



Budget Overview



Town of Chatham
Office of the Select Board
Town Manager
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APPENDIX B

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TO: Honorable Chatham Town Meeting Voters
FROM: Jill R. Goldsmith, Town Manager
DATE: March 25, 2022 (for the Annual Town Meeting of May 14, 2022)
SUBJECT: Appendix B - Town Manager’s Fiscal Year 2023 Budget Summary (July 1, 2022 through June 30, 2023); Continued Town COVID-19 Financial Recovery Plan

FY2023 BUDGET HIGHLIGHTS

- COVID Sustainable Service Budget - Operating Budget, without education assessments, at \$35,045,826 for an increase of \$2,000,530 or 6.05% over the FY2022 COVID Core Services Budget - includes small capital outlay formerly included in the Capital Plan, and enhanced staffing of seven (7) full-time equivalents (FTEs) to carry out level services consistent with FY2023/CAL 2022 Select Board Goals/Objectives and Community Value Statements first created in 2012. *Select Board Vote to Recommend 5-0; Finance Committee Vote to Recommend 7-0.*
- Capital Plan at \$2,556,600 or 6.69% (within the range of 9% per Chatham’s Budget and Financial Management Policy) of the Operating Budget and funded through free cash and other available funds – *no impact to the tax rate. Select Board Vote to Recommend 5-0; Finance Committee Vote to Recommend 7-0.*
- *The projected tax rate is \$4.67 for FY2023 – a 1.14% increase considering all FY2023 warrant articles, but not including Town property valuation offsets.*

While the COVID-19 Pandemic recovery presents some challenges, Town staff continues the good work of the Town to move priorities forward. I remain very proud and with gratitude for the steadfast service our team of dedicated employees provide to the community to keep it safe and functioning in 2020 and every day since. We not only rose to the occasion to continue the delivery of core municipal services at the start of this pandemic but continue to seize opportunities to improve and innovate services.

As you may recall, our COVID-19 Financial Plan began in March 2020 with a spending freeze and revisit of the FY2021 budget that had already been vetted through the public process. We switched gears to present a reduced budget for FY2021 - “Budgeting the Unknown.” For FY2022, the second year of our COVID-19 Financial Plan, the community approved the “COVID Core Services Budget.” Now, in our third year of the

Plan, I have put forward for FY2023 “Budgeting for a Resilient and Sustainable Future” – a budget directive in consultation with the Select Board for a sustainable and resilient budget that provides for level services.

Through all of this, we have not lost sight of the Community Vision of Chatham being a thriving vibrant year-round community. We continue our efforts to ensure what lies before us is a pathway to sustainability and investment in our community. Budgets should reflect priorities; therefore, the proposed FY2023 Operating and Capital Budgets provide for strategic budgeting of such and also redirects and enhances staffing resources to achieve the goal of a resilient and sustainable community for the future.

The information in Appendix B has been updated since the January 18, 2022 Town Manager’s FY2023 Budget transmittal through the public review process. The full version of the Town Manager’s FY2023 Budget Message and Budget Book, with Department budget narratives, is available on the Town’s website via *Budget Central* <https://www.chatham-ma.gov/214/Budget-Central>. *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 as well as historical budget and financial documents.

Our Budget Book has been refined 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/staffing history for each Department, and revenues providing for a balanced budget. Also included are Town Department Organizational Charts. We continue to work to have a more visual presentation of operating and capital budget recommendations using charts/graphs for ease of review.

The Capital Programs/Improvement Plan (CIP) recommendations for FY2023 (Article 17) followed the same strategy as the Operating Budget for level services. The Capital Improvement Plan/Program requests generally include a picture of the item or requested equipment and include historic expenditure data related to the replacement. As is practice, we reviewed potential funding sources, balances remaining from previously approved articles, non-tax levy funds, and expanded opportunities for shared resources. Funding of the Town’s Capital Improvement Plan and Budget “shall be at 9% of the Operating Budget” per the Town’s policy – is at 6.69% for FY2023. The goal is a balanced, strategic funding approach across departments using available funds - versus the tax rate or borrowing.

The FY2023-2027 Plan contains a comprehensive inventory of all infrastructure projects and fleet management and complies with the established investment strategy. This comprehensive inventory was completed in 2019 via a grant funded project with the Edward J. Collins Center at UMASS Boston and is updated on an annual basis. It is a menu for which Town Officials prioritize and make financial decisions in concert with an investment plan. The Collins Plan also incorporates review/rating criteria and provides a scoring mechanism to incorporate Board policy direction received via its Goals and Objectives. The Board’s prioritization begins with the Annual Budget Summit and Annual Goals Setting meetings which includes Capital and Community priorities. These efforts not only included prioritization of items in the Collins Center comprehensive inventory, but also funding other community priorities such as affordable and attainable housing, drinking water infrastructure, and other initiatives contributing to the preservation of community values. These items are presented as separate warrant articles (Articles 13-14) for funding consideration at the 2022 Town Meeting or programmed for future/out year consideration.

I also recommend that the public visit the Town Manager’s Department page on the Town website <https://www.chatham-ma.gov/DocumentCenter/Index/250> to review Monthly Reports provided to the

Select Board since 2012. These reports contain up-to-date information and insight on Town operations by Department and Division and benchmarking operations for performance management. This history and context have assisted in establishing funding priorities and providing for informed policy decisions.

Reflections on Fiscal Year 2022 (Calendar Year 2021) – Resiliency and Financial Strengths

It is important to recognize substantial achievements or events that occurred following 2021 Town Meeting’s acceptance of our budget philosophy and strategy for the fiscal year of FY2022. Please refer to the FY2023 Budget Book narratives for a detailed listing of calendar year (2021) accomplishments by Departments.

- ✓ Community Connections - Since March 2020, we pivoted from the traditional way the Town operated, interacted, and communicated with all constituents. Our IT/Channel 18 Division rose to the task to give us the tools for the now normal way in which Town officials and staff conduct Town business and further enhanced such efforts to include hybrid in-person and remote meeting participation. When we could not gather in person for community events and celebrations, Channel 18 filled the void with excellent programming and productions. We also continued to hold virtual Community Forums (MRSD Assessments/Chatham Elementary School Funding, Senior Center Project, and Mobile Food Vendors) and used our enhanced website to receive comments through our Community Voice portal – 24/7. We also partnered with the Chamber for direct business outreach efforts such as the Downtown/Main Street Sidewalk Projects. We continued community outreach using both printed newsletters (COA) and on-line Community Updates, more recently *The Mainsheet* - <https://www.chatham-ma.gov/list.aspx?PRVMSG=240>, as well as our Swift 911 phone/text/email systems for specific messages.
- ✓ Town Meetings *on the Field* continued in 2021- outdoors at Veterans Field – safely and socially distanced, but without presentations. Childcare was provided by our dedicated Parks and Recreation team. The recommended FY2022 Town Manager’s Operating Budget and Capital Plan both received unanimous favorable recommendations by the Select Board and Finance Committee. Funding allocations reflected a commitment to all Town constituents.
- ✓ Grant Funding and Federal Funding - The great work of our Town employees to find funding opportunities outside of the tax rate and compatible with the Select Board goals and objectives is highly commendable. Approximately \$1.4M in grant funding off-set both operational and capital budgets. Grants were awarded for dredging, coastal resiliency, Fish Pier Improvements, Federal Assistance to Firefighters, Feasibility Study for Housing, an ADA Self Evaluation and Transition Plan and public safety radio grants. In addition, the Town was awarded \$626,127 under the American Rescue Plan Act of 2021 (ARPA); additionally, Barnstable County was awarded ARPA funds for Cape municipalities.
- ✓ SRAC Annual Town Meeting - The Summer Residents Advisory Committee (SRAC), appointed by the Select Board, held an in-person/hybrid for remote participation 2021 Annual Meeting on August 3, 2021 – video link - <https://youtu.be/M2WRjgU8L7w>. The financial presentations demonstrated cohesion during the continued COVID financial plan, and shared Town vision for financial matters by SRAC, Town officials, and our Finance Team, which is a significant collaboration since 2012.
- ✓ Budget Summits – The first series of Budget Summits were held in the summer of 2012. The FY2023 Budget Summit was held on October 26, 2021 - <https://play.champds.com/chathamma/event/476>. Multi-year financial forecasts and assumptions were reviewed and updated for the 2023 fiscal year and beyond, as well as an examination of financial indicators for revenues and cost controls.

