

# *Town of Chatham*



## ARTICLES IN THE WARRANT for the 2016 ANNUAL TOWN MEETING

With Recommendations of  
Chatham Board of Selectmen  
and  
Finance Committee

Monday, May 9, 2016  
6:00 P.M.

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

MONOMOY REGIONAL MIDDLE SCHOOL  
425 CROWELL ROAD

**ANNUAL TOWN MEETING WARRANTS – MAY 2016**  
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## INTRODUCTION

This 2016 Annual Town Meeting will occur on Monday, May 9, 2016 (second Monday in May of each year) and the warrant generally follows the same format to which you, residents and taxpayers, have become accustomed. Each article in the warrant is enumerated, as required by law. In addition, the warrant includes a suggested motion which cites the intended action for the article, and its funding amount as a matter of consideration without the intention to restrict any action. The article's speaker and/or proponent is listed and the recommendations of the Board of Selectmen, Finance Committee, and any other appropriate board or committee are noted on each article. Finally, an explanation or summary of the context of the article is provided as a courtesy. Please note that Article 1 is the Annual Town Election (second Thursday in May of each year) which occurs on Thursday, May 12, 2016.

Again this year, a detailed sub-line item budget is provided in an Appendix at the end of this booklet. The warrant and appendices are available on the Town's website – [www.chatham-ma.gov](http://www.chatham-ma.gov), with financial details in *Budget Central* as well as prior years history. Additionally, other substantive and qualitative information on Town Department operations is included in Monthly Town Manager Reports and the Town Annual Report found on the Town Manager's webpage - [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Manager/index](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Manager/index) consistent with our efforts for open government 24/7 and greater transparency.

Much effort and time is invested each January through May by your Town officials to review and discuss each article in the warrant for which a recommendation is provided, along with very informative presentations by Town staff. I encourage you to watch Channel 18 or visit the Town's website to view Board/Committee meeting calendars/public notices throughout the year. We have also improved our "on-demand" viewing access to meetings via the Town website on any smart phone or tablet device.

Our goal remains to provide a clear, concise warrant, and enough information on each article so that you may be prepared on the subject matter prior to Town Meeting. As always, I welcome any suggestions to improve clarity and communications.

Thank you in advance for your thoughtful consideration.

Jill R. Goldsmith  
Town Manager

## **Finance Committee Report**

### **Overview on the Budget Process for FY2017**

The budget book for FY 2017 was in a similar format to last years' streamlined format. The book is divided into the major areas of service to taxpayers and lines up with the Management structure of the Town. An improvement this year was that Departmental presentations included staff benefits, which is important given cost pressures on healthcare costs. The Committee continues to receive an appropriate level of detail as it relates to Chatham's financial picture.

The Committee had discussions at the departmental level on both the expenses as well as revenues that correlate to the individual departments. These discussions provide input as to where the Town might find sources of revenues outside of the property tax. As noted in last years' report, two working groups were created in late 2014 that more specifically focused on revenue items. The first group examined the pros/cons of expanding the hotel/motel tax and completed its work in 2015 (its report to the Board of Selectmen (BOS) can be found on the Town website). The second group focused on all other user fees charged for various Town services and work was also completed in 2015. It was determined that these fees are an integral part of the budget exercise with ongoing BOS review.

In an effort to better understand the longer-term implications for decisions made in the current fiscal year, the Town once again generated a three-year budget outlook in the fall of 2015. This work reduces the chance of surprises in future years' budgets. The three-year budget process is a valuable exercise, though needs continuous review to ensure all issues are reported on a timely basis (note Article 14 on the increased costs of the manganese and iron treatment plant, which was approved 2 years back but were not part of the October discussions).

The Finance Committee continues to look for Town staff to pursue efficiencies in providing services and focus on what is in the best interest of the taxpayer. There have been efforts over the past two years in establishing performance management measurements at the department level. This began with the Fire/EMS department. The work has been done in conjunction with the Collins Center as UMass with the plan to expand this to other departments. Work was deferred in 2015 due to other priorities, but the Committee continues to encourage Town staff to proceed on these efforts. The challenge is to translate the performance measurements into actionable items that will improve operations. The Town must confront its challenges and not be complacent. Chatham provides an excellent set of services to residents and visitors alike, but there must be continued process improvement, in order to alleviate other financial pressures. The overall budget picture for 2017 is less positive than in recent years, with a higher tax rate increase and significant increases in spending; municipal and school operations, capital/other projects and for a major property purchase.

### **Summary on the FY 2017 Budget numbers**

The budget endorsed by the BOS (and if approved by Town Meeting) will most likely result in a **3.4% property tax increase** for Fiscal 2017 (higher than the tax increase of less than 2% in 2016).

Expenses in the Town operating budget are projected to increase 4.7% or \$945,840 for 2017. The largest cost increase item is related to higher salary costs for staff at 2.8% (per union contractual agreements) as well as increased benefits costs of 7% (primarily healthcare). The amount budgeted as part of the capital plan is \$2,018,250 million which is higher than in 2016 by \$243,250. This amount is at the high end of the 5-7% range set by the BOS as a percentage of the operating budget. It should be noted that above and beyond the operating and capital budgets, there are five additional articles (#'s 17-21) for a total spend of \$1,102,000. These are for certain maintenance related projects that Town Meeting will be asked to consider separately. If approved, these will be funded through property taxes.

The allocation from the Monomoy Regional School District (MRSD) will be higher in 2017 by approximately 5.5% or \$452,523. Higher salary cost of 6.3% (union contractual arrangements) and increased staff benefit costs of 10% are the primary contributors to the increase.

On the revenue side, local receipts revenues (hotel, motel and meals taxes, etc.) are budgeted at \$6,377,525, an increase of 8% (or \$467,273). There is most likely further opportunity based on the level of revenues collected in 2015 (just over \$7 million).

The Finance Committee voted positive recommendations (though not unanimous) on the Towns' operating and capital budgets, the water operating budget, the education budget and the five separate articles noted above. The Committee also voted to approve an increase for manganese and iron water treatment plant that had been approved at the 2014 Town Meeting. This \$3.5 million increase puts the cost of the project at \$10 million (debt will be used to fund this project with payback from future water revenues). While small in terms of impact to the Town budget, the Committee did support an increase in the Human Services budget (first time in many years). Monomoy Community Services received the largest increase (\$38,000 or 30%).

There is a proposal for a property acquisition on Champlain Road (Article 22). The Finance Committee also voted to support this article (but again, not unanimously). This purchase will be funded from excess reserves ("free cash"). As has been noted in the past, the use of excess reserves, or "free cash," are taxpayer dollars (excesses generated in previous years) and can be used in various ways (fund purchases, capital projects, Town operations, or lower the tax rate).

Lastly, there is an article (#16) for a new fire pumper. While there is no impact for FY 2017, there will be an impact in the years 2018-20. Given the long lead-time between order and delivery for this equipment, the Finance Committee supported approving this item this year.

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

1) Debt service

The total debt service of \$7.6 Million for the 2017 budget is essentially flat to 2016. However, please note that debt levels will likely continue to remain high for the foreseeable future due to future phases of the sewer project.

It is also recognized that certain debt obligations do not hit the debt service line in the Town Operating budget. For example, any debt related to the Water Department is separately tracked and paid from future water revenues.

Lastly, there is the “OPEB” liability related to Town employees’ healthcare retiree benefits (liability of approximately \$18 million). In 2017 this will be the third year the budget includes \$150,000 allocated to fund this liability. Work has recently begun by the “OPEB” trustees in terms of addressing options to better manage this long-term liability. The plan would be to present options to Town Meeting in May 2017.

2) Monomoy Regional School District (MRSD)

The process with the MRSD was much improved this year, both in terms of timeliness and clarity on the FY 2017 budget. There are still concerns in several areas, including a continued decline in the number of school-aged students (both Chatham and Harwich) as well as competition due to school choice and a higher number of charter schools. It is recognized by Schools officials that the continued loss of students to school choice (especially Charter schools) will provide financial challenges in the future.

From a near term financial perspective (and noted earlier in this paper), union contractual arrangements have resulted in a 6.3% increase in salaries for 2017. It should be recognized that salaries are projected to increase by another 4% for FY 2018.

For the last two years MRSD has also used its reserve account (called “excess/deficiency” and analogous to “free cash”) to mitigate some of the cost increases to the two towns. The Committee is concerned about the long-term financial sustainability if salary increases continue at higher than normal levels (in conjunction with reduced flexibility due to lower reserve balances).

It is critical that both towns engage with Schools officials to ensure the long-term success of regionalization as well as living within the annual spending limits of Proposition 2 and ½.

3) Water Usage and Capital Projects

It was widely reported about increased water usage in the fourth quarter of 2015 (and then a significant reduction in January 2016). Given the critical nature that water plays to the fabric of any municipality, the Finance Committee has requested a full analysis as to the nature of these fluctuations. Part of the fluctuations may be a result of a water meter replacement program started last year. The Committee is supportive of the money in the 2017 budget (Article #15 for \$350,000) in moving this process forward (and possibly expediting the installation of new meters). In addition, the Finance Committee is supportive of moving forward with the manganese and iron treatment plant to ensure that clean water is available to everyone in Chatham.

4) Fire Department Overtime/increased staffing

There have been discussions for many years now about ways to mitigate the high overtime numbers in the fire department. The Committee had hoped for some better options related to this issue as a result of the work done previously on departmental performance measurements. It is disappointing that this work has not been completed. The Committee did support the hiring of one new firefighter for 2017 to ensure that there are six firefighters for all shifts. Offsetting this headcount increase was a commensurate reduction in overtime even though there has been no proof that hiring more firefighters will reduce overtime. The Committee looks forward to seeing more work done on this issue on the future.

5) Community Preservation Act (CPA)

There are thirteen articles in the warrant seeking \$1,065,685, in funding for 2017. The CPA has a separate funding mechanism, through an incremental allocation of 3% on each property owners' tax bill.

While the Committee supported eleven of the thirteen articles this year, there is still an outstanding question from prior years as to quality of the projects proposed and whether the Town should revisit if there might be a better way to allocate the approximately \$1 million of taxpayer funds collected each year. For example, if eligible, CPA funds should be considered for the Fish Pier repairs given its critical importance to the Town.

For the third straight year, there are no land bank articles proposed (and note the Land Bank will sunset within 3 years (per state law)).

The tables below reflect the entire spending and funding picture for Chatham.

Table 1 - Spending				
<u>Article # - Description</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>2017 v. 2016 Higher/Lower</u>
Article 7- Town operating (ex. Debt)	19,479,210	20,214,946	21,160,786	945,840
Debt Service	<u>7,150,548</u>	<u>7,860,558</u>	<u>7,834,625</u>	<u>(25,933)</u>
Total Operating Budget	26,629,758	28,075,504	28,995,411	919,907
Article 8/9 School Operating Budget (including Cape Cod Technical HS)	8,107,093	8,517,054	8,870,661	353,607
Article 10 - Water Operating Budget	2,630,357	2,725,576	2,737,808	12,232
	0	0	350,000	350,000
Article 12 - Capital Plan Authorization	1,895,545	1,775,000	2,018,250	243,250
Article 22 - Property Purchase	0	0	1,500,000	1,500,000
Articles 18-25 (CPA Land Bank)	865,250	624,138	1,064,685	440,547
State/Cty chgs/misc. items (note A)	<u>1,586,597</u>	<u>1,513,149</u>	<u>2,422,990</u>	<u>909,841</u>
<b>Total</b>	<b><u>41,714,600</u></b>	<b><u>43,230,421</u></b>	<b><u>47,959,805</u></b>	<b><u>4,729,384</u></b>

Table 2 - Funding				
<u>Funding Sources for Items above</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>2017 v. 2016 Higher/Lower</u>
Property Tax Levy	30,105,993	31,140,648	32,194,018	1,053,370
Water Dep't (Rev) (note B)	3,157,911	2,239,277	2,687,808	362,232
Local Receipts/Fees (note C)	7,993,076	5,910,252	6,377,525	467,273
Free Cash/Available Funds	3,661,008	2,987,205	5,549,726	2,562,521
State Support/Other	<u>1,148,015</u>	<u>1,143,678</u>	<u>1,150,729</u>	<u>7,051</u>
<b>Total</b>	<b><u>46,066,003</u></b>	<b><u>43,421,060</u></b>	<b><u>47,959,806</u></b>	<b><u>4,452,447</u></b>

Notes to the items in the Tables above:

A) Includes routine articles, state and county charges, overlay abatements, and separate articles for Airport improvements (#17), Storm water infrastructure (#18), Bearse's Lane retaining wall (#19), Fish Pier facility improvements (#20), and Waterfront Property

engineering - Bridge Street (#21). For 2017, also includes \$150,000 in funding for post retirement healthcare benefits.

B) Water Department Revenues billed to Town property owners separately and fund both the operating and capital budgets. The water capital item for 2017 is for new water meters (Article #15), which will be funded out of excess water funds. The numbers in the table above exclude the manganese and iron treatment plant, where borrowings of approximately \$10 million are anticipated to fund this project (see Article #14). Future water department revenues will be allocated to pay back the borrowings.

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

**Finance Committee recommendations to the Board of Selectmen** – at the February 16th meeting of the Board of Selectmen, an interim report on the 2016 Town budget from the Finance committee was presented. While most of the recommendations and discussions at that time have been incorporated into this report, the full report from that meeting can be found on the Town website.

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

Respectfully submitted,

Kenneth Sommer, Chair  
Norma Avellar  
Florence Seldin

John Crea, Vice-Chair  
Roslyn Coleman  
Jo Ann Sprague

John Whelan, Secretary  
Stephen Daniel  
Steve West

**COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF CHATHAM  
TOWN MEETING WARRANT  
MONDAY, MAY 9, 2016**

**THE COMMONWEALTH OF MASSACHUSETTS**

Barnstable, ss.

**GREETINGS:**

To any of the Constables in 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 Monomoy Regional Middle School (formerly the Chatham High School) on Crowell Road in said Chatham on the 9<sup>TH</sup> day of May, 2016 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 12<sup>TH</sup> day of May, 2016 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.

**Resolution:** Resolved that the Town vote to adopt the following rules of procedure for the Town Meeting of May 9, 2016.

- 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.

### Ballot Questions

(Relating to Charter Amendments Approved at the 2015 Annual Town Meeting)

#### Question 1

Shall the Town of Chatham approve the Charter amendment proposed by the Town Meeting as stated and summarized below?

(~~Strikethrough~~ indicates language proposed for deletion.  
Underline indicates language proposed for addition.)

#### **Section 3-1 Elected Town Officers, In General**

The offices to be filled by the voters shall be a board of selectmen, ~~a school committee,~~ the town's representatives for the Monomoy Regional School Committee, a moderator, housing authority and such other regional authorities, districts or committees as may be required by law of the commonwealth or inter-local agreement.

*Summary: If approved, this proposed amendment would eliminate reference to the elected Chatham School Committee and substitute a reference to the Town's representatives on the Monomoy Regional School Committee in accordance with the Monomoy Regional School District Agreement.*

#### Question 2

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(~~Strikethrough~~ indicates language proposed for deletion.)

#### **Section 3-3 School Committee**

##### (a) ~~Composition, Terms of Office~~

~~There shall be a school committee composed of five members elected for terms of three years each, so arranged that the terms of as nearly an equal number of members as is possible expire each year.~~

##### (b) ~~Powers and Duties~~

~~The school committee shall have general charge of the public schools of the town. The school committee shall have the power to select and to terminate a superintendent of schools, establish educational goals and policies for the schools consistent with the requirements of the laws of the commonwealth and standards established by the commonwealth. The school committee shall have all the powers and duties given to school committees by the laws of the~~

commonwealth.

*Summary: If approved, this proposed amendment would eliminate reference to the elected Chatham School Committee as an elected body of the Town.*

### **Question 3**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(Underline indicates language proposed for addition.)

#### **Section 4-1 Appointment, Qualifications, Term of Office**

The board of selectmen shall appoint a town manager and shall annually evaluate the performance of the town manager. The town manager shall be a person of proven administrative ability, especially qualified by education and training with at least five years full-time experience as a city or town manager or an assistant city or town manager or the equivalent experience in the public or private sector. The board of selectmen may from time to time establish such additional qualifications as deemed necessary and appropriate.

*Summary: If approved, this amendment would clarify that qualification for the office of Town Manager may be based upon at least five years full-time experience as a city or town manager or assistant city or town manager or equivalent prior experience in the public or private sectors.*

### **Question 4**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

~~(Strikethrough indicates language proposed for deletion.)~~

#### **Section 4-6 Powers of Appointment**

Except as otherwise provided by this charter, the town manager shall appoint, based on merit and fitness alone, and may remove all department heads, assistant department heads, officers, subordinates, employees serving under elected and appointed boards, commissions, committees and employees for whom no other method of selection and removal is provided in this charter except employees of the ~~school department and~~ housing authority.

Appointment of department heads by the town manager shall become effective on the fifteenth day following the day on which notice of the proposed appointment is filed with the board of selectmen unless the board of selectmen

shall, within such period, by majority vote of the full board of selectmen, vote to reject such appointment.

**Section 4-7 Administrative Powers and Duties**

- (h) To be responsible for rental, use, maintenance, repair and the development of a comprehensive maintenance program for all town facilities; ~~except those under the jurisdiction of the school committee;~~
- (i) to serve as the chief procurement officer and be responsible for the purchase of all supplies, materials and equipment except books and other educational materials for schools, and approve the award of all contracts for all town departments; ~~with the exception of the school department;~~
- (k) To administer personnel policies, practices, and rules and regulations, any compensation plan and any related matters for all municipal employees, and to administer all collective bargaining agreements; ~~except for school department agreements, entered into by the town;~~
- (m) To be responsible for the negotiation of all contracts with town employees over wages and other terms and conditions of employment; ~~except employees of the school department;~~

*Summary: If approved, this proposed amendment would eliminate Charter references to the Chatham School Committee and Chatham School Department in accordance with the Monomoy Regional School District Agreement.*

**Question 5**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(Strikethrough indicates language proposed for deletion.  
Underline indicates language proposed for addition.)

**Section 5-1 Organization of Town Government**

**(a) Method of Organization – Town Departments [Amended 5-11-2009 ATM by Art. 31, approved 5-13-2010 Annual Town Election; amended 1-10-2013 by Chapter 457, Acts of 2012]**

The organization of town government into operating departments for the provision of services and the administration of government shall be the responsibility of the town manager. Subject only to the express prohibitions in the laws of the commonwealth or the provisions of this charter, the town manager may by administrative order reorganize, consolidate, create, merge, divide or abolish any town department or office, in whole or in part, establish

such new town departments or offices as ~~he~~ the town manager deems necessary or advisable, and prescribe the functions and the administrative procedures to be followed by all such departments or offices.

At a minimum, the town manager shall provide for the following governmental functions:

- (i) administrative and finance; (ii) law enforcement; (iii) fire protection and rescue services; (iv) operation and maintenance of the town's roads, parks, buildings and other facilities; (v) management and protection of coastal resources; (vi) town planning and enforcement of zoning and building codes; (vii) enforcement of health and environmental regulations; and (viii) operation of the water and sewer systems.

Administrative orders made by the town manager shall become effective on the thirtieth (30) day following the day on which notice of the proposed administrative order is filed with the board of selectmen and the office of the town clerk unless the board of selectmen shall, within such period, by majority vote of the board of selectmen, vote to reject such administrative order or has earlier voted to affirm it. For the convenience of the public, copies of administrative orders and votes of the board of selectmen establishing the nature of the town organization and any amendments thereto shall be available from the office of the town manager and the office of the town clerk and posted electronically and via other means that allow access by the public.

**(b) Method of Organization – Town Boards, Commissions or Committees  
[Amended 5-11- 2009 ATM by Art. 31, approved 5-13-2010 Annual Town  
Election; amended 1-10- 2013 by Chapter 457, Acts of 2012]**

Unless otherwise provided by this charter, the establishment and organization of boards, commissions or committees shall be the responsibility of the board of selectmen. Subject only to the express prohibitions of the laws of the commonwealth or the provisions of this charter, the board of selectmen may by vote prescribe the term of office, reorganize, consolidate, create, merge, divide or abolish any town board, commission or committee, in whole or in part, establish such new board, commission or committee as deemed necessary or advisable, and prescribe the functions, purpose and responsibilities of such boards, commissions or committees. Nothing in this section shall prohibit the town meeting from authorizing the appointment of one or more committees. Votes of town meeting which authorize the formation of such committees shall state the charge, composition and town agency to be the appointing authority, if it is not the board of selectmen. The tenure of any such committee shall

continue under its charge and until abolition by or change by a subsequent town meeting.

**(c) Failure to Fill Vacancies – Town Boards, Commissions or Committees**

Should the appointing authority fail to fill a vacancy on a board, commission, or committee within 4560 days of having been notified in writing by the town clerk of said vacancy, a majority of the remaining members of the board, commission, or committee may nominate a person for each such vacancy. Should the appointing authority fail to take action on said nomination within twenty-one (21) days, the nominee shall become a member of said board, commission or committee.

~~**(d) Publication of Administrative Orders [Amended 1-10-2013 by Chapter 457, Acts of 2012]**~~

~~For the convenience of the public, copies of the administrative orders and votes of the board of selectmen establishing the nature of the town organization and any amendments thereto shall be available from the office of the town manager and the office of the town clerk and posted to the town's website. All boards, committees or commissions shall annually, on a date determined by the board of selectmen, submit a report of activities, achievements and other information to the board of selectmen.~~

(d) Report of Activities - All boards, committees or commissions shall annually, on a date determined by the board of selectmen, submit a report of activities, achievements and other information to the board of selectmen.

**Section 5-2 Sunset Provision [Amended 1-10-2013 by Chapter 457, Acts of 2012]**

Annually, the board of selectmen shall consider the administrative and practical needs of all town boards, commissions and committees under the jurisdiction of the board of selectmen. During the course of such consideration, the board of selectmen shall review whether each board, commission or committee has a defined purpose or functions or if there is another possible method of achieving the mission of the board, commission or committee. If the board of selectmen determines that any board, commission or committee does not appear to serve a purpose or that another method of achieving the board, commission or committee's mission is desirable, the board of selectmen shall hold a public hearing and take any action deemed necessary.

~~All boards, committees or commissions shall annually, on a date determined by the board of selectmen, submit a report of activities, achievements and other~~

~~information to the board of selectmen.~~

*Summary: If approved, these proposed amendments would: 1) revise the language in Section 5-1(a) to exclude a reference to gender, 2) specify the Town Manager's and Town Clerk's responsibility to make administrative orders available to the public at their offices, by electronic posting and by other means, 3) increase from 45 to 60 days the time within which an appointing authority may fill vacancies on Town boards, commissions or committees before a majority of the remaining members of any such board, commission, or committee may nominate a person for each such vacancy, 4) move the deleted language from Section 5-1(d) regarding publication of administrative orders to Section 5-1(a), and 5) move the deleted language from Section 5-2 regarding submission of annual reports to the Board of Selectmen to Section 5-1(d).*

### **Question 6**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(Underline indicates language proposed for addition.)

#### **Section 6-1 Budget Process [Added 5-11-2009 ATM by Art. 31, approved 5-13-2010 Annual Town Election; amended 1-10-2013 by Chapter 457, Acts of 2012]**

At the onset of the annual budget process, the town manager shall meet with the board of selectmen, the Monomoy Regional School Committee and the finance committee to discuss the upcoming operating and capital budgets.

Within a time fixed by by-law, prior to the annual meeting, the town manager shall submit to the board of selectmen and the finance committee a proposed operating and capital budget for all town departments, including the operating and capital budgets as adopted by the Monomoy Regional School Committee, for the ensuing fiscal year with an accompanying budget message and supporting documents.

The budget as adopted by the Monomoy Regional School Committee shall be submitted to the town manager in sufficient time to enable the town manager to consider the effect of the school department's requested appropriation on the total town budget which is required to be submitted under this section.

The budget message submitted by the town manager shall explain the budget in fiscal terms and in terms of work programs. It shall outline the proposed fiscal policies of the town for the ensuing fiscal year, describe important features of the proposed budget and indicate any major variations from the current budget, fiscal policies, expenditures and revenues together with reasons for the changes.

The proposed budget shall provide a complete fiscal plan of all town funds and activities and shall be in the form the board of selectmen deems desirable.

Upon receipt of the town manager's proposed operating budget, the board of selectmen shall announce the date on which they intend to act on the budget, but that date shall not be earlier than 30 days after receipt.

*Summary: If approved, this amendment would establish the role of the Monomoy Regional School Committee in the annual Town budget process in recognition of the elimination of the Chatham School Committee.*

### **Question 7**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

~~(Strikethrough~~ indicates language proposed for deletion.  
Underline indicates language proposed for addition.)

**Section 6-2 Capital Improvement Program [Amended 5-11-2009 ATM by Art. 31, approved 5-13-2010 Annual Town Election; amended 1-10-2013 by Chapter 457, Acts of 2012]**

The town manager shall submit a five-year capital improvement program to the board of selectmen and the finance committee at the date fixed by bylaw for the submission of the proposed operating budget unless some other time is provided by bylaw. The capital improvement program shall contain information regarding the cost of such program including a schedule of the existing principal and interest owed by the town. In addition, at least once every 10 years, a long-term facility master plan shall be created and/or updated for each of the major facility groups including but not limited to buildings, roads, sewer, water, storm drains, landings and piers, sidewalks, and parking facilities showing all major capital investments anticipated for the ensuing 20-25 years. Year one of the five-year capital improvement program shall be submitted as the capital improvement budget with the operating budget for the ensuing fiscal year.

Upon receipt of the ~~T~~own ~~M~~anager's proposed capital improvement budget, the ~~B~~oard of ~~S~~electmen shall announce the date on which they intend to act on the budget, but in no case earlier than 30 days after receipt.

~~The first year of the 5-year capital improvements program shall be submitted with the operating budget for the ensuing fiscal year.~~

~~Upon receipt of the town manager's proposed capital improvement budget, the board of selectmen shall announce the date on which they intend to act on the budget, but the date shall not be earlier than 30 days after receipt.~~

*Summary: If approved, this amendment would require the Town Manager to prepare a long-range facilities' master plan at least once every 10 years in addition to the presently required five-year capital improvement program. The proposed long-term facility master plan would require the Town to project all anticipated major capital investments for the ensuing 20-25 years, thus, providing the Town Manager, Selectmen and the Finance Committee with advance notice of future investment requirements. The language also clarifies that the first year of the five-year capital improvement plan will be called the capital improvements budget. The language deleted in this section is redundant.*

### **Question 8**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(Underline indicates language proposed for addition.)

#### **Section 6-3 Finance Committee Action [Amended 5-11-2009 ATM by Art. 31, approved 5- 13-2010 Annual Town Election; amended 1-10-2013 by Chapter 457, Acts of 2012]**

- (a) The finance committee shall, upon receipt of the operating and capital budgets from the town manager, consider in public meetings the detailed expenditures for each town department and agency. The finance committee may request the town manager to provide necessary information from any town agency. The town manager shall promptly meet requests of the finance committee.
- (b) The finance committee shall make budget recommendations and report those recommendations to the board of selectmen in sufficient time for the board of selectmen to consider those recommendations prior to the board of selectmen voting on the operating and capital budgets.
- (c) The finance committee shall report to the voters at the annual town meeting or at a special town meeting its advisory recommendations on all articles on the warrant for such town meetings.

*Summary: If approved, this amendment would require the Finance Committee to report to each annual of special town meeting its advisory recommendations on all warrant articles.*

**Question 9**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

(Underline indicates language proposed for addition.)

**Section 8-2 Periodic Charter Review [Added 5-11-2009 ATM by Art. 31, approved 5-13- 2010 Annual Town Election]**

At least once every five years a special committee shall be appointed by the board of selectmen for the purpose of reviewing the provisions of the charter and shall have the title of charter review committee. The charter review committee shall submit a report to town meeting concerning any proposed amendments or revisions to the charter which such committee deems necessary.

*Summary: If approved, this amendment would establish the name of the Charter Review Committee and require that it submit to Town Meeting, as it deems necessary, a report relative to any proposed amendments or revisions to the Charter.*

**Question 10**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

~~(Strikethrough~~ indicates language proposed for deletion.)

**Section 8-4 Rules of Interpretation**

(b) Number ~~and gender~~: Words imparting the singular number may extend and be applied to several persons or things; words imparting the plural number may include the singular, ~~words imparting the masculine gender shall include the feminine gender.~~

*Summary: If approved, this amendment would exclude a reference to gender in the Charter.*

**Question 11**

Shall the Town of Chatham approve the Charter amendment proposed by the town meeting as stated and summarized below?

~~(Strikethrough~~ indicates language proposed for deletion.)

**Section 8-5 Definitions**

- (d) Majority Vote: the words "majority vote" shall mean a majority of those present and voting, provided a quorum is present when a vote is taken, unless a higher number is required by law, ~~this chapter, or by its own rules.~~

*Summary: If approved, this amendment would simplify and clarify the definition of "majority vote" as said term is referenced in the Charter.*

**Article 1 – Annual Town Election**

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

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

**No Motion**

**Article 2 – Accept Annual Reports**

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

(Board of Selectmen)

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

**Speaker:** William G. Litchfield, Moderator

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

**Article 3 – FY2016 Budget Adjustments/Transfers**

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 to balance the following line items noted below within the FY2016 budget approved under Article 9 of the May 11, 2015 Annual Town Meeting for the period beginning July 1, 2015 and ending June 30, 2016 inclusive.

	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>
1.	Free Cash	Airport Revolving Fund	\$3,600
2.	TBD	Police Overtime	\$ TBD
3.	TBD	Fire Overtime	\$ TBD

Or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Timothy L. Roper, Vice Chairman, Board of Selectmen  
I move that the Town vote to (raise or transfer from \_\_\_\_\_) and appropriate the sum of \$\_\_\_\_\_ in additional funds to fund the \_\_\_\_\_ Account, and to meet said appropriation, the Town transfer \$3,600 from the Free Cash to the Airport Revolving Fund, and \_\_\_\_\_ to the \_\_\_\_\_ fund.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *1. The Town receives rent payments for the Fisherman’s Storage Area located on land within the layout of the Chatham Municipal Airport property. The rent payments for the last six years were credited incorrectly to the General Fund, and not to the Airport Revolving fund. A transfer from Free Cash to the Airport Revolving Fund is needed to correct the issue and such requires Town Meeting approval.*

*The other two items will have amounts and funding sources presented at Town Meeting.*

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

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

**Article 4 – Fix Salaries – Elected Officials**

To fix the salaries of the elected Town officers for the fiscal year beginning July 1, 2016, or take any other action in relation thereto.

<u>Officer</u>	<u>FY2015 Voted</u>	<u>FY2016 Request</u>
Moderator	\$ 600	\$ 600
Selectmen – Each	2,000	2,000
Chairman – Extra	500	500

(Board of Selectmen)

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen  
I move that the Town vote to fix the salaries of the elected Town officers in accordance with the positions and amounts in this Article.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *In accordance with Massachusetts General Law, Chapter 41, Section 108, salaries and compensation of elected officers must be fixed annually by vote of the Town at an Annual Town Meeting. This Article fixes (sets), but does not appropriate these salaries. Actual appropriation of funds for these salaries occurs under Article 7 – Town Operating Budget. No increase to the prior year is being sought.*

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

**Finance Committee Recommendation:**      **Approve 9-0-0**

### **Article 5 – Consolidated Revolving Funds**

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

- A)      **Airport Revolving Fund**  
All monies received by the Airport Commission from the operation of the Chatham Municipal Airport shall be credited to this fund. The Airport Commission and Town Manager 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 \$40,000 shall be expended from this fund during fiscal year 2017.
  
- 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 2017.
  
- C)      **Inspectional Services Revolving Fund**  
10% of all monies received by the Town from the issuance of all inspection permits shall be credited to this fund. The Community Development Department, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation to defray the expenses associated with the approval of inspectional permits, including paying any wages or salaries for full time employees and costs of fringe benefits associated with

the wages or salaries so paid. No more than \$70,000 shall be expended from this fund during fiscal year 2017.

D) Recycling Revolving Fund

All monies received by the Department of Public Works 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 Public Works, with the approval of the Town Manager, shall be authorized to expend from this fund, without further appropriation, to defray the expense of purchasing additional recycling containers and items particular to recycling and conservation, including advertising the availability of such items. No more than \$5,000 shall be expended from this fund during fiscal year 2017.

E) Marconi Station Revolving Fund

All monies received by the Town from the operation of the leases at the Marconi Station on Old Comers and Orleans Road shall be credited to this fund. The Town Manager shall be authorized to expend from this fund, without further appropriation, to defray inspection and maintenance expenses outside of the lease requirements of the buildings operated by the lessees at the Marconi Station. No more than \$5,000 shall be expended from this fund during fiscal year 2017.

(Board of Selectmen)

**Motion:** By Seth T. Taylor, Board of Selectmen

I move that the Town authorize and approve the Airport Revolving Fund, Bassett House Revolving Fund, Inspectional Services Revolving Fund, Recycling Revolving Fund, and the Marconi Station Revolving Fund for the purposes and in the amounts listed in Article 5 of the Warrant.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *The purpose of these revolving funds is to segregate the revenues generated by each of these operations and to restrict the use of those revenues to the purpose for which they are collected. As required by State statute, the following is an accounting of these funds for the prior fiscal year through December 31, 2015:*

Airport Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2015	\$50,400.47	\$22,761.88	\$24,975.33	\$48,187.02

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FY2016	\$48,187.02	\$17,831.78	\$17,672.14	\$48,027.41
				(Thru 12/31/2015)

Bassett House Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2015	\$28,200.45	\$3,000.00	\$ 983.36	\$30,217.09
FY2016	\$30,217.09	\$1,686.50	\$ 629.69	\$31,273.90
				(Thru 12/31/2015)

Inspectional Services Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2015	\$129,336.65	\$58,118.06	\$63,761.26	\$123,693.45
FY2016	\$123,693.45	\$27,755.17	\$32,035.40	\$119,413.22
				(Thru 12/31/2015)

Recycling Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2015	\$2,054.25	\$1,017.44	\$2,885.00	\$186.69
FY2016	\$186.69	\$ 601.89	\$0.00	\$788.58
				(Thru 12/31/2015)

Marconi Station Revolving Fund

	<u>Balance</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Balance</u>
FY2015	\$0.00	\$00	\$0.00	\$0.00
FY2016	\$0.00	\$5,000.00	\$0.00	\$5,000.00
				(Thru 12/31/2015)

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

**Article 6 – 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 Dean P. Nicastro, Board of Selectmen  
 I move that the Town vote to appropriate \$25,000 to operate the Wood Waste Reclamation Facility Enterprise Fund and to meet said appropriation the Town raise \$25,000 through lease revenue or other funds available for appropriation.

**Speaker:** Alix Heilala, Finance Director

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

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

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

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

**Article 7 – 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, 2016 and ending June 30, 2017 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2017 Town Operating Budget Overview**

Description	FY2015 Actual	FY2016 Voted	Proposed Budget FY2017
<b>Operating Budgets (Expenses)</b>			
General Government	\$1,875,954	\$1,940,839	\$1,993,476
Public Safety	\$5,959,858	\$5,540,427	\$5,831,539
Community Development	\$648,719	\$755,676	\$769,491
Natural Resources	\$1,257,700	\$1,314,231	\$1,358,925
Public Works & Facilities	\$4,143,926	\$4,686,741	\$4,709,493
Community & Social Services	\$966,163	\$1,054,930	\$1,148,097
Employee Benefits	\$4,177,371	\$4,423,164	\$4,740,390

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Undistributed Ins. & FinCom Reserve Fund	\$449,519	\$609,375	\$609,375
Debt Service	\$7,150,548	\$7,860,558	\$7,834,625
<b>Operating Budget Total</b>	<b>\$26,629,758</b>	<b>\$28,185,941</b>	<b>\$28,995,411</b>

**Motion:** By Jeffrey S. Dykens, Chairman Board of Selectmen  
 I move that the Town vote to appropriate the sum of \$28,995,411 to fund the Operating Budget for the Town for the fiscal year beginning July 1, 2016 for the purposes and amounts designated in the column titled “Proposed Budget FY2017” of Article 7 of the Warrant and to meet said appropriation, the Town raise \$27,968,911 through taxation; and transfer \$160,000 from the Waterways Improvement Fund, \$837,500 from the Land Bank Fund, \$10,000 from the Wetlands Protection Fund, \$15,000 from the PEG Cable Access Fund, \$1,000 from Cemetery Perpetual Care Fund and \$3,000 from the Railroad Museum Fund.

**Speaker:** Jill R. Goldsmith, Town Manager

**Explanation:** *A full explanation of this funding request and its fiscal context is provided in Appendix B: Town Manager’s Budget Summary. The Regional Schools’ Operating Budgets are not included in this Article and are presented in Articles 8 and 9.*

*The approval of Articles 7, 8, 9, 11 & 17-20 provide for an approximate total increase of 3.4% to the FY2017 tax levy; funding for Articles 17-20 projects are infrastructure/maintenance projects.*

*Please visit the Town’s website, Budget Central for the Town Manager’s FY2017 Budget message and links to the Budget Book: [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Budget/index](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Budget/index). Town and Regional Schools budget details and financial documents past and present can also be found there.*

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

**Finance Committee Recommendation:** Approve 8-1-0

**Article 8 – Regional School Operating Budget - Monomoy Regional School District**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Chatham’s share of the Regional Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Monomoy Regional School District for the

fiscal year beginning July 1, 2016 and ending June 30, 2017 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2017 MRSD Operating Budget Overview**

EDUCATION				PROPOSED BUDGET FY2017
DESCRIPTION	FY2015 VOTED	FY2016 VOTED	FY2017 REQUEST	
<b>Operating Budgets (Expenses)</b>				
Monomoy Regional School District	\$7,793,788	\$8,207,932	\$8,660,455	\$8,660,455
<b>Operating Budget Total</b>				<b>\$8,660,455</b>

**Motion:** By Timothy L. Roper, Vice-Chairman, Board of Selectmen  
 I move that the Town vote to appropriate the sum of \$8,660,455 to fund the Operating Budget for the Monomoy Regional School District for the fiscal year beginning July 1, 2016 for the purposes and amounts designated in the column titled “Proposed Budget FY2017” of Article 8 of the Warrant and to meet said appropriation, the Town raise \$8,660,455 through the tax rate.

**Speaker:** Stephen Davol, Chairman, Monomoy Regional School Committee

**Explanation:** *This article requests funding for Chatham’s obligation to the Monomoy Regional School District as a separate “assessment” within the Town’s budget. Compared to FY2016, the FY2017 budget reflects an increase of \$452,523. This article funds the Chatham portion of the Monomoy Regional School District as voted by the Monomoy Regional School Committee on March 25, 2015. Please refer to Appendix D for more detail.*

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

**Finance Committee Recommendation:** Approve 9-0-0

**Article 9 – Regional School Operating Budget - Cape Cod Regional Technical High School**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, such sums of money as it determines necessary for Chatham’s share of the Regional Educational and School expenses and charges, including without limitation of the foregoing, debt and interest, wages, salaries and expenses for operation of the Cape Cod Regional Technical High School for the fiscal year beginning July 1, 2016 and ending June 30, 2017 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2017 CCRTHS School Operating Budget Overview**

EDUCATION				PROPOSED BUDGET FY2017
DESCRIPTION	FY2015 VOTED	FY2016 VOTED	FY2017 REQUEST	
Operating Budgets (Expenses)				
Cape Cod Regional Technical H.S.	\$367,437	\$309,122	\$210,206	\$210,206
<b>Operating Budget Total</b>				<b>\$210,206</b>

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen  
 I move that the Town vote to appropriate the sum of \$210,206 to fund the Operating Budget for the Cape Cod Regional Technical High School for the fiscal year beginning July 1, 2016 for the purposes and amounts designated in the column titled "Proposed Budget FY2017" of Article 9 of the Warrant and to meet said appropriation, the Town raise \$210,206 through the tax rate.

