,305	839,436	839,436
Expenses	182,025	198,000	238,813	225,578
Total	836,761	994,305	1,078,249	1,065,014
Highway				
Salaries	447,667	459,578	468,664	476,806
Expenses	84,451	88,540	94,500	86,930
Total	532,118	548,118	563,164	563,736

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Snow & Ice				
Salaries	17,406	16,000	16,000	16,000
Expenses	75,302	55,000	55,000	55,000
Total	92,708	71,000	71,000	71,000
Street Lights				
Expenses	43,299	40,000	44,000	43,000
Total	43,299	40,000	44,000	43,000
Transfer Station				
Salaries	295,498	308,166	315,026	315,026
Expenses	185,457	186,100	198,000	194,500
Expenses - Hauling & Disposal	311,903	425,000	373,000	345,000
Total	792,858	919,266	886,026	854,526
Central Fuel Depot				
Expenses	171,145	156,000	181,000	178,000
Total	171,145	156,000	181,000	178,000
Buildings				
Salaries	219,313	265,903	305,489	280,227
Expenses	108,063	113,935	121,275	109,635
Total	327,376	379,838	426,764	389,862
Sewer				
Salaries	73,097	75,168	38,259	38,259
Expenses (w/o Debt)	497,973	505,450	527,267	527,267
Total	571,070	580,618	565,526	565,526
Informational Only:				
Sewer Debt (Principal)	92,798	62,337	86,742	86,742
Sewer Debt (Interest)	12,693	10,620	8,443	8,443
Sewer Debt (Short term interest)		-		
Sewer Debt Total	105,491	72,957	95,185	95,185
Total Sewer Costs	676,561	653,575	660,711	660,711
Cemetery				
Salaries	13,852	19,844	20,294	20,294
Expenses	55,221	61,860	61,250	61,250
Total	69,073	81,704	81,544	81,544
Public Works & Facilities				
Salaries	1,721,569	1,940,964	2,003,168	1,986,048
Expenses	1,714,839	1,829,885	1,894,105	1,826,160
Subtotal Public Works	3,436,408	3,770,849	3,897,273	3,812,208
Community & Social Services				
Council on Aging				
Salaries	200,269	235,989	238,204	238,204
Expenses	28,196	32,900	32,900	32,900
Total	228,465	268,889	271,104	271,104
Veterans' Services District				
Expenses	47,551	41,671	46,679	46,679
Total	47,551	41,671	46,679	46,679

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Contractual Services				
Expenses				
Chatham/Orleans VNA	28,000	28,000	28,000	28,000
Monomoy Community Services	111,000	111,000	125,000	111,000
Nauset Workshop	6,325	6,425	6,425	6,425
C.C. Child Development	4,500	5,000	5,500	5,500
Independence House	4,065	4,200	4,200	4,200
Legal Services of CC & Islands	5,000	5,100	5,100	5,100
Sight Loss Services	850	900	900	900
Big Brothers/Big Sisters	2,000	2,000	6,000	6,000
Lower Cape Outreach	7,500	8,500	8,500	8,500
Eldredge Public Library, Inc.	357,000	375,000	412,500	385,000
So. Chatham Public Library, Inc.	5,100	5,100	5,100	5,100
Interfaith Council for the Homeless	4,096	4,588	5,300	5,300
Aids Council (CARES)	1,500	2,000	2,000	2,000
Elder Services of Cape Cod	8,257	8,050	8,243	8,243
Consumer Assistance	250	250	250	250
Chatham Athletic Booster Club	2,500	2,500	2,500	2,500
Operation in from the cold	1,500	2,000	2,000	2,000
Lower Outer Cape Comm Coalition	2,000	2,000	2,000	2,000
Gosnold	-	3,500	8,000	8,000
Cultural Council		4,000	4,000	4,000
Subtotal: Contract Services	551,443	580,113	641,518	600,018
Public Ceremonies Committee				
Maritime Festival			10,000	10,000
Expenses	15,000	15,000	15,000	15,000
Total	15,000	15,000	25,000	25,000
Other Public Events				
Chatham Band	7,250	7,250	7,250	7,500
Chatham A's Baseball	4,500	4,500	4,500	4,500
Total	11,750	11,750	11,750	12,000
Railroad Museum				
Expenses	2,747	3,000	3,000	3,000
Total	2,747	3,000	3,000	3,000
Community & Social Services				
Salaries	200,269	235,989	238,204	238,204
Expenses	656,687	684,434	750,847	719,597
Subtotal Comm. & Social Services	856,956	920,423	989,051	957,801
Education				
Chatham Public Schools				
Salaries & Expenses	6,759,943	8,602,485	8,929,983	8,929,983
Total	6,759,943	8,602,485	8,929,983	8,929,983
Adult Education				
Salaries	5,515		-	-
Expenses	1,603		-	-
Total	7,118	-	-	-