Participants included the Select Board, Finance Committee, Monomoy Regional School District (MRSD) Committee/Administration, and Department Heads. At the Budget Summits, we discuss financial trends, prior recommendations by the Finance Committee and SRAC, and funding priorities. In addition to fiscal prudence and sustainability, discussion at the recent Summit focused on continued COVID-19 community resiliency efforts, affordable/attainable housing, enhanced funding for Chatham Elementary School, capital investment for our drinking water supply and prioritization/strategies. Presentations from the Budget Summits can be found in *Budget Central*.

- ✓ Senior Tax Work-off Program – established by Town Meeting in 2012. Program operations were impacted by ongoing pandemic conditions. Of the twelve participants originally placed, nine participants in seven Departments/Divisions worked 462 hours and volunteered an additional 193.75 hours outdoors, and via remote and socially distant means, completing projects not achievable with regular Town staffing. At the time of this report, twelve of twenty possible positions for Year 10 (FY 2022) have been filled. This program provides senior taxpayers age 60+ (no income or financial need requirement) with property tax relief – through an opportunity to receive a tax abatement of up to \$500 annually by sharing intellectual and lifetime experiences by working with Town staff. Many projects were undertaken utilizing our Chatham talent – the value of which far exceeds the Town investment.

- ✓ Annual Review and Update to the Town Budget and Financial Policies and AAA Bond Rating – Policies were voted November 19, 2018, reviewed/updated annually. Such contributes to a more competitive rating factor to retain our AAA Bond Rating (highest Municipal rating) from Standard and Poor’s (“S&P” Global). Specifics to the policies relate to maintaining the Town’s strong reserves and priorities for one-time revenues.

<https://www.chatham-ma.gov/DocumentCenter/View/1708/Budget--Financial-Management-Policies-PDF?bidId=>

S&P Global Bond AAA Ratings affirmed on April 29, 2021 and again on March 7, 2022 with a stable outlook – the second and third Bond Rating review during the COVID-19 Pandemic. The S&P AAA is the highest bond rating for municipalities. The ratings report states, “Chatham is in the preliminary planning and assessment states of climate-resiliency efforts; it continues to identify project funding to mitigate these risks, which we view as positive.” The rating further reflects S&P’s opinion of Chatham’s very strong economy; very strong management, with strong financial policies; strong budgetary performance; very strong budgetary flexibility; very strong liquidity; adequate debt and contingent liability profile, and strong institutional framework score.

- ✓ Annual Setting of the Select Board Goals - Board goals, with an action plan for the Town Manager, is an important component to the budget process. Since 2012, and annually thereafter, following the Fall Budget Summit, the Select Board embarks on a collaborative approach to communicate its value statements, mission, directives, and resultant goals. Interestingly, the Community Value Statements have not changed much in 10 years. We initiated the same process this past Fall, which provided funding priorities and continued the theme of fiscal responsibility, community housing, infrastructure planning and enhancement of the Town’s drinking water supply/PFAS mitigation. Board final approval was received on December 14, 2021 and posted to the website <https://www.chatham-ma.gov/DocumentCenter/View/3635/Goals-and-Objectives---Calendar-Year-2022---Fiscal-Year-2023-PDF?bidId=>

- ✓ Community Initiatives:

- Social Infrastructure- Public/Private Partnerships (P³)/ Engagement – The Select Board is committed to community partnerships and engagement. While COVID restrictions have limited opportunities to meet directly with constituents virtual Community Forums were held on the future of Chatham Elementary School, next steps on the Senior Center project and on mobile food vending regulations. The Board continues to pursue Affordable/Attainable Housing opportunities and Chatham 365 Task Force recommendations. 2021 Town Meeting approved three Home Rule Petition Articles (Special Legislation filed with the State) relating to Housing Initiatives H4058 (Community Preservation Funds for Community Housing), H4059 (Housing Trust Fund), and H4060 (Real Property Transfer Fee) - which will need reauthorization at the 2022 ATM due to the expiration of the 2021/2022 MA Legislative Session. We received a \$50,000 Housing Choice Small Town Grant to conduct a Feasibility Study on land the Town has under contract for Affordable and Attainable Housing. Enhanced funding in correlation to those recommendations is included in the Town Manager’s FY2023 recommended budget.
- Childcare Voucher Program Expansion - The voucher program has been funded via the Human Services Budget since FY2010 with the funding amount of \$5,000 annually and increased to \$9,500 in FY2018 and to \$25,000 in FY2019. In FY2020, additional funding of \$30,000 (for a total of \$55,000) was approved as a first-year step to augment and support a greater number of families with young children in Chatham as identified through the Chatham 365 Task Force, Economic Development Committee, and a group of Community Stakeholders including MRSD. In FY2021, funding was increased to \$75,000 voted as a separate article and \$75,000 was voted in FY2022. The increase in funding served a broader population to provide year-round assistance for our families beyond the regular workday/work week, promote the program, and provide more information to further expand the program services. A continued and enhanced funding commitment of \$100,000 is recommended for FY2023 (Article 19). The Human Services Budget for FY2023 further demonstrates the Town’s commitment to our youngest constituency and is consistent with the Select Board Goals and Objectives.
- Climate Change/Green Community Designations – The Town was designated as a MA Municipal Vulnerability Preparedness (MVP) Community in 2019. We subsequently received the following CZM Resiliency grants that also have a climate change component:
 - FY20- \$51,666 to refine one of the recommendations in the FY19 effort
 - FY21- \$114,262 to identify alternatives to mitigate shoaling and erosion at Stage Harbor
 - FY22- \$107,844 to refine and coordinate the preferred alternative from the FY21 study (ongoing)
 The designation provides for increased standing in future funding opportunities to pursue implementation of priority actions. See <https://www.chatham-ma.gov/DocumentCenter/View/917/Town-of-Chatham-Community-Resilience-Building-Workshop-Summary-of-Findings-Final-Report-PDF?bidId=>. Our Green Community designation (detailed further in this report) also provided \$134,620 in grant funding to enhance efficiencies and reduce our carbon footprint.

The culmination of these efforts and a COVID-19 Financial Plan resulted in unanimous (5:0) Select Board approval of the FY2023 Town Manager Budget submission, with a favorable unanimous (7:0) recommendation by the Finance Committee.