**Speaker:** James "Buck" Upson, Cape Cod Regional Technical High School Committee

**Explanation:** *This article requests funding for Chatham's obligation to the Cape Cod Regional Technical High School as a separate "assessment" within the Town's budget. Compared to FY2016, the FY2017 budget reflects a decrease of \$98,916 for Cape Tech as voted by the CCRHS School Committee.*

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

**Finance Committee Recommendation:** Approve 9-0-0

**Article 10 – 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, 2016 and ending June 30, 2017 inclusive, or take any other action in relation thereto.

(Board of Selectmen)

**FY2017 Water Operating Budget Overview**

WATER FUND				Water Budget
Description	FY2015 Voted	FY2016 Voted	FY2017	FY2017

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			Request	Proposed
<b>Water Costs</b>				
Operating				
Salaries	\$128,094	\$187,759	\$188,775	\$188,775
Expenses	\$1,222,466	\$1,270,440	\$1,309,320	\$1,309,320
<b>Sub-total Operating</b>	<b>\$1,350,561</b>	<b>\$1,458,199</b>	<b>\$1,498,095</b>	<b>\$1,498,095</b>
<b>Debt</b>				
Principal	\$599,178	\$719,178	\$719,178	\$719,178
Interest – Long-term	\$190,292	\$247,363	\$214,631	\$214,631
Interest – Short-term	\$0	\$25,000	\$25,000	\$25,000
<b>Subtotal Debt</b>	<b>\$789,469</b>	<b>\$991,541</b>	<b>\$958,809</b>	<b>\$958,809</b>
<b>Total Water Direct Costs</b>	<b>\$2,140,030</b>	<b>\$2,449,740</b>	<b>\$2,456,904</b>	<b>\$2,456,904</b>
Overhead – Indirect Costs	\$233,139	\$238,967	\$244,941	\$244,941
Overhead – Rate Payback for Betterments	\$39,760	\$37,870	\$35,963	\$35,963
<b>Subtotal Overhead</b>	<b>\$272,899</b>	<b>\$276,837</b>	<b>\$280,904</b>	<b>\$280,904</b>
<b>Water Operating Budget</b>	<b>\$2,412,929</b>	<b>\$2,726,577</b>	<b>\$2,737,808</b>	<b>\$2,737,808</b>

**Motion:** By Seth T. Taylor, Board of Selectmen  
 I move that the Town vote to appropriate \$2,456,904 for direct costs, and further that an additional \$280,904 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, 2016, for the purposes and in the amounts designated in the column titles “Proposed Water Budget FY2017” of Article 10 of the Warrant and to meet said appropriation, the Town raise \$2,337,808 through water receipts and raise \$400,000 through the tax rate.

**Speaker:** Thomas Temple, Director Department of Public Works

**Explanation:** *The FY2017 Water Department budget is directed towards continuing to improve the quality of water provided, customer relations, and providing a high level of reliability to the water supplies and distribution system to ensure the Town has safe drinking water and the required flows for firefighting.*

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

**Article 11 – 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)

**FY2017 Capital Budget Overview**

Description	FY2016 Actual	FY2017 Request	FY2017 Proposed
<b>CAPITAL PROGRAM &amp; BUDGET SUMMARY</b>			
General Government	\$205,000	\$292,000	\$230,000
Public Safety	\$26,500	\$413,200	\$199,500
Community Development	\$12,500	\$12,500	\$12,500
Natural Resources	\$330,000	\$1,252,000	\$374,000
Public Works (without Water)	\$497,000	\$1,973,167	\$788,500
Equipment	\$704,000	\$1,196,750	\$413,750
<b>Total Town Funded Capital Budget</b>	<b>\$1,775,000</b>	<b>\$5,139,617</b>	<b>\$2,018,250</b>

**Motion:** By Dean P. Nicastro, Board of Selectmen  
 I move that the Town vote to appropriate \$2,018,250 for the purpose of funding the FY2017 Capital Budget in the column titled “FY2017 Proposed” of Article 11 of the Warrant and to meet said appropriation, the Town raise \$558,250 through taxation; and transfer \$1,400,000 from Free Cash, \$40,000 from Waterways Improvement Fund, \$10,000 from the PEG Cable Access Fund and \$10,000 from the Cemetery Sale of Lots Fund.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *Items in the Capital Improvement budget shall fall into the categories of maintenance projects (not ongoing maintenance), equipment, and new projects within the range of \$5,000-\$250,000. The Capital Plan presented is in accordance with the Fiscal Policies; representing 7.0% of the operating budget. For FY2017 Department identified capital requests totaled \$5,139,617 while funding recommendations in the amount are provided for priority items. To accomplish such, we recommend a capital spending plan that uses a combination of available funds, free cash, and a portion of the tax rate to provide adequate funding. Please refer to Appendix G for details.*

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

**Finance Committee Recommendation:**      **Approve 9-0-0**

**Article 12 – Collective Bargaining Agreements (PLACEHOLDER)**

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

(Board of Selectmen)

**Motion:**      By Jeffery S. Dykens, Chairman, Board of Selectmen  
***[Divided Motion if there are more than one settlements]***

I move that the sum of \$\_\_\_\_\_ be raised and appropriated to fund salary increases and other cost-items resulting from contract settlements by and between the Town of Chatham and:

Chatham Municipal Employees Association (CMEA)

1. Unit A
2. Unit B

and to authorize the Town Accountant to allocate such sum to the appropriate operating budgets, and to meet this appropriation the Town raise \$\_\_\_\_\_ through taxation.

**Speaker:**      Jill R. Goldsmith, Town Manager

***Explanation:*** *This is a **placeholder article** as negotiations are in progress with one of the Town’s Unions – CMEA Unit A and Unit B for collective bargaining agreements expired on June 30, 2015. Funding for this article is not included in the FY2017 proposed budget under Article 7.*

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

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

**Article 13 – OPEB Trust Fund Appropriation**

To see if the Town will vote to transfer from overlay surplus the sum of \$150,000 for the purpose of funding the Other Post-Employment Benefits Trust Fund, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Timothy L. Roper, Vice-Chairman, Board of Selectmen  
I move that the Town vote to transfer the sum of \$150,000 from overlay surplus for the purpose of funding the Other Post-Employment Benefits Trust Fund.

**Speaker:** Alix Heilala, Finance Director

**Explanation:** *The Town established the OPEB Trust Fund in 2012 in compliance with the General Accounting Standards Board (“GASB”) Statements 43 and 45 and MGL Chapter 32B, §20. Such is the mechanism to fund future financial obligations for health insurance benefits, other than pensions, for eligible former retired employees of the Town. The Town’s overall unfunded liability as of June 2015 is \$16,668,879 and the balance in the OPEB Trust Fund is \$409,542 as of December 31, 2015. The next actuarial study will be completed in June 2016. The proposed funding source, Overlay Surplus, is a fund balance remaining after the payment of property tax abatements, and was used last year to fund the Trust, and previous to that was transferred to the Stabilization Fund. Since the balance in the Stabilization Fund is at a level in accordance with our fiscal policies, the Overlay Surplus is again being transferred to the OPEB Trust Fund. Such action is viewed positively by the Bond Rating Agencies.*

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

**Finance Committee Recommendation:**      **Approve 7-1-0**

#### **Article 14 – Water Capital - Iron and Manganese Water Treatment Facility**

To see if the Town will vote to appropriate a sum of \$3,500,000 for the purpose of paying costs related to the construction of the Iron and Manganese Water Treatment Facility, and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by borrowing from the Clean Water Trust or otherwise; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen  
I move that \$3,500,000 is appropriated for the purpose of financing the construction of the Iron and Manganese Water Treatment Facility, and for all costs incidental and related thereto, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow said amount and issue bonds or notes

therefor under and pursuant to Chapter 44, Sections 7 and 8 of the General Laws or pursuant to any other enabling authority; that the Treasurer with the approval of the Selectmen is authorized to borrow all or a portion of such amount from the Clean Water Trust (the “Trust” formerly referred to as MWPAT) established pursuant to Chapter 29C of the General Laws, and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Chatham Board of Selectmen is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, and to expend all funds available for the project and to take any other action necessary to carry out the project.

**Speaker:** Thomas Temple, Director Department of Public Works

**Explanation:** *Several wells in the Town Forest are increasingly pumping water that has iron and manganese concentrations that are turning the water red or black in color, resulting in an increasing number of citizen complaints. While there are no enforceable limits for iron and manganese in drinking water, EPA and MADEP have set standards intended to protect users from elevated levels which may present a health risk. Wells intended to be treated at the plant are consistently exceeding these standards. These exceedances lead to water supply concerns as these wells are not used to their potential to limit the public’s exposure to elevated levels of iron and manganese.*

*Town Meeting approved \$6,533,000 in May 2014 for the design/construction of a Water Treatment Plant to address elevated levels of iron and manganese in these public water supply wells. Initial bids came in last Spring over the approved amount and since then the Owners Project Manager and staff have sought to reduce costs through Value Engineering (VE) to bring the project to the approved amount – no construction has occurred.*

*The work to reduce the cost of the proposed treatment plant evaluated all aspects of the project while working to ensure that the needs of the community for safe, potable water are met. A treatment plant reduced in scope and cost to stay within the original 2014 appropriation would not meet long-term needs and would likely require future appropriation to address all needs. As an example, the treatment plant design bid in early 2015 that resulted in bids over the appropriation was designed to initially treat the two most heavily impacted wells with expansion capability to add a third well in the future at minimal cost. An option evaluated in the VE was to build a plant only to treat the two most*

*impacted wells. However, this would result in the need to build a separate plant for the third well or add onto the treatment plant in the future, either option at substantial future cost. To assist the Town in determining the most cost-efficient way of addressing long-term needs the Town engaged a third-party consult to provide an independent review.*

*The recommendation from the third-party review is to appropriate additional funding to allow construction of a treatment plant capable of treating three wells impacted by elevated iron and manganese. This approach meets the long-term needs of the community by protecting public health, addressing aesthetic issues, maximizing water supply by allowing these wells to be used to capacity, and avoids the need for future appropriations.*

**Board of Selectmen Recommendation:      Approve 5-0-0**  
**Finance Committee Recommendation:      Approve 7-1-0**  
***Vote Required: Two-Thirds Majority***

### **Article 15 – Water Capital – Water Meters**

To see if the Town will vote to appropriate a sum of \$350,000 for the continuation of the program to convert to automated water meter reading systems, and for all costs incidental and related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:**      By Seth T. Taylor, Board of Selectmen  
I move that that \$350,000 is appropriated for the continuation of the program to convert to automated water meter reading system, and for all costs incidental and related thereto; that to meet this appropriation, transfer from available funds of the Water Department the sum of \$350,000.

**Speaker:**      Thomas Temple, Director Department of Public Works

**Explanation:** *Automating the water meter reading system will enable current readings through a drive-by system, providing expeditious data while optimizing the use of existing staff. Currently meter reading takes 3 months of manual house-to-house visits, whereas the AMR system can be done in a couple days. The potential for monthly billing and the identification of potential water leaks are other benefits. Current funding is through the annual operating budget which is projected to take 4+ years for full replacement. If approved, the funds under this article would*

*allow for a more aggressive replacement schedule currently in year two of a four+ year replacement plan. As of November 2015, 2,705 of the 7,137 water meters have been converted to AMRs, with 4,432 remaining to be installed. The cost for a residential water meter and radio transmitter is approximately \$200 per unit, while commercial meters vary based on size, but could be \$500 per unit. This appropriation expects to decrease the installation time from 4+ years to 2 years.*

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

**Article 16 – Capital Authorization; Fire Department Pumper Truck**

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 the lease purchase of the a Fire Engine Pumper, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:**            By Dean P. Nicastro, Board of Selectmen  
I move that the Town vote to authorize the acquisition via lease/purchase of a Fire Engine Pumper, and for all costs incidental and related thereto, with funds for the first year of the lease payment to be appropriated in FY2018.

**Speaker:**        Michael Ambriscoe, Fire Chief

**Explanation:** *The Fire Department operates with three fire pumpers that are 15, 27 and 30 years old. The 30-year-old pumper has recently been replaced with a Quint type fire apparatus as recommended in the 2011 Fire Department Operational Study. This request is to replace the 27-year-old pumper also recommended in the 2011 Fire Department Operational Study. This pumper is beyond its useful years in life and does not meet present safety standards. The new pumper will meet the newest requirements of NFPA 1901 and include the newest technological advancements in fire apparatus. The 27-year-old pumper will be removed from active service and placed in reserve.*

*Approval of a lease/purchase for three years results in a payment of \$201,329 per year (interest rate of 2.5%), with a \$1 buyout at the end of the three year lease. This financing schedule provides for the Town to approve the lease/purchase at this (2016) Town Meeting, but not provide a first payment until*

*July 1, 2017 (FY2018) subsequent to the last/year-three payment for the Quint apparatus which will be made in FY2017.*

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

**Article 17 – Capital Authorization; Chatham Municipal Airport**

To see if the Town will vote to raise and appropriate a sum of money for the purpose of paying costs for the design, construction and installation of improvements to the Town owned buildings at the Chatham Municipal Airport, specifically to the Maintenance Storage Hanger Structure, the replacement of the Green Hangar doors, snow removal equipment and storm-water pollution protection plan, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:**      By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that the Town appropriate \$302,000 for the design, construction and installation for necessary repairs for the Maintenance/Storage Hangar, installation of new doors to the Green Hangar, snow removal equipment and storm-water pollution protection plan, and for all costs incidental and related thereto, and to raise \$302,000 through the tax rate.

**Speaker:**      Peter Donovan, Chairman of the Airport Commission

**Explanation:** *In the fall of 2015 the Airport Commission developed a list of capital items requiring attention at the Chatham Municipal Airport (CQX):*

<i>Maintenance/Storage Hangar Structural Rehab.</i>	<i>\$160,000</i>
<i>Green Hangar Door Replacement</i>	<i>\$100,000</i>
<i>Stormwater Pollution Prevention Plan</i>	<i>\$25,000</i>
<i>Bucket Loader w/Snow Blower &amp; Broom (Town Share)</i>	<i>\$17,000</i>

*Funding these items is intended to improve safety, protect equipment, reduce liability, improve storm resistance and improve operations. \$17,000 of this request for a Bucket Loader w/Snow Blower & Broom is a “match” to leverage approximately \$317,000 of Aircraft Improvement Program (AIP) funding. An additional benefit of funding snow removal equipment is the elimination of the need for DPW to plow the runway. The Airport Commission voted unanimously to support this Capital Request. The Town will seek alternate sources of funding, i.e. CPA funds, grant funds, for eligible projects.*

**Board of Selectmen Recommendation:**      **Approve 5-0-0**  
**Finance Committee Recommendation:**      **Approve 6-2-0**

**Article 18 – Lower Main Street/Lighthouse Overlook Parking Lot;**  
**Stormwater Infrastructure**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sufficient sum of money for the purpose of paying costs related to the engineering, permitting, and construction of leaching infrastructure under Bearse’s Lane to infiltrate stormwater into the ground allowing for natural treatment and to replace certain stormwater catch basins on Silverleaf Ave., including all costs incidental and related thereto; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:**      By Timothy L. Roper, Vice Chairman, Board of Selectmen  
I move that the sum of \$130,000 be raised and appropriated to fund the engineering, permitting, and construction of leaching infrastructure under Bearse’s Lane to infiltrate stormwater into the ground allowing for natural treatment and to replace certain stormwater catch basins on Silverleaf Ave., including all costs incidental and related thereto; and to meet this appropriation raise \$130,000 through the tax rate.

**Speaker:**      Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *Stormwater runoff from the area of Lower Main St., Silverleaf Ave., Bridge St., and the Lighthouse Overlook Parking Lot is collected by a series of catch basins that discharge into an isolated wetland on private property. The Town has been working with the private property owner to mitigate this situation to the benefit of both parties. This project would provide for the installation of leaching infrastructure under Bearse’s Lane to infiltrate a portion of the stormwater into the ground allowing for natural treatment and to correct deficiencies in catch basins along a portion of Silverleaf Ave.*

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

**Article 19 – Bearse’s Lane Retaining Wall**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purpose of paying costs related to the engineering, permitting, and construction of a replacement for a failed retaining wall along Bearse’s Lane, including all costs incidental and related thereto; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen  
I move that the sum of \$60,000 be appropriated to fund the engineering, permitting, and construction of a replacement for a failed retaining wall along Bearse’s Lane, including all costs incidental and related thereto; and that to meet this appropriation the town raise \$60,000 through the tax rate.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The existing wood tie retaining wall along Bearse’s Lane has failed allowing sediment to encroach into the adjacent wetland on private property and threatening vehicular access to South Beach used by the Lighthouse Beach Patrol and emergency vehicles.*

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

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

**Article 20 – Capital Authorization; Municipal Fish Pier Facility Improvements**

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 the design and reconstruction of various projects involving the Fish Pier Facility including the building support columns, observation deck, South Jog/Embayment Bulkhead Engineering and electrical grounding, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Seth T. Taylor, Board of Selectmen  
I move that the sum of \$525,000 is hereby appropriated for the purpose of paying costs for the design and reconstruction of various projects involving the Fish Pier Facility, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town raise \$525,000 through the tax rate.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The Municipal Fish Pier is a major asset to the community in many ways. In addition to its primary purpose of serving as an offloading facility for one of the largest off-shore fishing fleets on the east coast the Pier provides a unique opportunity for residents and visitors to observe how local fishermen operate. Directly observing how fresh fish are obtained is a valuable educational opportunity in light of the public's low understanding of where food actually originates. The Fish Pier needs ongoing maintenance and upgrades to ensure it is ready to provide these services in an environment that is hostile to man-made structures.*

*The funds requested are for Year One of what will be a multi-year program of addressing facility needs to ensure a safe working environment for the fishing community and that residents and visitors are accommodated in a safe manner that doesn't interfere with the working facility. The Town engaged the services of an engineering firm to undertake a complete assessment of the facility (buildings, utilities, site conditions, marine infrastructure [bulkheads, piers, floats], access, etc.) and long-term resiliency in response to changing sea levels. The engineers report provides recommendations for repairs and improvements along with cost estimates. However, there are identified needs that should be addressed in the short-term to address facility structural integrity and worker/public safety.*

*Areas that need to be addressed in the short-term include: fish packing building interior support columns, south jog/embayment bulkhead, electrical grounding, and observation deck. The 4 support columns located on either end of the packing building have deteriorated and need replacement to maintain the structural integrity of the building.*

*The south jog/embayment bulkhead is approximately 40 years old and is nearing the end of its useful life. Visual observations (the bulkhead along the inner portion of the south jog is bowed out indicating a level of failure in the tie back system and the adjacent concrete cap has subsided indicating a loss of fill material behind the bulkhead) and the engineering assessment/testing confirmed the bulkhead needs replacement. The funds requested would initiate engineering/permitting for replacement of the bulkhead and allow the town to seek grants to offset construction costs which would be sought in the FY18 budget.*

*The engineering assessment identified electrical grounding issues where stray electrical current is accelerating deterioration of the bulkheads. Addressing these issues will provide increased longevity of the bulkheads.*

*The wood observation deck is deteriorating and the engineers have advised the Town to place a limitation on the number of persons allowed on the deck at any one time. The observation deck is affixed to the packing building and over the years there have been leaks and other issues attributed to this attachment. The current observation deck is not handicapped accessible. A new observation deck would be separate from packing building, designed for the appropriate load, designed of longer lasting materials, have its support structure outside of fork lift operating areas, and will be handicapped accessible as required by code.*

*The funds in this article would be combined with existing funds.*

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

**Article 21 – Waterfront Property Engineering, 90 Bridge Street**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purpose of paying costs related to the engineering and permitting of the selected site development plan providing mixed municipal and public water access uses for the Town-owned waterfront parcel at 90 Bridge Street, including all costs incidental and related thereto; or to take any other action in relation thereto.

(Board of Selectmen)

**Motion:**            By Dean P. Nicastro, Board of Selectmen  
I move that the sum of \$75,000 be transferred from the Waterways Improvement Fund for the purpose of paying costs related to the engineering and permitting of the selected site development plan providing mixed municipal and public water access uses for the Town-owned waterfront parcel at 90 Bridge Street, including all costs incidental and related thereto.

**Speaker:**        Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:**    *The Town acquired the waterfront property at 90 Bridge St. in FY2014 for the purpose of providing mixed water dependent municipal and public access uses. The Town subsequently hired a consultant to assist in developing a site feasibility assessment to identify the most appropriate options for re-use of the property*

*and that report is expected later this year. Options for site re-use are undergoing review and vetting by various advisory committees, the Board of Selectmen (BOS), and public. This article would provide funding to progress directly into detailed engineering and permitting once the final site plan has been selected and endorsed by the BOS.*

*The Board of Selectmen, Waterways Advisory Committee, Shellfish Advisory Committee and South Coastal Harbor Plan Committee have all endorsed this proposal.*

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

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

**Article 22 – Waterfront Land Acquisition; 3 Champlain Road**

To see if the Town will vote to authorize the Board of Selectmen to acquire through donation, purchase, eminent domain, or otherwise, a fee simple interests in the parcels of land located at 3 Champlain Road, Chatham, identified by Assessors' map 13A-3-23 encompassing the entire parcel conveyed to and owned by Eldredge Estate of Lillian A, c/o Ernest Eldredge as more particularly described in a deed recorded with the Land Court of the Barnstable County Registry of Deeds in Book 1975, page 52 and as further described on a certain plan of land entitled *Waterfront Parcel Acquisition, 3 Champlain Road*, a copy of which is on file with the Town Clerk's office, said property to be used for general municipal and public uses, water dependent uses and other purposes, and further to appropriate, by borrowing, transfer or otherwise, a sufficient sum of funds to accomplish the same, and to authorize the Selectmen and Town Manager to negotiate and execute any and all documents to effectuate this donation, purchase and/or taking, or to take any other action relative thereto.

(Board of Selectmen)

**Motion:**      By Jeffrey S. Dykens, Chairman, Board of Selectmen  
I move that the Town vote to transfer from Free Cash a total of \$1,500,000 for the acquisition by purchase of a parcel of land located at 3 Champlain Road, Chatham, Massachusetts as identified as Assessors' map 13A-3-23 encompassing the entire parcel conveyed to and owned by Eldredge Estate of Lillian A, c/o Ernest Eldredge, as more fully described in a recorded deed with the Land Court of the Barnstable County Registry of Deeds in Book 1975, page 52 and as further described on a certain plan of land entitled *Waterfront Parcel Acquisition, 3 Champlain Road*, a copy of which is on file with the Town Clerk's office, said total of \$1,500,000 to include \$1,300,000 for the acquisition and \$200,000 for site design and engineering services, said property to be used for municipal and

public, water dependent uses and other purposes, and to authorize the Selectmen and Town Manager to negotiate and execute any and all documents to effectuate this purchase.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *Opportunities for the Town to acquire waterfront property are extremely limited. The property in question is located on Stage Harbor immediately adjacent to the Harbormaster’s Office (aka Old Mill Boatyard). The property provides approximately 45± feet of frontage with deep-water access including a 2,400± square foot licensed dock.*

*Public uses of the site will be investigated to possibly include, among other uses, expansion of shore/water access provided through reconfiguration/expansion of dock and float systems in conjunction with those at Old Mill Boatyard. The presence of deep-water access and a licensed pier provides the opportunity to incorporate facilities to service the commercial fishing fleet as an alternative to the Fish Pier. The Town anticipates working with the owners of a pier to the west to develop a coordinated master plan.*

*It is anticipated this location would qualify for various grant opportunities to substantially fund engineering and construction.*

*The Town has had an appraisal for the property and negotiated a purchase and sales agreement, with contingencies, notably for Town Meeting approval and appropriation.*

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

**Finance Committee Recommendation:** Approve 6-2-0

**Vote Required:** Two-Thirds Majority

**Article 23 – ATM 2015, Article 47 Re-Vote Due to Procedural Flaw**  
**Citizen Petition: Protective (Zoning) Bylaw Amendment;**  
**Deletion of Three of Six Flexible Development Overlay Districts**

~~Strikethrough~~ indicates language proposed for deletion.

Underline indicates language proposed for inclusion.

To see if the Town will vote to amend its Protective Bylaw (Zoning) by deleting subsections a, b, and e of Section IV, Paragraph D, Flexible Development Districts, as set forth below, or take any other action in relation thereto:

**Section IV, Paragraph D. Flexible Development Districts, Subparagraph 3. Location**, as follows:  
The Flexible Development Overlay District is located in the following zones:

~~a. The GB2 (D) District bounded northerly by an irregular line 300 feet from, and parallel to, Route 28 and by Conservancy District C28; easterly by land of Emily P. Sylvan and Uncle Albert's Drive, southerly by an irregular line three hundred (300) feet from, and parallel to Route 28; westerly by Kelley Lane; southerly by Route 28; and westerly by the easterly bound of land of Pilgrim Village of Chatham, Inc.~~

~~b. The SB (FC) District bounded westerly by the westerly property line of Sumner G.N. Harding and Jean C. Harding; northerly by land of the Town of Chatham, by Bearse's Pond, and by a line five hundred (500) feet from, and parallel to Route 28; westerly by Whelden Way; and Southerly by Route 28, excluding therefrom any land lying within the bounds of the adjoining Conservancy District.~~

~~e. The SB(FD) District in South Chatham bounded westerly by Route 137; northerly by land of the Town of Chatham from Route 137 to Cockle Cove Creek; easterly by Cockle Cove Creek to Route 28 and Southerly by Route 28."~~

And to redesignate the remaining subsections accordingly.

(By Petition)

**Motion:** By Deborah S. Ecker, Petitioner  
I move that the Town vote to amend its Zoning Bylaw as printed in the Warrant for Article 23.

**Speaker:** By Deborah S. Ecker, Petitioner

**Explanation:** *This is a corrective action. Approval of this Citizen's Petition under Article 47 was received by a two-thirds majority vote at the 2015 Annual Town Meeting. When the warrant reflecting Town Meeting action was submitted to the MA Attorney General's Office for required review and approval, a procedural flaw was brought to the Town's attention relating to posting of all of the 2015 proposed Protective (Zoning) Bylaw Amendments. The Attorney General's Office elected to proceed under the defect waiver provisions of MGL and published a Notice of Procedural Defect. Responses from two property owners indicating that they found the posting defects for this article to be "misleading" and did not allow them*

*adequate time to thoroughly consider the impacts to their properties were received. Therefore, the Attorney General's office could not waive the defect, and this has necessitated the requirement for this article to be re-voted at the next Town Meeting.*

***Explanation as provided by the Petitioner.*** *Flexible Development Overlay Districts (FDODs) allow multiple housing (4 dwelling units, 8 bedrooms per acre), independent living and congregate residential facilities (12 dwelling units, 24 bedrooms per acre) and commercial development. The purpose of these amendments is to eliminate development contrary to the Goals and Policies of the Comprehensive Long Range Plan and conclusions of the 2013 Visioning Sessions for the Route 28 Corridor. Both recommend elimination of these Districts. The general locations of the FDODs to be removed are the Cornfield Area (Paragraph a), West Chatham (Paragraph b) and South Chatham (Paragraph e). Three remaining FDODs have been mostly or entirely expended for good purposes (Park Place, Liberty Commons, Town Offices Annex). In these three Districts it is not expected much will be changed.*

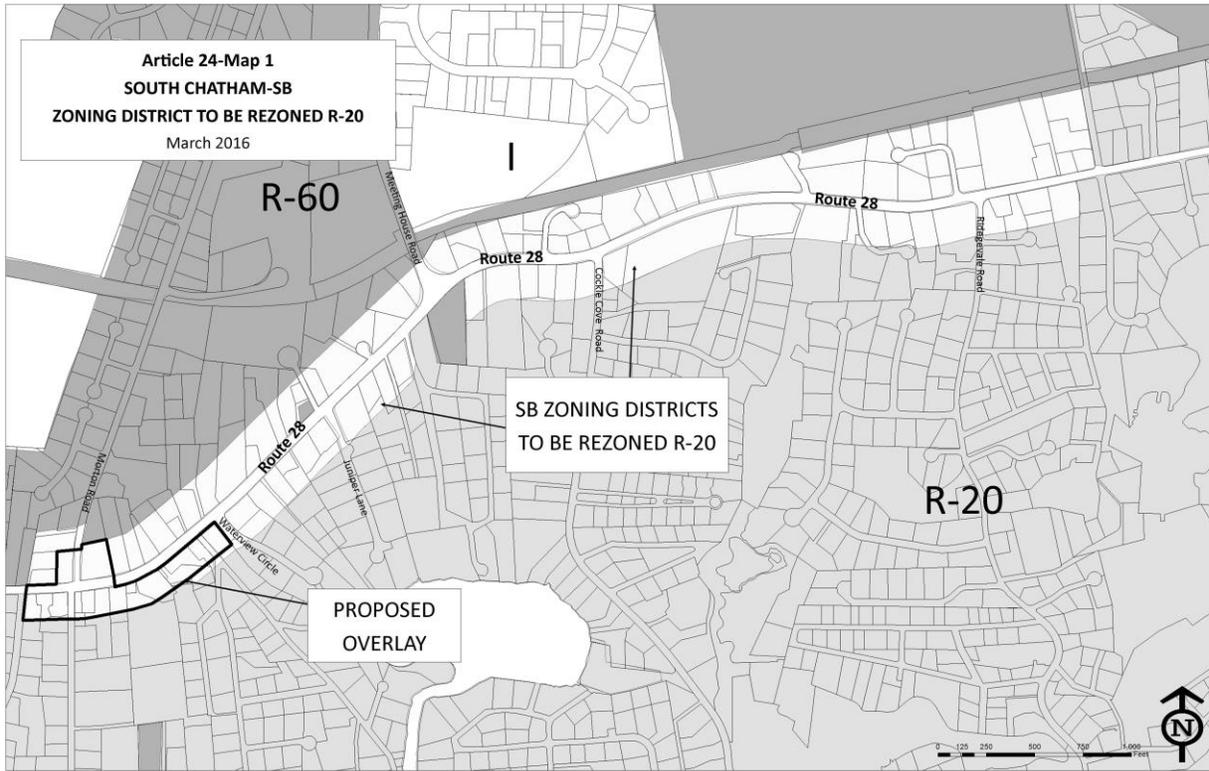
**Board of Selectmen Recommendation:**      **Approve 5-0-0**  
**Finance Committee Recommendation:**      ***Recommendation from Town Meeting Floor***  
**Planning Board Recommendation:**      **Approve 4-1-0**  
**Vote Required: Two-Thirds Majority**

**Article 24 – Protective (Zoning) Bylaw Amendment;**  
**South Chatham Zoning Changes**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to create a distinct South Chatham neighborhood center with surrounding residential areas by eliminating the South Chatham Flexible Development Overlay District, rezoning the South Chatham corridor that is currently zoned Small Business to Residential R20, and then creating a neighborhood center overlay district by amending its Protective (Zoning) Bylaw and Town of Chatham Zoning Map as follows:

Amend the **Town of Chatham Zoning Map** by eliminating the Flexible Development Overlay District from the following described area:



The **SB (FD) District** in South Chatham bounded westerly by Route 137; northerly by land of the Town of Chatham from Route 137 to Cockle Cove Creek; easterly by Cockle Cove Creek to Route 28 and southerly by Route 28.

And renumbering the remaining subsections accordingly.

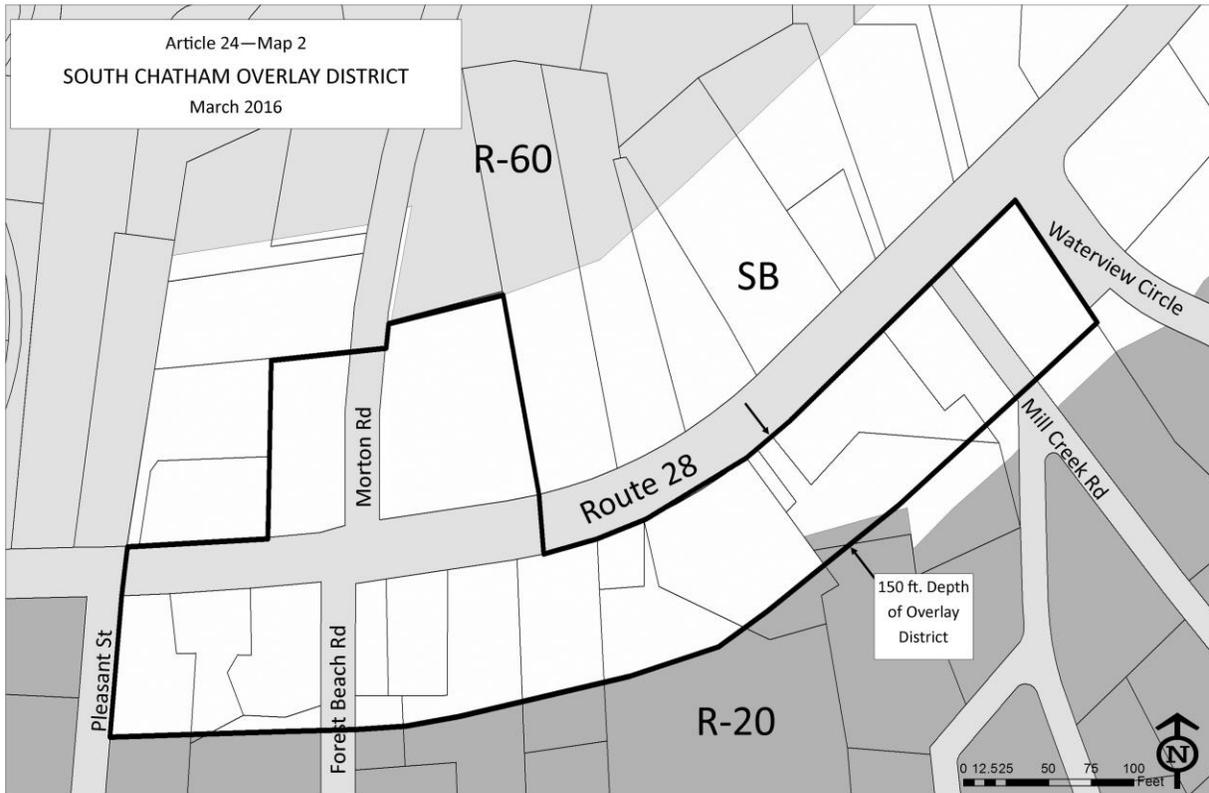
Amend **Section IV., Overlay Regulations, Subsection D. Flexible Development District**, of the Protective (Zoning) Bylaw to delete the South Chatham area from the Flexible Development District by deleting Subsection 3.“e.” in its entirety as follows:

- ~~e. The **SB (FD) District** in South Chatham bounded westerly by Route 137; northerly by land of the Town of Chatham from Route 137 to Cockle Cove Creek; easterly by Cockle Cove Creek to Route 28 and southerly by Route 28.~~

Amend the **Town of Chatham Zoning Map** to rezone certain parcels or portions of parcels representing the Small Business (SB) zoning district in South Chatham to a Residential 20 (R20) zoning district as shown on the map entitled “Map 1-South Chatham SB Zoning District to be Rezoned R-20” and dated March 2016, said map being both attached to this Town Meeting warrant and on file with the Town Clerk.

Amend the **Town of Chatham Zoning Map** to create a “South Chatham Neighborhood Center (SC)” Overlay District by creating an overlay district that overlays that portion of South Chatham bounded on the north side of Route 28 from 100 feet west of Morton Road and continuing easterly to 190 feet east of Morton Road and on the south side of Route 28 from Pleasant Street to 100 feet east of Mill Creek Road at a depth of 150 feet from the road right of way as shown on the map entitled “Map 2-South Chatham Overlay District” and dated March 2016 said map being both attached to this Town Meeting warrant and on file with the Town Clerk.

Amend the **Protective (Zoning) Bylaw** to create regulations for the South Chatham Overlay District as follows:



Amend **Section III., District Regulations, Subsection A. Type of Districts** by adding the following in the second list under the words, “In addition the following overlay districts are established” as a last item:

South Chatham Overlay District: SC

Amend **Section IV., Overlay Regulations**, by adding the following Subsection in its entirety:

**E. South Chatham Overlay District (SC)**

**1. Purpose**

The South Chatham neighborhood center is intended to provide an opportunity for limited commercial/business development while preserving the historical seaside village character of the neighborhood.

**2. Location**

The South Chatham Overlay District is located along the Route 28 corridor in South Chatham from approximately 100 feet west of Morton Road to approximately 190 feet east of Morton Road on the north side and from Pleasant Street to approximately 100 feet east of Mill Creek Road on the south side as more specifically shown on the Zoning Map dated May 9, 2016.

**3. Uses**

a. All uses permitted in the underlying Residential 20 (R20) zoning district shall be permitted in the SC Overlay District pursuant to Appendix I Schedule of Use Regulations and other applicable provisions of the Bylaw.

b. Additionally, the following overlay uses shall also be permitted in the SC Overlay District by Special Permit. These overlay uses shall be pursuant to the requirements of this Section IV. E. herein and to any applicable requirements of Section VII Special Regulations and other applicable provisions of the Bylaw.

- Antique Shop, Art Gallery and Gift Shop
- Apartment Incidental to a Commercial use and Industrial Use
- Bank
- Lunch Room
- Personal and Household Services
- Professional Office
- Retail Sales and Services

c. The overlay uses allowed by Special Permit in b. above shall be required to obtain **Site Plan** Approval pursuant to regulations set forth in Section VI, Subsection A. Site Plan Review

d. No individual overlay use allowed by Special Permit in b. above shall have a unit size of greater than 2,500 square feet of floor area.

e. The overlay uses allowed by Special Permit in b. above are subject to Appendix II Schedule of Dimensional Requirements.

4. Procedure

The development of any overlay use, or change in an existing use to an overlay use, shall be required to obtain **Site Plan** Approval pursuant to regulations set forth in Section VI, Subsection A. **Site Plan** Review and shall require a Special Permit from the Zoning Board of Appeals pursuant to Section VIII.C. and other applicable provisions of the Bylaw.

Amend **Section VI, Supplementary Regulations, Subsection B. Parking Requirements** by adding to Subsection (4) the following paragraph after the first paragraph:

Within the SC Overlay District, parking requirements for any overlay use shall be pursuant to Section VI.B. Any additional required parking spaces within the SC shall be located to the side or rear of the **lot** to the maximum extent practicable. The Planning Board shall determine maximum extent practicable during the **Site Plan** Review process and shall document reasoning for determination to the Zoning Board of Appeals prior to the **Special Permit** hearing.

Amend **Section VII., Special Regulations, Subsection B.3. Antique Shop, Art Gallery or Gift Shop**, by amending the first sentence to now read as follows:

Permitted in the Small Business (SB) District and allowed by Special Permit in the South Chatham Neighborhood (SC) Overlay District as follows:

Amend **Section VII., Special Regulations, Subsection B.4. Apartment, Incidental to a Commercial Use and Industrial Use** by amending the first sentence to now read as follows and by adding a paragraph number 5. in subsection a. as follows:

Permitted in the Industrial (I) Districts and allowed by Special Permit in the General Business (GB) Districts and in the South Chatham Neighborhood (SC) Overlay District as follows:

a.5. In the SC District, there shall be no more than two (2) **apartments** in any one building.