Description	07 Actual	08 Approp	09 Dept Req	Proposed Budget FY09
Chatham Public Schools				
Salaries	6,758,340	8,602,485	8,929,983	8,929,983
Expenses	1,603		-	-
Subtotal Chatham Schools	6,759,943	8,602,485	8,929,983	8,929,983
CC Tech. Regional High School				
Expenses	172,901	186,771	197,000	197,000
Total	172,901	186,771	197,000	197,000
Education				
Salaries	6,759,943	8,602,485	8,929,983	8,929,983
Expenses	174,504	186,771	197,000	197,000
Total Education	6,934,447	8,789,256	9,126,983	9,126,983
Employee Benefits				
Workers Compensation Insurance	118,934	80,000	55,000	55,000
Medicare/Social Security	186,997	94,500	94,500	94,500
Unemployment Insurance	37,510	13,000	13,000	13,000
Public Safety Inj. Ins.	11,005	26,190	26,190	26,190
	-			
Barn's County Retirement	1,204,559	1,166,636	1,266,636	1,266,636
Group Health Insurance	2,761,738	1,835,638	2,037,559	2,037,559
Total Employee Benefits	4,320,743	3,215,964	3,492,885	3,492,885
Undistributed Costs				
Insurance				
Watercraft	16,333	18,533	18,533	18,533
Fleet Motor Vehicle	71,962	75,330	55,000	55,000
Moorings	1,665	1,688	1,688	1,688
Flood	5,484	8,681	8,681	8,681
Public Officials' Liability	27,878	19,392	10,000	10,000
General Liability & Bldg. Ins.	158,113	109,936	125,000	125,000
Uninsured Damages	16,085	15,000	15,000	15,000
Total Insurance	297,520	248,560	233,902	233,902
Reserve Fund (05 Distributed)	99,554	100,000	100,000	100,000
Total Undistributed Costs	397,074	348,560	333,902	333,902
Debt Service (non-water)				
Principal	3,455,018	3,526,750	2,939,410	2,939,410
Interest - Long-term	1,211,760	1,073,141	955,025	955,025
Interest - Short-term & Bond Costs	180,696	518,493	1,480,184	1,480,184
Total Debt Service Costs	4,847,474	5,118,384	5,374,619	5,374,619