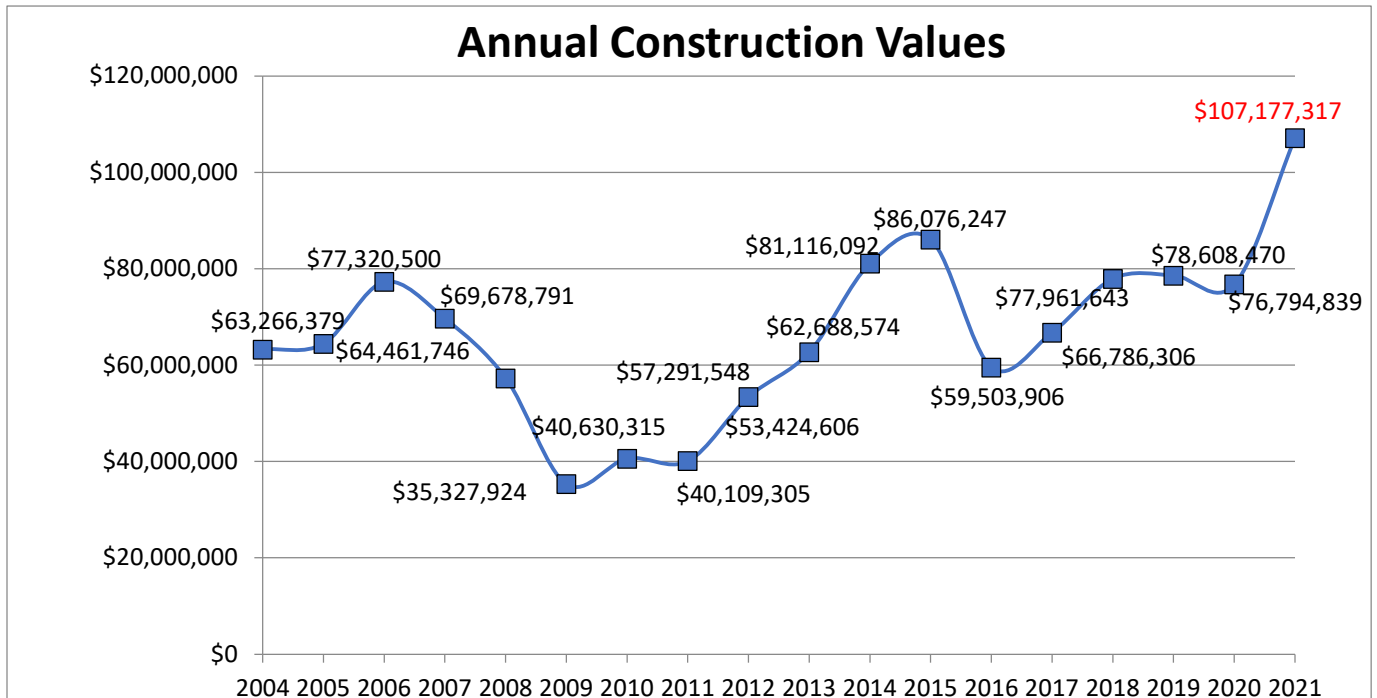
Economic Conditions Summary– Building/New Growth Activity

Residential development and redevelopment continued to be very strong in 2021, with 47 permits issued for construction of new dwellings and 1007 permits issued for renovations and additions to existing dwellings. There was one new commercial structure permitted as well. The number of permits issued increased from 945 in 2020 to 1,135 in 2021, the highest number in recent history.

The value of permitted construction activity is continuing to increase after a significant decline in 2016.

The recorded value of permits, excluding public projects in 2021, was over 34% higher than 2020. The value in 2021 was \$107,177,317 and in 2020 was \$76,794,838.

Figure 1: 2004 – 2020 Construction Values (excluding public projects)



It also warrants mention that the increase in the average home value in Chatham has increased the economic viability of upgrading existing homes throughout Town, rather than just in higher value areas of the community and value of infill development on previously vacant parcels. While some of this increase in housing values can be attributed to inflation and increases in the cost of construction materials, this increase is indicative of a strong market demand for housing in Chatham and the type of homes being constructed. For FY2021 the Average Residential Value was \$944,759, and Average Single-Family Value was \$1,010,109.

For the past several years, we have also monitored the correlation between demolitions and permitting of new dwellings. The number of demolitions increased significantly from 21 in 2020 to 32 in 2021, an increase of 52%. The number of demolition permits peaked in 2014 with 45 issued.

Finally, as has been the trend in prior years, the number of renovations and additions (1007 in 2021, 845 in 2020, 818 in 2019, 913 in 2018, 780 in 2017, 755 in 2016) far out paces the number of new dwellings annually.

FY2023 Budget Executive Summary – A Balanced Budget for a Resilient and Sustainable Future

The formula for a successful budget review is the generation of operational and financial plans, program review, and establishment of goals and objectives that will serve the citizens of the community in this and future years. Using data/historical trends (prior year actual receipts/revenues and expenditures), conservative forecasts and assumptions, the budget directive for FY2023 was for a *level-services growth*

budget as was first presented in January 2020 for FY2021 prior to the COVID-19 budget pivot. What has been crafted is a forward thinking FY2023 Budget that adheres to the Town’s fiscal policies, meets the needs of the townspeople, and incorporates financial stability with strategic appropriations in line with the Select Board’s Goals and Objectives.

The Town’s FY2023 Operating Budget (Article 9), without the education assessments is \$35,045,826; an increase of \$2,000,530 or 6.05% over the FY2022 budget, a reduction of \$170,556 as presented on January 18, 2022. This includes contractual obligations, and some fixed costs increases. Details of proposed budget increases are described in this transmittal with education/school assessments voted separately in Articles 11 and 12. The figures as presented in Appendices A-C provide a complete financial picture of revenue forecasts and expenses with funding set aside for warrant articles.

The FY2023 Budget as presented, does not use any reserves (Stabilization or ‘rainy day’ Fund). Free Cash is designated for one-time capital program expenses based on the policy. It is a balanced budget without the use of one-time revenues within the allowable growth of MA Proposition 2½, and provides for unused/excess tax levy capacity, i.e., funds available for appropriation within the tax levy, but which we are not proposing to allocate.

Tax Rate Projections

The FY2022 tax rate of \$4.62 decreased by 0.36¢ per thousand dollars of assessed value from FY2021 (\$4.98) due to the increase in property valuations. The FY2020 tax rate of \$4.82 was a decrease to the FY2019 tax rate of \$4.85. The valuation of the Town has increased over the past three years and is at its highest level since FY2010 at \$8,235,003,930; an increase of just over 10% from FY2021 valuation of \$7,497,607,780. In January 2020, the Land Bank Excise tax of 3% expired and Town Meeting reallocated 1.5% of that towards funding Other Post-Employment Benefits (OPEB) providing 1.5% in savings to the overall tax rate for FY2021. The FY2022 (current) tax rate is \$4.62.

The projected tax rate for FY2023 is \$4.67 – a 1.14% increase considering all FY2023 warrant articles, but not including Town property valuation offsets.

REVENUE

As part of our annual fiscal planning, we determine how much revenue is available within the limits of Proposition 2½ to balance operating costs. Per State law, the amount the Town can raise through property taxation is allowed to grow each year by 2½ percent of the prior year’s levy limit plus new growth and any overrides or exclusions. In FY2023, the amount the Town may raise through the property tax is as follows:

Table 1: Tax Levy

Tax Levy		FY2023
Base (prior year limit)		33,877,503
X 2.5%		846,938
New Growth		375,000
Debt Exclusions – prior approved debt		6,117,121
Barnstable County Tax		314,049
<i>Total Estimated Allowable Levy “Ceiling”</i>		<i>\$41,530,611</i>
Excess Levy Capacity - Not Used		(3,050,000)

<i>Total Estimated Tax Levy</i>	<i>\$38,480,610</i>
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However, the recommendation is not to tax/raise to the limit/ceiling thereby leaving ‘excess’ levy capacity. Another component of revenues is “Local Receipts” defined as excise tax, user fees, charges, and other revenues. Some are dictated by statute (i.e., motor vehicle excise, hunting licenses and firearms permits) while others may be negotiated (i.e., investment income and in-lieu-of-tax payments). In 2017, the Town voted a Waterways User Fee Revolving Fund (WUF). Annually this will redirect an estimated \$500,000 in revenue previously in general fund local receipts. The WUF balance as of December 31, 2021 is \$1,316,374.98. Other local receipts are established through local action – such as recreation fees and transfer station/beach stickers.

Sources of Funding (Local Receipts for Meals and Room Occupancy Tax Revenues)

As you may recall, the Town adopted a 0.75% surcharge to the State Meals Tax of 6.25% and 4% (of a maximum of 6%) surcharge to the State Room Occupancy Tax of 5.7%. With the FY2020 expansion of the Room Occupancy Tax to include Short-term rentals an additional 2.75% was added for the Cape Cod & Islands Water Protection Fund (funding for Wastewater projects). We were recently notified that Chatham will receive from the Cape Cod & Islands Water Protection Fund; an additional \$803,750 for older pre-existing Wastewater debt. This is in addition to the original subsidy of \$6,151,603 for pre-existing Wastewater debt which will be disbursed over the next ten years.

These two local option taxes have remained high in the past several years for a combined total of \$2.95M in FY2021 up from \$2.34M in FY2020. We continue to monitor any trends in these receipts as well the continuing effects of the COVID-19 pandemic as we compare the year-to-date receipts for FY2022 (through December 31, 2021) to those received for the same period in FY2021.