Amend **Section VII., Special Regulations, Subsection B.16. Restaurant, Lunch Room, Bar, Tavern, Fast-Food or Takeout Restaurant** by adding the following section to the end of the existing section:

**Lunch Room** is allowed by Special Permit in the South Chatham Neighborhood (SC) Overlay District pursuant to Section IV.E. as an overlay use provided that the regulations as listed in Section IV.E.3.c, d. and e. have been met.

Amend **Appendix I., Schedule of Use Regulations**, by adding the following footnote “6” to the R20 column to the following uses:

- Antique Shop, Art Gallery and Gift Shop<sup>6</sup>
- Apartment Incidental to a Commercial use and Industrial Use<sup>6</sup>
- Bank<sup>6</sup>
- Lunch Room<sup>6</sup>
- Personal and Household Service<sup>6</sup>
- Professional Office<sup>6</sup>
- Retail Sales and Services<sup>6</sup>

<sup>6</sup> Also allowed in the South Chatham Neighborhood (SC) Overlay District pursuant to Section IV.E.

**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**  
*This is a courtesy document; motions may change and are not intended to restrict any action.*

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Amend **Appendix II, Schedule of Dimensional Requirements**, by adding the following district row for SC Overlay and adding the following footnote 14:

District	Min. Lot Size (sq ft)	Min. Frontage (feet)	Minimum Building/Structure Setbacks <sup>9, 10</sup>				Max. Lot Coverage	Max. Bldg Coverage	Reg. Green Area	Maximum Bldg. Height		Min. Parking Setbacks	
			Road (ft)	Abutter (ft)	Coastal (ft)	Inland (ft)				Stories <sup>6</sup>	Feet	Road (ft)	Abutters (ft)
<u>SC Overlay<sup>14</sup></u>	<u>20,000</u>	<u>100</u>	<u>25</u>	<u>15</u>	<u>50</u>	<u>25</u>	<u>50%</u>	<u>20%</u>	<u>50%</u>	<u>2 ½</u>	<u>30</u>	<u>20</u>	<u>15</u>

<sup>14</sup> These dimensional requirements shall apply only to a lot or structure housing an overlay use as provided for in Section IV. E. of this Bylaw. Other uses as allowed for under the underlying zoning district of R20 shall be subject to the R20 Dimensional Requirements.

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board  
I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 24.

**Speaker:** Kathryn Halpern, Planning Board

**Explanation:** *The Purpose of the Article is to create a distinct South Chatham neighborhood center with surrounding residential areas by eliminating the South Chatham Flexible Development Overlay District and rezoning the section of Main Street in South Chatham that is currently zoned Small Business (SB) to 20,000 square foot residential zoning "R20"; and then creating a South Chatham Overlay District allowing limited commercial uses of limited scale by site plan approval and special permit. Parking for commercial uses is also required, to the maximum extent practicable, to be to the side or rear of the property to help preserve the residential character of the neighborhood.*

*The Comprehensive Plan describes South Chatham as "a quiet, rural neighborhood with very limited commercial activity. The predominant land use is residential." This proposed amendment is consistent with the following Goals and Policies set forth in the Land Use section of the Comprehensive Plan:*

- *"...zoning shall be changed to limit the size of some neighborhood centers to keep development contained therein, change existing small business districts to residential zoning, and create specific criteria unique to each neighborhood center." (LU Goal 1.1)*
- *"Preserve neighborhood character; limit business to small, neighborhood establishments; prevent expansion of commercial area; ... (LU Goal 1.2, Policy LU26)*

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

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

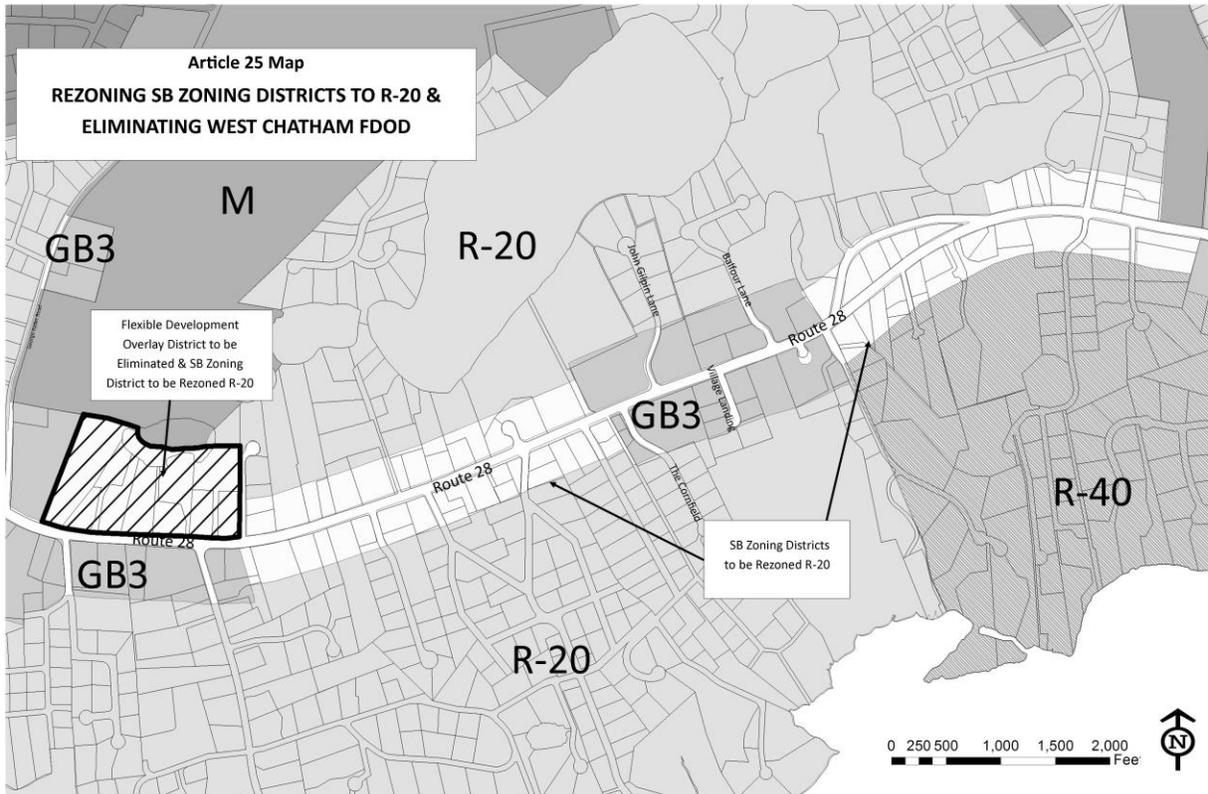
**Planning Board Recommendation:** Approve 4-0-0

**Vote Required:** *Two-Thirds Majority*

**ARTICLE 25 – Protective (Zoning) Bylaw Amendment – Eliminate Two (2) SB Zoning Districts Along Route 28 Corridor and The West Chatham Flexible Development Overlay District and Re-Zone These Areas to Residential 20 (R20) Zoning District (In-Between Areas)**

To see if the Town will vote to eliminate two Small Business (SB) zoning districts along Route 28 corridor by rezoning the following parcels from a Small Business (SB) zoning district to a Residential R20 zoning district as shown on the map entitled "Map 1-Rezoning SB Zoning

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



Districts to R20 & Eliminating West Chatham FDOD” and dated February 2016, said map being both included in this Town Meeting warrant and on file with the Town Clerk.

Also amending Section IV.D. – Flexible Development District by deleting Subsection 3.b. as follows:

3.
  - b. ~~The SB (FD) District bounded westerly by the westerly property line of Sumner G. N. Harding and Jean C. Harding; northerly by land of the Town of Chatham, by Bearse’s Pond, and by a line five hundred (500) feet from, and parallel to Route 28; easterly by Wheldon Way; and southerly by Route 28, excluding therefrom any land lying within the bounds of the adjoining Conservancy District.~~

And renumber the remaining subsections accordingly.

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board  
I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 25.

**Speaker:** Kathryn Halpern, Planning Board

**Explanation:** *The Purpose of the Article is to create residential districts in between specific, designated neighborhood centers to reduce commercial sprawl, consistent with Goal 1.1 of the Comprehensive Plan, which specifically calls for changing existing small business districts to residential zoning.*

*The existing Small Business district is a residential zoning district which allows small businesses such as antique shops, art galleries and gift shops as well as small scale restaurants and offices to be co-located with residences. Boarding houses, dormitories and group dwellings are also allowed in this district. While such uses would no longer be allowed in the areas to be rezoned, existing businesses would be allowed to continue to exist and would be able to be altered or expanded through a special permit process.*

**Board of Selectmen Recommendation:**      **Approve 4-1-0**  
**Finance Committee Recommendation:**      **Recommendation from Town Meeting Floor**  
**Planning Board Recommendation:**      **Approve 4-0-0**  
**Vote Required: Two-Thirds Majority**

**Article 26 – Protective (Zoning) Bylaw Amendment;**  
**Flexible Development Overlay Districts (FDOD) Waiver Removal**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to delete the existing provision in the Flexible Development District regulation which allows the Planning Board as Special Permit Granting Authority to waive or modify dimensional requirements with the Flexible Development Overlay Districts as follows:

Amend **Section IV, Overlay Regulations**; Subsection **D. Flexible Development District**, by amending subsection 2.b. by deleting the second sentence of that paragraph as follows:

**2. Procedure**

b. The plans for a Flexible Development shall comply with the specific requirements ***for multi-family dwellings, independent living facilities or congregate living facilities***, whichever applicable, set forth in Section VII of this Bylaw. ~~The Board may waive or modify these dimensional requirements if it is found that such waiver or modification will not substantially derogate from the purpose and intent of this Bylaw and that such waiver or modification may be granted without substantial detriment to the neighborhood or overall public good.~~

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board  
I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 26.

**Speaker:** Robert Wirtshafter, Chatham Planning Board.

**Explanation:** *This article eliminates the existing provision within the Flexible Development District with authorizes the Planning Board as the Special Permit Granting Authority in the Flexible Development Overlay Districts (“FDOD”) to be able to ‘waive or modify’ the dimensional requirements within the FDODs. If this article is adopted, then the Planning Board would no longer have the authority to waive any dimensional requirements within the FDODs and all development within the FDODs would be required to meet all dimensional requirements set forth in the Protective Bylaw. This amendment would apply to all FDODs.*

**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Recommendation from Town Meeting Floor  
**Planning Board Recommendation:** Approve 4-0-0  
**Vote Required: Two-Thirds Majority**

**Article 27 – Citizen Petition: Protective (Zoning) Bylaw Amendment;**  
**Deletion of North Chatham Flexible Development Overlay District**

To see if the Town will vote to amend its Protective Bylaw (Zoning) by deleting Subsection d. of Section IV, Paragraph D.3. Flexible Development District, as set forth below, or to take any other action relative thereto:

~~Strikethrough~~ indicates language proposed for deletion.

**Section IV, Paragraph D.3. Flexible Development District, Subparagraph 3. Location,** as follows:

The Flexible Development Overlay District is located in the following zones:

d. The ~~SB (FD) District~~ bounded easterly by Old Mail Road and by Misty Meadow Lane; southerly by a line three hundred (300) feet from, and parallel to, Route 28, westerly by Leo Vernon Road; southerly by Route 28; westerly by land of the Town of Chatham; northerly by a line one hundred fifty (150) feet from, and parallel to, Route 28.

And to redesignate the remaining subsections accordingly.

(By Petition)

**Motion:** By Virginia Nickerson, Petitioner

I move that the Town vote to amend its Protective Bylaw (Zoning) by deleting Subsection d. of Section IV, Paragraph D.3. Flexible Development District, as set forth in Article 27, or to take any other action relative thereto:

**Speaker:** Virginia Nickerson, Petitioner

**Explanation:** *As provided by the Petitioner: Flexible Development Overlay Districts (FDODs) allow multiple housing (4 dwelling units, 8 bedrooms per acre), independent living and congregate residential facilities (12 dwelling units, 24 bedrooms per acre) and commercial development. The general location of this FDOD is the neighborhood center of North Chatham. The purpose of this amendment is to eliminate development contrary to the Goals and Policies of the Comprehensive Long Range Plan. The conclusions of the 2013 Visioning Sessions for the Route 28 Corridor presumed that the elimination of all FDODs could occur based on the high density permitted, even though two FDODs were located outside of the study area. The deletion of the North Chatham FDOD, initially recommended by the Planning Board in 2015 and then abandoned and recently proposed as a Housing Overlay District with the same high density allowance as the FDODs, will help protect this district and demonstrate that such high density is not desirable. Two FDODs remain, both of which have been essentially expended (Park Place and George Ryder Road Municipal Offices).*

**Board of Selectmen Recommendation:**      *Recommendation from Town Meeting Floor*  
**Finance Committee Recommendation:**      *Recommendation from Town Meeting Floor*  
**Planning Board Recommendation:**      *Recommendation from Town Meeting Floor*  
**Vote Required:** *Two-Thirds Majority*

**Article 28 - Protective (Zoning) Bylaw Amendment;**  
**Fish Pier Zoning District Changes to Extend Municipal District Replacing R-40**

~~Strikethrough~~ indicates language proposed for deletion.

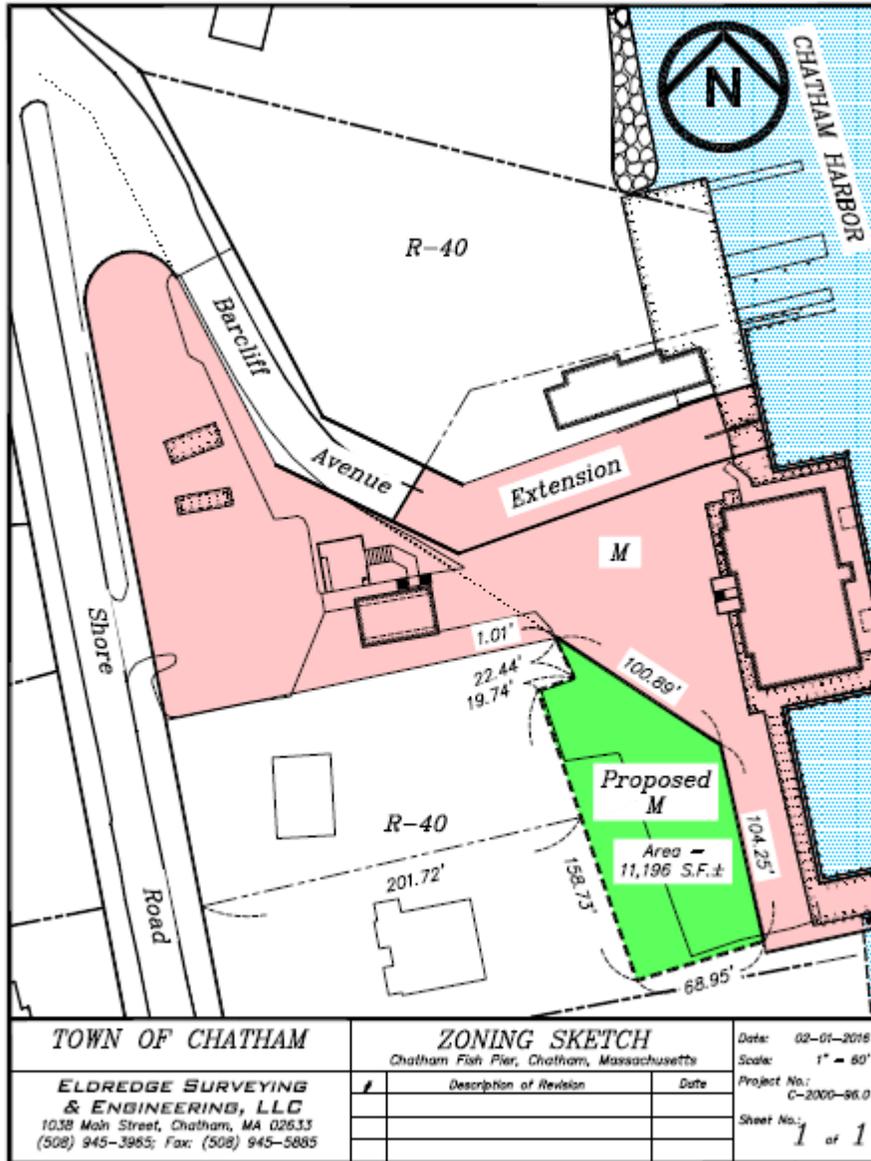
Underline indicates language proposed for inclusion.

***Bold Italicized*** Words are defined in the existing Bylaw.

To see if the Town will vote to amend its existing Protective (Zoning) map by rezoning a 11,196 square foot area of land consisting of a portion of two parcels located at 390 and 400 Shore Road, also identified as lots E9 and E10 on Assessor's Map 16F, from the R-40 Zone to the Municipal Zone, all as depicted on a plan entitled "Zoning Sketch", dated 02-01-16 and drawn by Eldredge Surveying & Engineering, LLC, said plan being both included in this Town Meeting warrant and on file with the Town Clerk.

Or take any action in relation thereto.

(Board of Selectmen)



**Motion:** By Timothy L. Roper, Vice-Chairman, Board of Selectmen  
 I move that the Town vote to amend its zoning map by rezoning a 11,196 square foot area of land consisting of a portion of two parcels located at 390 and 400 Shore Road, also identified as lots E9 and E10 on Assessor's Map 16F, from the R-40 Zone to the Municipal Zone, all as depicted on a plan entitled "Zoning Sketch", dated 02-01-16 and drawn by Eldredge Surveying & Engineering, LLC, said plan being both included in this Town Meeting warrant and on file with the Town Clerk.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The Town has taken a permanent easement on a portion of property owned by Chatham Bars Inn for the purpose of parking and other general public purposes at the Municipal Fish Pier. Plans have been developed to reconfigure and expand parking within the easement area to maximize available parking. During a review of permitting needs it was determined that zoning issues need to be addressed by virtue of the expanded parking being located in an R40 zoning district. The R40 district has setbacks for parking that would present obstacles to expanding the parking. Following a review with the Director of Community Development and Counsel it was determined the most appropriate mechanism to address the issue is to request Town Meeting expand the adjacent Municipal zoning district to include the easement area.*

**Board of Selectmen Recommendation:**      **Approve 5-0-0**  
**Finance Committee Recommendation:**      ***Recommendation from Town Meeting Floor***  
**Planning Board Recommendation:**      **Approve 4-0-0**  
**Vote Required: Two-Thirds Majority**

**Article 29 – Protective (Zoning) Bylaw Amendment;**  
**Conservancy and Flood Plain Overlay District Prohibited Uses**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to amend the Flood Plain District Overlay and the Conservancy District Overlay by amending its Protective (Zoning) Bylaw as follows:

Amend **Section IV.B.1. Purpose, Flood Plain District** of the Protective (Zoning) Bylaw with the following language:

The purposes of the Flood Plain District are to protect the public health, safety, and general welfare, to protect human life and property from the hazards of ~~periodic flooding~~ flood and tidal waters, preserve the natural flood control characteristics and the flood storage capacity of the flood plain, and to preserve and maintain the ground water table and water recharge areas within the flood plain.

Amend **Section IV.B.2, Flood Plain District** of the Protective (Zoning) Bylaw to add the following language:

- b. “BASE FLOOD ELEVATION” is the computed elevation to which floodwater is anticipated to rise during the base flood. Base Flood Elevations (BFEs) are shown

on Flood Insurance Rate Maps and on flood profiles. The BFE is the regulatory requirement for the elevation of structures.

- d. “ELEVATION CERTIFICATE” is the Town of Chatham’s official record that provides elevation information for substantial improvements in all identified Special Flood Hazard Areas (SFHA). Elevation Certificates are used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) from FEMA. Elevation Certificates are signed and stamped by a registered land surveyor, engineer, or architect.
- e. “FREEBOARD” is a term used to describe a factor of safety expressed in feet above the 1-percent-annual-chance flood level.
- h. “SUBSTANTIAL IMPROVEMENT” means repair, construction or alterations costing fifty (50) percent or more of the market value of the structure before improvement, or, if damaged, before damage occurred, or in the case of a foundation, work that impacts fifty (50) percent or greater of the perimeter of the foundation. (5/11/93 ATM)

Amend **Section IV.B.4, Development Regulations, Flood Plain District** of the Protective (Zoning) Bylaw to remove the following language that is duplicative and/or inconsistent with State Building Code:

- ~~a. All development in the district including structural and non-structural activities whether permitted by right or by Special Permit must be in compliance with the following:
  - ~~1. Chapter 131, Section 40 of the Massachusetts General Laws. (See Wetlands Protection, 310 CMR 10.00, Department of Environmental Quality Engineering)~~
  - ~~2. The State Environmental Code – Title V, Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, Department of Environmental Quality Engineering~~
  - ~~3. The Flood Resistant Construction requirements of the Massachusetts State Building Code. (5/11/98 ATM)~~~~
- ~~c. Where flood proofing is utilized a registered engineer or architect shall certify that the flood proofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood.~~
- ~~d. In unnumbered A zones, in the absence of Federal Emergency Management Agency base flood elevation data, the base flood elevations shall be determined by obtaining, reviewing and reasonably utilizing any existing base flood elevation data from federal, state or other sources.~~

- ~~e.~~ Electrical heating, ventilation, plumbing and air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- ~~f.~~ For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria: A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of flood waters.
- ~~g.~~ In all new construction and substantial improvements within Zone VE the space below the lowest floor must either be free of obstruction or constructed with non-supporting breakaway walls, open wood lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purposes of this section, a breakaway wall shall have a design safe loading resistance of not less than ten (10) and no more than twenty (20) pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of twenty (20) pounds per square foot (either by design or when so required by local or State codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
- ~~1.~~ breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and
  - ~~2.~~ the elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Maximum wind and water loading values to be used in this determination shall each have a one (1) percent chance of being equaled or exceeded in any given year (one hundred (100) year mean recurrence interval). Such enclosed space shall be usable solely for parking of vehicles, building access or storage.
- ~~i.~~ New or replacement water and/or sewer systems shall be designed to avoid impairment to them or contamination from them during flooding.
- ~~j.~~ If any part of a subdivision proposal or other new development is located within the Flood Plain District established under the Zoning Bylaw it shall be reviewed to assure that:
-

- ~~1. the proposal is designed consistent with the need to minimize flood damage,~~
- ~~2. all public utilities and facilities, such as sewer, gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damage,~~
- ~~3. adequate drainage systems shall be provided to reduce exposure to flood hazards, and~~
- ~~4. base flood elevation (the level of the 100 year flood) data shall be provided for proposals greater than fifty (50) lots or five (5) acres, whichever is the lesser, for that portion within the Flood Plain District.~~

~~k. In Zone AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.~~

Amend **Section IV.B.4, Development Regulations, Flood Plain District** of the Protective (Zoning) Bylaw to add the following language:

~~b.a.~~ b.a. New construction or substantial improvement of residential structures shall have the lowest floor (including basement) elevated to not less than one (1) foot above the base flood elevation. New construction or substantial improvement of nonresidential structures shall either be similarly elevated or together with attendant utility and sanitary facilities be flood proofed to not less than base flood elevations. Incremental improvements shall be considered substantial improvements if within a five-year (5) period, they cumulatively meet the definition of "substantial improvement." (5/11/93 ATM)

~~b.b.~~ b.b. No land within areas designated as V (Velocity) zones of the FIRM maps shall be developed unless such development is demonstrated by the applicant to be located landward of the reach of the mean high tide. Any manmade alteration of sand dunes in the course of such development within said designated V zones which might increase the potential for flood damage shall be prohibited. Incremental improvements shall be considered substantial improvements (see definitions) if within a five-year period, they cumulatively meet the definition of "substantial improvement." (5/11/93 ATM)

c. All **development** in the district, including structural and non-structural activities whether permitted by right or by Special Permit, and as allowed by Section IV.A.2 of the Protective Bylaw, must be in compliance with Flood Resistant Design and Construction requirements of the MA State Building Code.

d. Landscape material up to two feet in depth at the foundation and tapered to meet grade within ten feet (10) of the foundation shall not be calculated towards grade plane and shall not be considered fill as regulated in Section

IV.A.4 of this Bylaw.

- e. Demolition debris shall be removed from the site within fourteen (14) days of completion and not stored within a resource area or a buffer strip. If a dumpster is used to contain the debris, the dumpster will be covered. The debris will be properly disposed of in accordance with applicable federal, state, and local regulations.
- f. Construction material and excavation materials will be stored completely outside of the Flood Plain District when possible based on the boundaries of the parcel and the boundaries of the designated.
- g. Exposed, disturbed, or erodible soils will be protected to minimize erosion, sedimentation, pollution, and damage to the subject and adjacent properties.

Amend **Section IV.B.5, Flood Plain District** of the Protective (Zoning) Bylaw to include a new section with the following language:

**5. Prohibited Uses**

The following uses and activities are prohibited in the VE Zone.

- a. Addition, alteration or reconstruction of an existing structure that results in an increase \_\_\_\_\_ in \_\_\_\_\_ building \_\_\_\_\_ footprint.
- b. Repair of a substantially damaged existing structure which results in an increase in \_\_\_\_\_ building \_\_\_\_\_ footprint.
- c. Any increase in impervious surface on a residential lot. This may include, but is not limited to, swimming pools, tennis/basketball courts and retaining walls. For functionally dependent projects allowed in the VE Zone, impervious surfaces accessory to the use are allowed provided a Massachusetts registered civil engineer certifies in writing that the impervious surface will not cause an increase in wave run-up, a deflection or channelization of flood waters, or an increase in the velocity of flow.

Amend **Section IV.B.5, Administration, Flood Plain District** of the Protective (Zoning) Bylaw to remove the following language:

~~e. Zoning Board of Appeals~~

- ~~1. The Board of Appeals may grant a variance from these requirements only upon:
  - ~~a. a showing of good and sufficient cause, and~~~~

- ~~— b. a determination that failure to grant the variance would result in exceptional hardship to the applicant, and~~
  - ~~— c. a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws, and~~
  - ~~— d. a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.~~
- ~~2. A variance shall not be issued within any designated regulatory flood way if any increase in flood levels during the base flood discharge would result.~~
- ~~3. If a variance is granted, the Board of Appeals shall notify the applicant in writing over their signature that:~~
- ~~a. the issuance of such variance to construct a structure below the base flood elevation will result in increased premium rates for flood insurance up to amounts as high as twenty five (25) dollars for one hundred (100) dollars of insurance coverage, and~~
  - ~~b. such construction below the base flood level increases risks to life and property.~~
- ~~4. The Board of Appeals will maintain a record of all variance actions, including justification for their issuance and report such variances issued in the Annual Report submitted to the Federal Insurance Administration.~~
- ~~5. Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or on State Inventory of Historic Places, without regard to the procedures set forth above.~~
- ~~6. Variances for functionally dependent uses will be considered for those docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building repair facilities, but does not include long term storage or related manufacturing facilities.~~

Amend and rename **Section IV.B.5, Administration, Flood Plain District** of the Protective (Zoning) Bylaw to:

**5. 6. Administration**

Amend **Section IV.A.2. Permitted Uses, Conservancy District** of the Protective (Zoning) Bylaw to strike and add the following language:

- ~~d. The maintenance to minimum legal and practical width and height of all roads and driveways that exist as of July 1, 2007.~~
- d. The maintenance of legally permitted fences and driveways that exist as of July 16, 2014.

Amend **Section IV.A.4. Prohibited Uses, Conservancy District** of the Protective (Zoning) Bylaw to add the following language:

- a. No person shall fill, place or dump in a Conservancy District any soil, loam, peat, sand, gravel, rock or other material substance, refuse, trash, rubbish, debris or dredged material, except, with the exception of landscaping material as allowed under Section IV.B.4 of this Bylaw.
- d. No person shall construct a new residential ***dwelling unit***, or use a houseboat or barge designed or used as a ***dwelling unit*** in the Conservancy District.
- e. No person shall construct any new ***building*** (except as allowed with a marina or boatyard under Section IV.A.3.b of this Bylaw) in ~~Zones V and V1-30~~ a VE Zone, as defined on the Flood Insurance Rate Maps, prepared by the National Flood Insurance Program for the Town of Chatham, dated ~~June 20, 1998~~ July 16, 2014.  
~~(5/11/98 ATM)~~

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board  
I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 29.

**Speaker:** Robert Wirtshafter, Planning Board

**Explanation:** *The Purpose of the Article is to remove language in the Flood Plain Overlay District that is duplicative or inconsistent with the Massachusetts State Building Code, to add a category of prohibited uses in the Velocity (or VE) Zone, and to clarify prohibited uses within the Conservancy District.*

**Board of Selectmen Recommendation:** **Approve 4-1-0**  
**Finance Committee Recommendation:** **Recommendation from Town Meeting Floor**  
**Planning Board Recommendation:** **Approve 4-0-0**  
**Vote Required: Two-Thirds Majority**

**Article 30 – Protective (Zoning) Bylaw Amendment;  
Conservancy District Boundary and Height Changes**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to amend the Conservancy District Overlay by amending its Protective (Zoning) Bylaw as follows:

Amend **Section IV.A.5. Location, Conservancy District** of the Protective (Zoning) Bylaw to add the following language:

1. Areas delineated as the 100-year flood plain (Zones ~~A, AO, AH, A1-30, A99, V and V1-30~~ A, AE, AO, VE and X) on the Flood Insurance Rate Maps, prepared by the National Flood Insurance Program for the Town of Chatham dated ~~June 20, 1998~~ July 16, 2014. ~~(5/12/14 ATM)~~

Amend **Section IV.A.3. Special Permit Uses, Conservancy District** of the Protective (Zoning) Bylaw to amend and add the following language:

- a. The construction of catwalks, piers (per requirements of Section IV.A.6.c), ramps, stairs, unpaved trails, boathouses, boat shelters, roadside stands, fences, wildlife management shelters, foot bridges, observation decks or shelters, tennis courts, and structures used in conjunction with a fishing use. Such Sstructures shall conform to the street setback and abutters setback for the district in which the lot is located, and shall be constructed so as to permit the reasonably unobstructed flow of water and preserve the natural contour of the area. Structures and shall not exceed twenty (20) feet in height. ~~Provided there is no expansion, those dwellings which existed prior to January 16, 1992 and are required by the Building Inspector to be elevated in accordance with FEMA Regulations, shall not be required to conform to the twenty (20) foot height restriction. (5/11/92 ATM).~~

~~\* See specific requirements of Section IV. A.6.c. below.~~

- b. Dwellings located within the 100-year flood plain on the effective Flood Insurance Rate Maps for the Town of Chatham may elevate to meet Base Flood Elevation (BFE) requirements. An Elevation Certificate prepared by a licensed professional is required to determine BFE. The maximum allowable height of the elevated structure may only exceed the existing ridge height, as measured from the top of the existing foundation, by the minimum height necessary to meet BFE and freeboard requirements of the State Building Code. No dwelling shall exceed

thirty (30') feet in height, as measured from the lowest adjacent grade determined by the Elevation Certificate.

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board  
I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 30.

**Speaker:** Diane “DeeDee” Holt, Planning Board

**Explanation:** *The Purpose of the Article is to extend the Conservancy District Boundary to be consistent with the 2014 Flood Insurance Rate Maps for the Town of Chatham; to amend language in the Conservancy District to remove a 20' height restriction, and; to include language to control building height that will allow reasonable and equitable flood hazard mitigation for properties in the flood plain.*

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

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

**Planning Board Recommendation:** **Approve 4-0-0**

**Vote Required: Two-Thirds Majority**

**Article 31 – Protective (Zoning) Bylaw Amendment; Nonconforming Lots, Buildings & Uses**

~~Strikethrough~~ indicates language proposed for deletion

Underline indicates language proposed for inclusion

***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to amend the Nonconforming Lots, Buildings & Uses section of its Protective (Zoning) Bylaw as follows:

Amend **Section V.B. Nonconforming Lots, Buildings & Uses - Enlargement, Extension or Change** of the Protective (Zoning) Bylaw to add the following language:

12. For those dwellings located in the flood plain, as defined on the Flood Insurance Rate Maps, prepared by the National Flood Insurance Program for the Town of Chatham, dated July 16, 2014, the following additional criteria shall apply:
  - a. The extent of lateral expansion proposed, and
  - b. The extent to which lateral expansion impacts the impervious area of the site.

(Planning Board)

**Motion:** By Peter Cocolis, Chairman, Planning Board

I move that the Town vote to amend its Protective (Zoning) Bylaw as printed in the Warrant for Article 31.

**Speaker:** Diane “DeeDee” Holt, Planning Board

**Explanation:** *The Purpose of the Article is to amend language in the Nonconforming Lots, Buildings & Uses section to provide additional criteria to the Special Permit Review process for flood hazard mitigation projects. When elevating a home, some degree of lateral expansion may be necessary to maintain livability and meet building code requirements. This Article proposes to provide the ZBA with criteria to balance the need for lateral expansion with proposed increases in impervious area on a site for those dwellings located in the flood plain that seek a Special Permit to elevate.*

**Board of Selectmen Recommendation:**      ***Recommendation from Town Meeting Floor***  
**Finance Committee Recommendation:**      ***Recommendation from Town Meeting Floor***  
**Planning Board Recommendation:**          ***Recommendation from Town Meeting Floor***  
**Vote Required: Two-Thirds Majority**

### **Article 32 - Town of Chatham Rules and Regulations of the Sewer Department**

To see if the Town will vote to amend the “Town of Chatham Rules and Regulations of the Sewer Department” adopted under Article 57 of the March 15, 1972 Annual Town Meeting and revised under Article 33 of the May 11, 2004, Annual Town Meeting, Article 21 of the May 9, 2005, Annual Town Meeting, Article 35 of the May 12, 2008, Annual Town Meeting, Article 9 of the August 27, 2012 Special Town Meeting, Article 3 of the October 7, 2013 Special Town Meeting, and Articles 29 & 42 of the May 12, 2014 Annual Town Meeting as follows:

~~Strikethrough~~ indicates language proposed for deletion.  
**Underline** indicates language proposed for inclusion.

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

## **ARTICLE II REGULATION OF SEWER FLOW**

### **Section 1. Existing Structures.**

Any structure in existence on May 10, 2005, regardless of its flow, may maintain that flow. No person shall modify an existing structure or change its use so as to increase its sewage flow, except as permitted herein. Title 5 System Sewage Flow Design Criteria contained in 310 CMR 15.203, and any Board of Health Regulation modifying such, shall be used to determine

whether a proposed modification or change in use shall constitute an increase in sewage flow. Expansion or modification of existing structures, which may result in increased flow, shall not be allowed unless the increase is in compliance with the Board of Health Regulations in effect on ~~May 10, 2005~~ May 11, 2006; or additional flow is approved under Section 4 hereof, Expansion; or a variance pursuant to Section ~~5 9~~ hereof is first obtained. Any approved increase in flow is subject to the time limitations of Section 7; except as currently allowed under Part #1 of the Town of Chatham “Sewer Bank” Allocation & Permit Policy for properties connected to the sewer as of May 10, 2005.

## **Section 2. Determination of Present Sewage Flow.**

Sewage flow to the municipal sewer shall be ~~determined~~ calculated using provisions set forth in 310 CMR 15.203: Title 5 System Sewage Flow Design Criteria, and any local Board of Health Regulation modifying such in effect on ~~May 10, 2005~~ May 11, 2006. The owner of any property shall, upon reasonable notice and request, allow an inspection of a property for a determination of flow by an agent of the Board of Health, except that in lieu of this inspection, the owner of the property may submit a floor plan with sufficient detail to account for all outside structure dimensions. This floor plan must bear the signature of approval of a Certified Septic System Inspector.

## **Section 3. Undeveloped Parcels.**

For the purpose of determining sewer flow, any existing lot, otherwise qualified, may be permitted for that sewage flow as determined under the Board of Health Regulations in effect on ~~May 10, 2005~~ May 11, 2006, or 310 CMR 15.000 et seq., whichever flow is less.

## **Section 4. Expansion.**

### **A. Single Family Residential Properties.**

Consistent with the Board of Health Interim Nitrogen Loading Regulation revised on May 11, 2006 which allows for the possible addition of one (1) bedroom, above that otherwise allowed, with the use of a nitrogen reducing Innovative/Alternative Technology septic system, one (1) additional bedroom (the flow equivalent of 110 gpd) may be allowed for single-family residential properties connected to, or scheduled to be connected to the sewer within two (2) years, subject to the following:

1. Properties that have already been approved for the additional bedroom under a Board of Health variance or sewer application are not eligible under this Section 4A.
2. Requests under this Section 4A must be made in writing, including floor plans showing existing and proposed conditions to verify and confirm the number

of allowed bedrooms, to the DPW Director for review and approval, such approval to be granted upon determination of compliance with the Rules and Regulations of the Sewer Department.

3. All necessary local approvals for addition of said bedroom, as applicable, have been issued.
4. Single Family residential properties granted flow under this Section may be granted additional flow under a Hardship Variance, Section 9.

B. Non Single Family Residential Properties.

Requests for an increase in sewage flow for other than single family residential properties (4A above), including but not limited to, commercial, industrial, mixed-use, multi-family, or institutional properties shall be made in writing to the Water and Sewer Commissioners for determination. Such request shall include floor plans showing existing and proposed conditions. Such requests may be granted contingent upon determination of compliance with the Rules and Regulations of the Sewer Department and parity with septic system flow.

1. Requests under this Section shall be submitted in writing, including all the documentation cited above, to the Water and Sewer Advisory Committee for review during a posted public meeting, followed by a recommendation to the Water and Sewer Commissioners, who shall thereafter hold a public hearing on the request.
2. The hearing of the Water and Sewer Commissioners shall commence within 45 days of the date that the request is submitted and a decision thereon shall be issued within 14 days from the close of the public hearing.
3. All other necessary local approvals as applicable have been issued.

Section 5. Changes in Sewage Flow.

- A. Changes in the calculated Title 5 System Sewage Flow Design Criteria flow associated with an individual existing connection that do not result in any increase in sewage flow to the sewer system are permitted with the approval, without waiver, of the appropriate Town Departments, Boards, Committees, and/or Commissions. The request shall be made in writing to the DPW Director indicating existing use(s) and flow(s) and proposed use(s) and flow(s).
- B. Should a change in Title 5 System Sewage Flow Design Criteria flow result in a decrease in the sewage flow needs for the property, the owner may elect to return unused flow to the Town, subject to applicable provisions of law. Following a review,

by Town staff and owner, of the historic and current flow and agreement between Town staff and owner on the amount of unused flow, the property owner may, by affidavit, return the unused flow to the Town. Such affidavit shall indicate the owner is willingly returning the unused flow and recognizes the limitations this may place on future land uses or expansion of existing land uses on the property. Such unused flow returned to the Town is subject to further use by the Town at its discretion. A property owner who returns unused flow to the Town accrues no advantages if future land use or expansion of existing land uses on the property or other property(s) is desired. The property owner shall submit an application subject to all provisions of this Article II.

Section 6. Sewage Flow Transfers.

Transfer of Title 5 System Sewage Flow Design Criteria flow from one property to another property is prohibited.

Section 7. Time Limitation.

If an approved sewage flow increase is not actually used within two (2) years from the date the flow increase was approved, the sewage flow increase shall revert to the Town automatically unless, upon application from the applicant submitted in writing to the DPW Director prior to such two (2) year date, the Water and Sewer Commissioners grant an extension of time for good cause shown prior to the two (2) year period from the approval. Good cause may include but shall not be limited to a demonstration that pursuit of other regulatory permits has caused delays; or that other practical barriers to completing construction have caused unforeseen delays. The burden of proof shall be on the applicant and the matter shall be reviewed by the Water and Sewer Commissioners at a posted public meeting. An applicant shall be allowed no more than one extension of time for a period not to exceed one year.