APPENDIX D

DEBT DETAIL

Town of Chatham													
Master Debt Amortization Schedule													
Outstanding Principal & Interest													
Payout By Fiscal Year - As of 7/01/2008													
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)	Water Fund Principal	Water Fund Interest	Water Fund Total	Total Principal	Total Interest	Grand Total	Cumulative % of Total Debt Service
2009	2,939,410.00	955,025.00	3,894,435.00	854,700.00	268,885.00	1,123,585.00	3,794,110.00		1,223,910.00	3,794,110.00	1,223,910.00	5,018,020.00	13.35%
2010	2,700,869.00	850,148.00	3,551,017.00	763,551.00	239,847.00	1,003,398.00	3,464,420.00		1,089,995.00	3,464,420.00	1,089,995.00	4,554,415.00	25.47%
2011	2,618,834.00	742,334.00	3,361,168.00	745,674.00	210,726.00	956,400.00	3,364,508.00		956,400.00	3,364,508.00	956,400.00	4,317,568.00	36.96%
2012	2,237,269.00	635,943.00	2,873,212.00	717,796.00	181,029.00	898,825.00	2,955,066.00		898,825.00	2,955,066.00	816,972.00	3,772,037.00	46.99%
2013	2,204,108.00	538,408.00	2,742,516.00	624,221.00	154,004.00	778,225.00	2,828,329.00		696,361.00	2,828,329.00	696,361.00	3,520,741.00	56.36%
2014	2,191,790.00	441,953.00	2,633,743.00	566,539.00	129,822.00	696,361.00	2,758,329.00		594,868.00	2,758,329.00	571,775.00	3,330,104.00	65.22%
2015	1,866,651.00	351,231.00	2,207,882.00	476,678.00	108,190.00	584,868.00	2,333,329.00		452,575.00	2,333,329.00	452,575.00	2,792,750.00	72.65%
2016	1,766,651.00	269,063.00	2,035,714.00	361,678.00	90,897.00	452,575.00	2,128,329.00		437,429.00	2,128,329.00	359,960.00	2,488,289.00	79.27%
2017	1,478,329.00	187,949.00	1,666,278.00	240,000.00	62,880.00	302,880.00	1,718,329.00		302,880.00	1,718,329.00	174,305.00	1,892,634.00	85.63%
2018	978,329.00	53,442.00	1,031,771.00	240,000.00	52,535.00	292,535.00	1,218,329.00		292,535.00	1,218,329.00	105,977.00	1,324,306.00	94.19%
2019	333,329.00	24,600.00	357,929.00	185,000.00	43,542.00	228,542.00	518,329.00		228,542.00	518,329.00	68,142.00	586,471.00	95.75%
2020	333,550.00	11,800.00	345,350.00	180,000.00	36,036.00	216,036.00	513,550.00		216,036.00	513,550.00	47,836.00	561,386.00	97.25%
2021	47,500.00	4,600.00	52,100.00	180,000.00	28,849.00	208,849.00	227,500.00		208,849.00	227,500.00	33,149.00	260,649.00	97.94%
2022	47,500.00	2,700.00	50,200.00	155,000.00	21,855.00	176,855.00	202,500.00		176,855.00	202,500.00	24,555.00	227,055.00	98.55%
2023	47,500.00	900.00	48,400.00	155,000.00	15,655.00	170,655.00	202,500.00		170,655.00	202,500.00	16,555.00	219,055.00	99.13%
2024	2,500.00	0.00	2,500.00	155,000.00	9,455.00	164,455.00	157,500.00		164,455.00	157,500.00	9,455.00	166,955.00	99.57%
2025	2,500.00	0.00	2,500.00	155,000.00	3,177.00	158,177.00	157,500.00		158,177.00	157,500.00	3,177.00	160,677.00	100.00%
2026	2,500.00	0.00	2,500.00	155,000.00			157,500.00			157,500.00		160,677.00	
	\$ 23,569,270.00	\$ 5,181,421.00	\$ 28,734,691.00	\$ 7,117,515.00	\$ 1,732,935.00	\$ 8,850,450.00	\$ 30,670,785.00		\$ 6,914,356.00	\$ 30,670,785.00	\$ 6,914,356.00	\$ 37,585,141.00	

APPENDIX E

**WATER DEPARTMENT OPERATING
BUDGET DETAIL**

					Proposed
					Water Budget
Art #	Description	07 Actual	08 Approp	09 Dept Req	FY 09
7					
	WATER FUND				
	Water Costs				
	Operating				
	Salaries	144,235	151,291	189,343	189,343
	Expenses	955,085	964,770	1,000,592	1,000,592
	Sub-total Operating	1,099,320	1,116,061	1,189,935	1,189,935
	Debt				
	Principal	861,429	819,644	854,701	854,701
	Interest - Long-term	330,832	298,925	268,886	268,886
	Interest - Short-term	-	50,000	150,000	150,000
	Subtotal Debt	1,192,261	1,168,569	1,273,587	1,273,587
	Total Water Direct Costs	2,291,581	2,284,630	2,463,522	2,463,522
	Overhead - Indirect Costs	139,806	149,037	210,799	210,799
	Overhead - GF Loan Repayment	64,150	64,150	-	-
	Overhead - Rate payback for Bett	157,101	151,025	144,906	144,906
	Subtotal Overhead	361,057	364,212	355,705	355,705
	Water Operating Budget	2,652,638	2,648,842	2,819,227	2,819,227
	Water Capital - Cash Basis				
	Various Projects - See Capital	-	-	-	-
	Total Water Costs (no bonds)	2,652,638	2,648,842	2,819,227	2,819,227
	Water Capital - Bonding Basis				
	Various Projects - See Capital	-	-	-	-
	Total Water Costs (with bonds)	2,652,638	2,648,842	2,819,227	2,819,227
	Water Revenue				
	Rate Charges	2,428,701	2,245,543	2,419,227	2,419,227
	Water Surplus	-	-	-	-
	Water Bonds	-	-	-	-
	Variance:				
	Revenues over(under) Costs	(223,937)	(403,299)	(400,000)	(400,000)
	Town Subsidy-Fire Protection	(400,000)	(400,000)	(400,000)	(400,000)
	Town Subsidy-Debt Prepay				
	Town Subsidy-Additional	-	-	-	-
	Transfer from Gen.Fund	400,000	400,000	400,000	400,000
	Surplus (Shortfall)	176,063	(3,299)	-	-