Table 2: Room Occupancy Tax (including short-term rentals effective 7/1/2020)

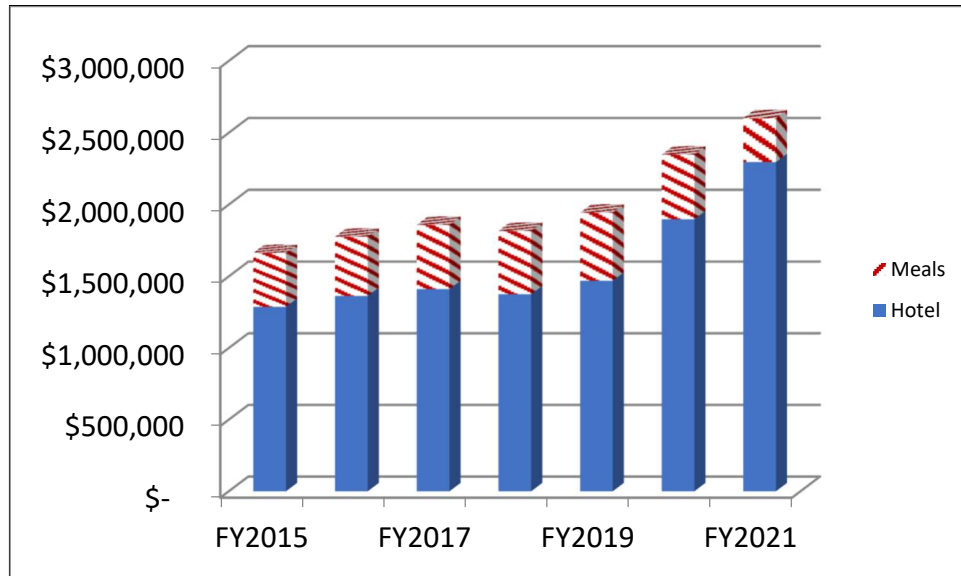
Fiscal Year	1st Quarter	Difference	2 nd Quarter	Difference	YTD Diff
FY2021	\$1,672,586	\$917,757	\$455,021	(\$478,281)	
FY2022	\$1,524,564	(148,022)	\$1,676,506	\$1,221,485	\$1,073,463

The receipts for the Meals Tax reflect the rebound from the impact of the pandemic on local restaurants.

Table: 3 Meals Tax Receipts

Fiscal Year	1st Quarter	Difference	2nd Quarter	Difference	YTD Diff
FY2021	\$120,784		\$144,101		
FY2022	\$205,830	\$85,045	\$221,518	\$77,416	\$162,462

Figure 2: Hotel & Meals Tax Receipts



Article 28 considers increasing the local rooms occupancy tax by 2% for a total of 6% as allowed by law. At this time, the additional 2% is proposed to fund Attainable Housing and the Chatham Elementary School - each at 1% under Article 29. This Article segregates the revenue into dedicated funds for the purposes listed above, available for use by a vote of Town Meeting.

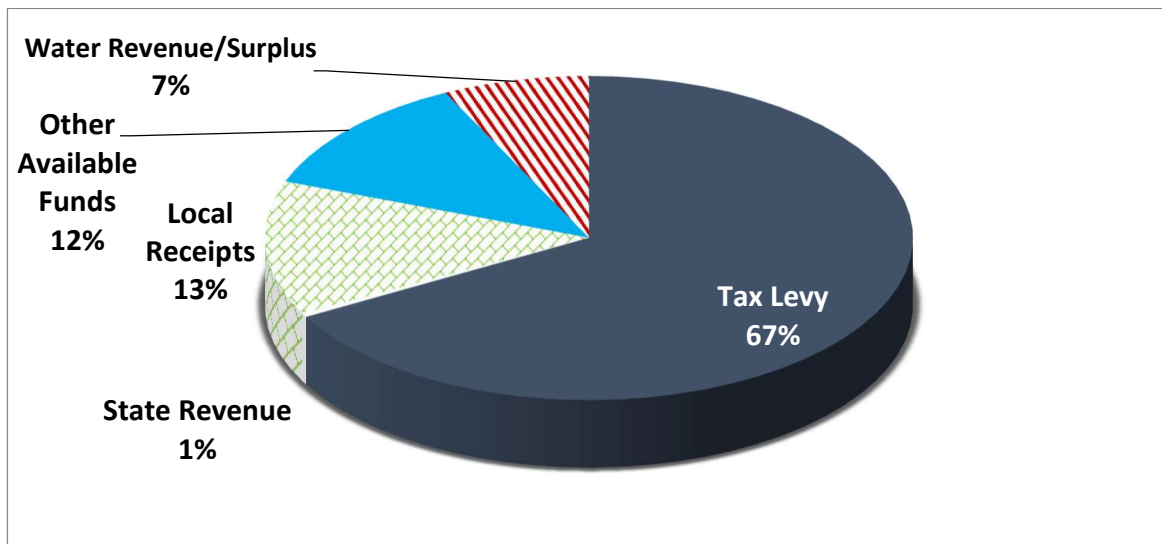
The preliminary FY2023 revenue forecast reflects the following:

- New Growth is projected at \$375,000; this is lower than the actual in FY2021 & FY2022 but is a conservative estimate.
- Debt Schedule/Structure - FY2023 debt schedule reflects an increase of \$63,860 in the amount for General Fund principal and interest (\$79,707 increase in principal and a decrease of \$12,847 in interest) for previously Town approved projects. Short-term debt (\$150,000) will cover any borrowing previously approved, but not bonded at the time of this transmittal. We have a multi-year debt schedule for financial planning purposes as well as investment and reserve policies. The FY2022-2050 Debt Schedule is in *Appendix E*.
- Local receipts are estimated at 83.9%¹ of the revenues received in FY2021, an increase of 11% over the estimate from the prior year actual. Any revenue in excess of actual will close to Fund Balance (reserves) at the end of the fiscal year; viewed positively by rating agencies. The amount raised through Local Receipts offsets the amount raised through the Tax Levy. Any one-time revenue received is not included in subsequent forecasts per the Town’s Budget and Financial Management Policy.
- Cherry Sheet (State Aid) Assessments show a projected increase of 2.66%; and is based on the Governor’s House 1 budget numbers released in January.
- Free Cash (Unreserved/Undesignated Fund Balance) is used to fund non-recurring expenses, such as a land purchase or capital items. FY2021 Free Cash was certified in October 2021 at \$8,661,710. The 2021 amount exceeds the goal of a minimum of 3%-5% of the operating budget in our Budget and Financial Management Policy due to uncertainty in our local economy due to COVID-19 financial planning. The amount of ‘available’ Free Cash programmed for the FY2023 Capital Budget Article 17 is \$2,428,600.

¹ Not including Non-recurring Miscellaneous items.

Other articles proposed to be funded by Free Cash are for: Prior Year Bill(s) (\$1,306.75), Dredging (\$300,000), Matching Grant Funds for Coastal Resiliency (\$850,000), transfers to Special Revenue funds to cover costs not reimbursed, such as COVID (\$481,118.37), Board of Health Nuisance Fund (\$150,000), Old Comers Road Traffic Safety lights (\$80,000), and transfer to the Retirement Trust Fund (\$95,000) which is separate from OPEB. The Board also approved \$50,000 (from Free Cash) for a feasibility study as due diligence in consideration of a potential acquisition of the Chatham Swim Club. The Capital Article for the Eldredge Garage Property proposes using Free Cash as placeholder(s) for donation and/or grant fund opportunities/offsets (\$1,495,555). At this time \$6,381,580.12 of Free Cash is programmed into the FY2023 budget, leaving a balance of \$2,269,063.35 which will roll-over. The remaining balance in Free Cash is noted after each article if approved.