**Section 8. Rebuilding because of fire, flood, storm or other acts of nature.**

A property owner may rebuild a structure destroyed by fire, flood, storm or other acts of nature as a matter of right provided that the new structure does not exceed the sewage flow of the structure being replaced.

**Section 9. Hardship Variance.**

**A. General Procedure**

All applications for a hardship variance as set forth below shall be submitted in writing to the Water and Sewer Advisory Committee for review during a posted public meeting, followed by a recommendation to the Water and Sewer Commissioners, who shall thereafter hold a public hearing on the application. Each application shall include a list prepared by the applicant and certified by the Assessors of the Town naming all

abutters to the subject property. Such abutters and parties in interest shall be notified of the hearing, by certified or registered mail, no less than two weeks prior to the hearing.

**B. Hardship Variance**

In the case of unusual and substantial hardship, established by a preponderance of the evidence, which must be substantiated by the applicant, not the result of acts or omissions of the landowner, ~~the Board of~~ the Water and Sewer Commissioners, after a public hearing, as aforesaid, may grant a variance to this ~~part of the~~ regulation, in whole or in part, provided that sufficient capacity exists and such relief may be granted without substantially derogating from the intent or purpose of this regulation.

**Section 10. Appeals.**

Any person aggrieved by the final decision of the Water and Sewer Commissioners under these regulations shall have standing to seek relief by way of a petition of certiorari under MGL Chapter 249 §4.

**Section 11. Town of Chatham Sewer Bank Allocation and Permit Policy.**

The Water and Sewer Commissioners may from time to time adopt policies, procedures, and protocols not inconsistent with these regulations.

Or take any other action in relation thereto.

(Board of Selectmen as Water and Sewer Commissioners)

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen  
I move that the Town vote to amend the “Town of Chatham Rules and Regulations of the Sewer Department” adopted under Article 57 of the March 15, 1972 Annual Town Meeting and subsequently amended in 2004, 2005, 2008, 2012, 2013, and 2014 as printed in the Warrant for Article 32.

**Speaker:** Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *In 2005 the Annual Town Meeting adopted Article II, Regulation of Sewer Flow, as part of the Town of Chatham Rules and Regulations of the Sewer Department.*

*In 1998 the Board of Selectmen voted to adopt the “Town of Chatham Sewer Bank Allocation & Permit Policy” in conformance with Administrative Consent Order ACO-SE98-1002. The original 1998 Policy was superseded in 2010 by a Revised policy in response to a change in permitted flow at the Water Pollution*

*Control Facility as a result of a re-negotiated Groundwater Discharge Permit (GWDP).*

*In early 2013 MADEP released the Town from ACO-SE98-1002 having determined that “the town has fulfilled its obligations, and the ACO is no longer in force or effect.”*

*In response to the release of the ACO the Water & Sewer Advisory Committee (W&SAC) and staff began a review of Article II and the 2010 Revised Town of Chatham Sewer Bank Allocation & Permit Policy. The intent of this review is to update Article II, incorporate provisions from the Revised Policy that are important to the community, and codify those situations which could be handled routinely at the staff level.*

*The following provides a brief synopsis of proposed changes to Article II and the “origin” of the changes:*

***Section 1. Existing Structures*** – from the 2005 original Article II with updates to reference Board of Health Regulations as of May 11, 2006 (these are the Regulations that codified the one additional bedroom with I/A technology for properties on septic systems) and deletion of reference to Sewer Bank Policy.

***Section 2. Determination of Present Sewage Flow*** – from the 2005 original Article II with date update.

***Section 3. Undeveloped Parcels*** – from the 2005 original Article II with date update.

***Section 4. Expansion*** – this is a new section in Article II, derived from the 2010 Policy that codifies the ability of single-family residential and non-single-family residential properties to obtain flow increases, under limitations, as had occurred under the 1998 and 2010 Policies.

***Section 5. Changes in Sewage Flow*** – derived from Part #3 of the 2010 Policy.

***Section 6. Sewage Flow Transfers*** – this is a new section in Article II, maintaining the moratorium on sewage flow transfer between properties enacted by the Board of Selectmen in 1999.

***Section 7. Time Limitation*** - derived from Part #1 of the 2010 Policy. Time period for use of sewer flow increases extended to 2 years for consistency with zoning time periods.

**Section 8. Rebuilding because of fire, flood, storm or other acts of nature** – from 2005 original Article II, no changes.

**Section 9. Variances** – this section expands on the Hardship Variance section that was in the 2005 Article II by including new “General Procedures”. The General Procedures mandates a public hearing process for variances.

**Section 10 Appeals** – new section in Article II, adds right of appeal.

**Section 11. Town of Chatham Sewer Bank Allocation and Permit Policy** – new section in Article II.

Board of Selectmen Recommendation: Approve 4-1-0

Finance Committee Recommendation: Recommendation from Town Meeting Floor

**Article 33 – Citizen Petition: Amendments to Town of Chatham  
Rules and Regulations of the Sewer Department**

To see if the Town will vote to amend Article II of the Town of Chatham Rules and Regulations of the Sewer Department, as heretofore adopted at the May 9, 2005 Annual Town Meeting, and as such Rules and Regulations were thereafter amended by action of the August 27, 2012 Special Town Meeting, October 7, 2013 Special Town Meeting, and May 12, 2014 Annual Town Meeting, as follows, or to take any other action relative thereto:

~~Strikethrough~~ indicates language proposed for deletion;  
**Bold, Italic, Underline** indicates language proposed for insertion.

**ARTICLE II. REGULATION OF SEWER FLOW**

**Section 1. Existing Structures.**

Any structure in existence on May 10, 2005 regardless of its flow, may maintain that flow. No person shall modify an existing structure or change its use so as to increase its sewage flow, **except as permitted herein. Title 5 System Sewage Flow** Design criteria contained in 310 CMR 15.203, and any Board of Health Regulation modifying such, shall be used to determine whether a proposed modification or change in use shall constitute an increase in sewage flow. Expansion or modification of existing structures, which may result in increased flow, shall not be allowed unless the increase is in compliance with the Board of Health’s Regulations in effect on ~~May 10, 2005,~~ **May 11, 2006; or additional flow is approved under Section 4, hereof, Expansion;** or a variance pursuant to Section ~~5 9 below hereof~~ **is first obtained; Any approved increase in flow is subject to the time limitations of Section 7;** ~~except as currently allowed under Part #1 of the Town of Chatham “Sewer Bank” Allocation & Permit Policy for properties connected to the sewer as of May 10, 2005.~~

## **Section 2. Determination of Present Sewage Flow.**

Sewage flow to the municipal sewer shall be ~~determined~~ **calculated** using provisions set forth in 310 CMR 15.203: **Title 5** System Sewage Flow Design Criteria, and any local Board of Health Regulation modifying such in effect on ~~May 10, 2005~~ **May 11, 2006**. The owner of any such property shall, upon reasonable notice and request, allow an inspection of a property for a determination of flow by an agent of the Board of Health, except that in lieu of this inspection, the owner of the property may submit a floor plan with sufficient detail to account for all outside structure dimensions. This floor plan must bear the signature of approval of a Certified Septic System Inspector.

## **Section 3. Undeveloped Parcels.**

For the purpose of determining sewer flow, any existing lot, otherwise qualified, may be permitted for that sewage flow as determined under the Board of Health's Regulations in effect on ~~May 10, 2005~~ **May 11, 2006**, or 310 CMR 15.000 et. seq., whichever is less.

## **Section 4. Expansion. ~~Rebuilding because of fire, flood, storm or other acts of nature.~~ (See Section 8.)**

**A. Consistent with the Board of Health Interim Nitrogen Loading Regulation revised on May 11, 2006 which allows for the possible addition of one (1) bedroom, above that otherwise allowed, with the use of a nitrogen reducing Innovative/Alternative Technology septic system, one (1) additional bedroom (the flow equivalent of 110 gpd) may be allowed for single-family residential properties connected to, or scheduled to be connected to the sewer within two (2) years, subject to the following:**

- 1. Properties that have already been approved for the additional bedroom under a Board of Health variance or sewer application are not eligible under this Section 4A.**
- 2. Requests under this Section 4A must be made in writing, including floor plans showing existing and proposed conditions to verify and confirm the number of allowed bedrooms, to the DPW Director for review and approval, such approval to be granted upon determination of compliance with the Rules and Regulations of the Sewer Department and these provisions of amended Article II.**
- 3. All necessary local approvals for addition of said bedroom, as applicable, have been issued.**

**4. Single Family Residential Properties granted flow under this Section may be granted additional flow under a Hardship Variance, Section 9.**

**B. Emergency Projects or Projects of Significant Community Value.**

**Should additional sewage flow to a property connected or about to be connected to the sewer system be required solely by reason of**

**(i) a public health matter, environmental problem or similar emergency, or**

**(ii) a project of significant importance and/or significant community value other than the furthering of the private interest of the applicant,**

**a Special Application may be filed by the applicant with the Water & Sewer Advisory Committee for their review and recommendation to the Water & Sewer Commissioners for their decision. Upon a finding by the majority of the Commissioners that an emergency exists under (i) above or that the project meets the requirements of (ii) above, the Commissioners shall be empowered to award such additional flow as may be necessary, subject to such conditions as the Commissioners may determine. The remaining provisions of this Article II shall be fully applicable to the public hearings and decisions of both the Committee and the Commissioners.**

**Section 5. Changes in Sewage Flow.**

**(See Section 9.)**

**Section 6. Sewage Flow Transfers.**

**Transfer of Title 5 System Sewage Flow Design Criteria flow from one property to another property is prohibited.**

**Section 7. Time Limitation.**

**If an approved sewage flow increase is not actually used within two (2) years from the date the flow increase was approved, the sewage flow increase shall revert to the Town automatically unless, upon application from the applicant submitted in writing to the DPW Director prior to such two (2) year date, the Water and Sewer Commissioners grant an extension of time for good cause shown prior to the two (2) year period from the approval. Good cause may include but shall not be limited to a demonstration that pursuit of other regulatory permits has caused delays; or that other practical barriers to completing construction have caused unforeseen delays. The burden of proof shall be on the applicant and the matter shall be reviewed by the Water and Sewer Commissioners at a posted public meeting. An applicant shall be allowed no more than one extension of time for a period not to exceed one year.**

**Section 4.8. Rebuilding because of fire, flood, storm or other acts of nature.**

A property owner may rebuild a structure destroyed by fire, flood, storm or other acts of nature as a matter of right provided that the new structure does not exceed the sewage flow of the structure being replaced.

**Section 5.9. Hardship Variances.**

**A. General Procedure.**

**All applications for a hardship variance as set forth below shall be submitted in writing to the Water and Sewer Advisory Committee for review during a posted public meeting, followed by a recommendation to the Water and Sewer Commissioners, who shall thereafter hold a public hearing on the application. Each application shall include a list prepared by the applicant and certified by the Assessors of the Town naming all abutters to the subject property. Such abutters and parties in interest shall be notified, by certified or registered mail, of the hearing, no less than two weeks prior to each of the hearings before the Water and Sewer Advisory Committee and the Water and Sewer Commissioners.**

**B. Hardship Variance.**

In the case of unusual and substantial hardship, **established by a preponderance of the evidence, which must be substantiated by the Applicant**, not the result of acts or omissions of the landowner, ~~the Board of the Water and Sewer Commissioners,~~ after a public hearing ~~of which notice has been given by publication and posting for a minimum of two weeks,~~ **as aforesaid**, may grant a variance to this part of the regulation, provided that sufficient capacity exists and such relief may be granted without substantially derogating from the intent or purpose of this regulation.

**Section 10. Appeals.**

**Any person aggrieved by the final decision of the Water and Sewer Commissioners under these regulations shall have standing to seek relief by way of a petition of certiorari under MGL Chapter 249 Section 4.**

**Section 11. Amendments, Policies, or Other Changes which Regulate Use of Town Sewers and/or Sewer Flow Allocation.**

**Notwithstanding anything to the contrary which may be contained herein, all amendments, changes, modifications, revisions, additions or rescissions to these Sewer Department Rules and Regulations, or any sewer bank policy, procedure, protocol, amendment, modification or**

**similar policy, which regulate the use of town sewers and/or sewer flow allocation, shall not be valid without the approval and authorization of a majority vote of Town Meeting.**

(By Petition)

**Motion:** By Paul Kelley, Petitioner

I move that the Town vote to amend Article II of the Town of Chatham Rules and Regulations of the Sewer Department, as heretofore adopted at the May 9, 2005 Annual Town Meeting, and as such Rules and Regulations were thereafter amended by action of the August 27, 2012 Special Town Meeting, October 7, 2013 Special Town Meeting, and May 12, 2014 Annual Town Meeting, as follows, or to take any other action relative thereto.

**Speaker:** Paul Kelley, Petitioner

**Explanation:** *As provided by the Petitioner: The purpose of this Petition Article is to offer Chatham citizens the opportunity to ensure that Chatham's Sewer Department Regulations, Article II, are administered as intended. Article II was proposed in 2005, principally by the Friends of Chatham Waterways, for dual purposes:*

- (1) To ensure parity of those property owners who can connect to the new sewer system, with those who by necessity remain on individual septic systems (over 50% of the town) and who are governed by the Board of Health Regulations; and*
- (2) To prevent the unintended consequence of overdevelopment that is enabled by the installation of central sewers throughout the Town.*

*These are the reasons Article II is referred to as the Growth Neutral Regulation.*

*This Petition Article provides for Article II's continuation of purpose in contradiction to the article the Board of Selectmen is sponsoring. Their article authorizes the Board to make their own sewer flow allocation policies without regard to Article II, relying instead on those they created under the former Sewer Bank, or any new unspecified policies they, or a majority of three of five members, may adopt at any time in the future without review or approval of Town Meeting.*

*Although Town Meeting members, in 2005, overwhelmingly voted for Article II, it has not been properly implemented. Instead, the Board of Selectmen, as Water and Sewer Commissioners, has used allocation policies they revised in 2010 while the new treatment plant was under construction. These 2010 policies which contain large flow allocations for economic development, in addition to the size of our sewer treatment plant, continue to be the Selectmen's basis for granting applications of sewage flow increases more than two years after the State Department of Environmental Protection ended the order under which the original policy was authorized.*

*This Petition Article in many respects is essentially the same as the Selectmen's, although there are some major differences which need to be understood.*

*In Section 4, this Petition Article accepts the Selectmen's proposal to grant an additional bedroom to most single family residences connecting to the sewer. In addition, this Article authorizes the Board of Selectmen to grant applicants increases in sewer flow for emergencies or projects of significant importance and community value, ones in keeping with the character of the town, and not to further an applicant's private interests.*

*The Selectmen's amendments would have the effect of allowing them to approve unlimited amounts of additional sewage flow to commercial or multi-family projects which they alone find "worthy" or to be "in the best interests of the town." It also allows for unlimited and wide open allocations without any real standards or criteria. It has been made clear that the intent of this provision is to totally disregard the concept of parity.*

*In Section 5, the Selectmen's amendments would codify so-called "give-backs." This means that when a property owner who has unneeded flow returns the allocation to the town, it would be available for the Selectmen to grant to anyone without any restrictions. In the Selectmen's version this section also allows a property owner to transfer sewage flow connections from one business to an unlimited number of other businesses on the same property, so as to effectively control flow to the property owner's own advantage, thereby changing a property's use and character.*

*Our Petition Article has no provision for "give-backs" or unlimited transfer of connections. These are undesirable and in conflict with parity and unnecessarily complicate the Selectmen's article.*

*In Section 11, the Selectmen's amendments would grant their Board, as Water and Sewer Commissioners, authority to establish future "policies, protocols or procedures," at any time, so long as these are not "inconsistent" with Sewer Regulations. Under this provision, one member's vote could determine what is or is not "inconsistent" with Article II Regulations. No Town Meeting approval would ever be required. Town Meeting would lose its authority to approve all future allocations of sewer flow.*

*This Petition Article continues Chatham's historical precedent of requiring all changes and amendments to sewer flow regulations, including any Sewer Bank policies, or any other modifications or policies, which regulate sewer flow, to be approved by a majority vote of Town Meeting.*

*Taxpayers are spending hundreds of millions of dollars on a sewer system for the entire town. They should continue to have a voice on how it is spent.*

**Board of Selectmen Recommendation:**      **Approve 0-5-0 (unfavorable)**  
**Finance Committee Recommendation:**      ***Recommendation from Town Meeting Floor***

**Article 34 – FY2017 Community Preservation Committee Administrative Budget**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money 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 Debbie Aikman, Chairman Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$15,000 from FY 2017 Community Preservation Fund Revenues for the purpose of funding administrative costs associated with the Community Preservation Act.

**Speaker:**      Debbie Aikman, 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 \$15,000 is being requested for clerical expenses, appraisals, consulting and legal services.*

**Community Preservation Committee Recommendation:**      **Approve 9-0-0**  
**Board of Selectmen Recommendation:**                              **Approve 5-0-0**  
**Finance Committee Recommendation:**                              **Approve 8-0-0**

**Article 35 - FY2017 Community Preservation Fund Appropriations**

To see if the Town will vote to appropriate from the Community Preservation Fund to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2017 Budgeted Reserve for general Community Preservation Act purposes, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:**      By Debbie Aikman, Chairman Community Preservation Committee  
I move that the Town appropriate and reserve from Fiscal Year 2017 Community Preservation Fund estimated annual revenue the following sums for each respective purpose:

<u>Reserve;</u>	
Open Space	\$100,000
Historic Resources	\$100,000
Community Housing	<u>\$100,000</u>
Total Reserves	\$300,000

**Speaker:** Debbie Aikman, Chairman Community Preservation Committee

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

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 8-0-0

**Article 36 – Community Preservation – Affordable Housing Voucher Program**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to provide funds for the Chatham Resident Voucher Program, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Alan Mowry, Community Preservation Committee  
I move that the Town vote to appropriate the sum of \$150,000 with \$100,000 to be transferred from Affordable Housing Reserves and \$50,000 from FY 2017 Community Preservation Fund revenues, in order to fund the Affordable Housing Voucher Program.

**Speaker:** Alan Mowry, Community Preservation Committee

**Explanation:** *This article is a continuation of the successful rental assistance program providing affordable rentals units in Chatham. The last funding for the program was five years ago when the Town approved \$239,720 for FY2012. By providing funds to reduce the rent, an unaffordable unit now becomes an affordable one. Tenants are required to meet income requirements, where they are at or below 60% of the Barnstable County Area median income. The landlords would have to provide year-round leases with a rental rate that, with this assistance, is*

*affordable to the renting household. This program expects to assist 12 families for a period of three years as the demand for rental assistance remains high.*

**Community Preservation Committee Recommendation:** Approve 5-2-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-1-0

**Article 37 – Community Preservation – 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 to fund the Affordable Housing Trust Fund, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Victor DiCristina, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$200,000 from FY2017 Community Preservation Fund Revenues to the Affordable Housing Trust Fund.

**Speaker:** Victor DiCristina, Community Preservation Committee

**Explanation:** *The Affordable Housing Trust Fund (AHTF) was created by Town Meeting in 2006. The AHTF is administered by the Board of Selectmen and two other appointed trustees, and is governed by the “Guidelines for the Disbursement of Funds in the AHTF”. This request would replenish the AHTF with a balance that allows the Town to respond to opportunities in the housing market in a time-sensitive and efficient manner, not having to wait for a future Town Meeting for approval. The current balance in the AHTF is \$467,987; approval of this article would raise the balance to approximately \$668,000 (a more realistic figure in the marketplace if a property were to become available for purchase).*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-1-0

**Article 38 – Community Preservation – Habitat For Humanity**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to supplement funds for the construction of Community Housing at 1556 Main Street in West Chatham by Habitat for Humanity, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Richard Stenberg, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$23,919 from FY2017 Community Preservation Revenues in order to provide funds to Habitat for Humanity for the continued construction of four affordable units at 1556 Main Street in West Chatham.

**Speaker:** Richard Stenberg, Community Preservation Committee

**Explanation:** *In FY2014, the Town voted to appropriate \$160,000 of Community Preservation funds to Habitat for Humanity to be used for the construction of four affordable dwellings at 1556 Main Street in West Chatham. This request would supplement those funds as the construction site proved to have challenges, and costs have proved greater than anticipated. Habitat is requesting these funds in order to continue construction in a timely manner to complete these four homes.*

**Community Preservation Committee Recommendation:** **Approve 9-0-0**  
**Board of Selectmen Recommendation:** **Approve 5-0-0**  
**Finance Committee Recommendation:** **Approve 8-0-0**

### **Article 39 – Community Preservation – HECH HELP Program**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to provide the Harwich Ecumenical Council for the Homeless (HECH) with funding for a Housing Emergency Loan Program (HELP) for Chatham residents, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Alan Mowry, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$112,000 from FY2017 Community Preservation Revenues for the Housing Emergency Loan Program (HELP) administered by Harwich Ecumenical Council for the Homeless (HECH).

**Speaker:** Alan Mowry, Community Preservation Committee

**Explanation:** *This program provides technical and financial assistance to bring properties up to current codes; upgrade failing systems to energy efficient systems; and ensure decent, safe, warm and sanitary housing conditions for low to moderate income qualifying Chatham residents. The applications are income qualified and funds are administered by HECH. The funds are provided as a 15-year forgivable loan; however if the property is sold before prior to the 15 year term the funds are repaid to HECH. The funds are estimated to assist five Chatham households.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-1-0

**Article 40 – Community Preservation – Mayo House Exterior Restoration**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the exterior restoration at the Mayo House at 540 Main Street; or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Jane Moffett, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$83,166 from Historic Preservation Reserves in order to fund the historic restoration of the exterior of the Mayo House at 540 Main Street.

**Speaker:** Jane Moffett, Community Preservation Committee

**Explanation:** *The Mayo House (c. 1818) is a ‘three-quarter Cape’ located at 540 Main Street (across from Town Offices) in Chatham and is owned by the Chatham Conservation Foundation. The Foundation has spent approximately \$50,000 on interior restoration projects since it took ownership in 1976. At this time the Mayo House is in need of restoration on the exterior of the building. It is in need of a new roof (red cedar), new wooden gutters, trim around the windows, storm windows (wood) in the style of the period, siding on the front door and siding on one side of the building.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 7-0-2

**Article 41 – Community Preservation – First Methodist Church Exterior**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to provide funds to restore and preserve the historical exterior features at the First Methodist Church, located at the corner of Main and Cross Streets, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Debbie Aikman, Chairman Community Preservation Committee

I move that the Town vote to appropriate and transfer the sum of \$226,000 from FY2017 Community Preservation Fund revenues in order to fund the restoration and preservation of the exterior of the First Methodist Church.

**Speaker:** Debbie Aikman, Chairman Community Preservation Committee

**Explanation:** *The First United Methodist Church, located at the corner of Main and Cross Streets, was constructed in 1849. The clock was installed in the steeple in 1892 and donated to the Town at that time. Over the past thirteen years, the congregation has spent \$1,062,275 toward numerous projects that include restoration, preservation and upgrades to the building. The funds requested would be used for the exterior of the building, specifically the front on the building on Main Street and side on Cross Street. The Chatham Historical Commission “voted to formally offer their support by determining that the Church building and property is a historically significant structure in the town of Chatham” in its letter dated December 1, 2015.*

**Community Preservation Committee Recommendation:** **Approve 9-0-0**  
**Board of Selectmen Recommendation:** **Approve 1-3-1 (unfavorable)**  
**Finance Committee Recommendation:** **Approve 2-5-2 (unfavorable)**

**Article 42 – Community Preservation – Caleb Nickerson House**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as it determines necessary to provide funds to exterior restoration at the Caleb Nickerson House, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Jane Moffett, Community Preservation Committee  
I move that the Town vote to appropriate the sum of \$25,000, with \$16,834 to be transferred from Historic Preservation Reserves, and \$8,166 from FY2017 Community Preservation Fund revenues in order to fund the restoration and preservation of the exterior features of the Caleb Nickerson House.

**Speaker:** Jane Moffett, Community Preservation Committee

**Explanation:** *The c. 1829 Caleb Nickerson House is located at 1107 Main Street in North Chatham, and is open as a museum run by the non-profit Nickerson Family Association. The House is a full Cape of one-and-one-half stories and was moved to its present location in 2003. The move of the house and the restoration of the beehive oven were, in part, funded by the CPA in 2003. This request is for \$25,000 to supplement donations that the Nickerson Family Association has already raised toward the \$60,000 necessary for the project. The historic*

*renovations include: restore trim and window casings; re-shingle sidewalls; replace selected windows with period antique wavy glass; restore period paint trim; restore authentic 'period fence' at the Caleb House Colonial Garden.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 9-0-0

**Article 43 – Community Preservation – St Martin’s (Masonic) Lodge - Roof**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to provide funds to restore the roof on the historic building known as St. Martin’s Lodge on Old Harbor Road, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** by Bob Dubis, Community Preservation Committee  
I move that the Town vote to appropriate and transfer from \$23,000 from FY2017 Community Preservation Fund revenues in order to fund the restoration of the roof at the Masonic Lodge (St. Martin’s Lodge) on Old Harbor Road.

**Speaker:** Bob Dubis, Community Preservation Committee

**Explanation:** *This article seeks funds for the replacement of the roof on St. Martin’s Masonic Lodge on Old Harbor Road. The building dates to the 1850s when it was built as the Baptist Church. Town Meeting approved \$56,030 in CPA funds in 2012 for exterior repairs but the roof was not included in that appropriation.*

**Community Preservation Committee Recommendation:** Approve 8-1-0  
**Board of Selectmen Recommendation:** Approve 2-3-0 (unfavorable)  
**Finance Committee Recommendation:** Approve 0-8-1 (unfavorable)

**Article 44 – Community Preservation – South Chatham Playground**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for improvements to the South Chatham Playground located off Bobbie’s Lane, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Ira Seldin, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$6,000 from FY2017 Community Preservation Fund Revenues in order to fund design and

engineering costs to provide a site plan for improvements to the South Chatham Playground located off Bobbie’s Lane.

**Speaker:** Dan Tobin, Director of Parks and Recreation

**Explanation:** *The Parks & Recreation Commission requests funds for design and engineering of improvements to the South Chatham playground located off Bobbie’s Lane. Currently there is a tennis court (lined for pickle-ball), a basketball net and limited playground equipment. This article provides funding for plans to improve the layout and equipment at the South Chatham Playground.*

**Community Preservation Committee Recommendation:** **Approve 5-2-0**

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

**Finance Committee Recommendation:** **Approve 9-0-0**

**Article 45 – Community Preservation – Golf Course Improvements**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund improvements at Seaside Links Golf Course, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Ira Seldin, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$35,000 from Community Preservation Undesignated Fund Balance to fund expansion of the irrigation system, installation of natural turf tee boxes and new tees at the Seaside Links Golf Course.

**Speaker:** Dan Tobin, Director of Parks and Recreation

**Explanation:** *The funds requested will provide for three projects at the Town owned golf course; 1) an expansion of the current irrigation system for the tee and approach at the 2<sup>nd</sup> & 6<sup>th</sup> holes; as well as the 7<sup>th</sup> approach, 8<sup>th</sup> ladies tee and 9<sup>th</sup> approach; 2) conversion to natural turf (from artificial) at the 3<sup>rd</sup> tee; and 3) two additional tee boxes (gold tees) specifically for seniors. These improvements will benefit the recreational experience of all golfers, as well as the aesthetic view of natural turf rather than artificial.*

**Community Preservation Committee Recommendation:** **Approve 9-0-0**

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

**Finance Committee Recommendation:** **Approve 8-1-0**

**Article 46 – Community Preservation – Sylvan Gardens ADA Access Trail**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to install a path with handicap access to the Town-owned Rolf E. Sylvan Gardens Conservation area located off Old Main Street, or take any other action in relation thereto.

(Community Preservation Committee)

**Motion:** By Michael Tompsett, Community Preservation Committee  
I move that the Town vote to appropriate and transfer the sum of \$65,600 from FY 2017 Community Preservation Revenues for construction of a walking path and parking improvements at the Town-owned Rolf E. Sylvan Gardens Conservation area located off Old Main Street.

**Speaker:** Michael Tompsett, Community Preservation Committee

**Explanation:** *These funds will be used to construct a wheelchair accessible trail that will facilitate public access to the Town-owned Rolf E. Sylvan Gardens Conservation area located off Old Main Street. The approximately 10-acre Rolf E. Sylvan Gardens Conservation Area was acquired by Town Meeting 2004 with the intention that it be accessible by the public. The trails lead through deep woods and open fields to broad pond views. In addition to the ADA compliant trail, the following items are included in the project: 5 benches situated along the trail and at the overlook; signage at the trailhead and directional signs along the trail; kiosk with map, regulations and information; one paved handicap parking space on Old Main St.; paved sidewalk from parking space to the trailhead. All construction will be within the town-owned road layout. This trail will be the first ADA-compliant trail in Chatham.*

**Community Preservation Committee Recommendation:** Approve 9-0-0  
**Board of Selectmen Recommendation:** Approve 5-0-0  
**Finance Committee Recommendation:** Approve 9-0-0

**Article 47 – General Bylaw Amendment; Chapter 158 Historic Preservation**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion  
***Bold Italicized Words*** are defined in the existing Bylaw

To see if the Town will vote to amend Chapter 158-2 Historic Preservation of the Town of Chatham General Bylaws as follows:

To amend the Definition of ***Demolition*** as follows:

Means the act of pulling down, destroying, removing, or razing a **Building or Structure**, in whole or in part (including the **Demolition** of exterior walls or roof), so as to cause the loss of Historically Significant Materials, or commencing such work with the intent of completing the same, ~~all as determined by the Building Commissioner;~~ including the removal of Historically Significant Materials in connection with an addition; provided, however, that the term “**Demolition**” shall not include the ordinary maintenance or repair ~~or an addition~~ to any building or structure.”

And to also amend Section 158-2 by adding the following definition:

Historical Significant Materials means exterior or structural materials more than 75 years old and which has been determined by the **Commission** to meet one or more of the three conditions ( A or B or C ) set forth in Section 158-2. Definitions, under “**Historically Significant Building or Structure**”.

(Historical Commission)

**Motion:** By Seth T. Taylor, Board of Selectmen  
I move that the Town vote to amend its General Bylaw as printed in the Warrant for Article 47.

**Speaker:** Frank Messina, Chairman, Chatham Historical Commission

**Explanation:** *Chapter 158 of the Town of Chatham Bylaws gives the Historical Commission jurisdiction over the “act of pulling down, destroying, removing or razing a building or structure in whole or in part (including the demolition of exterior walls or roof)”. However, the language of Chapter 158-3.A diminishes that authority, intentional or not, by exempting “ordinary maintenance or repair or an addition...” Town Counsel believes that the reference in the Bylaw, to “ordinary maintenance and repair” is clear but the reference to “an addition” is not and thus, has recommended that the Bylaw be revised to clarify the Commission's jurisdiction when one or more additions are proposed to be added to a “historically significant structure”.*

*The proposed changes are consistent with current Historical Commission practices and focus on the extent of demolition proposed to a historically significant structure, which is consistent with the intent and purpose of Chapter 158. Historic Preservation:*

*“It is the intent and purpose of this chapter to preserve and protect from demolition, whenever possible, historically significant buildings or structures; to encourage owners of such buildings or structures to explore and develop alternatives to such demolition and thereby to preserve the historic resources of the Town, make the Town a more attractive and desirable place in which to live and so promote the general welfare.”*

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

**Article 48 – Chapter 272 Wetlands Protection**

~~Strikethrough~~ indicates language proposed for deletion  
Underline indicates language proposed for inclusion

To see if the Town will vote to amend its General Bylaws, Chapter 272 Wetlands Protection, **Section 272-6. Notices and hearings** [Amended 5-10-2004 ATM by Art. 15] as follows:

- A. Any person filing an application ~~or a request for determination~~ with the Commission at the same time shall give written notice, thereof, by certified mail or hand delivery, to all abutters according to the most recent records of the Assessors, including those across a traveled way, and to all other persons as the Commission shall in writing require.
  - (1) The notice shall enclose a copy of the application ~~or request~~ with plans, or shall state where copies may be examined and obtained by abutters.
  - ~~(2) When a person requesting a determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Commission to the owner as well as to the person making the request, and the applicant shall supply the Commission with the name and current address of the owner.~~
  
- B. When a person filing a request for determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Commission to the owner as well as to the person making the request, and the applicant shall supply the Commission with the name and current address of the owner.

All existing subsections shall be re-lettered C-G.

Or take any other action in relation thereto.

(Conservation Commission)

**Motion:**      By Dean P. Nicastro, Board of Selectmen  
I move that the Town vote to amend Chapter 272 of the General Bylaws, the Wetlands Protection Bylaw, as printed in the Warrant for Article 48.

**Speaker:**      James “Buck” Upson, Conservation Commission

**Explanation:** *The Conservation Commission believes that requiring abutter notification for Requests for Determination (RDA) is an unnecessary burden on the applicant and provides no substantial benefit to abutters. When reviewing an RDA the Commission makes either a negative determination, meaning the project has no or de minimis impact such that no further review or condition(s) is required, or a positive determination, meaning the project impact(s) is such that a Notice of Intent is required with the accompanying abutter notification.*

**Board of Selectmen Recommendation:**     **Approve 3-2-0**

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

**Article 49 - Perpetual Conservation Restrictions**

To see if the Town will vote to grant perpetual conservation restrictions for the below identified property as authorized under MGL Ch.184, § 31-33, to be held by a land trust, qualified conservation organization or appropriate state agency, and to place the land under the care, custody and control of the Conservation Commission pursuant to MGL Ch. 40, § 8C, or take any other action in relation thereto.

Assessors Map 3E-67-E7

Lot 7 Twine Field

Assessors Map TBD

Lot 6 (Habitat for Humanity, Main St.)

(Conservation Commission)

**Motion:**     By Jeffrey S. Dykens, Chairman, Board of Selectmen

I move that the Town vote to grant perpetual conservation restrictions for the properties, as identified in the warrant, as authorized under MGL Chapter 184, Sections 31-33, to be held by a land trust, qualified conservation organization or appropriate state agency, and to place the land under the care, custody and control of the Conservation Commission pursuant to MGL Chapter 40, Section 8C.

**Speaker:**     Robert Duncanson, Ph.D., Director of Natural Resources

**Explanation:** *The identified properties in this article were gifted (donated) to the Town for the purposes of conservation and/or open space and/or passive recreation. A Conservation Restriction is a separate document recorded at the registry of deeds that contains language detailing the protection of the properties. Conservation Restrictions follow a state specified format, however, the details of each Conservation Restriction can be written to reflect the uniqueness of each property.*

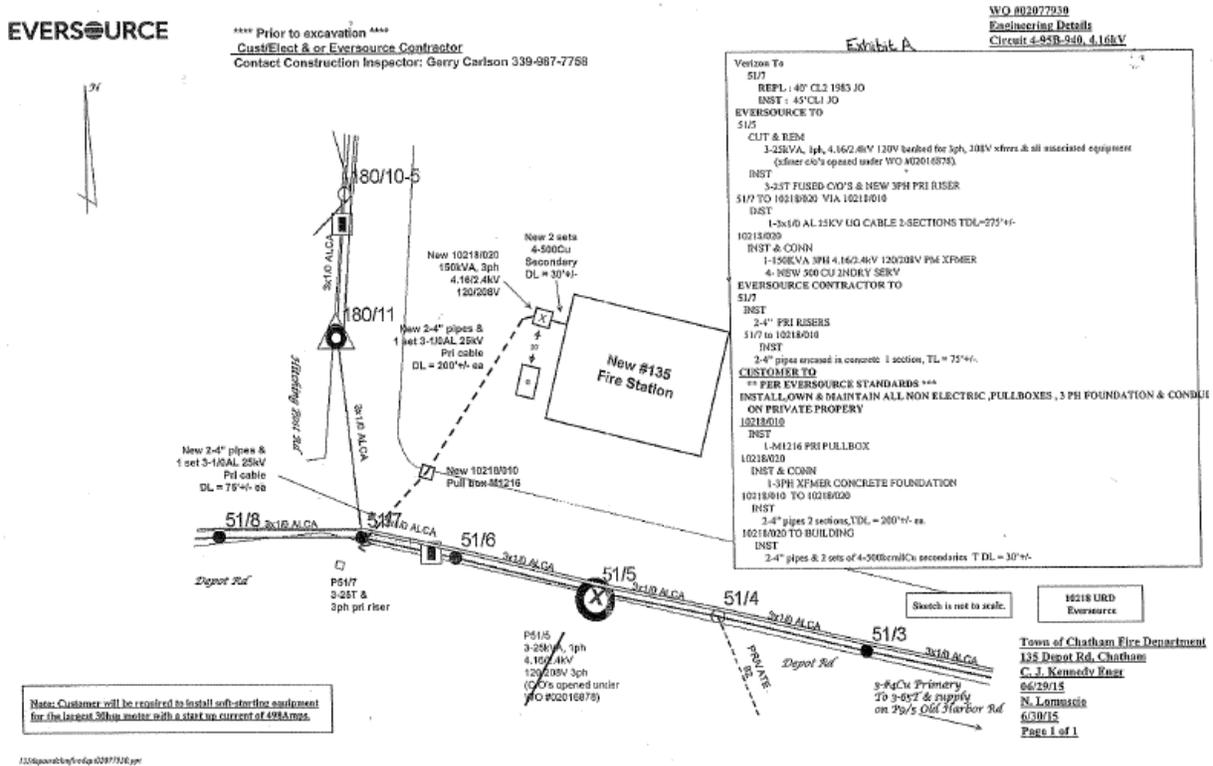
**Board of Selectmen Recommendation:**     **Approve 1-4-0 (unfavorable)**

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

**Article 50 – Easement to Eversource (NSTAR)**

To see if the Town will vote to authorize the Board of Selectmen to grant to Eversource (NSTAR) Electric Company, 800 Boylston Street, Boston, MA 02119, its successors, assigns, and licensees, herein referred to as the Grantee the right and easements (as more particularly described below) for underground lines for distribution of electricity, and lines for control, relay and communication purposes over, across, upon and under a certain parcel of land (the “Premise” as more particularly described in the Deed filed in the Barnstable County Registry of Deeds in Book 667, page 47) owned by the Grantor located at 135 Depot Road in Chatham, Massachusetts which is approximately shown on a sketch labeled Exhibit A, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article, or take any other action in relation thereto.

(Board of Selectmen)



**Motion:** By Timothy L. Roper, Vice-Chairman, Board of Selectmen  
 I move that the Town vote to authorize the Board of Selectmen to grant Eversource (NSTAR) Electric Company, 800 Boylston Street, Boston, MA 02119, its successors, assigns, and licensees, herein referred to as the Grantee the right and easements (as more particularly described below) for underground lines for distribution of electricity, and lines for control, relay and communication purposes over, across, upon and under a certain parcel of land (the “Premise” as more particularly described in the Deed filed in the Barnstable County Registry of Deeds in Book 667, page 47) owned by the Grantor located at 135 Depot Road in

Chatham, Massachusetts which is approximately shown on a sketch labeled Exhibit A, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.