APPENDIX F

FIVE YEAR CAPITAL DETAIL

CAPITAL BUDGET DETAIL

A	B	C	D	E	F	G	H	I	J
Dept	Description	Dept	FY08 Actual	FY09 Request	FY09 Proposed	FY10 Program	FY11 Program	FY12 Program	FY13 Program
Priority #									
50	Emergency Management								
51	Emergency Management Brochures	CD	0	0	0	0	4,000	4,000	4,000
52	Subtotal Other Pub Safety						4,000	4,000	4,000
53	Harbormaster/Wharfinger								
54	Fish Pier North Jog Dinghy Float 25% Grant Match	HBR		75,000	75,000				
55	Mooring Management	HBR	8,000	8,000	8,000	8,000	8,000	8,000	8,000
56	\$8,000 per year proposed from Waterways Impr Fund								
57	Barn Hill Piling Replacement	HBR		20,500	20,500				
58	North Jog Finger Pier Fender Boards	HBR		3,000	3,000				
59	Mitchell River Drawbridge Repairs & Maintenance	HBR	10,000	10,000	0	10,000	10,000	10,000	10,000
60	Town Landing Maintenance	HBR	6,000	8,000	8,000	8,000	8,000	8,000	8,000
61	\$4,000 per year proposed from Waterways Impr Fund								
62	Aids to Navigation	HBR	6,000	10,000	10,000	10,000	5,000	5,000	5,000
63	Barge Rental	HBR		22,500	22,500				
64	Float Replacement Old Mill Boatyard	HBR		25,000	25,000				
65	Fish Pier Bulkhead Survey	HBR				5,000	5,000	5,000	5,000
66	Boat Maintenance & Equipment	HBR	30,000	182,000	149,500	68,500	36,000	36,000	26,000
67	Subtotal Harbor/Pier		114,000	223,000	190,500	88,500	80,000	56,000	50,000
68	Total Public Safety								
69									
70	Community Development								
71		CD	0						
72	GIS Flyover	CD		125,000	0	125,000			
73	Software/Equipment	CD		15,500	10,000				
74	Subtotal Community Development		0	140,500	10,000	125,000	0	0	0
75									
76	Total Community Development		0	140,500	10,000	125,000	0	0	0
77									
78	Stormwater Management								
79	Drainage/Stormwater Management	STW	20,000	20,000	20,000	20,000	20,000	20,000	20,000
80	08-01 Lovers Lake/Stillwater Pond Restoration	STW	25,000	100,000	100,000				
81	Sylvan Gardens Restoration/Management	H&E		55,000	55,000	30,000	15,000		
82	Trail Guide - Conservation Lands	H&E		11,000	11,000				
83	Conservation Lands Management/Forest Mgmt Plan	H & E	0	40,000	20,000	30,000	20,000	20,000	20,000
84	Subtotal Stormwater		45,000	225,000	195,000	91,000	55,000	40,000	40,000
85	Coastal Resources								
86	Dredging Program	CR	75,000	75,000	75,000	75,000	200,000	300,000	200,000
87	Aerial Shoreline Condition Photo Survey	CR	4,900	8,000	8,000	9,000	9,000	9,000	9,000
88	Cockle Cove Beach Monitoring/Maintenance	CR		0	2,500	2,500	2,500	2,500	2,500
89	Town Landing Infrastructure Improvements	CR	0	50,000	10,000	20,000	20,000	20,000	20,000
90	Town Landing Comprehensive Survey	CR		0	0		75,000		
91	Nantuxet Sound Shoreline Assessment Study	CR		0	0		0	40,000	0
92	Chatham Harbor Public Access	CR		0	0	0	0	0	30,000
93	Mill Creek/Cockle Cove Sand By-passing Study	CR	16,500	133,000	93,000	106,500	306,500	371,500	261,500
94	Subtotal Coastal Resources		96,400	359,000	288,000	197,500	361,500	411,500	301,500
95	Total Health & Environment		141,400						