Figure 3: Revenues



American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds Program to Support the Ongoing COVID Response

Both Barnstable County and the Town are recipients of grant funding under the federal American Rescue Plan Act (ARPA). The County has been allocated \$41.3 million by the US Treasury, and the Town has been allocated \$626,127, one-half of which has already been received, but not yet programmed. Potential expenditure categories are:

- a. Infrastructure (Water/Sewer/Broadband)
- b. Public Health (Vax/Testing/Mental Health & Subst. Use Services)
- c. Economic Impacts (Financial Aid/Supports to persons/businesses/non-profits)
- d. Community Services (Affordable Housing)
- e. Community Services (Childcare, Education)
- f. Premium Pay (to Essential Workers)
- g. Revenue Replacement (to Local Government)

More information can be found at

[https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-municipal-officials#american-recovery-plan-act-\(arpa\)-](https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-municipal-officials#american-recovery-plan-act-(arpa)-)

EXPENDITURES

Like prior budgets, the FY2023 Budget for expenditures relies on projections regarding available revenue, thereby accepting the limits of the Town's financial resources when reviewing operational expenditure budgets.

In the FY2023 Budget Book and Summaries, you will see further refinements to last year's presentation of the detailed Department budgets to provide improved budget management/descriptions and incorporation of some small budget line items in individual Departments which manage them. While we worked to retain descriptions to provide for legacy budget review, some items with percentage changes reflect the new location of the budget from its former category versus an increase/decrease in the budget request.

The FY2023 Operating Budget increases by 6.05% as compared to FY2022, without the Educational Assessments. This increase merits further explanation which is discussed in detail below. The following presents proposed funding by key budget categories along with percentage changes as compared to FY2022:

Table 4: General Operating Budget

SUMMARY	FY21 Actual	FY22 Voted	FY23 Dept. Request	Proposed FY23	% to FY22
General Government	\$2,448,961	2,619,200	2,858,925	2,858,925	9.15%
Public Safety	6,497,857	7,101,337	7,577,702	7,554,553	6.38%
Community Development	878,664	859,983	974,092	974,092	13.27%
Natural Resources	1,327,365	1,816,953	2,020,313	2,020,313	11.19%
Public Works & Facilities	5,782,746	6,383,028	7,080,215	7,079,915	10.92%
Community & Social Services	1,288,768	1,439,090	1,477,878	1,466,135	1.88%
Education (Draft Budgets) *	9,198,814	8,976,552	9,135,281	9,868,822	9.94%
Employee Benefits	4,910,147	5,417,963	5,596,900	5,596,900	3.30%
Insurance & FinCom Reserve Fund	694,438	754,946	778,338	778,338	3.10%
Debt Service	<u>6,544,057</u>	<u>6,652,795</u>	<u>6,716,654</u>	<u>6,716,654</u>	0.96%
Operating Budget Total	<u>39,571,817</u>	<u>42,021,847</u>	<u>44,216,298</u>	<u>44,914,648</u>	6.88%
*Minus Education Assessments	<u>\$30,373,003</u>	<u>\$33,045,295</u>	<u>\$35,081,017</u>	<u>\$35,045,825</u>	6.05%

The largest percentage increases in the budget are now seen in Community Development at 13.27% (\$114,109), Public Works category at 10.92% (\$696,887), General Government at 9.15% (\$238,725) and Public Safety at 6.38% (\$453,216). Increases due to staffing are discussed further in this document as we highlight expense items under this section.

Contractual Obligations/Fixed Costs/Budget Drivers

Contained in this increase are contractual obligations, such as contract operations for the water and sewer operations and costs for recycling and solid waste removal. In addition to the foregoing, increases are required for contractual obligations for salary/wages, including overtime, as well as essential but limited annual small capital items. The major budget drivers are:

• Contract Operations ²	\$275,600
• Technology Costs	\$ 80,230
• Health Insurance	\$117,500
• Legal	\$ 25,000
• Insurances	<u>\$ 71,175</u>
	\$569,505

Additionally, we continue to review items requested in the Capital Budget that should belong in the Operating Budget. For FY2023 there was a Capital request for contracted services to install and remove floats for \$45,000 that is incorporated into the Harbormaster Operating Seasonal Wages; this expense may be offset by a contribution from the Waterways Improvement Fund.

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

Costs of retirement/pensions/health benefits/liability insurance are presented in Centralized Budgets (below) as undistributed expenses encompassing all Departments/Employees/Buildings - versus presentation as a direct offset or as a cost-center. However, in budget deliberations with the Finance Committee, we present personnel “cost-centers” by Department for discussion purposes to illustrate total compensation.

Each year there are cost increases resulting from newly mandated requirements, previous commitments voted by Town Meeting, or cost of providing the same level of service – which have increased due to supply limitations or COVID impacts. Our balanced budget includes fixed cost increases, but with mitigation offsets.

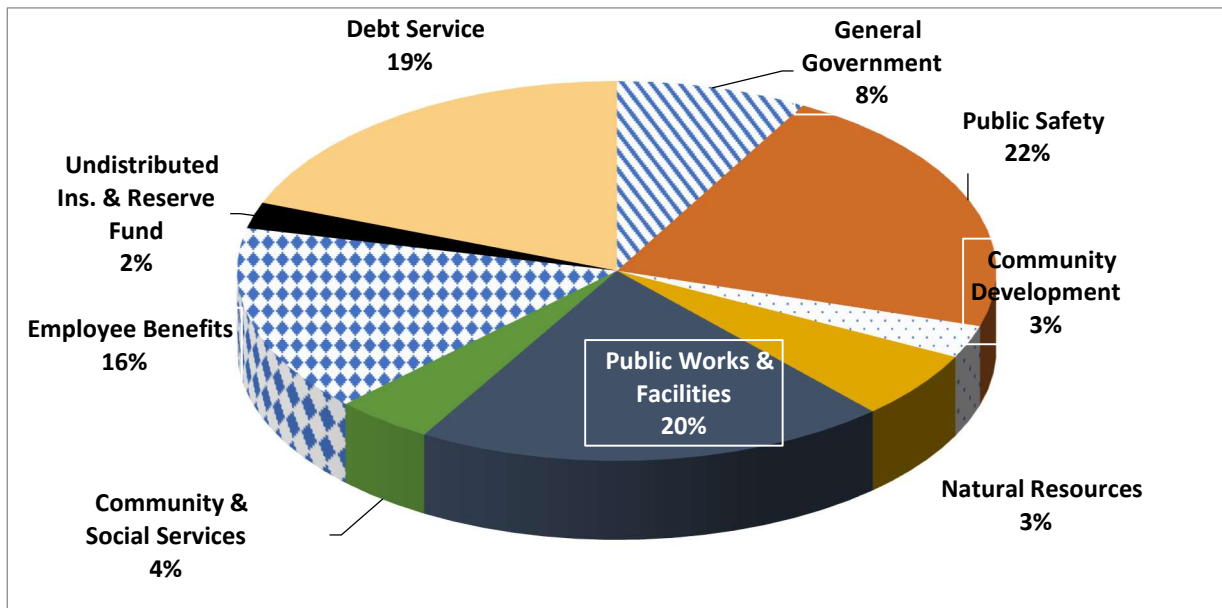
- Chatham employees contribute a range of 9% to 11% of their salaries for retirement to the Barnstable County Retirement Board/System and do not contribute to Social Security nor does the Town as the employer. Overall retirements/pensions continue to impact Town expenses. This line item includes an increase of \$61,437 or 2.5% for FY2023. The calculation is based on the overall salary of the Town as reported on October 1st 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 summary represent a 4.5% increase in the Health Insurance line as rates increased by 3% last year but were mitigated due to a substantial rate subsidy by CCMHG and a premium holiday. The increase in employee premium contributions (from 30% to 35%) for employees hired after 2013 allowed us to keep the increase to a minimum in past years, now with long-serving employees retiring we are experiencing younger employees taking advantage of family plans.
- Property liability insurance increased by 8% last year (due to the value of Town properties) and we project a 10% increase for FY2023. We continue to review risk control measures, and our Insurer offers periodic employee training to reduce risk and exposure.
- Worker’s Compensation insurance is level funded as this is also premium based. The Town sought quotations and has contracted with the Massachusetts Interlocal Insurance Association (MIIA) since FY2019. MIIA provides numerous training opportunities and incentives to ensure the best service and rates for the Town.
- Occupational Safety and Health Administration (OSHA) – since February 2019, OSHA mandates apply to municipalities which were formerly exempt. Although safety and work conditions have always

² Weston & Sampson Contract W/S Ops, SEMASS, Cemetery Maintenance, Custodial Services, Contract, Port-a-potties, etc.

been a high priority, the cost to implement requirements – staffing, equipment, training etc. will impact most Departments moving forward.