**Speaker:** Thomas Temple, Director Department of Public Works

**Explanation:** *The Selectmen have the authority to grant a revocable license (approved 9/15/2015) for utilities to install, construct, reconstruct, alter, extend, operate, inspect, maintain, repair, replace and remove equipment until such time as an easement is granted upon authorization by Town Meeting. This article, if approved, will authorize the Selectmen to transfer an easement interest in the subject property to Eversource for the stated utility purposes; service to the new Fire Station.*

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

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

**Vote Required:** **Two-Thirds Majority**

#### **Article 51 – Easement to Verizon; Depot Road**

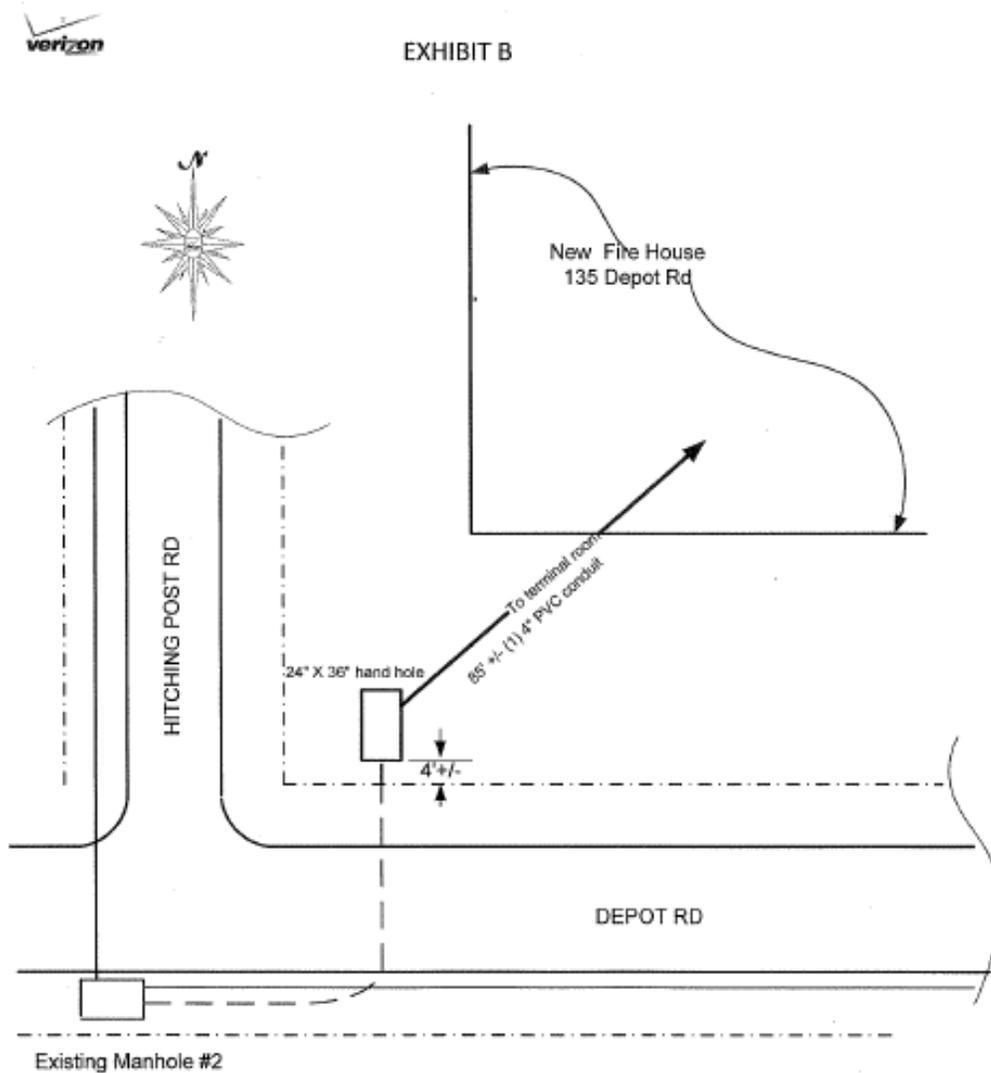
To see if the Town will vote to authorize the Board of Selectmen to grant, to Verizon New England Inc., 125 High Street, Oliver Tower, Floor 7, Boston, MA 02110 (herein called the “Grantee”), its successors and assigns, the non-exclusive and perpetual right and easement to, access, erect, construct, dig up, dredge, reconstruct, connect, install lay, operate, maintain, patrol, inspect, repair, replace, alter, extend or remove one or more lines for the transmission and/or distribution of telecommunications including the necessary poles, anchors, wires, cables, conduits, manholes, and associated surface closures, terminals, pedestals, fixtures, pads, foundations, appurtenances and other apparatus and equipment, deemed necessary for the purposes specified above, as the Grantee may from time to time desire along, upon, across, under and over a portion of land of which the Town is the sole owner as now laid out and shown on Barnstable County Registry of Deeds at Plan Book 667, Page 47, and which is approximately shown on the sketch labeled Exhibit B, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article, or take any other action in relation thereto.

(Board of Selectmen)

**Motion:** By Cory J. Metters, Clerk, Board of Selectmen

I move that the Town vote to authorize the Board of Selectmen to grant, to Verizon New England Inc., 125 High Street, Oliver Tower, Floor 7, Boston, MA 02110 (herein called the “Grantee”), its successors and assigns, the non-exclusive and perpetual right and easement to, access, erect, construct, dig up, dredge, reconstruct, connect, install lay, operate, maintain, patrol, inspect, repair, replace, alter, extend or remove one or more lines for the transmission

and/or distribution of telecommunications including the necessary poles, anchors, wires, cables, conduits, manholes, and associated surface closures, terminals, pedestals, fixtures, pads, foundations, appurtenances and other apparatus and equipment, deemed necessary for the purposes specified above, as the Grantee may from time to time desire along, upon, across, under and over a portion of land of which the Town is the sole owner as now laid out and shown on Barnstable County Registry of Deeds at Plan Book 667, Page 47, and which is approximately shown on the sketch labeled Exhibit B, and to authorize the Board of Selectmen to do all things necessary to carry out the provisions of this article.



**Speaker:** Thomas Temple, Director Department of Public Works

**Explanation:** The Selectmen have the authority to grant a revocable license (approved 2/23/2016) for utilities to access, erect, construct, dig up, dredge, reconstruct, connect, install lay, operate, maintain, patrol, inspect, repair, replace, alter,

*extend or remove one or more lines including the necessary poles, anchors, wires, cables, conduits, manholes, and associated surface closures, terminals, pedestals, fixtures, pads, foundations, appurtenances and other apparatus and equipment until such time as an easement is granted upon authorization by Town Meeting. This article, if approved, will authorize the Selectmen to transfer an easement interest in the subject property to Verizon for the stated utility purposes; service to the new Fire Station.*

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

**Article 52 - Acceptance of Public Ways - Battlefield Road, Cedar Street, Champlain Road, Port Fortune Lane, Sears Road, Stage Harbor Road, and Stage Neck Road**

To see if the Town will vote to accept the layouts as public ways of Battlefield Rd., Cedar St., Champlain Rd., Port Fortune Ln., Sears Rd., Stage Harbor Rd., and Stage Neck Rd., as shown on a plan entitled “Plan of land in Chatham showing the Taking of Battlefield Road, Cedar Street, Champlain Road, Port Fortune Lane, Sears Road, Stage Harbor Road, and Stage Neck Road, including necessary easements”, dated\_\_\_\_, 2016 and prepared by J.M. O’Reilly & Associates, which layouts shall have been filed in the Office of the Town Clerk, not later than seven days prior to the date of the vote hereunder and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain taking any land or interests necessary for the purposes of such ways as so laid out, and to appropriate and transfer from available funds the sum of \$ \_\_\_\_\_ and/or to raise said appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow at one time, or from time to time, under and pursuant to Chapter 44 Section 7 or 8 or any other enabling authority for such purchase or taking and layout, including costs of constructing such ways and legal, financing and other costs incidental and related thereto; and further to authorize the Board of Selectmen to assess betterments to the owners of the land abutting the ways, or take any other action relating thereto.

(Board of Selectmen)

**Motion:**      By Seth T. Taylor, Board of Selectmen  
I move that the Town vote to accept the layouts as public ways of Battlefield Rd., Cedar St., Champlain Rd., Port Fortune Ln., Sears Rd., Stage Harbor Rd., and Stage Neck Rd., as shown on a plan entitled “Plan of land in Chatham showing the Taking of Battlefield Road, Cedar Street, Champlain Road, Port Fortune Lane, Sears Road, Stage Harbor Road, and Stage Neck Road, including necessary easements”, dated \_\_\_\_\_, 2016 and prepared by J.M. O’Reilly & Associates, Inc., which layouts shall have been filed in the Office of the Town Clerk, not later than seven days prior to the date of the vote hereunder and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain taking any

land or interests necessary for the purposes of such ways as so laid out, and to appropriate and transfer from available funds the sum of \$ \_\_\_\_\_ and/or to raise said appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow at one time, or from time to time, under and pursuant to Chapter 44 Section 7 or 8 or any other enabling authority for such purchase or taking and layout, including costs of constructing such ways and legal, financing and other costs incidental and related thereto; and further to authorize the Board of Selectmen to assess betterments to the owners of the land abutting the ways.

**Speaker:** Thomas Temple, Director, Department of Public Works

**Explanation:** *This Article requests Town Meeting approval of the revised layouts of the subject roads and authorization for the Board of Selectmen to proceed to acquire the necessary easements within the layouts to establish the road as Town ways. This action is necessary due to procedural irregularities with respect to the Town's prior layout/ easement acquisition actions in 1997 and, if authorized, will confirm the revised layouts for these roads and eliminate any question as to their status as public/ Town ways.*

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

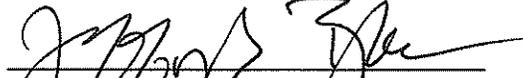
\* \* \* \* \*

Annual Town Meeting Warrant with Suggested Motions – May 9, 2016  
*This is a courtesy document; motions may change and are not intended to restrict any action.*

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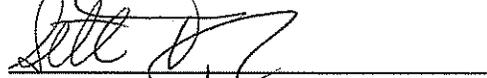
And you are directed to serve this Warrant by posting attested copies thereof at the several Post Offices in said Town, fourteen days at least, before the time of holding said meeting. Hereof fail not and make due return of the Warrant, with your doings thereon, to the Town Clerk, at the time and place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

Given under our hands this \_\_\_\_ day of March in the year of our Lord, Two Thousand and Sixteen

  
\_\_\_\_\_  
Jeffrey S. Dykens, Chairman

  
\_\_\_\_\_  
Timothy L. Roper, Vice-Chairman

  
\_\_\_\_\_  
Cory J. Metters, Clerk

  
\_\_\_\_\_  
Seth T. Taylor

  
\_\_\_\_\_  
Dean P. Nicastro

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 9, 2016 on April \_\_\_\_\_, 2016.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date



## APPENDIX A

### Budget Overview

**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**  
*This is a courtesy document; motions may change and are not intended to restrict any action.*

**TOWN OF CHATHAM, MASSACHUSETTS  
 BUDGET OVERVIEW  
 FISCAL 2017**

**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)	\$ 30,743,493	68.86%	\$ 400,000	5.96%	31,143,493	60.65%
Local Receipts	6,347,525	14.22%			6,347,525	12.36%
Water Revenues	280,904	0.63%	2,456,904	36.63%	2,737,808	5.33%
Free Cash	2,903,600	6.50%			2,903,600	5.65%
State Aid (net of assessments & offsets)	430,384	0.96%			430,384	0.84%
Other Available Funds	2,038,626	4.57%	350,000	5.22%	2,388,626	4.65%
Community Preservation/Land Bank Funds	1,902,185	4.26%			1,902,185	3.70%
Bond Authorization	-	0.00%	3,500,000	52.19%	3,500,000	6.82%
<b>Total Revenues</b>	<b><u>\$ 44,646,717</u></b>	<b>100.00%</b>	<b><u>\$ 6,706,904</u></b>	<b>100.00%</b>	<b><u>51,353,621</u></b>	<b>100.00%</b>

**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	\$ 1,993,476	4.47%			1,993,476	3.88%
Public Safety	5,831,539	13.06%			5,831,539	11.36%
Community Development	769,491	1.72%			769,491	1.50%
Natural Resources	1,358,925	3.04%			1,358,925	2.65%
Water Operations	-		1,898,095	28.30%	1,898,095	3.70%
Public Works & Facilities	4,709,493	10.55%			4,709,493	9.17%
Community & Social Services	1,148,097	2.57%			1,148,097	2.24%
Education	8,870,661	19.87%			8,870,661	17.27%
Employee Benefits	4,740,390	10.62%			4,740,390	9.23%
Undistributed Insurance & Reserve Fund	609,375	1.36%			609,375	1.19%
Debt Service	7,834,625	17.55%	958,809	14.30%	8,793,434	17.12%
Total Operating Budget	37,866,072		2,856,904	42.60%	40,722,976	
Capital Budget (non-Bonding)	2,018,250	4.52%	350,000		2,368,250	4.61%
Capital (Bond Authorizations)	-	0.00%	3,500,000	52.19%	3,500,000	6.82%
Town Meeting Articles/Assessments	3,697,710	8.28%			3,697,710	7.20%
Community Preservation/Land Bank Projects	1,064,685	2.38%	-		1,064,685	2.07%
<b>Total Expenditures</b>	<b><u>\$ 44,646,717</u></b>	<b>100.00%</b>	<b><u>\$ 6,706,904</u></b>	<b>94.78%</b>	<b><u>51,353,621</u></b>	<b>100.00%</b>

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## APPENDIX B

### Town Manager's FY2017 Fiscal Summary

# *Town of Chatham*

*Office of the Selectmen*

*Town Manager*

*549 Main Street*

*Chatham, MA 02633*

Jill R. Goldsmith  
TOWN MANAGER  
[jgoldsmith@chatham-ma.gov](mailto:jgoldsmith@chatham-ma.gov)

## MEMORANDUM

Tel: (508) 945-5105  
Fax: (508) 945-3550  
[www.chatham-ma.gov](http://www.chatham-ma.gov)

TO: Honorable Town Meeting Voters

FROM: Jill R. Goldsmith, Town Manager

DATE: March 25, 2016

SUBJECT: APPENDIX B - Town Manager's Fiscal Year 2017 Budget Summary  
(July 1, 2016 – June 30, 2017)

Attached, please find appendices relating to FY2017 Budget:

- C. Town Operating Budget Detail
- D. Regional School Districts Assessments
- E. Debt Amortization Schedule
- F. Water Department Operating Budget Detail
- G. Five Year Capital Plan Detail

The information presented below is a summary and snap shot of the information contained in the Town Manager's FY2017 Budget Narrative submitted on January 19, 2016, as updated through the progressive review process with Town officials including a new and improved Budget Book, and updated appendices. The full version of the Town Manager's Budget Message and Budget Book with Department budget narratives is available on the Town's website via the *Budget Central* link - [http://www.chatham-ma.gov/Public\\_Documents/ChathamMA\\_Budget/index](http://www.chatham-ma.gov/Public_Documents/ChathamMA_Budget/index). *Budget Central* is a resource for budget news, documents, presentations, and provides timely information about the Town's budget process and ongoing budget planning. Here you will find communications from the Town's Financial Administration and links useful to the public.

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Our Budget Book has been further refined to provide for a better and succinct presentation with expanded narratives for each budget division to include a program description, budget statement, and prior year accomplishments. It includes expenditure history, personnel costs by position, and revenues. I have also worked toward a more visual presentation of the operating and capital budget recommendations using charts/graphs for ease of review. Capital Plan requests now include a picture of the requested equipment, including historical expenditure data related to the replacement.

I recommend that the public visit the Town Manager's Department page on the Town website to review Monthly Reports provided to the BOS since 2012. Each contains up-to-date information and insight on Town operations by Department and Division – a precursor to benchmarking operations for performance management. Such has assisted in funding priorities and policy decisions in recent years.

[http://www.town.chatham.ma.us/Public\\_Documents/ChathamMA\\_Manager/index](http://www.town.chatham.ma.us/Public_Documents/ChathamMA_Manager/index)

### **Reflections on Fiscal Year 2016 (Calendar Year 2015)**

In addition to our multi-year financial forecasts, it is important to recognize substantial achievements or events that occurred following Town Meeting's acceptance of our budget philosophy and strategy in preparation for FY2017 and beyond:

- ✓ The Town's bond rating of AAA was re-affirmed by *Standard and Poor's* in June 2015. Such rating means *extremely strong capacity to meet financial commitments; Highest Rating*. The rating agency noted the Town's commitment to sound fiscal policies, strong financial management, and trust in the officials and professional staff. This accomplishment is achieved at the Town level, and we appreciate the continued support of the community.
- ✓ SRAC Annual Town Meeting - The Summer Residents Advisory Committee (SRAC) held its annual Town Meeting on July 31, 2015. The financial presentations, recommendations and scorecard results demonstrated cohesion and shared Town vision for financial matters by SRAC, Town officials, and our Finance Team which is a significant collaboration. The FY2017 Budget meets the SRAC Recommendations.
- ✓ Budget Summits – The Town held the first Budget Summit in the summer of 2012, now an annual event. The FY2017 Budget Summit was held on October 13, 2015 and available on-demand via the Channel 18 link. Multi-year financial forecasts and assumptions were reviewed and updated for the 2017 fiscal year and beyond, as well as an examination of financial indicators for revenues and cost controls. Participants included the Board of Selectmen, Finance Committee, Monomoy Regional School District (MRSD) Committee/Administration, and Department Heads. Discussion at the

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recent Summit focused on the Town’s liability for “other post-employment benefits” (OPEB) as it relates to health insurance for retired Town employees. Also discussed - staffing and operation needs for continued and expanded service needs and revenue enhancements. Affirmation for maintenance of existing Town facilities with priority for improving waterfront infrastructure and public access thereto was identified as well.

- ✓ Senior Tax Work-off Program – we embarked in Year 3 of the program. It provides senior taxpayers with property tax relief - an opportunity to receive a tax abatement of up to \$500.00 annually by sharing intellectual and lifetime experiences and working with Town staff. The program is flourishing and many projects were undertaken utilizing our Chatham talent. Similar to last year, a total of \$10,000.00 has been earmarked for this program.
  
- ✓ Town Departments have been very successful in obtaining grants; notably in 2015 with the Stage Harbor Old Mill Boat Yard (OMBY) Improvement Project Grant Funding. After more than four years of application submissions, the Seaport Economics Council (SEC) awarded the Town \$1 million Coastal Infrastructure Construction grant in November 2015. The project will repair deficiencies in the existing facility and provide for enhanced public use and berthing opportunities for the boating public. Construction costs are estimated at \$1,540,000. The Town was previously awarded a grant for \$102,750 for final engineering and permitting which is nearing completion. The Town has already approved \$350,000 toward our total project cost share as required, and an additional \$200,000 is requested in FY2017 to fully fund the project for costs not covered by grants received.
  
- ✓ Annual Setting of the Board of Selectmen (BOS) Goals - The BOS goals, with implementation objectives for the Town Manager, is a prevailing component to the budget process. Since 2012 and annually thereafter following the Fall Budget Summit, the BOS embarks on a collaborative approach to communicate its mission, directives, and resultant goals. We initiated the same process last November, which provided direction for funding priorities, fiscal conservancy and long-term strategic planning efforts.

*The culmination of these efforts resulted in Board of Selectmen approval of the FY2017 Town Manager Budget submission with a favorable recommendation by the Finance Committee.*

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## **FY2017 Budget Executive Summary – A Balanced Budget**

The formula for a successful budget review process is the generation of operational and financial plans, program review and the establishment of goals and objectives that will serve the citizens of the community in this and future years. In consideration of the above planning efforts, the budget directive communicated to the Departments, Boards and Commissions was for a level service budget; level-funded expenditures as much as possible within the current service levels, and within the allowable limits of Proposition 2½. Revenue projections were accordingly conservative, yet realistic considering prior year actual receipts/revenues.

The Town's Operating Budget (Article 7) as presented, without the education assessments, totals \$28,995,411, as compared to \$28,185,941 in FY2016 - an increase of 2.87%. The increases in the Budget are seen in the General Government, Public Safety, Public Works, Natural Resources and Town Benefits which are in a centralized budget. The budget includes the additional costs associated with an increase in staff; specifically an additional firefighter, a 'shared' laborer in DPW, and additional seasonal staff under Natural Resources. The goal of the increase in staff is to improve service to the public as well as reduce overtime costs. There are also contractual obligations and some fixed cost increases. However, we continue to seek competitive pricing where possible and also review departmental fees/revenues in relation to the cost of service delivery.

Since the transmittal of the FY2017 Budget on January 19, 2016 to the Board of Selectmen, the budget has been further refined to reflect the estimated State Aid Cherry Sheet figures, reductions in the MRSD Assessment and other adjustments, including impact of warrant articles.

The Capital Budget/Improvement Plan (Article 11) reflects recommendations consistent with the Town's fiscal policies for items in the Capital Budget to fall within the \$5,000-\$250,000 cost range. The Capital Plan is presented at 7% of the Operating Budget, also consistent with the percentage range as established. Capital Projects (infrastructure/maintenance) outside of the Plan parameters or ones that have an alternative funding source are presented as separate articles (Articles 16-22).

The Budget as presented provides for a balanced budget without the use of one-time revenues, well below the allowable growth of MA Proposition 2½; and provides for unused/excess tax levy capacity. FY2016 general fund free cash was certified in December in amount of \$3,398,198, an increase over the previous year due to a carry-over of \$900,000 from FY2016. Such achieves the goal of building our reserves as recommended by our Bonding Agency as well as being a 'best practice' as defined by the Department of Revenue. Free Cash is used for one-time Capital projects/equipment in compliance with the Fiscal Policies of the Town. The Town has also begun funding its Other Post-Employment Benefits (OPEB) fund without an impact to the tax rate (Article 13).

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The Town's Operating Budget at \$28,995,411 for FY2017 is below the \$29M target recommended by the Summer Residents Advisory Committee. The greatest percentage increases in the budget are in the Community & Human Services budget category with a projected 8.8% increase (\$93,170) and Public Safety 5.25% (291,112) recommended in part by the Board of Selectmen; and Employee Benefits at 7.2% (\$317,225). The details of such budget increases are described in this transmittal with education/school assessments noted separately.

The figures as presented in the foregoing Appendix A and attached Appendix C- Budget Detail provide a complete financial picture of revenue forecasts and expenses, including funding set aside for warrant articles which is described in this document. No one-time revenues or funding from the Town's Stabilization Fund is used for the operating budget and such is presented as a balanced budget.

The tax rate increased by a modest amount from FY2015 to FY2016 – \$4.99 to \$5.02 per thousand (originally projected at \$5.11) with a Town-wide property revaluation under review. At the same time, previously approved borrowing costs affected the FY2016 budget/tax rate - the first year of the Monomoy Regional High School debt and the first year of debt service for the Fire Station. The value of the Town has increased over the past two years- at its highest level since FY2010 which offset anticipated on-going factors to the tax rate. For FY2017, there are non-reoccurring capital project infrastructure/maintenance warrant articles, such as the Fish Pier Improvement and Airport Capital that will impact the tax rate. These articles increase the tax rate for FY2017 only, and are included in the projected increase to the levy of 3.4%. As mentioned previously, the amount raised through the levy is below the limit allowed by law - with excess levy capacity of over \$1 million. At this time, the projected tax rate is \$5.19 (3.4%) considering all warrant articles but not including Town valuation.

### **Economic Conditions Summary (Excerpt)**

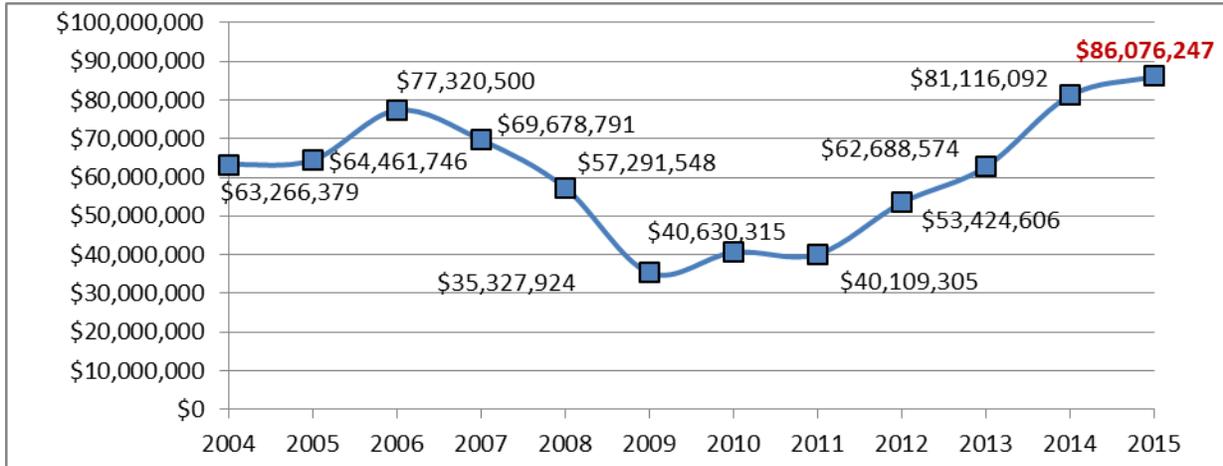
The full version of the Economic Conditions Summary is included in the Town Manager's Budget Message on *Budget Central* as well as in the Monthly Reports to the Board of Selectmen for current month-to-date data. For the fourth year in a row, residential development and redevelopment continue to be very strong. At \$82,019,698, the value of this residential construction activity is the highest recorded in the past 12 years. Combined residential and commercial construction activity has increased each year since 2009 to a 2015 total of \$86,076,247 exceeding the prior peak of \$77,320,500 in 2006. These figures exclude public construction activity, such as the new fire station which was permitted in 2015. Including the fire station, the total reported value of construction activity permitted in 2015 is \$92,687,474.

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**Figure 1: 2004-2015 Building Activity**



As has been the historical trend, in 2015 the majority (95% based on construction value) of the construction in town was residential building activity. Most notably, the average construction value of a new dwelling (as reported on building permits) has increased from less than \$375,000 in 2004, to \$771,574 in 2014, which is actually down from a high of \$930,068 per dwelling in 2014, with the average residential renovation or addition project being valued at just under \$50,000. To put these figures into perspective, the Massachusetts Department of Revenue data indicates the average value of a single family home in Chatham is \$841,399 in Fiscal Year 2016.

While some of the increase in value is likely the result of inflation and increases in the cost of construction materials over time, this increase is also indicative of the changes that have occurred over the past decade in the type of homes being constructed in town as well as market demands. Finally, as has been the trend in prior years, the number of renovations and additions (706) far out paces the number of new dwellings (49) permitted.

## Revenue

As part of our annual fiscal planning, the Town determines how much revenue is available within the limits of State law- Proposition 2½ in order to balance its operating costs. In FY2017, the amount the Town may raise through the property tax increases is \$33,294,544; however, the recommendation is not to tax/raise to the limit/ceiling leaving 'excess' levy capacity. Another component of revenues is "Local Receipts" as defined as excise tax, user fees, charges, and other revenues. Some are dictated by statute (i.e., motor vehicle excise, hunting license and firearms permits) while others may be negotiated (i.e., investment income and in-lieu-of-tax payments). Other local receipts are established through the adoption of a regulation or bylaw (i.e., recreation fees, transfer station/beach stickers).

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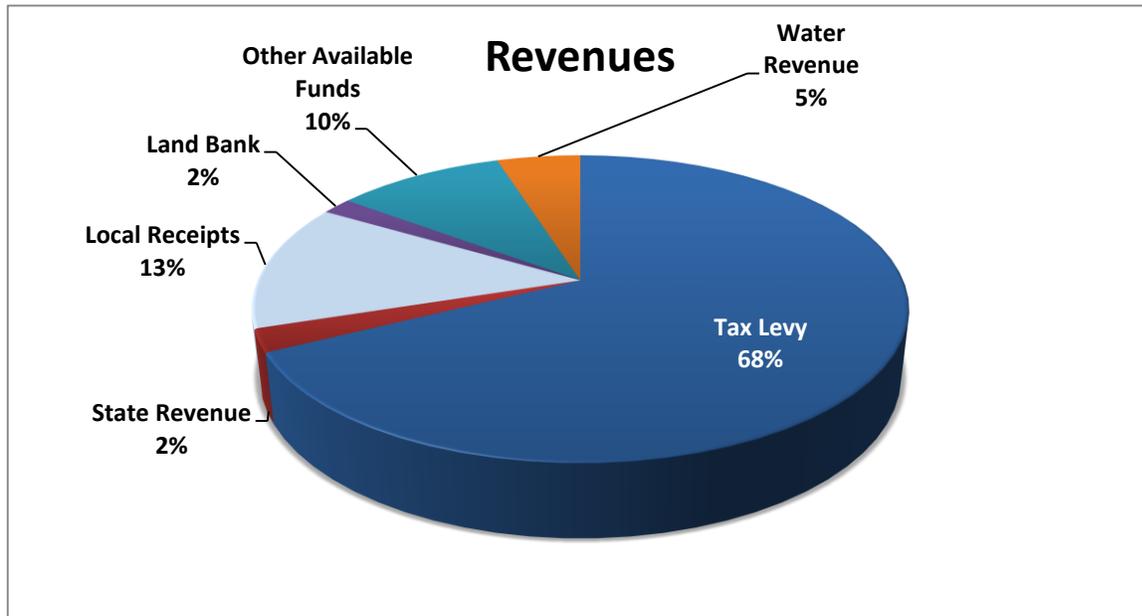
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The FY2017 revenue forecast reflects the following:

- New Growth (building permit activity) is projected at \$250,000; this is slightly lower than the actual in FY2015 & FY2016 but is a conservative estimate.
- Debt Schedule/Structure - FY2017 reflects a drop in the amount for General Fund principal and interest (decrease of \$25,933). The Fire Station, approved by Special Town Meeting/Ballot Question in October 2013, was bonded in June 2015; this debt service (year 2) is included in the FY2017 budget as well as the 0% State loans for the wastewater project. We have a multi-year debt schedule for financial planning purposes as well as investment and reserve policies. The FY2016-2049 Debt Schedule is in Appendix E and also posted in *Budget Central*.
- Local receipts are estimated higher than the projections used for FY2016. Review of actual Local Receipts received over the past three years supports an increase. We continue to monitor the receipts for the Room Occupancy Local Option Tax to see if conversion (reductions) of rooms will have an impact. The amount raised through Local Receipts offsets the amount raised through the Tax Levy. Any one-time revenue receipt is not included in subsequent forecasts.
- Cherry Sheet (State Aid) Assessments show a projected increase of 2.5%; and a level amount in funding as we await result of the State legislative budget review.
- Free Cash (Unreserved/Undesignated Fund Balance) is used to fund non-reoccurring expenses, such as a land purchase (Article 22) or capital items. Free Cash was certified at \$3,398,198, an increase over the previous year due to a carry-over of \$900,000 from FY2016.

**Figure 2: Revenues**



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**Expenditures**

Similar to prior budgets, the FY2017 Budget for expenditures relies on projections regarding available revenue, thereby accepting the limits of the Town's financial resources when reviewing operational expenditure budgets.

When presented on January 19, 2015, the projected increase to the Operating Budget was 2.20% over FY2016 without the Educational Assessments. As forecasts became actuals and working further through the budget refinements and BOS recommendations, such has increased to 2.87%. With Educational Assessments, the total increase is 3.17% over FY2016.

**Table 3: General Operating Budget**

SUMMARY	FY15 Actual	FY16 Voted	FY17 Dept. Request	Proposed FY17	% to FY16
<b>Operating Budgets - Expenses</b>					
General Government	\$1,878,551	\$1,940,839	\$ 2,009,544	\$ 1,993,476	2.71%
Public Safety	5,955,048	5,540,427	6,070,444	5,831,540	5.25%
Community Development	648,719	755,676	769,491	769,491	1.83%
Natural Resources	1,284,316	1,314,231	1,359,425	1,358,925	3.40%
Public Works & Facilities	4,708,533	4,686,740	4,757,392	4,709,493	0.49%
Community & Social Services	966,163	1,054,931	1,148,097	1,148,097	8.83%
Education	8,107,094	8,517,054	8,870,661	8,870,661	4.15%
Employee Benefits	4,177,371	4,423,164	4,740,390	4,740,390	7.17%
Undistributed Insurance & FinCom Reserve Fund	449,519	609,375	609,375	609,375	0.00%
Debt Service	<u>7,150,548</u>	<u>7,860,558</u>	<u>7,834,625</u>	<u>7,834,625</u>	-0.33%
<b>Operating Budget Total</b>	<u>\$ 35,325,863</u>	<u>\$ 36,702,995</u>	<u>\$ 38,108,188</u>	<u>\$ 37,866,072</u>	<b>3.17%</b>
<b>Minus Education Assessments</b>	<u>\$27,218,769</u>	<u>\$28,185,941</u>	<u>\$29,237,527</u>	<u>\$28,995,411</u>	<b>2.87%</b>

**Non-discretionary (Fixed) Costs/Undistributed Expenses and Other Budgets**

While some departments generate revenues, the costs of retirement/pensions/health benefits/liability insurance is presented in Centralized Budgets as undistributed expenses encompassing all Departments/Employees/Buildings - versus presentation as a direct offset or as a cost-center. However, for the Finance Committee budget review this year, we illustrated personnel “cost-centers” per Department for discussion purposes to illustrate total compensation.

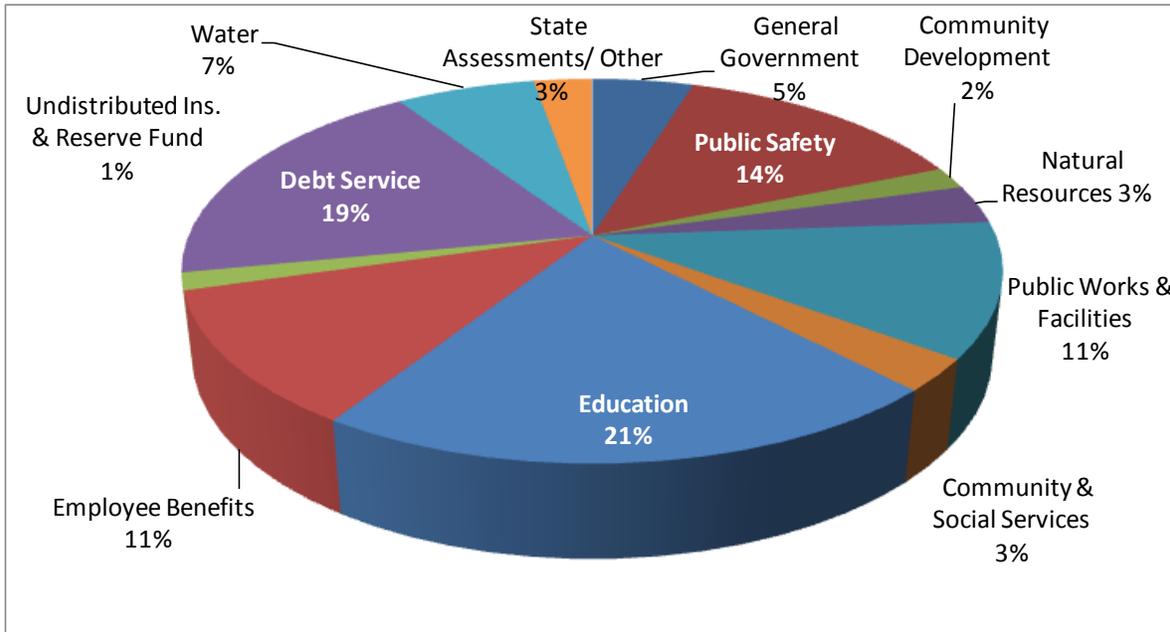
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Each year there are cost increases resulting from a legal/mandate requirement, previous commitments voted by Town Meeting, or cost of providing the same level of service. In the past these were referred to as “budget busters” but we move away from that phrase as we prepare a balanced budget that includes fixed cost increases but with mitigation offsets.

- Chatham employees contribute a range of 9% to 11% of their salaries for retirement to the Barnstable County Retirement Board/System as we do not contribute to Social Security nor does the Town as the employer. Overall retirements/pensions continue to impact Town expenses. This line item includes an increase of \$71,026 or 4% for FY2017. The calculation is based on the overall salary of the Town as reported on October 1<sup>st</sup> of the prior year.
- The Town is a member of the Cape Cod Municipal Health Group (CCMHG) – a regional joint purchase group/trust for health benefits/plan premiums. The figures presented in the Budget represent an increase of 7.2% in the total Employee Benefits budget which factor in the 10% increase in health insurance premiums, even with an anticipated rate subsidy by CCMHG. The Town controls this expense item through plan design review and increases employee contributions for employees hired after 2013, as well as the adoption of municipal healthcare reforms in 2013.
- Property liability insurance increased by 8.6%. However, the budget is level funded due to the reimbursement from MRSD for insurance on the two school buildings. We continue to review risk control measures.
- Worker’s Compensation insurance shows an increase as this is also premium based on total payroll. We continually monitor this and seek quotations to ensure the lowest rate for the Town and take advantage of training opportunities.
- Debt Structure (financing schedule for previously approved Town projects) is included as Appendix E. The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective.

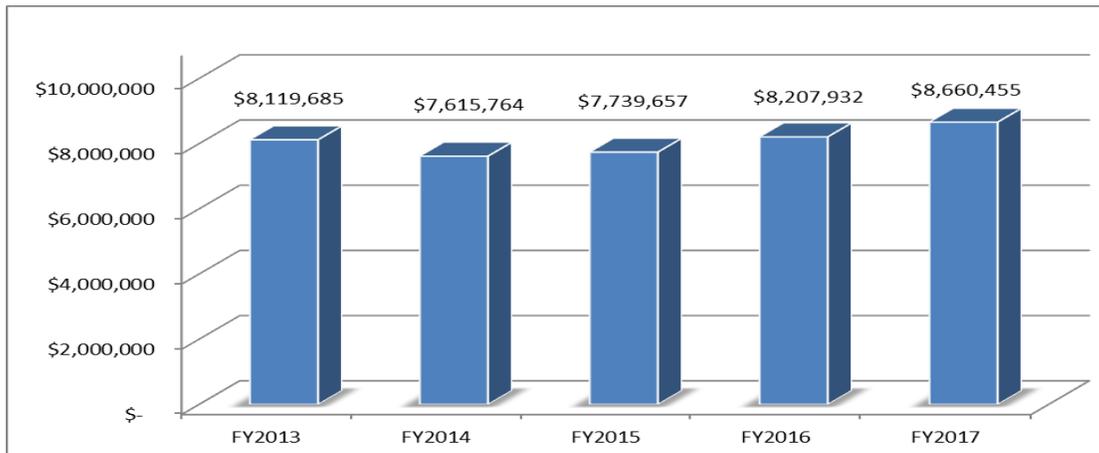
**Figure 4: Expenses**



**Education Budgets - Voted as Separate Town Meeting Articles (Articles 8 and 9):**

As you know, the Town is a member of two regional school districts: Monomoy Regional School District (MRSD) for grades k-12 and Cape Cod Regional Technical High School (CCRTHS). Chatham’s assessment for the MRSD FY2017 Budget is \$8,660,455 and includes the second debt service payment (\$601,445) for the new high school. The assessment to Chatham increased by \$452,523 compared to FY2016. Chatham’s operation assessment (allocation split), based on the Regional Agreement, has decreased slightly from 26.35% to 26.32% of the total Regional School budget in FY2017.

**Figure 5: Monomoy Regional School District**



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The FY2017 assessment for the CCRTHS is \$210,206; a decrease of \$98,916 attributed to a decrease of 6 Chatham students for a total of 11 attending that facility.

These budget summaries are also available on *Budget Central* and Appendix D in this warrant.