CAPITAL BUDGET DETAIL

A	B	C	D	E	F	G	H	I	J
Dept Priority #	Description	Dept	FY 08 Actual	FY 09 Request	FY 09 Proposed	FY 10 Program	FY 11 Program	FY 12 Program	FY 13 Program
96									
97	Public Works (without Water)								
98	Parks & Recreation & Cemetery								
99	Irrigation well at Veterans Field	P&R				20,000			
100	Community Center Program Consultant	P&R	100,000	25,000	25,000				
101	Renovation of Park & Rec Building	P&R	65,000						
102	Skateboard Park Ramps	P&R	0	0	0		40,000		0
103	Repaint Depot Road Tennis Courts	P&R		10,000	10,000				0
104	Handicap Access Path	P&R				10,000			
105	Outdoor Basketball Court	P&R				35,000			
106	Concession Stand - Volunteer Park	P&R					6,000		
107	Resurface Skate Park	P&R						15,000	
108	Sandblast & Repaint Vets Field Bleachers	P&R							50,000
109	New Walkways at Vets Field	P&R							65,000
110	Picnic Pavillion -Chase Park	P&R						30,000	
111	Subtotal - Park & Recreation		165,000	35,000	35,000	65,000	6,000	85,000	115,000
112	Highway Department								
113	Road Resurfacing	HWY	160,000	210,000	160,000	220,000	230,000	230,000	230,000
114	Emergency Road Repair	HWY	10,000	10,000	10,000	10,000	10,000	10,000	10,000
115	Catch Basins	HWY	40,000	60,000	40,000	60,000	60,000	65,000	65,000
116	Road Maintenance	HWY	12,000	28,000	12,000	28,000	28,000	30,000	30,000
117	Street Signs	HWY	5,000	6,000	5,000	6,000	7,000	7,000	7,000
118	Blke Trail Maintenance	HWY	10,000	25,000	0	25,000	25,000		
119	Subtotal Highway		237,000	339,000	227,000	349,000	360,000	342,000	342,000
120	Landfill (Transfer Station)								
121	Subtotal Landfill		0	0	0	0	0	0	0
122	Building & Grounds								
123	ADA Compliance	BG	5,000	5,000	5,000	5,000	5,000	5,000	5,000
124	Property Management/Building Maintenance	TM	100,000	100,000	150,000	150,000	200,000	200,000	200,000
125	Subtotal Building & Grounds		105,000	105,000	155,000	155,000	205,000	205,000	205,000
126									
127	Cemetery Department								
128	Clean & Repair Head Stones	CEM	1,000	1,000	1,000	1,000	1,000	1,000	1,000
129	Start Replacing Old Water Lines	CEM	10,000	10,000	10,000	10,000	10,000	10,000	10,000
130	Subtotal Cemetery		11,000	11,000	11,000	11,000	11,000	11,000	11,000