- Debt Structure (financing schedule for previously approved Town projects) - The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective in the past and the debt for FY2023 includes a placeholder for \$150,000 under Short Term Debt as bonds for previously approved projects have not been issued.
- Social Infrastructure – Funding Community Values (Select Board Goal):
 - Child Care Voucher program (Article 19). This program was funded via the Human Services Budget (Acct # 560-5299) since FY2010 with the funding amount of \$5,000 annually and increased to \$55,000 in FY2020 - first-year step to augment and support a greater number of families with young children in Chatham as identified through the Chatham 365 Task Force, Economic Development Committee, and a group of Pre-K/Childcare Community Stakeholders. This program funds childcare, camp, and afterschool programs for ages birth to certain 22-year-olds who live or work in Chatham. In FY2021 and FY2022 it was funded at \$75,000 each year. There is a separate article to increase funding for this program in FY2023 by \$25,000 to \$100,000 and will roll-over unexpended funds to the next program cycle.
 - NEW Preschool Family Support Program (Article 20). The group of Community Stakeholders resumed its work in early 2022 to recommend a Preschool Family Support Program for 3- and 4-year-olds (as of August 31st of the school year) paid to MA licensed preschool providers – based in part on the Orleans program. Families who are Chatham residents are eligible up to \$5,000 for 3-year-olds and up to \$10,000 for 4-year-olds enrolled in licensed preschool – with payment provided directly to the provider. Funding in the amount of \$425,000 is requested via the tax rate and will roll-over unexpended funds. This program received unanimous support from the Select Board and Finance Committee

Figure 5: Expenses



For FY2022, there were no (0%) cost of living adjustments (COLA), but there were contractual adjustments for step increases. The net increase in salaries from FY2022 to FY2023 is \$1,066,012 which includes funding for seven (7) additional full-time equivalent positions - a 8.02% increase.³ For FY2023 the salaries include moving non-public safety union employees to one Salary Schedule, from two legacy schedules. There remain seven (7) employees on the 'old scale'; this impact is \$16,065. In 2021, there were a few offsets from retirements of long-serving and dedicated employees - namely Conservation Secretary Mary Fougere, Recreation Supervisor Georgia Farrell, and Assistant Treasurer/Collector Marie Chmura. On January 28, 2022, Parks & Recreation Director Dan Tobin and Assistant Town Clerk Paula Tobin also retired. For FY2023 the cost-of-living increase through our local economic performance formula is 3%. Below is a chart listing the changes in salary line items by category. Increases are due to contractual increases and proposed additional employees. Such is included in the chart below.

Table 5: Town Wages/Salary Allocations For FY2023

Salary Only	Voted FY2022	TM Rec. FY2023	\$ Incr./ (Decr.)	%
I. General Government	\$1,655,605	\$1,760,023	\$104,418	6.30%
II. Public Safety	\$6,389,397	\$6,812,967	\$423,572	6.66%
III. Community Development	\$682,183	\$790,292	\$108,110	15.8%
IV. Natural Resources	\$1,441,388	\$1,642,411	\$201,023	13.9%
V. Public Works	\$2,795,758	\$2,974,895	\$179,138	6.40%
VI. Human & Public Services	<u>\$319,755</u>	<u>\$369,507</u>	<u>\$49,752</u>	15.56%
Subtotal, I-VI	\$13,284,084	\$14,350,096	\$1,066,012	8.02%

As has been the practice in Chatham, each year we determine the appropriate staffing levels for the services provided. Over the last seven years we have seen an increase in activity and service requests in several Departments. Since 2019, we have reached maximum capacity in some divisions to carry out the Town priorities and to also redirect staffing/efforts to pressing issues outside of the day-to-day functions. We continue to review services and the most efficient way to deliver those services; whether it is through a regional partnership, increase (or decrease by attrition) in staff, or reassignment of current personnel.

As you may recall from the pre-pandemic 2019/FY2020 budget summit, it was noted in detail that Town staff were challenged in respective job performance getting projects to completion due to competing priorities and growing workloads with few increases to staffing since 2012. Staff are often required to divert attention from long-term projects/priorities to address issues that arise that need immediate attention. In 2022, staff is even more challenged for workload capacity. The national trend of "The Great Resignation" is also being felt in Chatham. Open positions are becoming increasingly difficult to fill and the ripple effect is being felt by existing employees – trickling up and down the organization. To be able to provide the day-to-day services and meet the well-established goals set before us, additional staff is needed, and we also must remain competitive to attract and retain employees.

In 2019 Human Resources worked with Department Heads, in conjunction with the grant-funded Collins Center Classification and Compensation Study to review job descriptions and review compensation which had not been done comprehensively since 2008. While that project was placed on hold during COVID-19,

³ An Administrative Order was filed and subsequently approved by the Select Board on February 15, 2022.

institutional capacity stress was noted. The project resumed in 2022. Article 14 includes a placeholder for funding.

In order to maintain a healthy and productive staff, we must adjust capacity and capabilities to meet the growing workloads, whether permanent, cyclical or temporary. To address this, Departments requested staffing enhancements in FY2021; of which none were funded due to the COVID Financial Plan. For FY2022, two Firefighter/EMTs were funded. For FY2023 the following staffing enhancements or new positions were requested:

Table 6: Department Recommended New or Enhanced Positions for FY2023

DEPT	REQUESTED
COMMUNITY DEVELOPMENT	(1 FTE) Housing & Sustainability Director
DPW – Parks/Grounds (Cemetery)	(1 FTE) Laborer
DPW – CEMETERY	Cemetery Administrator – increase hours
FIRE DEPARTMENT	(2 FTE) FF/EMT; (. 5 FTE) Admin Asst.
NATURAL RESOURCES Conservation	(1 FTE) Assistant Conservation Agent/ Wetlands Permit Coordinator
NATURAL RESOURCES Health	(+ .5-FTE) Health Inspector (p/t to f/t)
INFORMATION TECHNOLOGY	(+ 1 FTE) Media Assistant/IT Assistant (float)

Housing and Sustainability Director - new full-time position proposed, reporting to the Director of Community Development, will lead initiatives that promote Chatham’s housing goals and policies, manage our housing programs and inventories, and provide technical support to the Housing Committee and Affordable Housing Trust, and other Boards and Committees. In addition, the Housing and Sustainability Director will work with the public, community partners, and other Town departments on projects that ensure our long-term environmental, housing, and economic sustainability. Toward these ends, the position will also contribute to long-range strategic planning and zoning initiatives. The position will also form strategic partnerships across all Town Departments, Town Committees and Boards to forward Chatham’s sustainability goals including consideration of climate change in the appropriate decisions and planning processes. This position will also recommend strategies to adapt to climate change vulnerabilities, improve resilience, and reduce energy use and greenhouse gas emissions with the goal of making Chatham a sustainable community.

Assistant Conservation Agent/Wetlands Permit Coordinator – new full-time position proposed to provide more assistance to the Conservation Commission, increase issuance time for Administrative Reviews, conduct community outreach and education, increase collaboration with the Chatham Conservation Foundation, oversee grant procurement/administration and elevate the Conservation Division beyond its regulatory role.

Additionally, the FY2023 budget includes position transfers from one Division to another which will likely be implemented prior June 30, 2022 due to vacancies and available funding. Both fall under the DPW; specifically, two vacant positions under Facilities transferring to Parks/Grounds to assist with additional duties associated, but not exclusive to, maintenance of the Town Cemeteries and one vacant position moving from Recreation to a Principal Projects & Operations (PPO) Assistant to provide additional staff support.