Water Department Operating Budget (Article 10)

The Water Department Operating Budget, funded by revenue generated from water usage charges (rate-payers), continues to have a healthy revenue stream. For FY2017, there is slight increase in the overall water department budget compared to FY2016. The increase is almost entirely offset by a reduction in the debt budget.

The budget summary is also available on *Budget Central* and Appendix F in this warrant.

Wage/Salary Overview

The net increase in salaries from FY2016 to FY2017 is \$336,087 – or a 3.27% increase, including additional funds for Police overtime, and an additional firefighter as recommended by the Board of Selectmen. Below is a chart listing the changes in salary line items by Budget Division. Increases or decreases are due to changes in staff turnover and contractual step increases. Cost of Living increases are also included in the chart below for three of the four Unions.

<b>Salary Only</b>	<b>Voted FY2016</b>	<b>TM Rec. FY2017</b>	<b>\$ Incr./ (Decr.)</b>	<b>%</b>
I. General Government	\$ 1,332,574	\$ 1,351,516	\$ 18,942	1.4%
II. Public Safety	\$ 4,937,858	\$ 5,217,990	\$ 280,132	5.7%
III. Community Development	\$ 639,276	\$ 637,391	\$ -1,885	-0.3%
IV. Natural Resources	\$ 1,060,108	\$ 1,082,624	\$ 22,516	2.1%
V. Public Works	\$ 2,062,130	\$ 2,074,282	\$ 12,152	0.6%
VI. Human & Public Services	\$ 244,618	\$ 248,848	\$ 4,230	1.7%
Subtotal, I-VI	\$ 10,276,565	\$ 10,612,652	\$ 336,087	3.27%

Personnel/Staffing Levels

As has been the practice in Chatham, each year we determine the appropriate staffing levels for the services provided. As the economy continues to recover, we have seen an accompanying increase in public service requests for several departments. We continue to review service delivery and the most efficient manner in which to deliver those services; whether it is through a regional partnership, increase (or decrease by attrition) in staff, or reassignment of current personnel.

Personnel wages and benefits represent approximately 50.15% of the Town’s operating budget (excluding debt service) and remain relatively stable. Although health insurance costs have increased annually, the Town has been able to mitigate these increases since FY2013 though negotiated plan design changes in collaboration with employees. As vacancies occur, every

effort is made to re-examine positions with a view toward restructuring, if possible, to better serve the community. The Town also relies on a robust part-time seasonal/intermittent staffing throughout the year - almost 40% of the workforce - to address the seasonality of Town operations. Funding for additional seasonal positions is included the FY2017 Natural Resources Budget, Permit Office, and Public Works.

Cost of Living Adjustment/Collective Bargaining Agreements - Article 12- Placeholder

Prior to FY2011, any cost of living wage adjustment for both union and non-union municipal employees was annually funded in a warrant article separate from the operating budget. However, with the majority of Town employees covered by an Employee Association/Union Collective Bargaining Agreement (CBA) since 2010, a cost of living adjustment is a contractual obligation per State law; versus one subject to an annual appropriation by an Article. Only the first year of the three-year CBA is presented in a separate Collective Bargaining Warrant Article if funding is required – thus Article 12. Compensation is reflected in the respective Department budgets for the remainder CBA duration.

A cost of living adjustment is not the same as step increases in the Town’s compensation schedules/plan or CBA. That plan is “adjusted” by a local economic indicator which is formulaic for three Unions and a straight percentage for the other. From FY2010-2013 there were no cost of living adjustments for Town employees, with the exception of the Fire Union in FY2011. For FY2014, the cost of living adjustment was 0.5% for all four Unions, and 1% in FY2015. The FY2016 COLA was 3% for Fire, Police, and Police Dispatchers/Animal Control unions as based on an agreed upon formula and such is the same at 3%. The Chatham Municipal Employees Association (CMEA) Units are currently in negotiations.

All Unions agreed to a tiered benefit schedule for new employees hired in 2013, which provides for increased employee contributions to health insurance premiums (from 30% to 35%), reduced longevity pay, elimination of sick leave buy back at separation, and other negotiated item cost offsets.

In the current fiscal year (FY2016), agreement was reached with three of the four Town Unions providing for contract durations through June 30, 2018. Only the remaining CMEA Units (A&B) are in negotiations and if settled by the 2016 Town Meeting, will have funding for its successor agreement presented in Article 12.

Other Post-Employment Benefits (OPEB) – Article 13

Other Post-Employment Benefits (OPEB) are benefits, other than retiree pensions, offered to municipal and school retirees and their dependents. These benefits mainly consist of medical insurance. OPEB liability is the present value of benefits for retired and vested employees. An unfunded liability reflects an incurred obligation, payable in the future, for which no reserves have been set aside. While the Town funds retiree benefits as a pay-as-you-go funding strategy in the annual budget, the Town is required to comply with Federal mandate GASB 45 (and GASB

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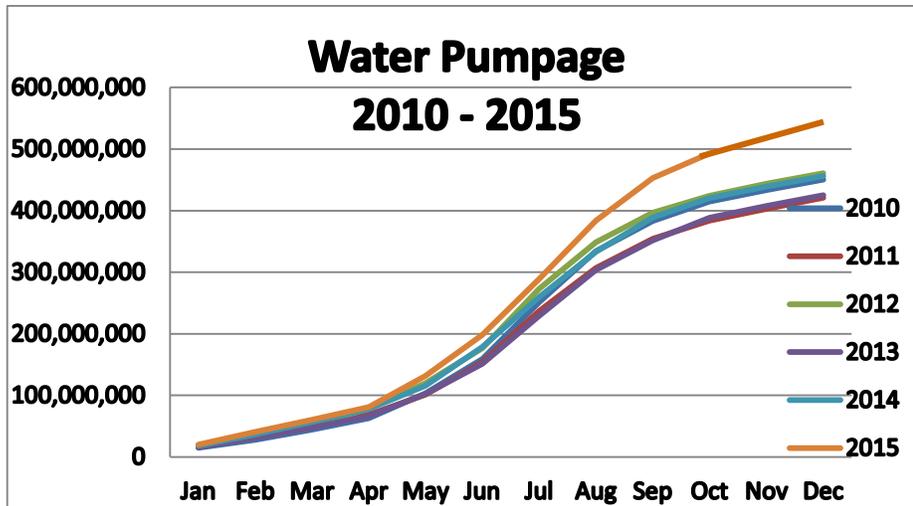
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75 in FY2017), to account via an actuarial study for the Town’s future unfunded liability. Bond rating companies look favorably on municipalities that have established and funded OPEB trust funds. We established our Trust in 2013 with a funding appropriation of \$150,000 from Town Overlay Surplus funds for the last two year, and also recommended in FY2017 as an identified priority. The Town’s overall unfunded liability as of June 2015 is \$16,668,879 and the balance in the OPEB Trust Fund is \$409,542 as of December 31, 2015. The next study will be completed in June 2016.

Water Department Five-Year Capital Plan; Water Treatment Plant – Article 14

The Water Department has a separate capital budget funded by revenue from water use charges (rate-payers). The Town has been aggressive in implementing its water capital plan to ensure its water infrastructure provides sufficient quality and quantity of water throughout the year.

We monitor demand on the water system on a regular basis and report such in the Monthly Reports to the Board of Selectmen. Historically, the Town has experienced a growing demand for water based on several factors such as growth in year-round population, an increase in the number of visitors during the summer and shoulder seasons, and years of reduced rainfall resulting in increased irrigation of lawns and gardens. The following graph illustrates the cumulative increase in water pumpage over the last 5 years, 2015 showing a 27% increase over 2011.



This increased pumpage from our wells can result in degradation in water quality, which we have experienced in recent years. Naturally occurring minerals such as iron and manganese may increase, requiring treatment to maintain the quality we desire. Because of good long-term planning, we began preparing for this situation several years ago by initiating testing and design of facilities to provide adequate, high quality water. The highest priority construction

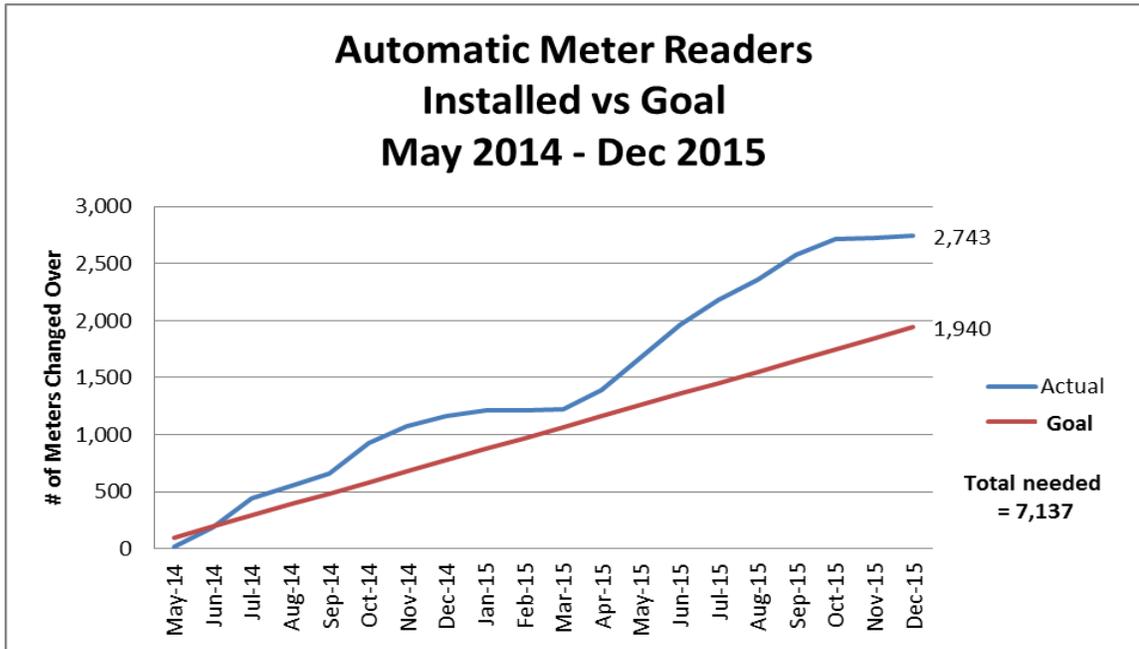
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project is a water treatment plant (WTP) that will allow full use of Town wells 6, 7, and 9; together these wells can produce 3 million gallons per day but their use is limited due to elevated mineral content. The WTP has undergone Value Engineering and Third-Party review and will be ready for construction pending supplemental design funding. Please refer to the detailed explanation for Article 14 in this warrant. The supplemental borrowing will be funded by rate-payers with no increase to water rates.

Water Capital Request – Water Meter Replacements - Article 15

Part of our water consumption equation is to accurately meter water provided and collect consumption data in a timely manner so as to better analyze water demand. Accelerating the Automatic Meter Reading (AMR) device (drive by reads) capital program allows not only more efficient data collection and billing, using radio frequency transmission, but also safeguards users from unexpected spikes, i.e. leaks. As shown in the graph below, AMR installations have exceeded our goal to date and require this capital appropriation to continue aggressive installations in the coming year.

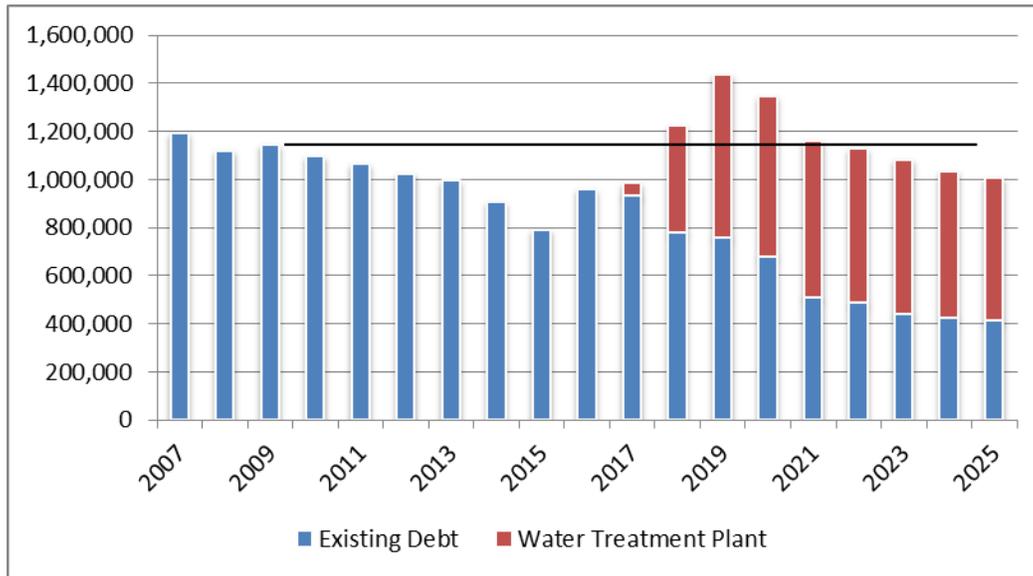


Any borrowing associated with the water capital articles will be paid by water revenue and reserves anticipated for this purpose. The Chart below illustrates the ability to use water debt drop-off to fund the WTP without the need to raise water rates. Although the debt service will be higher than the current debt payment there is sufficient revenue/surplus to cover the increase without the need to raise rates.

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**Figure 6: Projected Water Debt – 2% State Revolving Fund (SRF) for 25 Years**



Five-Year Capital Plan – Article 11

In FY2017, we continue to direct our focus on capital improvement needs with the continued directive to pause new vertical projects. In evaluating Departments’ requests, jurisdictional (Town) priorities affecting department needs are considered. During informal review meetings, Departments provide the Town Manager with information relative to the request, such as vehicle maintenance costs and life expectancies for equipment requests. Each request is assessed on its own merit and categorized according to that assessment, taking into consideration usual best practices with the development of a Plan, such as:

- ✓ Safety;
- ✓ Legal or Unfunded Mandates - consequences of noncompliance/ cost of compliance;
- ✓ Conformity to Town plans and goals - productivity - return on investment;
- ✓ Future operating budget impact; and
- ✓ Cost effectiveness

For available funding considerations, we reviewed potential funding sources, balances remaining from previously approved articles, opportunities for grants or CPA funds, and expanded opportunities for shared resources. The end result of the FY2017 Capital Plan is a balanced funding approach to cross-departmental requests.

The Financial Policies adopted by the Board of Selectmen in consultation with FinCom in December 2012 established a range for the Capital Improvement Budget to allow for “an expenditure amount equal to between 3%-7% of the Town’s Operating Budget”. This policy

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provides a range for adequate funding of the Capital Plan – which historically corresponded to the balance of limited available funds (Free Cash). For FY2017, the Capital Plan is recommended at \$2,018,250 or 7% of the Operating Budget, and is funded through free cash, other available funds, and the tax rate. The FY2017 Capital Budget uses less of the tax levy than in FY2016 as illustrated in the chart below. The FY2017 Capital funding recommendations are included in detail under the Five Year Capital Plan section in the Budget Book, with a listing of FY2017 Recommendations included in Appendix G. Requests are detailed by Department budget categories, with summaries highlighted below:

<b>CAPITAL PROGRAM FUNDING SUMMARY:</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 17</b>
<b>FY2017 - Article 13</b>	<b>Actual</b>	<b>Request</b>	<b>Recommend</b>
General Government	\$ 205,000	\$ 292,000	\$ 230,000
Public Safety	\$ 26,500	\$ 413,200	\$ 224,500
Community Development	\$ 12,500	\$ 12,500	\$ 12,500
Natural Resources	\$ 330,000	\$ 1,252,000	\$ 374,000
Public Works (without Water)	\$ 497,500	\$ 1,973,167	\$ 763,500
Equipment	\$ 704,000	\$ 1,196,750	\$ 413,750
<b>Total Town Funded Capital Budget</b>	<b>\$ 1,775,000</b>	<b>\$ 5,139,617</b>	<b>\$ 2,018,250</b>
<b>Funding Sources:</b>			
Free Cash	\$ 750,000		\$ 1,400,000
Waterways Improvement Funds	\$ 40,000		\$ 40,000
Cemetery Sale of Lots	\$ 1,000		\$ 10,000
PEG Access Fund	\$ 25,000		\$ 10,000
Article 13 -Raise & Appropriate	\$ 959,000		\$ 558,250
<b>Total Funding Sources</b>	<b>\$ 1,775,000</b>		<b>\$ 2,018,250</b>

There are several large capital items that have been separated from the Capital Budget for further consideration as they exceed the cost or funding thresholds in the Capital Plan; these are included in our overall financial tracking efforts. Such are proposed as separate articles (Articles 16 - 21). These include authorization to lease a pumper for the Fire Department for three years with the first payment scheduled in FY2018 (last payment for the Quint of \$200,000 will be made in FY2017), Airport improvements for Town-owned buildings that total \$302,000, repairs to the Fish Pier for \$525,000, Stormwater Infrastructure at \$130,000, Bearse’s Lane Retaining Wall for \$60,000 and Waterfront Property Engineering for \$75,000 (from the Waterways Improvement Fund). In consultation with the Departments, some items were excluded in the FY2017 recommendations due to an ability to defer to the next fiscal year.

We continue to explore the lease funding mechanism for vehicles. Municipal leases are different from consumer automobile leases in that the lease term is 3-5 years with a \$1 buy out at the end. The State has dealerships on its “bid list” and there are other approved regional purchasing collaboratives. Such action was taken in FY2013 for the Quint Fire Apparatus (delivered in late 2015) via a separate capital article, and has also been used to fund the police

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motorcycle. Funding for year two and beyond of an annual lease is included in the Department operating budget (as illustrated in the Fire Department capital outlay line in FY2017 for \$200,000- last payment). A fleet listing is included in *Budget Central*. As noted in previous years, we continue to investigate opportunities for energy efficient or hybrid vehicles, price permitting.

### Debt Schedule

The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective, and will continue. With the approval of the new Fire Station at a Special Town Meeting in October 2013 and bonding of the project in June 2015, the Town has essentially completed renovation of all major buildings. The FY2015/16 goal of the BOS was to recommend a Debt Holiday per se; that the Town “take a break” from Town building (vertical) projects that have not been previously approved or in queue. Current BOS goals focus on waterfront access and infrastructure. A multi-year debt schedule (Appendix E) is included so that decisions affecting future years can be known at the time of Town Meeting approval.

### **Next Steps**

We remain committed to looking outside the box for cost saving strategies or ways to expand management capacity. Departments are actively seeking grants and also examining revenue sources such as reviewing fees and charges as compared to neighboring towns and market conditions as well as bi-lateral partnerships which we plan to continue and expand.

### Renewable Energy

With a total of four renewable energy installations becoming fully operational in calendar year 2015, the Town moves toward generating 100% of the energy consumed at municipal facilities from renewable energy sources in the upcoming year. The Town’s first solar project, photovoltaic [PV] array panels on the WPCF Operations Building generate 52,283 kilowatt hours (kWh) of clean, renewable energy over the course of the year. This is the equivalent of 1,704 days of electricity usage in the average American home. The three additional PV systems that came online at the end of 2014 at the capped former landfill, Police Department and Town Offices Annex building generated an additional 2,448,470 kWh in calendar year 2015 after their first full year of operations. These four projects bring the annual total solar energy generated in Chatham to slightly over 2,500,000 kWh. This total PV system performance from both ground mounted and rooftop panel installations realized generation of 75% of total energy demand at municipal facilities in 2015. The net benefits from the newest three PV projects was approximately \$225,000 in the first full year of operation and is on target for over \$3.6 million in financial benefit cumulatively by the end of the power purchase agreements at year 20.

In 2015, the Town continued to participate in other renewable energy initiatives offered through CVEC such as “off-taker” (virtual projects; not located in Chatham) agreements to receive net metering credits. A total of three “off-taker” agreements add to Chatham’s

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renewable energy portfolio including CVEC Phase I solar projects in other member Towns, a wind generation project in Plymouth and a ground mounted solar array project in Dartmouth. The total “off-taker” project generation will bring the Town’s percentage of renewable energy used to meet the municipal demand up to almost 89%. When fully operational in 2016, these “off-taker” agreements have a projected cumulative annual value in net metering credits of almost \$13,400 per year and a \$268,000 total value over the life of the agreements. Additional efforts to save energy and operational costs incorporated in the design of the new Fire Station Headquarters project, which is targeted for occupancy in mid-2016, include high efficiency measures: LED lighting, water boilers, and heating and cooling systems. We will continue to seek energy efficient options with new vehicle purchases to help reduce our carbon footprint.

The Town budget most positively impacted by energy conservation efforts since FY2015 is the Street Light Budget. With the expansion of the LED replacement light pilot program Town-wide, we have experienced on-going conservative savings due to bulb life and easier maintenance compared to pre-program implementation in the FY2014 budget when the budget appropriation was \$46,000. The FY2017 Funding request is \$20,000.

#### Technology

The Town’s Technology Division is looking forward to continuing its productivity into FY2017. With the Capital Funds from FY2016, the Division successfully completed the migration of all phones and email to the County. This was possible by using the Open Cape Network as we are one of the first towns to do so. Such will also allow for enhanced opportunities for secure credit card payments for permits and licenses including beach/transfer station stickers at the Permit office. A Capital Request in FY2017 will complete the final three Fiber Optic Connections around the Town (Skate Park, Transfer Station, and WPCF). We continue to examine regional opportunities with the County/other towns to control costs and to ensure redundant/backup services.

#### E-Permitting

Chatham is one of six Cape & Islands communities participating in a pilot program to automate municipal permitting processes. Chatham’s initial goal is to make building permit and inspections functional 24 hours a day, seven days a week, effectively increasing the Town’s hours of operation. Transactions that are more complex will require staff intervention to complete the process, and offices will open and remain available to the public for assistance.

As reported last year, the project, as with any canned software program that requires customization, enlisted much staff time by various departments to ensure data conversion and ease of use by customers. During 2015 internal process issues were resolved and the software is working well for documenting and tracking permitting activity. The Town has also implemented a new on-line sewer connection permit. To date, we have had 190 connection installations with an additional 93 applications submitted/in process/permitted. We are also in the third year of on-line mooring permits.

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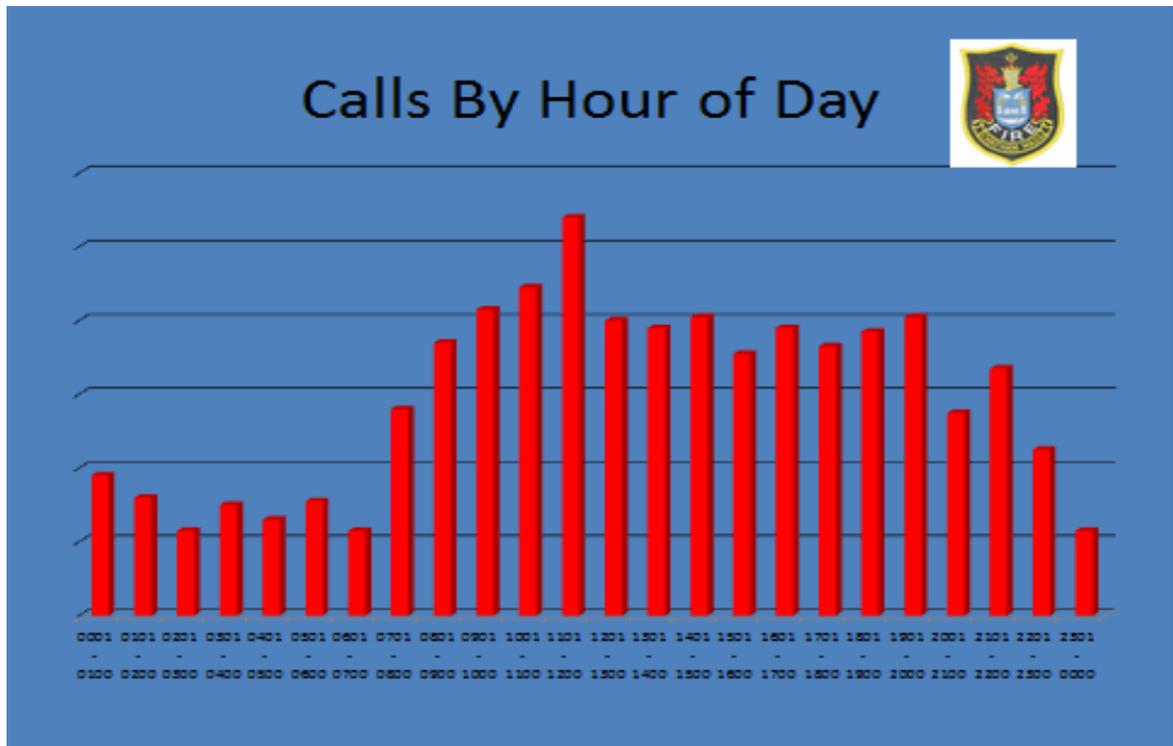
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Performance Management

Chatham participated in a pilot program of 18 communities conducted by the Collins Center at the University of Massachusetts funded through a Community Innovation Grant (CIG). This program provides assistance to Massachusetts municipalities looking to tune up or establish a performance management program (*CitiStat* or similar program) or to improve their usage of data in management and policy-making. The program provided an analyst to the Town who assisted in compiling data from three departments (DPW, Fire, and Police) to provide measurable information on operations. *CitiStat* is a national leadership strategy that involves regular meetings between the Town Manager and Department Heads utilizing data to analyze performance, follow-up on previous appropriations and management directives, establish goals, and examine the effectiveness of such strategies. Last year the Finance Committee was presented with the Fire Department budget in a preliminary *CitiStat* format, which was well received and we are working to expand it to other divisions. Another component is to compare Chatham-Stat with the other municipalities in Barnstable County, and other MA *CitiStat* cities/towns. The County is seeking State grant funding to initiate this broader review.

We continue to move in this direction to provide quantified information that supports management recommendations for funding/staffing assignments and realignments. An example of such is the following graph reflecting average *Calls by Hour of Day* received by Chatham Fire Department/EMS:

**Figure 7:**



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Other graphs depicting Fire Department/EMS calls by demographics, call types, disposition, and responses to Fire and Carbon Monoxide Alarms are available for review in *Budget Central*.

### **Final Notes**

Strategic budget planning efforts since 2012 and expense reductions for benefits have placed the Town in a much better position than many other towns in the Commonwealth. The challenge will be to maintain service level expectations within the desired funding parameters and retain our excellent AAA Bond Rating per the municipal guidelines used by rating agencies. We are also working to make the Budget document and presentations more visual and accessible in order to engage even more of our active constituency.

I remain committed to continue with our collaborative approach to financial management in partnership with the BOS, Finance Committee, and Monomoy Regional School Committee as we continue discussions of core services our community desires and needs, with transparency of government operations. Town staff has been very successful with grant awards and we will continue to seek innovative funding and partnerships for programs and services.

As always, I want to acknowledge and express my sincere appreciation to Town Departments and Town Officials for their time, cooperation, and dedication in my effort to craft the Town Manager Budget recommendations for my fifth year, and for the great effort to achieve BOS budget directives. I want to further recognize employees across all departments for their dedication to the Town and their creative approach to problem-solving and operational improvements which enabled us to implement new technologies, new programs, and new processes to refine and enhance our operations and delivery of critical services to the community. The level of professionalism and sense of teamwork exhibited by all during the seemingly year-long budget review process is remarkable.

I also appreciate the knowledge, historical perspective, feedback, and support from the many taxpayers passionate about our beautiful community. I am very privileged to serve as your Town Manager. Thank you in advance for your thoughtful consideration

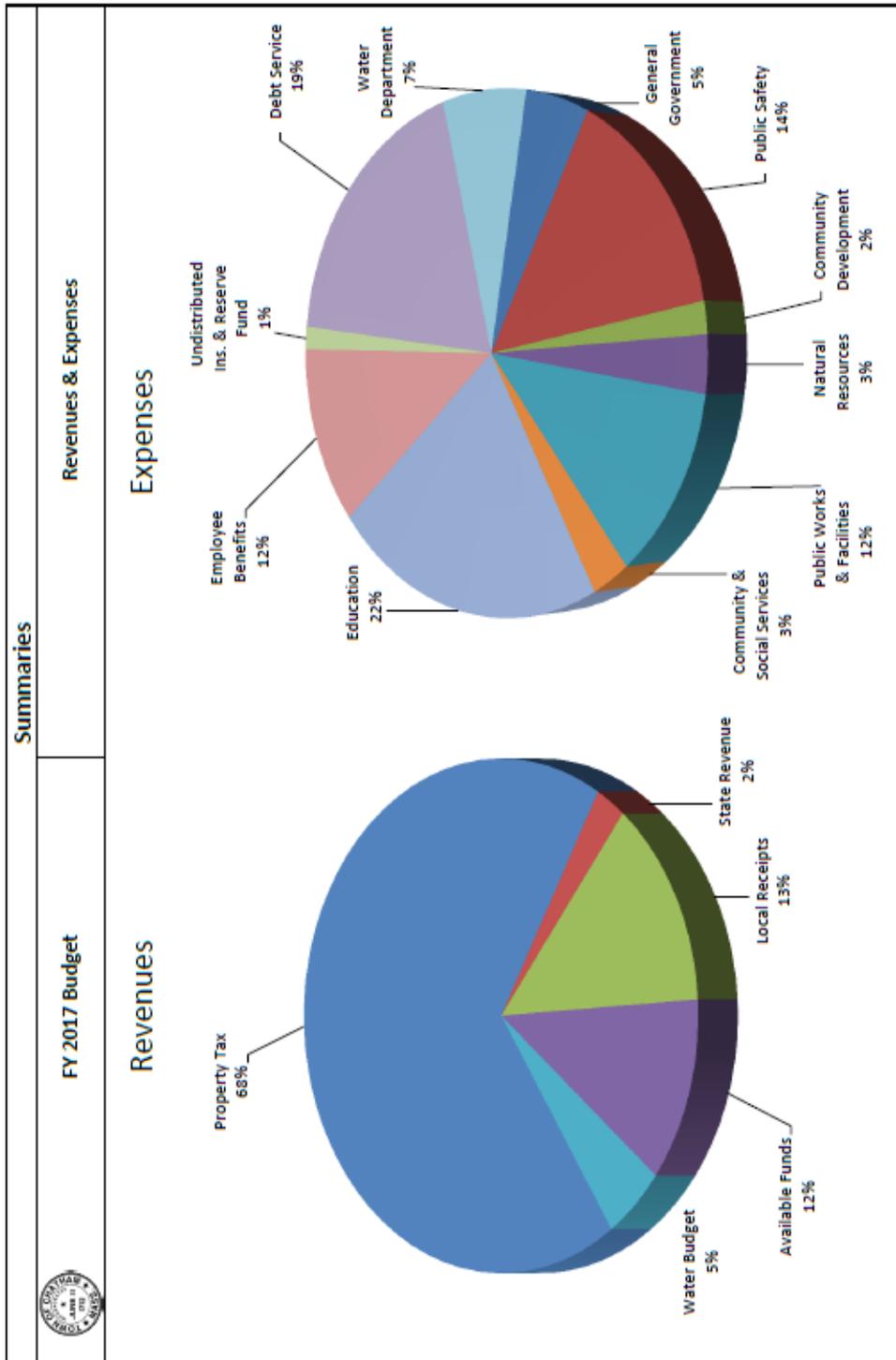
Respectfully submitted,

Jill R. Goldsmith, Chatham Town Manager

*Attachments - Appendices*

## APPENDIX C

### Town Operating Budget Detail



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FY 2017 Budget		Summaries				
		Sources of Funding/Revenues				
	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	FY 2016 - Town Manager	% Difference
<b>Sources of Funding (Summary)</b>						
Property Tax	29,687,491	31,140,649	33,294,544	32,194,019		3.38%
State Revenue	1,148,015	1,143,678	1,143,678	1,150,729		0.62%
Local Receipts	7,993,077	5,910,252	6,322,525	6,377,525		7.91%
Available Funds	6,014,199	3,029,205	5,391,126	5,549,726		83.21%
<b>Sub-Total Sources of Funding</b>	<b>44,842,782</b>	<b>41,223,784</b>	<b>46,151,873</b>	<b>45,271,999</b>		<b>9.82%</b>
<b>Other Funds</b>						
Bonding (w/o Water)	17,500,000	0	0	0		
Water Revenue, Direct	2,690,432	2,325,577	2,353,808	2,337,808		0.53%
Water Bonding/Surplus	6,533,000	0	2,500,000	3,850,000		100.00%
<b>Sub-Total</b>	<b>26,723,432</b>	<b>2,325,577</b>	<b>4,853,808</b>	<b>6,187,808</b>		<b>166.08%</b>
<b>Total Revenue</b>	<b>71,566,214</b>	<b>43,549,361</b>	<b>51,005,681</b>	<b>51,459,807</b>		<b>18.16%</b>
<b>Tax Levy</b>						
Base	24,792,310	25,719,013	26,663,870	26,663,870		3.67%
x2.5%	619,808	642,975	666,597	666,597		3.67%
Growth	306,895	301,881	250,000	250,000		-17.19%
Overrides	0	0	0	0		
Capital Exclusions	0	0	0	0		
Debt Exclusions - Form DE-1	6,034,485	7,312,357	6,653,236	6,653,236		-9.01%
Less: MSBA - School Debt	-993,955	-951,612	-951,612	-951,612		0.00%
Estimated exempt short term interest	-195,676	-158,351	-254,334	-254,334		60.61%
Barnstable County Tax	252,025	260,281	266,788	266,788		2.50%
Excess Levy Capacity - Not Used	-1,128,401	-1,985,896	0	-1,100,525		-44.58%
<b>Total Est. Tax Levy</b>	<b>29,687,491</b>	<b>31,140,649</b>	<b>33,294,544</b>	<b>32,194,019</b>		<b>3.38%</b>

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FY 2017 Budget		Summaries					Sources of Funding/Revenues		
		FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference FY2016 - Town Manager	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference FY2016 - Town Manager
<b>State Revenue</b>									
<b>Education</b>									
Sch. Const. Reimbursement	951,612	951,612	951,612	951,612	951,612	0.00%			
Medicaid Reimbursements	0	0	0	0	0				
School Lunch	0	0	0	0	0				
<b>Sub-Total Education</b>	<b>951,612</b>	<b>951,612</b>	<b>951,612</b>	<b>951,612</b>	<b>951,612</b>	<b>0.00%</b>			
<b>General Government</b>									
Unrestricted General Government Aid	133,917	138,738	138,738	138,738	144,704	4.12%			
Veterans' Benefits	23,315	16,377	16,377	16,377	16,377	0.00%			
Exemptions Vets/Blind/Etc	31,654	29,829	29,829	29,829	30,982	3.72%			
Exemptions Elderly									
Public Libraries	7,517	7,122	7,122	7,122	7,054	-0.96%			
<b>Subtotal General Government</b>	<b>196,403</b>	<b>192,066</b>	<b>192,066</b>	<b>192,066</b>	<b>199,117</b>	<b>3.54%</b>			
<b>Total State Revenue</b>	<b>1,148,015</b>	<b>1,143,678</b>	<b>1,143,678</b>	<b>1,143,678</b>	<b>1,150,729</b>	<b>0.61%</b>			

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 <b>FY 2017 Budget</b>		<b>Summaries</b>				
		<b>Sources of Funding/Revenues</b>				
	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	% Difference FY2016 - Town Manager
<b>Local Revenue</b>						
Motor Vehicle Excise	1,152,923	950,000	975,000	975,000	975,000	2.63%
Meals Tax	375,463	300,000	325,000	325,000	325,000	8.33%
Hotel/Motel Excise	1,287,868	1,065,000	1,175,000	1,175,000	1,175,000	10.33%
Other Excise: Boat, etc.	39,080	0	0	0	0	
Penalties & Interest	178,476	100,000	120,000	120,000	120,000	20.00%
Payments in Lieu	51,884	20,000	25,000	25,000	25,000	25.00%
Chg's for Services: Sewer	397,170	300,000	350,000	350,000	350,000	16.67%
Chg's for Services: Trash	938,762	900,000	900,000	900,000	900,000	0.00%
Other Charges - Includes Ambulance	627,081	540,000	600,000	600,000	600,000	11.11%
Fees	204,819	150,000	175,000	175,000	175,000	16.67%
Rentals	203,800	90,000	120,000	125,000	125,000	38.89%
Recreation Revenue	515,246	400,000	450,000	450,000	450,000	12.50%
Other Dept'l Revenue	54,422	50,000	50,000	50,000	50,000	0.00%
Licenses & Permits	881,939	620,000	675,000	725,000	725,000	16.94%
Special Assessments	68,672	60,000	60,000	60,000	60,000	0.00%
Fines & Forfeits	59,324	50,000	50,000	50,000	50,000	0.00%
Interest Earnings	24,017	20,000	20,000	20,000	20,000	0.00%
Misc.	2,897	2,500	2,500	2,500	2,500	0.00%
Misc. non-recurring	929,234	292,752	250,025	250,025	250,025	-14.59%
<b>Sub-Total Local Revenue</b>	<b>7,993,077</b>	<b>5,910,252</b>	<b>6,322,325</b>	<b>6,377,525</b>	<b>6,377,525</b>	<b>7.91%</b>

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY 2017 Budget		Summaries					Sources of Funding/Revenues		
		FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference FY2016 - Town Manager	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference FY2016 - Town Manager
<b>Available Funds</b>									
Free Cash	2,913,484	787,000	2,750,000	2,903,600	268.95%				
Overlay Surplus	150,000	150,000	150,000	150,000	0.00%				
Stabilization Fund	0	0	0	0	0.00%				
Retirement Fund	0	0	0	0	0.00%				
Enterprise Funds	25,000	25,000	25,000	25,000	0.00%				
<b>Other :</b>									
Land Bank Receipts Reserved	902,031	870,100	837,500	837,500	-3.75%				
Community Preservation Fund	1,471,300	624,138	1,064,685	1,064,685	70.58%				
Water Overhead	233,139	238,967	244,941	244,941	2.50%				
Cemetery Perpetual Care	1,000	1,000	1,000	1,000	0.00%				
Sale Of Lots & Graves Trust	0	5,000	5,000	10,000	100.00%				
Wetland Protection Fund	10,000	10,000	10,000	10,000	0.00%				
Waterway Imp. Fund	275,000	290,000	275,000	275,000	-5.17%				
Prior Articles	0	0	0	0					
Railroad Museum	3,245	3,000	3,000	3,000	0.00%				
PEG Access Funds	30,000	25,000	25,000	25,000	0.00%				
<b>Sub-Total Available Funds</b>	<b>6,014,199</b>	<b>3,029,205</b>	<b>5,391,126</b>	<b>5,549,726</b>	<b>83.21%</b>				

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY 2017 Budget		Summaries				
		FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	% Difference FY2016 - Town Manager
<b>Expenses</b>						
<b>Operating Budgets</b>						
General Government	1,878,551	1,940,839	1,993,477	1,993,477	2.71%	
Public Safety	5,955,048	5,540,427	6,070,444	5,831,540	5.25%	
Community Development	648,719	755,676	769,491	769,491	1.83%	
Natural Resources (formerly H & E)	1,284,316	1,314,231	1,358,925	1,358,925	3.40%	
Public Works & Facilities	4,708,533	4,686,740	4,757,392	4,709,493	0.49%	
Community & Social Services	966,163	1,054,930	1,148,097	1,148,097	8.83%	
Education	8,107,094	8,517,054	8,870,661	8,870,661	4.15%	
Employee Benefits	4,177,371	4,423,164	4,740,390	4,740,390	7.17%	
Undistributed Ins. & Reserve Fund	449,519	609,375	609,375	609,375	0.00%	
Debt Service	7,150,548	7,860,558	7,645,186	7,834,625	-0.33%	
<b>Operating Budget Total</b>	<b>35,325,863</b>	<b>36,702,995</b>	<b>37,963,438</b>	<b>37,866,074</b>	<b>3.17%</b>	
<b>Capital Budget</b>						
Town (no water)	1,914,000	1,775,000	4,421,000	2,018,250	13.70%	
Water w/ Bonding	6,533,000	0	2,500,000	3,500,000	100.00%	
Bonding/Other Avail Fds	17,500,000	0	350,000	350,000		
<b>Capital Budget Total</b>	<b>25,947,000</b>	<b>1,775,000</b>	<b>7,271,000</b>	<b>5,868,250</b>	<b>230.61%</b>	