CAPITAL BUDGET DETAIL

A		B		C		D		E		F		G		H		I		J							
Dept	Priority #	Description	Dept	FY 08 Actual	FY 09 Request	FY 09 Proposed	FY 10 Program	FY 11 Program	FY 12 Program	FY 13 Program	FY 08 Actual	FY 09 Request	FY 09 Proposed	FY 10 Program	FY 11 Program	FY 12 Program	FY 13 Program	FY 08 Actual	FY 09 Request	FY 09 Proposed	FY 10 Program	FY 11 Program	FY 12 Program	FY 13 Program	
131		Alport Commission																							
132	Annual #1	Continuing Modernization	TM/AIR	40,000	30,000	0	25,000	25,000	25,000	25,000															
134		Subtotal Alport		40,000	30,000	0	25,000	25,000	25,000	25,000															25,000
135		Total Public Works		558,000	520,000	428,000	605,000	607,000	607,000	607,000															698,000
136		Equipment - All Departments																							
138		Annual Cruisers (2) Replacement																							
140	Annual #1	Replace Unmarked Police Detective Vehicle	PD/TM	56,000	58,000	58,000	58,000	58,000	58,000	58,000															58,000
141	09-11	Replace North Beach Vehicle	PD/TM		25,000		25,000		27,000																
142	10-3	Replace North Beach ATV	PD/TM		25,000	0	25,000																		
143	08-03	Replace Animal Control Vehicle	PD/TM	0			7,000	0																	0
144	08-02	Replace Chief's Cruiser	PD/TM	26,000																					
145	11-01	Replace Fire Engine/Pumper - Purchase	FD/TM																						
146	10-01;12-01	Replace Ambulance/Rescue	FD/TM	138,000			150,000	525,000																	
147	09-02	Purchase & Equip One Ladder Truck	FD/TM		30,000	30,000																			
148	10-02	Service Chief Vehicle	FD/TM				825,000																		
149	12-02	Inspections Vehicle	FD/TM																						
150	Annual	Engine Replacement - Harbormaster	CD/TM	10,000	5,000	5,000	10,000	5,000	10,000	10,000															35,000
151	11-1;12-1;13-5	Lighthouse Beach Monitoring/Patrol - Equipment	HR/TM	16,000																					5,000
152		Vehicle Replacement - Harbormaster	HR/TM				8,000																		8,000
153	10-1	Shellfish Outboard Engine Replacement	HR/TM				10,000																		28,000
154	13-1	Front End Loader	CR/TM																						
155	10-05	Pickup Truck w/Plow	HWY/TM				140,000																		8,000
156	09-9 10-8	Large Dump Truck with Plow & Sander	HWY/TM		35,000	35,000	35,000																		0
157	10-07	Large Dump Truck with Plow	HWY/TM				105,000																		0
158	11-8	Small Dump Truck with Plow	HWY/TM					110,000																	0
159	13-7	Tractor Mowing Machine	HWY/TM	30,000																					40,000
160	08-10	Catch Basin Cleaning Truck	HWY/TM	65,000																					
161	08-05	Pickup Truck w/Plow	HWY/TM	125,000			35,000																		
162	10-06	Wood Chipper	HWY/TM				35,000																		
163	11-7	Replace Street Sweeper	HWY/TM																						
164	09-6	Ten Wheel Roll Off Truck	HWY/TM		185,000	185,000		30,000																	0
165	08-01	Roll Off Container Units	LDF/TM	135,000																					
166	08-03	Front End Loader	LDF/TM	30,000																					
167	13-01	Replace Park & Rec Dump Truck (/ Pickup Truck)	LDF/TM																						
168	11-1	Replace Park & Rec 1 Ton Dump Truck	P&R/TM					44,000																	150,000
169	13-1	Community Center Emergency Generator	P&R/TM																						0
170	11-2	Replace Large Mowing machine	P&R/TM					100,000																	44,000
171	10-03	Replace P & R Dump Truck with plow	P&R/TM				26,000																		
172	09-1	New Van for driving participants to programs/events	P&R/TM	35,000	40,000	40,000																			0
173	12-1	Total Equipment	P&R/TM	666,000	403,000	353,000	1,459,000	886,000	340,000	35,000															333,000
174																									

CAPITAL BUDGET DETAIL

A		B		C	D	E	F	G	H	I	J
1	Dept	Description	Dept	FY 08	FY 09	FY 09	FY 09	FY 10	FY 11	FY 12	FY 13
2	Priority #			Actual	Request	Proposed	Program	Program	Program	Program	Program
175		Subtotal Capital (General Fund)		1,569,400	1,898,500	1,522,500	2,625,000	2,074,500	1,625,500	1,522,500	
176											
177											
178		Schools									
179											
180											
181		School Security	SCH	0	0	9,392	8,550	8,768	9,118	9,118	9,118
182		Utility Services	SCH	0	0	4,000	5,750	5,750	5,750	5,750	5,750
183		Grounds	SCH	0	0	10,500	15,300	17,100	1,100	1,100	12,550
184		Buildings	SCH	0	0	45,898	44,578	46,648	46,648	46,648	46,148
185		Equipment	SCH	0	0	87,762	95,984	89,886	89,419	89,419	87,919
186		Technology	SCH	0	0	81,916	87,150	88,150	88,150	94,250	102,250
187											
188		Subtotal Schools				239,488	257,312	256,302	246,265	246,265	262,735
189											

APPENDIX G

DEFINITIONS

TERMS USED IN MUNICIPAL FINANCE

APPROPRIATION: An amount of money which has been authorized by vote of Town Meeting to be spent for a designated purpose.