Administrative Order Filing

On January 4, 2022, I proposed, for Board discussion and feedback, an Administrative Order that would combine three departments (Community Development, Parks and Recreation and the Council on Aging) into one Department of Community Services/Development with the current Community Development Department Head serving as the “Assistant Town Manager for Community Services/Development.” Based on feedback from the Board, an Administrative Order combining only the COA and the Department of Parks and Recreation into the Department of Community Services was advanced. Although the need is there for an Assistant Town Manager position, this action was paused.

With established Select Board priorities, and our continued focus on social infrastructure, operations and services were reviewed. The vacancy in the COA Director position since November 2021 and retirement of the Director of Parks and Recreation on January 28, 2022 provided an opportunity to review not only those positions but the overall Departments, the services provided by both, and each constituency served. The realignment of these similar Divisions which serve our community and social infrastructure needs into the Department of Community Services will better align and streamline operations and points of contact and gain shared access to services and resources. Budget resources for these Divisions are currently in the Public Works and Human Services categories.

The COA Director reported to Human Resources (HR) Director until 2016, when the HR Director position became vacant and has since reported directly to the Town Manager and assumed the staff liaison role to the Human Services Committee. The COA Director’s duties have transitioned more broadly from serving older adults in the last five years to also work on initiatives related to the community as a whole. Under this action, the Director of Community Services position will fulfill the duties of a COA Director and remain a direct report to the Town Manager but with oversight of two Divisions within said Department - Senior Services (or consistent with the COA Board rebranding efforts) and Recreation.

The position of Director of Parks and Recreation will become the Recreation and Beaches Director. Due to the increased complexity of overseeing the Town’s recreation programs, special events, and beach safety, the Recreations and Beaches Director will provide direct oversight of recreation activities and usage of Parks, Beaches, and Community Center and associated recreation projects such as those funded by the Community Preservation Act. Further, this will allow more focus and enhanced programming at the Community Center and attention to carry out the policy direction of the Golf Advisory Committee and the Parks & Recreation Commission.

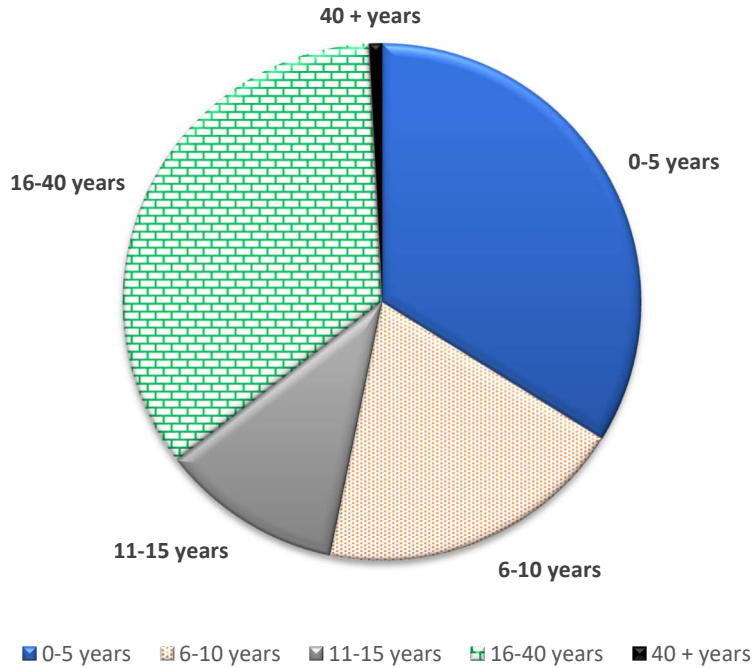
The Administrative Order #5 was filed on January 21, 2022 and the Select Board voted to affirm unanimously on February 15, 2022. Here is the link to the Order - <https://www.chatham-ma.gov/DocumentCenter/Index/246>

YEARS OF SERVICE BREAKDOWN FOR 2021

At the 2016 Budget Summit, information was first presented on succession planning which is an ongoing priority. At that time, almost 50% of our employees had longevity ranging from 11 to 40 years of service. In 2021, that number was up to 57%.

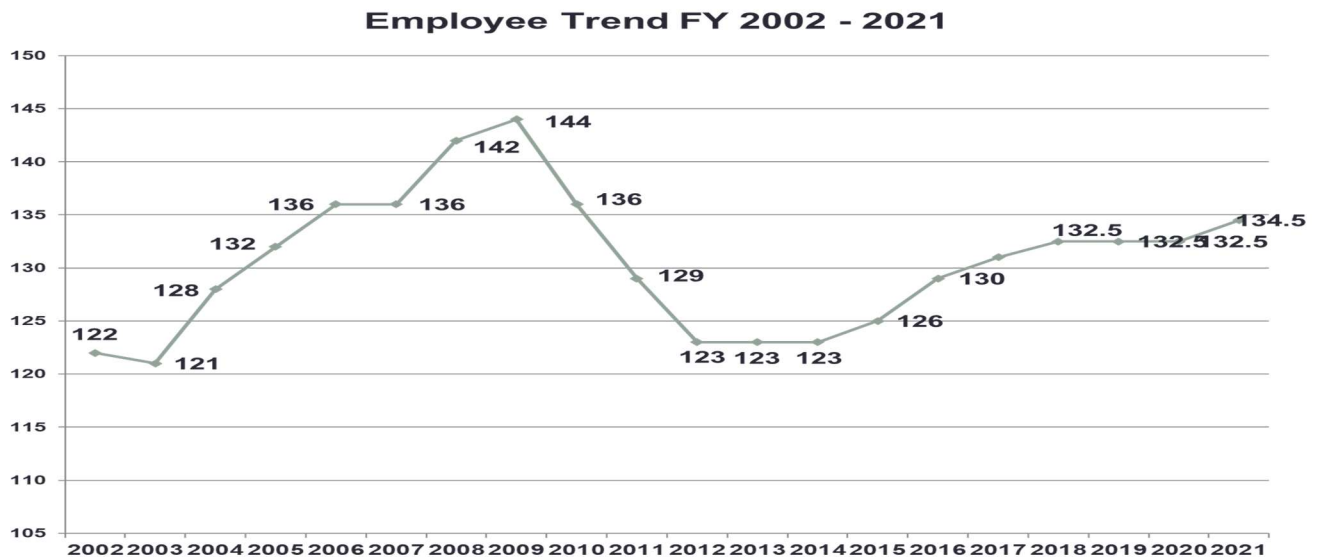
Figure 6: Employee Longevity

Employee Longevity (1/1/2022)



Personnel wages and benefits represent approximately 49.5% of the Town’s operating budget (excluding debt service) and remain relatively stable. Although health insurance has increased annually, the Town has been able to mitigate these increases since FY2013 through negotiated plan changes in collaboration with employees. As vacancies occur, every effort is made to re-examine positions with a view toward restructuring when possible to better serve the community. Please refer to the Budget Book detail for staffing history by Division.

Figure 7: Number of Full Time Employees (FTE)



We continue to review operations to ensure the most efficient delivery of service with existing staff. In FY2019, staffing increased by 2.0 FTE with the School Resource Officer, and part-time positions for Emergency Management and Harbormaster. No new positions were added in FY2020 or FY2021 budgets, and as previously noted the addition of two firefighter/EMTs and one Department Assistant were funded in FY2022. Details of staffing since FY2010 are included in each Division budget.

The Town relies on part-time seasonal and intermittent staffing throughout the year - almost 46% of the workforce - to address the seasonality of Town operations. Seasonal and intermittent recruitment has been very difficult for lifeguards and skilled labor positions. For the proposed FY2023 budget, we updated the compensation plan to be more competitive to retain staff and attract candidates.

All Unions have 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 cost item offsets.

In FY2023, cost-of-living increases (by 3%) and contractual steps are included in the Department budgets. The current collective bargaining agreements (CBAs) for all of the Town's five unions ended on June 30, 2021. Successor CBA negotiations have been completed for the Fire, Police, and Police Dispatchers. For the two remaining unions, a separate placeholder warrant article (Article # 13) is proposed for any funding of financial related items of the successor CBAs as such is not included in the FY2023 Operating Budget.