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FY 2017 Budget	Summaries					% Difference FY2016 - Town Manager
	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	
Water Operating Budget	2,412,929	2,726,577	2,753,808	2,737,808	2,737,808	0.41%
Articles-Routine at ATM	1,273,747	175,000	627,000	1,095,600	1,095,600	526.06%
LandPurchase	0	0	1,500,000	1,500,000	1,500,000	
Community Preservation	1,471,300	624,138	1,064,685	1,064,685	1,064,685	70.58%
Library Supplemental	17,000	0	0	0	0	
Enterprise Fund	25,000	25,000	25,000	25,000	25,000	0.00%
Stabilization Fund/OPFB Trust	150,000	150,000	250,000	150,000	150,000	0.00%
<b>Total Town Meeting Approp</b>	<b>5,349,976</b>	<b>3,700,715</b>	<b>6,220,493</b>	<b>6,573,093</b>	<b>6,573,093</b>	<b>77.62%</b>
Overlay for Abatelements	376,928	374,107	400,000	375,000	375,000	0.24%
Charges: State & County	675,551	694,400	711,760	716,710	716,710	3.21%
Other Articles	1,190,000	0	0	0	0	
Court Judgements & Other Deficits	21,785	74,367	75,000	53,626	53,626	-27.89%
State Aid - Offsets (Lunch & Libr'y)	7,517	7,083	7,500	7,054	7,054	-0.41%
<b>Total Expenses</b>	<b>68,894,619</b>	<b>43,328,667</b>	<b>52,649,191</b>	<b>51,459,807</b>	<b>51,459,807</b>	<b>18.77%</b>

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY 2017 Budget		Summaries							Department Expenses		
		FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference	FY 2016	FY 2017	FY 2017
<b>GENERAL GOVERNMENT</b>											
<b>Dept - 114 Town Moderator</b>											
Personnel Services	0	600	600	600	600	600	600	600	600	600	0.00%
Expenses	0	20	50	20	50	50	50	50	50	50	0.00%
<b>Total Town Moderator</b>	<b>0</b>	<b>620</b>	<b>650</b>	<b>620</b>	<b>620</b>	<b>620</b>	<b>620</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>0.00%</b>
<b>Dept - 131 Finance Committee</b>											
Personnel Services	1,577	1,701	2,000	0	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
Expenses	501	176	600	176	600	600	600	600	600	600	0.00%
<b>Total Finance Committee</b>	<b>2,078</b>	<b>1,877</b>	<b>2,600</b>	<b>176</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>	<b>0.00%</b>
<b>Dept - 122 Board of Selectmen</b>											
Personnel Services	10,500	10,500	10,500	5,250	10,500	10,500	10,500	10,500	10,500	10,500	0.00%
Expenses	768	800	1,000	250	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
<b>Total Board of Selectmen</b>	<b>11,268</b>	<b>11,300</b>	<b>11,500</b>	<b>5,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>0.00%</b>
<b>Dept - 123 Town Manager</b>											
Personnel Services	208,162	216,438	223,628	111,248	230,866	230,866	230,866	230,866	230,866	230,866	3.24%
Expenses	155,127	166,936	164,200	65,575	164,200	164,200	164,200	164,200	164,200	164,200	0.00%
<b>Total Town Manager</b>	<b>363,288</b>	<b>383,373</b>	<b>387,828</b>	<b>176,823</b>	<b>395,066</b>	<b>395,066</b>	<b>395,066</b>	<b>395,066</b>	<b>395,066</b>	<b>395,066</b>	<b>1.87%</b>
<b>Dept - 130 Human Resources</b>											
Personnel Services	156,610	86,662	91,546	46,906	96,722	96,722	96,722	96,722	96,722	96,722	5.65%
Expenses	15,043	16,627	8,900	8,155	12,900	12,900	12,900	12,900	12,900	12,900	44.94%
<b>Total Human Resources</b>	<b>171,653</b>	<b>103,288</b>	<b>100,446</b>	<b>55,061</b>	<b>109,622</b>	<b>109,622</b>	<b>109,622</b>	<b>109,622</b>	<b>109,622</b>	<b>109,622</b>	<b>9.14%</b>

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 FY 2017 Budget		Summaries						
		Department Expenses					FY2016 - Town Manager	
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	% Difference	
<b>Dept - 151 Legal</b>								
Personnel Services Expenses	0	0	0	0	0	0	12.82%	
	119,779	132,728	97,500	58,313	110,000	110,000	12.82%	
<b>Total Legal</b>	<b>119,779</b>	<b>132,728</b>	<b>97,500</b>	<b>58,313</b>	<b>110,000</b>	<b>110,000</b>	<b>12.82%</b>	
<b>Dept - 148 Audit</b>								
Personnel Services Expenses	0	0	0	0	0	0	18.75%	
	28,304	29,523	32,000	6,569	38,000	38,000	18.75%	
<b>Total Audit</b>	<b>28,304</b>	<b>29,523</b>	<b>32,000</b>	<b>6,569</b>	<b>38,000</b>	<b>38,000</b>	<b>18.75%</b>	
<b>Dept - 135 Accounting</b>								
Personnel Services Expenses	204,131	212,874	220,639	114,675	226,560	226,560	2.68%	
	6,100	2,766	7,500	638	7,500	7,500	0.00%	
<b>Total Accounting</b>	<b>210,231</b>	<b>215,640</b>	<b>228,139</b>	<b>115,313</b>	<b>234,060</b>	<b>234,060</b>	<b>2.60%</b>	
<b>Dept - 141 Assessing</b>								
Personnel Services Expenses	186,791	190,523	192,452	69,190	162,776	162,776	-15.42%	
	66,289	48,271	71,600	10,175	71,600	71,600	0.00%	
<b>Total Assessing</b>	<b>253,080</b>	<b>238,793</b>	<b>264,052</b>	<b>79,365</b>	<b>234,376</b>	<b>234,376</b>	<b>-11.24%</b>	
<b>Dept - 146 Treasurer/Collector</b>								
Personnel Services Expenses	172,394	156,515	179,082	78,311	183,958	183,958	2.72%	
	15,459	20,610	31,550	4,433	31,550	31,550	0.00%	
<b>Total Treasurer/Collector</b>	<b>187,853</b>	<b>177,125</b>	<b>210,632</b>	<b>82,744</b>	<b>215,508</b>	<b>215,508</b>	<b>2.32%</b>	

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	YTD 12/31/15	FY 2016 Dept Request	FY 2017 Town Manager	FY 2017 % Difference	FY2016 - Town Manager	
<b>Dept - 155 Information Technologies</b>									
Personnel Services	151,978	239,634	262,077	120,487	268,025	268,025	2.27%	268,025	2.27%
Expenses	112,704	139,303	141,250	86,533	141,250	141,250	0.00%	141,250	0.00%
<b>Total Information Technologies</b>	<b>264,682</b>	<b>377,937</b>	<b>403,327</b>	<b>207,020</b>	<b>409,275</b>	<b>409,275</b>	<b>1.47%</b>	<b>409,275</b>	<b>1.47%</b>
<b>Dept - 161 Town Clerk</b>									
Personnel Services	123,562	125,808	124,664	58,211	124,964	124,964	0.24%	124,964	0.24%
Expenses	6,839	11,483	13,565	4,794	13,565	13,565	0.00%	13,565	0.00%
<b>Total Town Clerk</b>	<b>130,401</b>	<b>137,291</b>	<b>138,229</b>	<b>63,005</b>	<b>138,529</b>	<b>138,529</b>	<b>0.22%</b>	<b>138,529</b>	<b>0.22%</b>
<b>Dept - 162 Elections</b>									
Personnel Services	825	650	1,275	0	1,275	1,275	0.00%	1,275	0.00%
Expenses	21,107	27,536	30,250	1,699	41,445	41,445	37.01%	41,445	37.01%
<b>Total Elections</b>	<b>21,932</b>	<b>28,186</b>	<b>31,525</b>	<b>1,699</b>	<b>42,720</b>	<b>42,720</b>	<b>35.51%</b>	<b>42,720</b>	<b>35.51%</b>
<b>Dept - 124 Summer Residents Advisory Committee</b>									
Personnel Services	0	0	0	0	0	0	0.00%	0	0.00%
Expenses	2,091	2,264	2,300	1,953	2,300	2,300	0.00%	2,300	0.00%
<b>Total Summer Residents Advisory</b>	<b>2,091</b>	<b>2,264</b>	<b>2,300</b>	<b>1,953</b>	<b>2,300</b>	<b>2,300</b>	<b>0.00%</b>	<b>2,300</b>	<b>0.00%</b>
<b>Dept - 125 Parking Clerk</b>									
Personnel Services	3,500	4,000	4,000	2,000	4,000	4,000	0.00%	4,000	0.00%
Expenses	362	1,805	2,500	1,671	2,500	2,500	0.00%	2,500	0.00%
<b>Total Parking Clerk</b>	<b>3,862</b>	<b>5,805</b>	<b>6,500</b>	<b>3,671</b>	<b>6,500</b>	<b>6,500</b>	<b>0.00%</b>	<b>6,500</b>	<b>0.00%</b>

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Summaries									
FY 2017 Budget				Department Expenses					
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 FY 2017 Town Manager	FY 2016 FY 2016 Town Manager	% Difference FY2016 - Town Manager
<b>Dept -165 Sticker (Permit) Office</b>									
Personnel Services	28,371	28,227	20,111	11,381	39,270	39,270	39,270	95.27%	
Expenses	3,475	4,573	3,500	297	3,500	3,500	3,500	0.00%	
<b>Total Sticker (Permit) Office</b>	<b>31,846</b>	<b>32,800</b>	<b>23,611</b>	<b>11,678</b>	<b>42,770</b>	<b>42,770</b>	<b>42,770</b>	<b>81.14%</b>	
<b>Dept - 190 Project Administration</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	0	0	0	0	0	0	0		
<b>Total Project Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 FY2016 - Town Manager	FY 2017 FY2016 - Town Manager	% Difference
<b>PUBLIC SAFETY</b>									
<b>Dept - 210 Police</b>									
Personnel Services	2,208,012	2,355,858	2,202,926	1,204,554	2,343,239	2,343,239	2,343,239	2,343,239	6.37%
Expenses	138,086	157,598	163,296	86,761	163,496	162,346	162,346	162,346	-0.58%
<b>Total Police</b>	<b>2,346,098</b>	<b>2,513,456</b>	<b>2,366,222</b>	<b>1,291,315</b>	<b>2,506,735</b>	<b>2,505,585</b>	<b>2,505,585</b>	<b>2,505,585</b>	<b>5.89%</b>
<b>Dept - 216 Emergency Management</b>									
Personnel Services	0	0	2,500	0	2,500	2,500	2,500	2,500	0.00%
Expenses	605	2,986	6,600	277	6,600	6,600	6,600	6,600	0.00%
<b>Total Emergency Management</b>	<b>605</b>	<b>2,986</b>	<b>9,100</b>	<b>277</b>	<b>9,100</b>	<b>9,100</b>	<b>9,100</b>	<b>9,100</b>	<b>0.00%</b>
<b>Dept - 215 Animal Control</b>									
Personnel Services	57,063	59,863	60,868	3,807	43,623	43,623	43,623	43,623	-28.33%
Expenses	221	126	1,900	23	1,900	1,900	1,900	1,900	0.00%
<b>Total Animal Control</b>	<b>57,285</b>	<b>59,989</b>	<b>62,768</b>	<b>3,830</b>	<b>45,523</b>	<b>45,523</b>	<b>45,523</b>	<b>45,523</b>	<b>-27.47%</b>
<b>Dept - 240 Fire</b>									
Personnel Services	2,492,857	2,868,039	2,671,564	1,336,334	3,043,863	2,828,629	2,828,629	2,828,629	5.88%
Expenses	409,088	504,060	424,250	307,089	458,700	436,180	436,180	436,180	2.81%
<b>Total Fire</b>	<b>2,901,945</b>	<b>3,372,099</b>	<b>3,095,814</b>	<b>1,643,424</b>	<b>3,502,563</b>	<b>3,264,809</b>	<b>3,264,809</b>	<b>3,264,809</b>	<b>5.46%</b>
<b>Dept - 222 Cape and Islands EMS</b>									
Personnel Services	0	0	0	0	0	0	0	0	0.00%
Expenses	5,492	5,492	5,493	5,492	5,493	5,493	5,493	5,493	0.00%
<b>Total Cape and Islands EMS</b>	<b>5,492</b>	<b>5,492</b>	<b>5,493</b>	<b>5,492</b>	<b>5,493</b>	<b>5,493</b>	<b>5,493</b>	<b>5,493</b>	<b>0.00%</b>

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Summaries									
FY 2017 Budget				Department Expenses					
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	FY 2016 - Town Manager	% Difference
<b>Dpet - 224 Oil Pollution Control</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	891	1,025	1,030	0	1,030	1,030	1,030		0.00%
<b>Total Oil Pollution Control</b>	<b>891</b>	<b>1,025</b>	<b>1,030</b>	<b>0</b>	<b>1,030</b>	<b>1,030</b>	<b>1,030</b>		<b>0.00%</b>

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 FY 2017 Budget		Summaries						
		Department Expenses						
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 % Difference	
<b>COMMUNITY DEVELOPMENT</b>								
<b>Dept - 240</b>	<b>Community Development</b>							
Personnel Services	502,796	502,720	639,276	281,118	637,391	637,391	-0.29%	
Expenses	38,312	90,999	61,400	35,056	70,100	70,100	14.17%	
<b>Total Community Development</b>	<b>541,109</b>	<b>593,719</b>	<b>700,676</b>	<b>316,174</b>	<b>707,491</b>	<b>707,491</b>	<b>0.97%</b>	
<b>Dept - 182 Economic Development - Chamber of Commerce</b>								
Personnel Services	0	0	0	0	0	0		
Expenses	55,000	55,000	55,000	35,207	62,000	62,000	12.73%	
<b>Total Economic Development Chamber of Commerce</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>35,207</b>	<b>62,000</b>	<b>62,000</b>	<b>12.73%</b>	

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY 2017 Budget		Summaries						
		Department Expenses						
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	% Difference
<b>NATURAL RESOURCES</b>								
<b>Dept - 510 Health</b>								
Personnel Services	276,647	285,267	301,216	135,062	297,125	297,125	297,125	-1.36%
Expenses	59,820	77,167	88,150	34,599	98,150	98,150	98,150	11.34%
<b>Total Health</b>	<b>336,467</b>	<b>362,434</b>	<b>389,366</b>	<b>169,661</b>	<b>395,275</b>	<b>395,275</b>	<b>395,275</b>	<b>1.52%</b>
<b>Dept - 171 Conservation</b>								
Personnel Services	157,156	172,038	168,345	74,899	168,400	168,400	168,400	0.03%
Expenses	16,244	21,741	18,300	8,069	21,550	21,550	21,550	17.76%
<b>Total Conservation</b>	<b>173,401</b>	<b>193,779</b>	<b>186,645</b>	<b>82,967</b>	<b>189,950</b>	<b>189,950</b>	<b>189,950</b>	<b>1.77%</b>
<b>Dept - 280 Pleasant Bay Management</b>								
Personnel Services	0	0	0	0	0	0	0	0.00%
Expenses	32,774	32,774	32,900	32,900	32,900	32,900	32,900	0.00%
<b>Total Pleasant Bay Management</b>	<b>32,774</b>	<b>32,774</b>	<b>32,900</b>	<b>32,900</b>	<b>32,900</b>	<b>32,900</b>	<b>32,900</b>	<b>0.00%</b>
<b>Dept - 270 Harbormaster</b>								
Personnel Services	332,763	344,678	328,786	189,491	351,353	351,353	351,353	6.86%
Expenses	103,923	93,829	94,043	38,000	102,971	102,971	102,971	9.49%
<b>Total Harbormaster</b>	<b>436,687</b>	<b>438,507</b>	<b>422,829</b>	<b>227,491</b>	<b>454,324</b>	<b>454,324</b>	<b>454,324</b>	<b>7.45%</b>
<b>Dept - 295 Coastal Resources</b>								
Personnel Services	86,410	88,254	109,995	41,272	110,690	110,690	110,690	0.63%
Expenses	4,332	5,540	5,540	1,583	5,540	5,540	5,540	0.00%
<b>Total Coastal Resources</b>	<b>90,742</b>	<b>93,794</b>	<b>115,535</b>	<b>42,855</b>	<b>116,230</b>	<b>116,230</b>	<b>116,230</b>	<b>0.60%</b>

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Summaries									
FY 2017 Budget				Department Expenses					
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 FY2016 - Town Manager	% Difference	
<b>Dept - 247 Shellfish</b>									
Personnel Services	138,856	147,251	150,266	87,411	153,556	153,556	153,556	2.19%	
Expenses	12,328	13,690	13,690	4,728	13,690	13,690	13,690	0.00%	
<b>Total Shellfish</b>	<b>151,185</b>	<b>160,941</b>	<b>163,956</b>	<b>92,139</b>	<b>167,246</b>	<b>167,246</b>	<b>167,246</b>	<b>2.01%</b>	
<b>Dept - 291 South Coast Harbor Plan Committee</b>									
Personnel Services	375	257	500	0	500	500	500	0.00%	
Expenses	0	500	500	0	500	500	500	0.00%	
<b>Total South Coast Harbor Plan Committee</b>	<b>375</b>	<b>757</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	
<b>Dept - 248 Shellfish Advisory Committee</b>									
Personnel Services	1,402	679	800	527	800	800	800	0.00%	
Expenses	0	0	200	0	200	200	200	0.00%	
<b>Total Shellfish Advisory Committee</b>	<b>1,402</b>	<b>679</b>	<b>1,000</b>	<b>527</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	
<b>Dept - 189 Waterways Advisory Committee</b>									
Personnel Services	0	0	200	0	200	200	200	0.00%	
Expenses	396	652	800	183	800	800	800	0.00%	
<b>Total Water Advisory Committee</b>	<b>396</b>	<b>652</b>	<b>1,000</b>	<b>183</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 FY2016 - Town Manager	% Difference	
<b>DEPARTMENT OF PUBLIC WORKS</b>									
<b>Dept - 640 Parks and Recreation</b>									
Personnel Services	847,107	834,798	881,109	438,373	872,248	872,348	872,348	-0.99%	
Expenses	150,541	171,586	164,260	73,780	168,290	168,290	168,290	2.45%	
<b>Total Parks and Recreation</b>	<b>997,648</b>	<b>1,006,383</b>	<b>1,045,369</b>	<b>512,154</b>	<b>1,040,538</b>	<b>1,040,638</b>	<b>1,040,638</b>	<b>-0.45%</b>	
<b>Dept - 420 Highway</b>									
Personnel Services	331,624	331,633	358,531	170,802	385,820	385,820	385,820	7.61%	
Expenses	63,549	63,690	62,200	22,236	66,200	61,200	61,200	-1.61%	
<b>Total Highway</b>	<b>395,173</b>	<b>395,323</b>	<b>420,731</b>	<b>193,038</b>	<b>452,020</b>	<b>447,020</b>	<b>447,020</b>	<b>6.25%</b>	
<b>Dept - 423 Snow and Ice</b>									
Personnel Services	38,486	35,526	16,000	0	16,000	16,000	16,000	0.00%	
Expenses	155,256	224,818	75,000	54,574	75,000	75,000	75,000	0.00%	
<b>Total Snow and Ice</b>	<b>193,743</b>	<b>260,344</b>	<b>91,000</b>	<b>54,574</b>	<b>91,000</b>	<b>91,000</b>	<b>91,000</b>	<b>0.00%</b>	
<b>Dept - 424 Street Lighting</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	44,400	22,375	23,000	8,428	23,000	20,000	20,000	-13.04%	
<b>Total Street Lighting</b>	<b>44,400</b>	<b>22,375</b>	<b>23,000</b>	<b>8,428</b>	<b>23,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-13.04%</b>	
<b>Dept - 430 Transfer Station</b>									
Personnel Services	318,547	432,655	331,784	140,482	333,567	333,567	333,567	0.54%	
Expenses	470,448	512,504	608,600	327,741	624,600	624,600	624,600	2.63%	
<b>Total Transfer Station</b>	<b>788,996</b>	<b>945,158</b>	<b>940,384</b>	<b>468,223</b>	<b>958,167</b>	<b>958,167</b>	<b>958,167</b>	<b>1.89%</b>	

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<b>Summaries</b>									
<b>FY 2017 Budget</b>					<b>Department Expenses</b>				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	FY 2016 - Town Manager	% Difference
<b>Dept - 425 Fuel Depot</b>									
Personnel Services Expenses	0	0	0	0	0	0	0	0	-19.42%
Total Fuel Depot	204,594	151,553	206,000	52,065	206,000	166,000	166,000	166,000	-19.42%
<b>Dept - 192 Project Operations &amp; Facilities</b>									
Personnel Services Expenses	357,821	394,946	377,585	166,223	374,995	374,995	374,995	374,995	-0.69%
Total Project Operations & Facilities	551,109	478,866	491,350	212,350	491,350	491,350	491,350	491,350	0.00%
<b>Dept - 443 Sewer</b>									
Personnel Services Expenses	908,930	873,813	868,935	378,574	866,345	866,345	866,345	866,345	-0.30%
<b>Dept - 491 Cemetery</b>									
Personnel Services Expenses	22,527	22,884	23,323	16,327	22,753	22,753	22,753	22,753	-2.44%
Total Cemetery	931,172	904,761	916,000	442,660	940,390	940,390	940,390	940,390	2.66%
<b>Dept - 645 Lighthouse Beach</b>									
Personnel Services Expenses	553,699	927,645	939,323	458,987	963,143	963,143	963,143	963,143	2.54%
Total Cemetery	71,839	71,725	81,999	47,889	92,179	92,180	92,180	92,180	12.42%
<b>Dept - 645 Lighthouse Beach</b>									
Personnel Services Expenses	14,180	13,893	17,799	6,498	17,799	17,800	17,800	17,800	0.01%
Total Lighthouse Beach	57,659	57,832	64,200	41,391	74,380	74,380	74,380	74,380	15.86%
Total Lighthouse Beach	71,839	71,725	81,999	47,889	92,179	92,180	92,180	92,180	12.42%
Personnel Services Expenses	48,555	44,482	56,000	40,533	51,000	51,000	51,000	51,000	-8.93%
Total Lighthouse Beach	12,082	9,732	14,000	183	14,000	14,000	14,000	14,000	0.00%
Total Lighthouse Beach	60,636	54,213	70,000	40,716	65,000	65,000	65,000	65,000	-7.14%

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 FY2016 - Town Manager	% Difference	
<b>HUMAN SERVICES</b>									
<b>Dept - 541 Council on Aging</b>									
Personnel Services	183,041	188,619	244,618	85,383	248,848	248,848	248,848	1.73%	
Expenses	17,540	20,085	19,775	9,921	24,707	24,707	24,707	24.94%	
<b>Total Council on Aging</b>	<b>200,581</b>	<b>208,704</b>	<b>264,393</b>	<b>95,304</b>	<b>273,555</b>	<b>273,555</b>	<b>273,555</b>	<b>3.47%</b>	
<b>Dept -543 Veterans Services</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	70,134	61,339	75,835	49,173	73,906	73,906	73,906	-2.54%	
<b>Total Veterans Services</b>	<b>70,134</b>	<b>61,339</b>	<b>75,835</b>	<b>49,173</b>	<b>73,906</b>	<b>73,906</b>	<b>73,906</b>	<b>-2.54%</b>	
<b>Dept -560 Human Services</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	205,981	212,050	219,350	80,838	275,025	275,025	275,025	25.38%	
<b>Total Human Services</b>	<b>205,981</b>	<b>212,050</b>	<b>219,350</b>	<b>80,838</b>	<b>275,025</b>	<b>275,025</b>	<b>275,025</b>	<b>25.38%</b>	
<b>Dept - 610 Libraries</b>									
Eldredge Public Library	431,342	451,880	462,752	231,376	491,511	491,511	491,511	6.21%	
So. Chatham Public Library	5,100	5,100	5,100	1,275	5,100	5,100	5,100	0.00%	
<b>Total Libraries</b>	<b>436,442</b>	<b>456,980</b>	<b>467,852</b>	<b>232,651</b>	<b>496,611</b>	<b>496,611</b>	<b>496,611</b>	<b>6.15%</b>	

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Summaries									
FY 2017 Budget				Department Expenses					
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2016 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	FY 2017 Town Manager	% Difference FY2016 - Town Manager
<b>Dept - 692 Public Ceremonies</b>									
Personnel Services	0	0	0	0	0	0	0	0	
Expenses	16,708	16,345	17,000	16,981	18,500	18,500	18,500	18,500	8.82%
<b>Total Public Ceremonies</b>	<b>16,708</b>	<b>16,345</b>	<b>17,000</b>	<b>16,981</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>8.82%</b>
<b>Dept - 699 Other Public Events/Chatham Band</b>									
Personnel Services	0	0	0	0	0	0	0	0	
Expenses	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	0.00%
<b>Total Other Public Events/Chatham Band</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>0.00%</b>
<b>Dept - 670 Railroad Museum</b>									
Personnel Services	0	0	0	0	0	0	0	0	
Expenses	1,027	3,245	3,000	619	3,000	3,000	3,000	3,000	0.00%
<b>Total Railroad Museum</b>	<b>1,027</b>	<b>3,245</b>	<b>3,000</b>	<b>619</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 YTD 12/31/15	FY 2017 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	FY 2016 - Town Manager	% Difference
<b>EDUCATION</b>									
<b>Chatham Public Schools/Monomoy RSD.</b>									
Salaries & Expenses	7,615,764	7,403,412	7,556,170	3,180,793	8,025,756	8,025,756	8,025,756		6.21%
Debt Service	0	0	651,762	0	634,699	634,699	634,699		-2.62%
<b>Total Chatham/Monomoy Schools</b>	<b>7,615,764</b>	<b>7,739,657</b>	<b>8,207,932</b>	<b>3,517,684</b>	<b>8,660,455</b>	<b>8,660,455</b>	<b>8,660,455</b>		<b>5.51%</b>
<b>CC Tech. Regional High School</b>									
Expenses	384,752	367,437	309,122	185,474	210,206	210,206	210,206		-47.06%
<b>Total</b>	<b>384,752</b>	<b>367,437</b>	<b>309,122</b>	<b>185,474</b>	<b>210,206</b>	<b>210,206</b>	<b>210,206</b>		<b>-47.06%</b>
<b>Total Education</b>	<b>8,000,516</b>	<b>8,107,094</b>	<b>8,517,054</b>	<b>3,703,158</b>	<b>8,870,661</b>	<b>8,870,661</b>	<b>8,870,661</b>		<b>4.15%</b>

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	YTD 12/31/15	FY 2016 Dept Request	FY 2017 Town Manager	FY 2017 Town Manager	FY 2016 FY2016 - Town Manager	% Difference
<b>EMPLOYEE BENEFITS</b>									
<b>Dept - 920 Employee Benefits</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	4,094,923	4,177,371	4,423,164	2,984,274	4,740,390	4,740,390	4,740,390		7.17%
<b>Total Employee Benefits</b>	<b>4,094,923</b>	<b>4,177,371</b>	<b>4,423,164</b>	<b>2,984,274</b>	<b>4,740,390</b>	<b>4,740,390</b>	<b>4,740,390</b>		<b>7.17%</b>
<b>UNDISTRIBUTED</b>									
<b>Dept - 945 Insurance</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	382,886	449,519	509,375	462,933	509,375	509,375	509,375		0.00%
<b>Total Insurance</b>	<b>382,886</b>	<b>449,519</b>	<b>509,375</b>	<b>462,933</b>	<b>509,375</b>	<b>509,375</b>	<b>509,375</b>		<b>0.00%</b>
<b>Reserve Fund</b>									
Expenses	0	0	100,000	0	100,000	100,000	100,000		0.00%
<b>Total Reserve Fund</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>		<b>0.00%</b>
<b>DEBT SERVICES</b>									
<b>Dept - 710 Debt Service</b>									
Personnel Services	0	0	0	0	0	0	0		
Expenses	7,438,281	7,150,548	7,860,558	4,086,044	7,645,186	7,834,625	7,834,625		-0.33%
<b>Total Debt Service</b>	<b>7,438,281</b>	<b>7,150,548</b>	<b>7,860,558</b>	<b>4,086,044</b>	<b>7,645,186</b>	<b>7,834,625</b>	<b>7,834,625</b>		<b>-0.33%</b>

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Summaries									
FY 2017 Budget					Department Expenses				
	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	YTD 12/31/15	FY 2016 Dept Request	FY 2017 Town Manager	FY 2017 % Difference		
<b>Dept - 450 Water</b>									
Personnel Services	121,443	128,094	187,759	68,384	188,775	188,775	0.54%		
Expenses	1,187,110	1,222,466	1,270,440	703,129	1,309,320	1,309,320	3.06%		
<b>Water Operating Expenses</b>	<b>1,308,552</b>	<b>1,350,561</b>	<b>1,458,199</b>	<b>771,513</b>	<b>1,498,095</b>	<b>1,498,095</b>	<b>2.74%</b>		
Total Overhead	227,900	233,139	238,967	238,967	244,941	244,941	2.50%		
Prepaid Non Betterment	41,633	39,760	37,870	37,870	35,963	35,963	-5.04%		
Total Debt Service	904,419	789,469	991,541	510,325	958,809	958,809	-3.30%		
<b>Water Grand Total</b>	<b>2,482,504</b>	<b>2,412,929</b>	<b>2,726,577</b>	<b>1,558,675</b>	<b>2,737,808</b>	<b>2,737,808</b>	<b>0.41%</b>		

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## APPENDIX D

### Regional School Districts Assessments

**Cape Cod Regional Technical High School**

**INFORMATION FOR THE TOWN OF  
Chatham**

*Cape Cod Regional Technical High School will provide an opportunity to acquire high quality technical, academic, and social skills which prepare our students for success in our changing world.*

**Our Budget**

The actual budget of **\$14,459,000** is down **0.50%** from FY16 and the assessments for each town varies based on the Education Reform formula and the membership from each community.

**Enrollment**

Cape Cod Tech serves as an educational facility with a student population of **618** as of **October 1, 2015**. A comparison of the enrollments from your community for the last four years shows:

<b>Year</b>	<b>Town Enrollment</b>	<b>Percentage of Total Enrollment</b>
2012	23	3.5%
2013	21	3.2%
2014	17	2.6%
2015	11	1.8%

**Assessments**

A comparison of Chatham assessments for the last four years shows the following:

<b>Fiscal Year</b>	<b>Assessment</b>
FY14	\$384,752
FY15	\$367,437
FY16	\$309,122
FY17	\$210,206

**MSBA Project at Cape Cod Tech**

After 4 Statements of Interest (SOI's) to the MSBA, Cape Cod Tech was accepted into the Eligibility Period Phase in the "CORE" program for a major reconstruction or renovation in January of 2015

- ❖ The Cape Cod Regional Technical H.S. has formed a School Building Committee comprised of 21 members representing the interest of our 12 sending towns.
- ❖ We reached agreement on a design enrollment of 650 students

On September 30, 2015, the Cape Cod Regional Technical High School was invited into the Feasibility and Schematic Design Phase.

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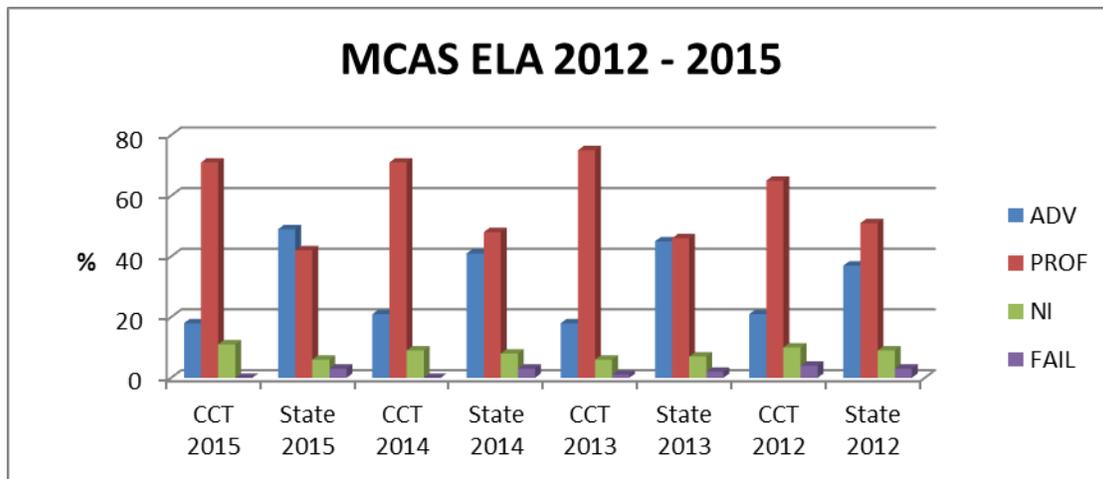
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- ❖ The SBC has chosen and negotiated with an Owners Project Manager, Colliers International.
- ❖ We will soon begin to work with the chosen OPM to select a project Designer for the project.

**Academic and Graduation Successes**

**English Language Arts 2012-2015**

	ADV	PROF	NI	FAIL
CCT 2015	18	71	11	0
State 2015	49	42	6	3
CCT 2014	21	71	9	0
State 2014	41	48	8	3
CCT 2013	18	75	6	1
State 2013	45	46	7	2
CCT 2012	21	65	10	4
State 2012	37	51	9	3



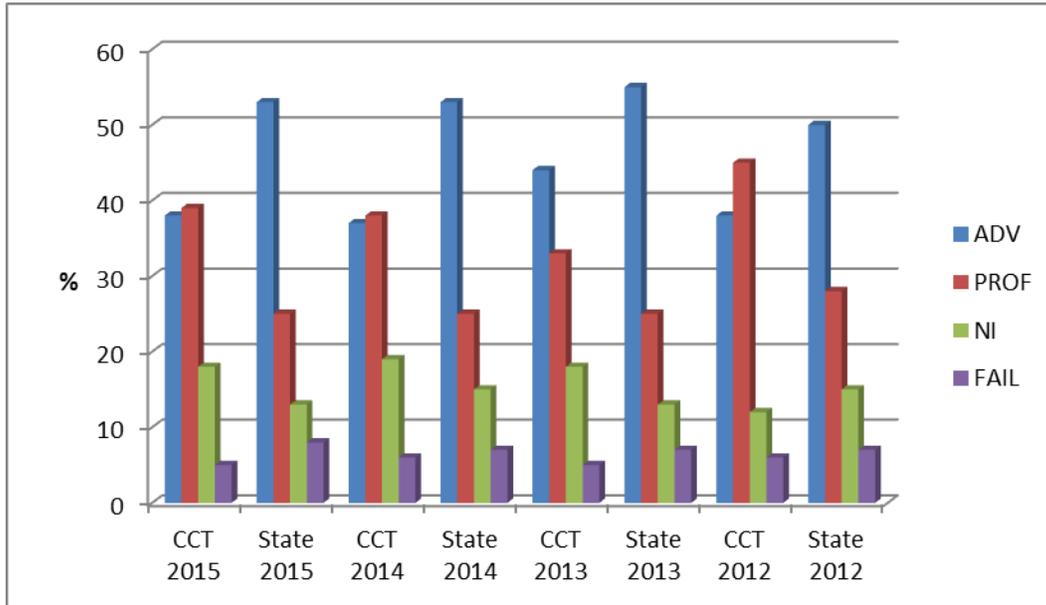
**Mathematics 2012-2015**

	ADV	PROF	NI	FAIL
CCT 2015	38	39	18	5
State 2015	53	25	13	8
CCT 2014	37	38	19	6
State 2014	53	25	15	7
CCT 2013	44	33	18	5
State 2013	55	25	13	7
CCT 2012	38	45	12	6

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**  
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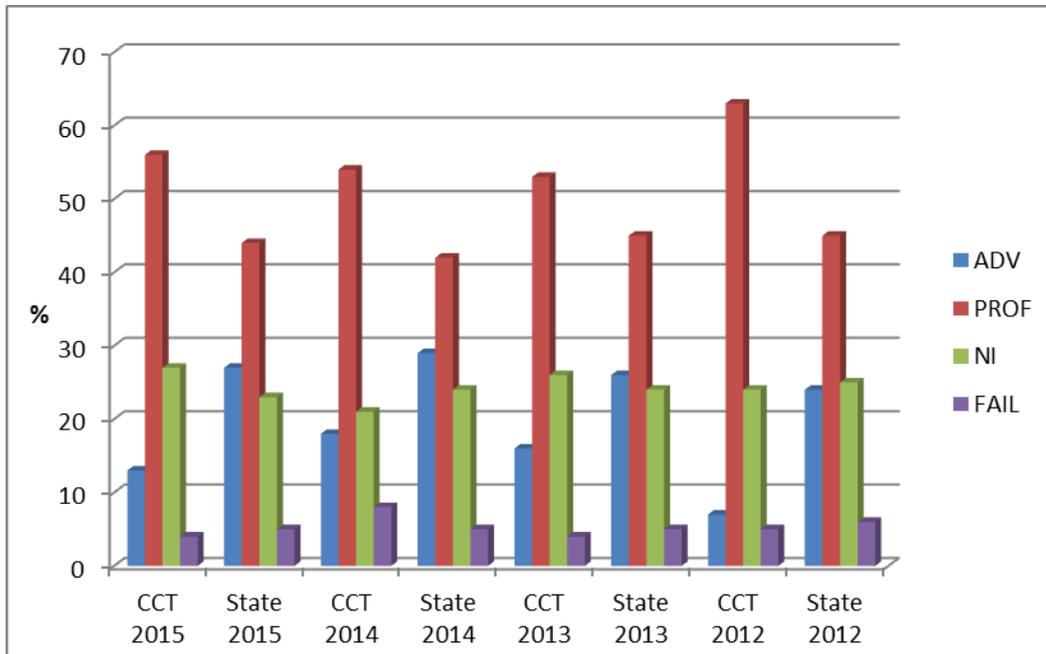
State 2012	50	28	15	7
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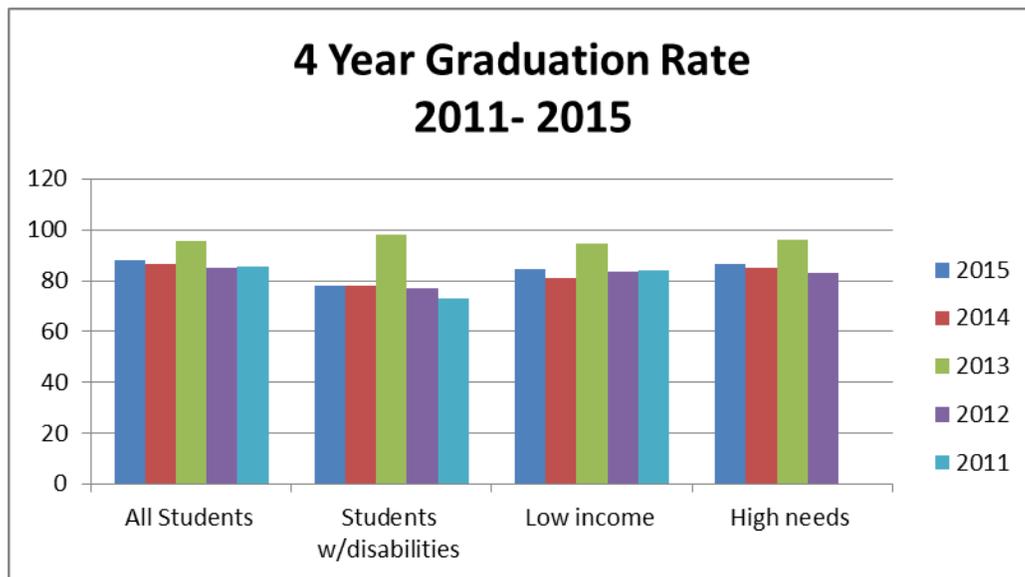
**Science 2012-2015**

	ADV	PROF	NI	FAIL
CCT 2015	13	56	27	4
State 2015	27	44	23	5
CCT 2014	18	54	21	8
State 2014	29	42	24	5
CCT 2013	16	53	26	4
State 2013	26	45	24	5
CCT 2012	7	63	24	5
State 2012	24	45	25	6

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**Graduation Rate**



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<b>4-Year Graduation Rate 2015, 2014, 2013, 2012 &amp; 2011</b>					
	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>All Students</b>	88.1	86.4	95.6	85.2	85.8
<b>Students w/disabilities</b>	77.8	77.8	98.1	77.2	72.9
<b>Low income</b>	84.7	81	94.7	83.7	84.2
<b>High needs</b>	86.7	85	96.1	83.3	n/a

**Graduate Follow-up Study – Class of 2014**

<b>Shop</b>	<b>Number of Graduates</b>	<b>Survey Responses</b>	<b>In Military</b>	<b>Employed Related to Shop</b>	<b>In Additional Education</b>	<b>Employed Not Related to Shop</b>	<b>Unemployed</b>
Auto Body	5	5	0	2	0	2	1
AutoTech	11	10	0	6	4	0	0
Carpentry	3	3	0	2	0	1	0
Cosmetology	6	6	0	4	2	0	0
Culinary Arts	12	12	0	7	4	1	0
Dental Assisting	6	6	0	3	1	2	0
Early Education	7	6	0	4	2	0	0
Electrical	8	8	0	4	2	2	0
Graphics	8	7	1	1	3	2	0
Health Tech	12	11	0	6	4	0	1
HVAC	3	2	0	1	1	0	0
Horticulture	11	11	1	7	1	1	1
Info Tech	13	10	1	2	7	0	0
Marine	10	10	1	4	4	1	0
Welding	9	9	0	5	1	3	0
Plumbing	10	8	3	4	1	0	0
Entire School	134	124	7	62	37	15	3

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## **Monomoy Regional School District**

Dear Chatham Voters,

I'd like to thank you for your support of the Monomoy Regional School District. This FY17 budget allows Monomoy Regional to maintain and strategically enhance its academic program, better support struggling learners, and further expand opportunities for the children of our towns. As in past years, our FY17 budget supports personalized learning by providing small class sizes that are on average 18 students or fewer at the elementary level and 20 students or fewer at the middle and high school levels. Beyond the classroom, students further flourish in our vibrant performing arts program, on our growing interscholastic sports teams, and through numerous educational trips, both domestic and abroad. The quality of Monomoy Regional Schools can be seen in the talent at our recent Adams Family musical, a championship 2016 Girls Varsity Basketball team, and the successes of Chatham's own Monomoy Regional High School senior Catie Barr, to whom I awarded this year's Superintendent's Award for Academic Excellence.