AVAILABLE FUNDS: Available funds refer to the Stabilization Fund, Conservation Fund, Waterways Account, Cemetery Funds and continued appropriations left in Articles voted at previous Town Meetings.

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.

FREE CASH: This is the amount certified annually by the State Bureau of Accounts. Town Meeting may appropriate from Free Cash for any purpose. Often referred to as "Excess and Deficiency" or "E&D".

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

RESERVE FUND: This fund is established by the voters at an Annual Town Meeting only. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for "extraordinary or unforeseen" expenditures.

STABILIZATON FUND: This is a special reserve account. Money may be voted into the Fund by a majority vote at Town Meeting. Money may be appropriated from the Fund by a two-thirds vote at Town Meeting.

CHERRY SHEET: A form showing all State and County charges and reimbursements to the Town as certified by the Massachusetts Department of Revenue.

PROPOSITION 2 ½ TERMS

Chapter 59, Section 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 property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

LEVY CEILING: This is the maximum amount of the levy limit. The ceiling equals 2.5% of the Town's full and fair cash value.

LEVY LIMIT: The limit is based on the previous year's levy plus certain allowable increases.

LEVY LIMIT INCREASE: The levy limit automatically increases each year by 2.5% of the previous year's levy limit.

NEW GROWTH: The increase in the levy limit attributable to new construction and new parcel subdivisions.

OVERRIDE: A community can increase its levy limit by voting at a referendum to exceed the limit. There are three types of overrides.

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 AND CAPITAL OVERLAY EXPENDITURE EXCLUSION: These two override ballot questions can be placed on a referendum by a two-thirds vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is temporarily increased for the amount voted at the referendum. The increase may exceed the Town's levy limit.

CONTINGENT VOTES: Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (OVERRIDE). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within forty-five days of the Town Meeting vote.

TALENT BANK FORM – 2008

DATE: _____

Town Government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen as a means of compiling names of interested citizens willing to serve on a voluntary basis. The Selectmen make most Committee appointments, the Moderator appoints the Finance Committee. **Committee members must be residents of the Town and registered voters in the Town.** (Except for the Summer Residents Advisory Committee). The Selectmen and Moderator appreciate and encourage residents to indicate their interest by using this Talent Bank Form. Please return this form to the office of the Board of Selectmen, 549 Main Street, Chatham, MA 02633. If possible, please attach a brief resume.

Name _____ Telephone _____

Mailing Address _____

- | | |
|--|---|
| <input type="checkbox"/> Affordable Housing Committee | <input type="checkbox"/> Historic Business District Commission |
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Aunt Lydia’s Cove Committee | <input type="checkbox"/> Human Services Committee |
| <input type="checkbox"/> Bikeways Committee | <input type="checkbox"/> Land Bank Open Space Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Cemetery Commission | <input type="checkbox"/> Public Ceremonies Committee |
| <input type="checkbox"/> Committee for the Disabled | <input type="checkbox"/> Shellfish Advisory Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> South Coastal Harbor Mgt. Plan
Implementation Committee |
| <input type="checkbox"/> Comprehensive Wastewater Management
Plan Citizens Advisory Committee | <input type="checkbox"/> Summer Residents Advisory |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Traffic Study Committee |
| <input type="checkbox"/> Council On Aging Board | <input type="checkbox"/> Water & Sewer Advisory Committee |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Waterways Advisory Committee |
| <input type="checkbox"/> Golf Advisory Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please indicate other areas of interest _____

**Board of Selectmen
Chatham, MA 02633**

**PRSRT STD
U.S. Postage
PAID
Permit #4
Chatham, MA**

RESIDENTIAL CUSTOMER

OFFICIAL DOCUMENT

ANNUAL TOWN MEETING WARRANT – MAY 12, 2008