During the 2015-2016 school year, 1,931 students attend Monomoy Regional, which is a decrease of three students over the prior year's enrollment. While the number of total students attending our schools declined negligibly, the number of Chatham students attending Monomoy increased by 14 (3.5%) over the prior year. The town's assessment is determined, in part, by the foundation enrollment, which is the number of Chatham students attending Monomoy Regional and charter schools or other public school districts through school choice. Included in this foundation enrollment calculation are 61 Chatham students attending other school districts through inter-district school choice and 13 Chatham students attending charter schools, each of whom Monomoy Regional is fiscally responsible for funding during the 2015-2016 academic year. Given the quality academic program and opportunities now available to students within Monomoy Regional Schools, the number of Chatham students attending other school districts and charter schools has decreased by 17 students over the prior year (a 19% decrease). Chatham students represent 26.32% of Monomoy's foundation enrollment for FY17 – this is a .03% decrease over the prior year.

Monomoy Regional's FY17 budget was built as a "level staffing" budget. At present, we have a large Grade 5 cohort and have included in the FY17 budget a placeholder which will allow the middle school to add one teacher at Grade 6, to maintain low class sizes, if we continue to see families choosing Monomoy over other choice options. Despite being a "level staff" budget, our students and families will continue to see improvements in our educational program and added opportunities, as we strategically shift staffing and resources within the district.

At the elementary and middle school levels, all students, kindergarten through Grade 7, will experience an exciting new math curriculum next year. After much research and discussion,

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the district will be adopting and implementing *Math in Focus*. This math program is often referred to as Singapore math because it uses teaching methods and curricula used in the island nation of Singapore, a country consistently ranked at the top on international math assessments. Other school districts throughout our state and country that have adopted the *Math in Focus* curriculum have seen dramatic improvements in students' success in mathematics, and this is one area in which we are committed to seeing our students excel.

At Monomoy Regional High School, we are reintroducing Business classes, with a math focus, to prepare students for both our local economy and for majoring in Business or Accounting in college. We also will be expanding physics classes for our students, as well as Advanced Placement courses in Latin, French, and Spanish. For students who academically struggle, we will be creating an Academic Support Center next year, to help all students succeed while in high school, so they will be ready for college and their future careers. Throughout the year, we have watched our high school's new TV and Video program take flight, and the options for students within digital media at Monomoy Regional High School continue to rise. Over the course of this next year, we will begin live streaming on the educational cable channel in our towns. I hope this will allow those unfamiliar with Monomoy Regional the chance to see the great things happening in your local schools.

Monomoy Regional's FY17 General Fund Budget, including debt, is \$36,354,036, a 3.8% increase over FY16. At the time of writing this memo, the budget on Beacon Hill is still in flux, and depending upon how much fiscal support comes from the State, we will be using up to \$331,821 from our Excess and Deficiency reserve to offset the FY17 budget. The school district's FY17 debt service is \$2,411,471, and as we pay down the cost of the new high school over the next 24 years, this debt will continually decrease. Chatham's FY17 assessment is \$8,659,341, a 5.5% increase over the prior year, driven largely by the school district's use of less Excess and Deficiency reserves to offset the FY17 budget, compared to the prior fiscal year.

At Monomoy Regional, we take pride in the educational program and opportunities we are developing and providing for the children of Chatham and Harwich, and we appreciate your support of our FY17 budget so we can continue to provide a high quality education to the children of our towns. You can learn more about our educational program and Monomoy's schools on our website at [www.monomoy.edu](http://www.monomoy.edu).

Proud to be a Monomoy Shark.

Scott Carpenter  
Superintendent  
Monomoy Regional School District

## APPENDIX E

### Debt Amortization Schedule

**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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

Town of Chatham												
Master Debt Amortization Schedule												
Outstanding Principal & Interest												
Debt Schedule June 2015												
Fiscal Year	General Fund		Water Fund		Water Fund		Water Fund		Water Fund		Total	Cumulative % of Total Debt Service
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest		
2017	3,573,107.01	2,047,079.03	7,620,186.04	719,177.72	214,603.25	933,781.27	6,292,284.73	2,261,682.38	8,253,567.31	8.20%		
2018	5,130,305.73	1,662,668.80	7,100,174.23	593,500.00	186,636.25	779,136.25	5,822,805.73	2,006,502.05	7,879,310.78	15.75%		
2019	4,701,040.73	1,721,270.04	6,418,610.77	593,500.00	163,697.30	756,197.30	5,659,540.73	1,884,267.34	7,174,808.27	22.65%		
2020	4,081,984.73	1,560,182.09	5,642,176.82	542,500.00	137,188.75	679,688.75	4,634,484.73	1,697,380.84	6,321,679.37	28.69%		
2021	3,733,384.72	1,430,636.63	5,164,021.35	397,500.00	112,211.25	509,711.25	4,130,884.72	1,542,847.88	5,673,741.80	34.13%		
2022	3,448,723.00	1,316,180.14	4,765,903.14	382,500.00	92,282.50	487,782.50	3,841,243.00	1,413,472.64	5,254,725.64	39.16%		
2023	3,370,399.00	1,212,076.13	4,582,469.13	362,500.00	79,167.50	441,667.50	3,732,899.00	1,294,243.63	5,024,146.63	43.96%		
2024	3,382,273.00	1,114,672.12	4,496,945.12	362,500.00	63,736.25	426,236.25	3,744,773.00	1,176,408.37	4,921,181.37	48.70%		
2025	3,279,397.00	1,026,618.10	4,306,015.10	362,500.00	49,025.00	411,525.00	3,641,897.00	1,073,673.10	4,717,570.10	53.23%		
2026	3,181,770.00	943,764.09	4,125,534.09	273,500.00	34,296.25	306,796.25	3,454,270.00	973,060.34	4,432,330.34	57.47%		
2027	3,071,896.00	873,660.08	3,945,556.08	107,500.00	27,212.50	134,712.50	3,179,396.00	900,871.58	4,080,268.58	61.38%		
2028	2,754,782.00	812,531.07	3,567,313.07	107,500.00	23,225.00	131,025.00	2,862,282.00	836,026.07	3,698,308.07	64.92%		
2029	2,762,934.00	759,433.30	3,521,367.30	103,500.00	19,937.30	122,437.30	2,859,434.00	776,370.80	3,643,804.80	68.42%		
2030	2,731,356.00	704,760.54	3,436,116.54	77,500.00	16,881.25	94,381.25	2,808,856.00	721,641.79	3,530,497.79	71.80%		
2031	2,735,023.00	650,844.03	3,385,867.03	77,500.00	14,318.75	91,818.75	2,812,533.00	663,162.78	3,477,715.78	75.13%		
2032	2,547,465.00	595,790.02	3,143,255.02	77,500.00	11,675.00	89,175.00	2,624,965.00	607,465.02	3,232,430.02	78.23%		
2033	2,577,663.00	540,736.00	3,098,399.00	11,500.00	9,031.25	21,531.25	2,370,163.00	546,767.25	3,119,930.25	81.22%		
2034	1,980,909.00	484,231.99	2,465,140.99	11,500.00	8,500.00	21,000.00	1,993,409.00	493,731.99	2,486,140.99	83.61%		
2035	1,981,202.00	427,896.73	2,409,098.73	11,500.00	7,968.75	20,468.75	1,993,702.00	432,863.48	2,429,567.48	83.93%		
2036	1,786,025.00	370,117.72	2,156,142.72	11,500.00	7,437.30	19,937.30	1,798,535.00	377,535.22	2,176,110.22	88.02%		
2037	1,786,025.00	312,338.70	2,098,363.70	11,500.00	6,906.25	19,406.25	1,798,535.00	319,244.95	2,117,795.95	90.05%		
2038-2049	8,742,625.00	1,446,226.47	10,188,851.47	150,000.00	41,437.50	191,437.50	8,893,625.00	1,487,663.97	10,380,288.97	100.00%		
	\$ 75,430,423.82	\$ 22,218,213.82	\$ 97,638,637.74	\$ 3,395,177.72	\$ 1,330,726.05	\$ 6,689,903.77	\$ 80,779,601.64	\$ 23,548,939.87	\$ 104,328,541.51			

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## APPENDIX F

### Water Department Operating Budget Detail

**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY 2017		Water	
FY2017 Water Operations			
<b>Water Coets</b>			
Operating			
Salaries	121,443	128,094	186,758
Expenses	1,208,380	1,223,852	1,309,320
<b>Sub-total Operating</b>	<b>1,329,823</b>	<b>1,351,946</b>	<b>1,496,078</b>
<b>Debt</b>			
Principal	689,039	599,178	719,178
Interest - Long-term	214,731	190,292	247,363
Interest - Short-term	0	0	25,000
<b>Subtotal Debt</b>	<b>903,770</b>	<b>789,470</b>	<b>991,541</b>
<b>Total Water Direct Coets</b>	<b>2,233,593</b>	<b>2,141,416</b>	<b>2,487,619</b>
<b>Overhead - Indirect Coets</b>	<b>227,900</b>	<b>233,139</b>	<b>238,967</b>
<b>Overhead - GF Loan Repayment</b>			
<b>Overhead - Rate payback for Belt</b>	<b>41,633</b>	<b>39,760</b>	<b>37,870</b>
<b>Overhead - Deficit payback</b>			
<b>Subtotal Overhead</b>	<b>269,533</b>	<b>272,899</b>	<b>276,837</b>
<b>Water Operating Budget</b>	<b>2,503,126</b>	<b>2,414,315</b>	<b>2,764,456</b>
<b>Water Capital - Cash Basis</b>			
Various Projects - See Capital			
<b>Total Water Coets (no bonds)</b>	<b>2,503,126</b>	<b>2,414,315</b>	<b>2,764,456</b>
<b>Water Capital - Bonding Basis</b>			
Various Projects - See Capital			
<b>Total Water Coets (with bonds)</b>	<b>2,503,126</b>	<b>2,414,315</b>	<b>2,764,456</b>
<b>Water Revenue</b>			
Rate Charges			
Water Surplus	2,690,432	2,847,911	2,325,576
Water Bonds			
<b>Water Revenue</b>	<b>2,690,432</b>	<b>2,847,911</b>	<b>2,325,576</b>
<b>Variance:</b>			
Revenues over(under) Coets	187,306	433,596	-400,000
Town Subsidy-Fire Protection	-400,000	-400,000	-400,000
Town Subsidy-Debt Prepay			
Town Subsidy-Additional			
Transfer from Gen.Fund	400,000	400,000	400,000
<b>Surplus (Shortfall)</b>	<b>587,306</b>	<b>833,596</b>	<b>0</b>

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## APPENDIX G

### Five Year Capital Detail

**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY2017 Capital Projects		Capital Program	
Description	Dept	FY 2017 Request	FY 2017 TMGR Rec
Land Management, Assessment & GIS	IT	50,000	50,000
Hardware replacement & upgrade	IT	15,000	15,000
Fiber Optic Upgrade	IT	100,000	80,000
Channel 18 Equipment	TM	17,000	10,000
Consulting & Engineering	TM	100,000	75,000
Radio Console 911 System upgrad	PD	58,000	58,000
Portable Radio Replacement	PD	33,000	24,000
Heart Monitors	FD	95,000	95,000
Ambulance Stretcher/Stair Chairs	FD	50,000	12,500
Protective Clothing (Turn-out Gear)	FD	20,000	10,000
Generators	EM/BG	25,000	25,000
Cardio Equipment	P&R	6,000	6,000
Aids to Navigation	NR	12,000	10,000
OFFSET \$5,000 per year transfer from Waterways Improvement Fund			
Mooring Management	NR	8,000	5,000
OFFSET \$4,000 per year transfer from Waterways Improvement Fund			
Town Landing Maintenance	NR	8,000	5,000
OFFSET \$4,000 in '15 & '16 transfer from Waterways Improvement Fund			
Boat Maintenance & Equipment	NR/HBR	8,000	5,000
GIS Flyover	CD	12,500	12,500
Drainage/Storm water Management	STW	20,000	20,000
Dredging Program	NR	100,000	75,000
Aerial Shoreline Condition Photo Survey	NR	9,000	9,000
Town Landing Infrastructure Improvements	NR	20,000	10,000
OFFSET -\$10,000 from Waterways Improvement Fund			
OMBY Float Replacement	NR	200,000	200,000

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FY2017 Capital Projects		Capital Program	
Description	Dept	FY 2017 Request	FY 2017 TMGR Rec
Ryders Cove Bulkhead Replacement	NR	35,000	35,000
Road Resurfacing	HWY	225,000	200,000
Emergency Road Repair	HWY	10,000	10,000
Catch Basins	HWY	50,000	50,000
Road Maintenance Projects	HWY	28,000	25,000
Sidewalk Construction	HWY	100,000	75,000
Street Signs	HWY	10,000	10,000
Bicycle Trail Maintenance Project	HWY	10,000	5,000
Maintenance Projects	TM	150,000	100,000
Facilities Baseline Plan/Mgmt Software	BG/TM	15,000	15,000
Crowell Road Intersection	BG/TM	35,000	35,000
Properties)	SEW	50,000	50,000
Sewer Inflow & Infiltration	SEW	190,000	150,000
Cemetery -Clean & Repair Head Stones	CEM	1,000	1,000
Cemetery Expansion	CEM	31,500	31,500
Annual PD Cruisers (2) Replacement	PD	78,000	78,000
ATV Trailer	PD	6,250	6,250
Replace Police 4x4 Response Vehicle	PD	39,000	39,000
Boat Replacement	NR/HBR	75,000	75,000
Truck Replacement	BG/TM	50,000	50,000
ATV Replacement Lighthouse Beach	P&R	16,000	16,000
Shellfish Outboard Engine Replacement	NR	8,500	8,500
Truck Replacement	NR/HBR	32,000	12,000
Dump Truck with Plow	HWY	125,000	125,000
<b>Total Capital</b>		<b>2,336,750</b>	<b>2,014,250</b>

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FY2017 Capital Funding Summary		Capital Program		
	FY2017	FY 2016 Actual	FY 2017 Request	FY 2017 Recommend
<b>FY2017 - Article 13</b>				
General Government		192,500	292,000	230,000
Public Safety		200,000	413,200	224,500
Community Development		50,000	12,500	12,500
Natural Resources		224,000	1,252,000	374,000
Public Works (without Water)		923,500	1,973,167	763,500
Equipment		324,000	1,196,750	413,750
<b>Total Town Funded Capital Budget</b>		<b>1,914,000</b>	<b>5,139,617</b>	<b>2,018,250</b>
<b>Funding Sources:</b>				
Free Cash		1,000,000		1,400,000
Waterways Improvement Funds		55,000		40,000
Cemetery Sale of Lots		0		10,000
Shellfish Revolving		0		0
PEG Access Fund		30,000		10,000
Prior Articles		0		0
<b>Article 9 --Raise &amp; Appropriate</b>		<b>829,000</b>		<b>558,250</b>
<b>Total Funding Sources</b>		<b>1,914,000</b>		<b>2,018,250</b>

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**Annual Town Meeting Warrant with Suggested Motions – May 9, 2016**

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FY2017 Capital and Budget Summary									
FY2017 - FY2021					Capital Program				
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program
<b>CAPITAL PROGRAM &amp; BUDGET SUMMARY:</b>									
	General Government		205,000	292,000	230,000	170,000	170,000	170,000	170,000
	Public Safety		26,500	413,200	199,500	290,500	91,500	50,000	85,000
	Community Development		12,500	12,500	12,500	12,500	12,500	12,500	12,500
	Natural Resources		330,000	1,522,000	374,000	2,319,000	817,000	749,000	1,579,000
	Public Works (without Water)		497,000	1,973,167	788,500	1,416,500	1,204,900	1,989,000	789,000
	Equipment		704,000	1,196,750	413,750	1,141,500	549,500	1,235,000	272,000
	<b>Total Town Funded Capital Budget</b>		<b>1,775,000</b>	<b>5,409,617</b>	<b>2,018,250</b>	<b>5,350,000</b>	<b>2,845,400</b>	<b>4,225,500</b>	<b>2,907,500</b>
<b>Funding Sources:</b>									
	Free Cash		750,000		1,400,000				
	Waterways Improvement Funds		40,000		40,000				
	Cemetery Sale of Lots		1,000		10,000				
	Shellfish Revolving								
	PEG Access Fund		25,000		10,000				
	Prior Articles								
	Capital Exclusion								
	Raise & Appropriate		959,000		558,250				
	R&A Quint								
	<b>Total Funding Sources</b>		<b>1,775,000</b>	<b>0</b>	<b>2,018,250</b>				

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Annual Town Meeting Warrant with Suggested Motions – May 9, 2016

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FY2017 Capital and Budget Summary									
FY 2017					Capital Program				
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program
<b>General Government</b>									
Annual #1	Land Management, Assessment & GIS	IT		50,000	50,000	50,000	50,000	50,000	50,000
Annual #2	MIS Training, Website	IT							
Annual #3	Hardware replacement & upgrade	IT	15,000	25,000	15,000	15,000	15,000	15,000	15,000
16-1	Server Upgrade/Head End Replacement	IT	150,000						
17-1	Fiber Optic Upgrade	IT		100,000	80,000				
15-1	Ch 18 Equipment	IT	10,000	17,000	10,000	5,000	5,000	5,000	5,000
15-2	Consulting & Engineering	TM	30,000	100,000	75,000	100,000	100,000	100,000	100,000
<b>Total General Government</b>			<b>205,000</b>	<b>292,000</b>	<b>230,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
<b>Public Safety</b>									
<i>Police Department</i>									
17-1	RICOH Copy Machine	PD		8,300					
17-2	Telephone Software Replacement/Upgrai	PD		27,400					
17-3	Radio Console Upgrade 911 System	PD		58,000	58,000				
17-4	Monitor Screen Roll-Call	PD		600					
14-8	AED Units	PD							
15-2	Radar Units (3)	PD							
16-1, 17-1	Replacement of Portable Radios	PD	12,000	33,000	24,000	24,000	12,000		
16-2	Cruiser Digital Recording System	PD		39,000		39,000			
16-3	Mobile - Laptops and/or tablets	PD		14,500		14,500	14,500		
16-4	Cruiser 800 Radios	PD		17,400		18,000			
16-5	Command Post Trailer	PD				75,000			
16-6	Cruiser VHF Radios	PD							
<b>Subtotal Police</b>			<b>12,000</b>	<b>198,200</b>	<b>82,000</b>	<b>170,500</b>	<b>26,500</b>		

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FY 2017 Capital and Budget Summary									
FY 2017									
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program
<i>Fire/Rescue Department</i>									
16-4, 17-2	Stretcher/Stair Chairs	FD	14,500	50,000	12,500	50,000	10,000	10,000	10,000
17-1	Heart Monitors	FD	0	95,000	95,000	0	0	0	0
17-3	Radios - mobile & portable	FD	0	5,000	0	10,000	5,000	5,000	5,000
17-4	Nozzles, Appliances & Adapters	FD	0	20,000	0	20,000	0	0	0
18-3	Computer/Tablets	FD	0	0	0	15,000	0	0	0
21-1	Self Contained Breathing App	FD	0	0	0	0	0	0	0
Annual - 1	Protective Clothing	FD	14,500	20,000	10,000	25,000	25,000	20,000	20,000
	Subtotal Fire/Rescue		14,500	190,000	117,500	120,000	40,000	50,000	60,000
<i>Emergency Management</i>									
11-01;13-01	Emergency Management Brochures	CD	0	0	0	0	0	0	0
13-1	Generator Cables		0	0	0	0	0	0	0
14-1	Trailer Tires		0	0	0	0	0	0	0
Annual - 1	Generator(s)	EM/BG	0	25,000	25,000	0	25,000	0	25,000
	Subtotal Other Pub Safety		0	25,000	25,000	0	25,000	0	25,000
	Total Public Safety		26,500	413,200	224,500	290,500	91,500	50,000	85,000
<i>Community Development</i>									
15-1	GIS Flyover	CD	12,500	12,500	12,500	12,500	12,500	12,500	12,500
11-01	GPS Data Collection Device	CD	0	0	0	0	0	0	0
15-2	Copier	CD	0	0	0	0	0	0	0
15-3	Route 28 Corridor Consultant	CD	0	0	0	0	0	0	0
	Subtotal Community Development		12,500	12,500	12,500	12,500	12,500	12,500	12,500
	Total Community Development		12,500	12,500	12,500	12,500	12,500	12,500	12,500

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FY2017 Capital and Budget Summary										
FY 2017										
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	Capital Program
<b>Natural Resources</b>										
<b>Stormwater Management</b>										
Annual #1	Drainage/Stormwater Management	STW	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
17-1	Nutrient Water Quality Data Statistical Ar	NR	-	35,000						
17-2	Conservation Lands Management/Forest	NR	-	20,000		20,000	20,000	20,000	20,000	
17-3	Trail Guide - Conservation Lands	NR	-	-		2,000	-	2,000	2,000	
	<b>Subtotal Stormwater</b>		<b>20,000</b>	<b>75,000</b>	<b>20,000</b>	<b>42,000</b>	<b>40,000</b>	<b>42,000</b>	<b>42,000</b>	
<b>Coastal Resources</b>										
Annual #1	Dredging Program	CR	75,000	100,000	75,000	100,000	150,000	200,000	200,000	
Annual #2	Aerial Shoreline Condition Photo Survey	CR	9,000	9,000	9,000	9,000	9,000	9,000	9,000	
Annual #3	Town Landing Infrastructure Improver	CR	20,000	20,000	10,000	20,000	20,000	20,000	20,000	
<i>510,000 from waterways improvement</i>										
17-1	OMBY Pier & Float Replacement	CR		200,000	200,000					
17-2	Bridge Street Landing - Property Acquisiti	CR		300,000						
17-3	Bridge St Property - Site Eng/Design/Perr	CR		30,000						
16-2	Oyster Pond Bulkhead Removal	CR	18,000				800,000			
17-1,18-1	Ryder's Cove Bulkhead & Ramp Replacem	CR		35,000	35,000	445,000				
17-2	Shellfish Workshop Addition	S		155,000						
18-2	South Chatham Nourishment	CR				350,000				1,200,000
19-1	Little Mill Pond Re-decking	CR					50,000			
19-2	Ryder's Cove Restroom	CR					100,000			
20-1	Scatteree Landing Erosion Protection	CR						65,000		
20-2	Barn Hill Ramp Walkway	CR						20,000		
21-1	Town Landing Comprehensive Survey	CR								75,000
	<b>Subtotal Coastal Resources</b>		<b>122,000</b>	<b>849,000</b>	<b>329,000</b>	<b>924,000</b>	<b>1,129,000</b>	<b>314,000</b>	<b>1,504,000</b>	

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FY2017 Capital and Budget Summary										
FY 2017						Capital Program				
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	
	<i>Natural Resources/Harbor</i>									
Annual 16-1	Aids to Navigation	HBR	10,000	12,000	10,000	12,000	12,000	12,000	12,000	
	<i>\$10,000 per year proposed from Waterways Impr Fund</i>									
Annual 16-2	Mooring Management	HBR	5,000	8,000	5,000	8,000	8,000	8,000	8,000	
	<i>\$5,000 per year proposed from Waterways Impr Fund</i>									
Annual 16-3	Town Landing Maintenance	HBR	5,000	8,000	5,000	8,000	8,000	8,000	8,000	
	<i>\$5,000 in '15 &amp; '16 proposed from Waterways Impr Fund</i>									
Annual 14-6	Boat Maintenance & Equipment	HBR	8,000	5,000	5,000	5,000	5,000	5,000	5,000	
14-10	On-line Mooring Renewal Program	HBR								
17-2	Fish Pier Facility Renovations	HBR/BG		215,000		1,320,000				
16-2	Fish Pier Bulkhead: Electrolysis Study Ale	HBR/BG		25,000						
16-3	Fish Pier Diesel & Gas Tank Replacement	HBR/BG	160,000							
16-4	Hurricane Tide Gate (analysis)	HBR		30,000						
17-4	Barge Rental	HBR		25,000						
19-1	South Jog - Additional Floats	HBR/BG					200,000			
19-2	Replace US Coast Guard Floats	HBR					80,000			
	<b>Subtotal Harbor/Pier</b>		<b>188,000</b>	<b>328,000</b>	<b>25,000</b>	<b>1,353,000</b>	<b>448,000</b>	<b>393,000</b>	<b>33,000</b>	
	<b>Total Natural Resources</b>		<b>330,000</b>	<b>1,252,000</b>	<b>374,000</b>	<b>2,319,000</b>	<b>1,617,000</b>	<b>749,000</b>	<b>1,579,000</b>	

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FY2017 Capital and Budget Summary										
FY 2017										
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	Capital Program
	<i>Department of Public Works (without Water)</i>									
	<i>Parks &amp; Recreation &amp; Cemetery</i>									
19-4	Community Center Carpet/Interior Paint	P&R					50,000			
Annual #1	New Cardio Equipment for CCC Fitness Rc	P&R	6,000	6,000	6,000	7,000	7,000	7,000	7,000	7,000
	<b>Subtotal - Park &amp; Recreation</b>		<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>7,000</b>	<b>57,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
	<i>Highway Department</i>									
Annual #1	Road Resurfacing	HWY	200,000	225,000	200,000	250,000	250,000	250,000	250,000	250,000
Annual #2	Emergency Road Repair	HWY	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Annual #3	Catch Basins	HWY	50,000	50,000	50,000	60,000	60,000	60,000	60,000	60,000
Annual #4	Road Maintenance Projects	HWY	25,000	28,000	25,000	30,000	30,000	30,000	30,000	30,000
Annual #6	Sidewalk Construction	HWY	100,000	100,000	75,000	75,000	75,000	75,000	75,000	75,000
Annual #7	Street Signs	HWY	5,000	10,000	10,000	6,000	6,000	6,000	6,000	6,000
Annual #8	Bike Trail Maintenance	HWY		10,000	5,000	25,000	25,000	25,000	25,000	25,000
	<b>Subtotal Highway</b>		<b>390,000</b>	<b>433,000</b>	<b>375,000</b>	<b>456,000</b>	<b>456,000</b>	<b>456,000</b>	<b>456,000</b>	<b>456,000</b>
16-01	Recycling - Phase 1	TS								
17-01	Recycling - Phase 2	TS		300,000						
18-01	Recycling - Phase 3	TS				350,000	350,000			
	<b>Subtotal Landfill</b>		<b>-</b>	<b>300,000</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<i>Building &amp; Grounds/Facilities</i>									
Annual	ADA Compliance	BG		20,000						
Annual #1	Property Management/Building Mainten:	TM	100,000	150,000	100,000	200,000	200,000	200,000	200,000	200,000
17-01	Facilities Baseline Plan/Mgmt Software	BG		15,000	15,000					
17-02	Fish Pier Repairs (new deck/stairway, elect	BG		150,000						
17-03	Public Restroom locking system	BG		40,000						

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FY2017 Capital and Budget Summary										
FY 2017										
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	Capital Program
	<i>Building &amp; Grounds/Facilities</i>									
17-04	Crowell Road Intersection	BG/TM		35,000	35,000					
17-05	West Chatham Roadway Project	TM		250,000						
	<b>Subtotal Building &amp; Grounds Projects</b>		<b>100,000</b>	<b>660,000</b>	<b>150,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
	<i>Cemetery Department</i>									
Annual #1	Clean & Repair Head Stones	CEM	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
17-1	Cemetery Expansion - Seaside	CEM		15,000	15,000					
17-2	Cemetery Expansion - Union	CEM		16,500	16,500	95,000				
	<b>Subtotal Cemetery</b>		<b>1,000</b>	<b>32,500</b>	<b>32,500</b>	<b>96,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<i>Sewer Department</i>									
17-01	Sewer Service Connection	SEW		50,000	50,000					
17-02	Sewer Inflow & Infiltration Study	SEW		190,000	150,000					
Annual #1	Repairs to Sewer System to reduce I/I	SEW				100,000	100,000	100,000	100,000	100,000
18-02	Replacement of Flushing Apparatus	SEW				250,000				
20-01	Replacement of Belt Filter Press	SEW						1,100,000		
	<b>Subtotal Sewer</b>		<b>-</b>	<b>240,000</b>	<b>200,000</b>	<b>350,000</b>	<b>100,000</b>	<b>1,200,000</b>	<b>1,100,000</b>	<b>1,000,000</b>

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FY2017 Capital and Budget Summary									
FY 2017					Capital Program				
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program
<b>Airport Commission</b>									
Annual #1	Continuing Modernization	TM/AIR				7,500	190,900	125,000	25,000
17-01	Maintenance/Storage Hanger Structure R	TM/AIR		160,000					
17-02	Green Hanger Door Replacement	TM/AIR		100,000					
17-03	Stormwater	TM/AIR		25,000					
17-04	Bucket Loader w/Snow Blower & Broom	TM/AIR		16,667					
	<b>Subtotal Airport</b>			<b>301,667</b>		<b>7,500</b>	<b>190,900</b>	<b>125,000</b>	<b>25,000</b>
<b>Total Public Works</b>			<b>497,000</b>	<b>1,973,167</b>	<b>763,500</b>	<b>1,466,500</b>	<b>1,354,900</b>	<b>1,989,000</b>	<b>789,000</b>
<b>Equipment - All Departments</b>									
17-1	Facilities Truck Ford F250 4x4 w/rack	BG/TM		50,000	50,000				
Annual #1	Annual Cruisers (2-3) Replacement	PD/TM	76,000	78,000	78,000	78,000	78,000	117,000	78,000
17-2, 21-2	Replace Chief's Unmarked Admin. Vehicle	PD/TM		35,000		35,000			35,000
17-3	Mountain Bikes - (2) Trek with Gear	PD/TM		4,000	4,000				
17-4	Replace 4x4 SUV Response Vehicle	PD/TM		39,000	39,000				
17-5	ATV Trailer	PD/TM		6,250	6,250				
18-2	Replace Animal Control Vehicle	PD/TM				30,000			
18-3	Replace Unmarked Police Detective Vehic	PD/TM				39,000			
19-2	Replace Vehicle - Pick-up Truck/SUV	PD/TM					35,000		
20-2	Replace ATV	PD/TM						8,500	
17-2	Replace Staff Vehicle	FD/TM		40,000			30,000		30,000
16-1,18-1	Replace Ambulance/Rescue	FD/TM	245,000			245,000		245,000	
17-1,20-1	Replace Fire Engine/Pumper - Purchase	FD/TM		575,000				575,000	
19-1	Refurbish Engine 185 (Pumper)	FD/TM					50,000		
18-2	Fire Boat (replacement)	FD/TM				15,000			

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FY2017 Capital and Budget Summary										
FY 2017										
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	Capital Program
Equipment - All Departments										
18-1	Inspections Vehicle	CD/TM				5,000				
15-6, 16-5	Engine Replacement - Outboard H-16	NR/TM	7,500							
16-1	COA Van (Replace 2006)	COA/TM	48,000							
16-1, 19-2	Shellfish Suzuki Engine(2003) Replacer	NR/TM	12,000				6,500		14,000	
16-7, 18-3	Trailer Replacement (Harbor)	NR/TM	4,500			4,500				
17-1, 20-2	Shellfish Outboard Engine Replacement	NR/TM		8,500	8,500			8,500		
17-2	Truck Replacement (Harbor)	NR/TM		32,000	12,000	12,000	12,000			
17-8	Firefighting/Dewatering Pump (Harbor)	NR/TM		8,000						
18-1	Boat Replacement (H-21 & H26) & H-25	NR/TM		75,000	75,000			175,000		
18-1, 19-1	Shellfish Truck Replacement	NR/TM				28,000	28,000			
19-5, 20-3	Engine Replacement - Harbormaster (H-1)	NR/TM					28,000	18,000		
20-1	Replace NR Truck (North Beach Monitor)	NR/TM					28,000	30,000		
20-2	Engine Replacement - Harbormaster (H-2)	NR/TM						28,000		
21-1	boat Replacement H-16	NR/TM							25,000	
16-4	Lighthouse Beach PWC replacement	P&R/TM	16,000							
17-2	Lighthouse Beach ATV replacement	P&R/TM		16,000	16,000					
17-3	Replace Existing Utility Trailer	P&R/TM								
17-3	Replace Park & Rec 1 Ton Dump Truck 20	P&R/TM		50,000		50,000				
18-1	Replace Park & Rec Dump Truck	P&R/TM				50,000				
19-1	Replace P&R 2009 Pick-up Truck	P&R/TM					42,000			
19-2	Replace 2004 John Deere Beach Tractor	P&R/TM					75,000			
15-1	Replace Front End Loader	HWY/TM				150,000				
18-7, 20-8	Small Dump Truck with Plow	HWY/TM				50,000		50,000		
16-6	Pick-up Truck w/Plow	HWY/TM	45,000							
17-1	Large Dump Truck w/ Plow & Sander 1991	HWY/TM		125,000	125,000					
19-8	Woodchipper	HWY/TM					40,000			

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FY2017 Capital and Budget Summary										
FY 2017						Capital Program				
Priority	Description	Dept	FY 2016 Actual	FY 2017 Request	FY 2017 Approved	FY 2018 Program	FY 2019 Program	FY 2020 Program	FY 2021 Program	
	Equipment - All Departments									
19-9	Forklift	HWY/TM					40,000			
16-01	Front End Loader w/snow blower attachin	TS/TM	250,000							
17-01	Trailer Yard Tractor	TS/TM		55,000						
18-02	Container Roll Off Truck	TS/TM				200,000				
18-1	Replace 2000 Jetwasher w/Truck Mounte	SEW/TM				150,000				
19-1	Replace 4x4 Utility Truck w/lift gate	SEW/TM					85,000			
21-1	Replace 4x4 Utility Truck w/platform bod	SEW/TM							90,000	
	Total Equipment		704,000	1,196,750	413,750	1,141,500	549,500	1,255,000	272,000	
	Subtotal Capital (General Fund)		1,775,000	5,139,617	2,018,250	5,400,000	3,795,400	4,225,500	2,907,500	

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## APPENDIX H

### Terms Used in Municipal Finance

## **TERMS USED IN MUNICIPAL FINANCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **PROPOSITION 2 ½ TERMS**

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

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

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

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

community passes a capital expenditure exclusion, debt exclusion or special exclusion. The limit is based on the previous year's levy plus certain allowable increases.

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

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

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

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

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

## APPENDIX I

### Tax Rate Information

### TAX RATE INFORMATION

Estimated for Fiscal Year 2017

<i>Per tax rate increment</i>		
Tax Rate	Municipal Revenue	Tax Impact on
Increase	Raised	\$840,000 Property
\$ 0.01	\$ 62,033	8.41
\$ 0.05	\$ 310,166	42.07
\$ 0.10	\$ 620,332	84.14
\$ 0.15	\$ 930,497	126.21
\$ 0.20	\$ 1,240,663	168.28
\$ 0.25	\$ 1,550,829	210.35
\$ 0.30	\$ 1,860,995	252.42
\$ 0.35	\$ 2,171,161	294.49
\$ 0.40	\$ 2,481,327	336.56
\$ 0.45	\$ 2,791,492	378.63
\$ 0.50	\$ 3,101,658	420.70
\$ 0.55	\$ 3,411,824	462.77
\$ 0.60	\$ 3,721,990	504.84
\$ 0.65	\$ 4,032,156	546.91
\$ 0.70	\$ 4,342,322	588.98
\$ 0.75	\$ 4,652,487	631.05
\$ 0.80	\$ 4,962,653	673.12
\$ 0.85	\$ 5,272,819	715.19
\$ 0.90	\$ 5,582,985	757.26
\$ 0.95	\$ 5,893,151	799.33
\$ 1.00	\$ 6,203,316	841.40

The above calculations are based on the Town's valuation for Fiscal Year 2016.  
 As valuations change annually these are to be considered estimates only.

Board of Selectmen  
549 Main Street  
Chatham, MA 02633

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RESIDENTIAL CUSTOMER

OFFICIAL DOCUMENT

ANNUAL TOWN MEETING WARRANT - MAY 9, 2016