Other Post-Employment Benefits (OPEB) - Article 22

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 on a pay-as-you-go funding strategy in the annual budget, the Town is required to comply with Federal mandates, GASB 74 and GASB 75, to account, via an actuarial study, for the Town's future unfunded liability. We are at the point where the number of Town retirees exceeds the number of active employees. Bond rating companies look favorably on municipalities that have established and funded OPEB Trust Funds, and we established such in 2013, with a funding appropriation of \$150,000 from Overlay Surplus funds. In FY2020 the Town funded a total of \$300,000 from the Overlay Surplus and Free Cash. As you may recall, in 2018, via a Home Rule petition (H4781), Town Meeting approved a 'reallocation' of a 1.5% of the 3% Landbank surtax which expired in January 2020. The accompanying funding of the 1.5% redirection to OPEB was included on FY2021 tax bills due November 1, 2021; this has raised over \$286,000 to fund OPEB from the first half tax bills. For FY2022, we have included the contribution of \$150,000 as a transfer from the Overlay Surplus to fund OPEB. The Town is part of a Barnstable County joint purchase group to contract for required actuarial studies. The Town's Net OPEB liability as of June 30, 2021 is \$16,629,537 down \$1,597,101 from the June 2020 liability due to the increase funding towards our obligation. The balance in the OPEB Trust Fund⁴ is \$3,526,489 as of June 30, 2021.

The OPEB Trustees include Select Board Chair Cocolis, Select Board Member Dykens, Finance Committee Chair Daniel, Treasurer/Collector Drown, and Finance Director Heilala. The Town Manager serves ex-officio. The Trustees meet regularly to review funding strategies and the Town's investment policy for the Trust as it relates to fund performance. Funding (paying down) the Town's OPEB liability continues to be a priority item.

Debt Schedule – Appendix E

⁴ Bartholomew & Co Statement 6/30/2021

The fiscal policy of using “debt drop off” to fund the Town’s Capital Facility Plan has been very effective. With bond refunding and the issuance of new debt, the FY2023 budget has a slight increase in debt of approximately \$63,860 compared to the FY2022 budget. The Town continues to take advantage of the highly competitive loans through the Clean Water Trust (State Revolving Fund-SRF) at zero (0%) percent interest in order to reduce borrowing costs while continuing the wastewater project. As previously noted, a multi-year debt schedule is presented so that decisions impacting future years can be known at the time of Town Meeting presentment.

Figure 8: Existing Debt

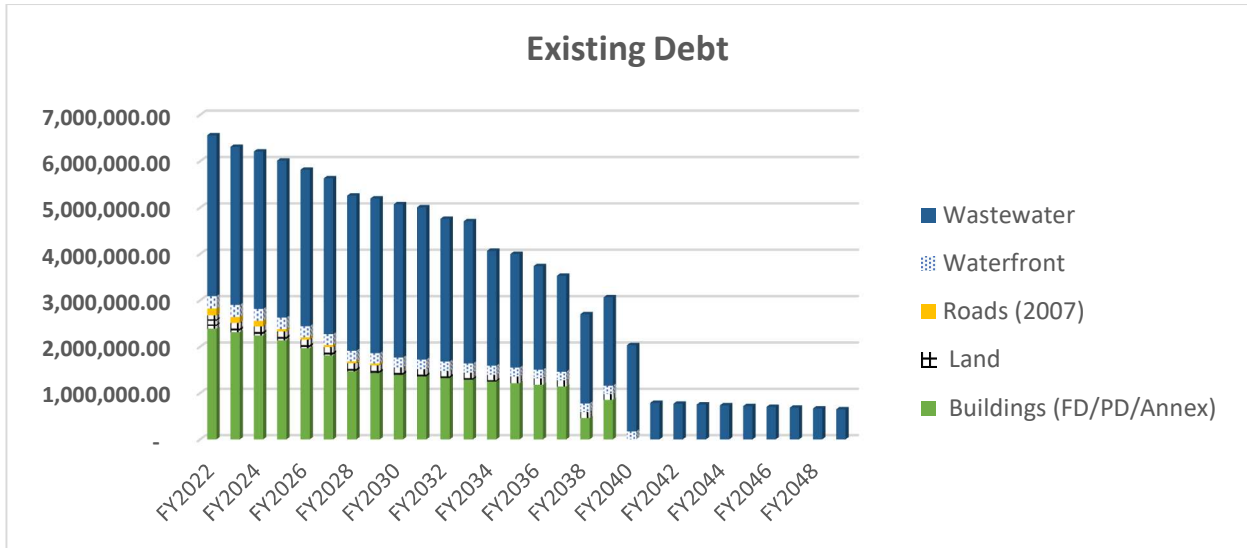
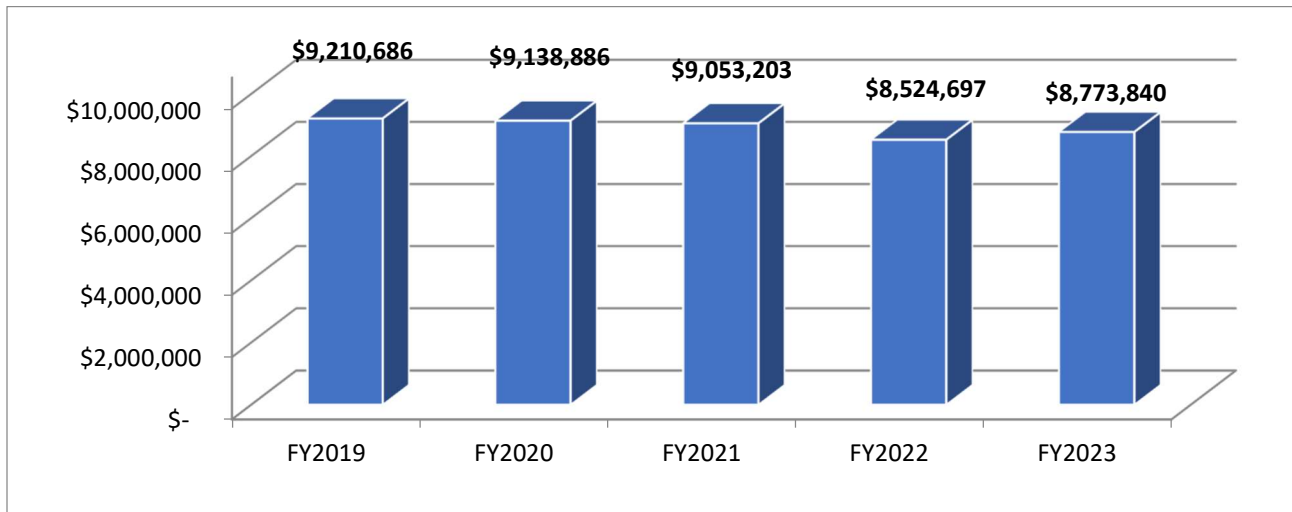


Table 7: Education Budgets - Voted as a Separate Town Meeting Articles - Articles 11 & 12)

Regional Schools Assessments	FY2021	FY2022	FY2023 Proposed	% Increase
300 Monomoy Regional Statutory Assessment				
Direct Costs-Town	\$8,602,674	\$8,043,169	\$8,327,805	3.54%
Debt Service (P & I)	\$536,192	\$481,463	\$446,035	-7.37%
Total MRSD	\$9,138,866	\$8,524,632	\$8,773,840	2.92%
310 Cape Cod Regional Tech High				
Expense	\$197,984	\$301,962	\$243,480	-19.37%
Debt Service (P & I)	\$101,635	\$149,894	\$111,755	-27.29%
Total CCRTHS	\$299,619	\$451,856	\$355,235	-25.09%
Total Public Schools	\$9,438,485	\$8,976,488	\$9,129,075	1.70%

Monomoy Regional School Budget (Article 11) - The FY2023 draft Regional Budget of \$42,801,403 includes an overall increase in the operating budget of 2.98%. With that, the assessment for Chatham is \$8,773,840 an increase of 2.92% to FY2022 which includes debt service. It must be noted that Chatham’s percentage is 23.73% based on the three-year rolling enrollment average. This is the “*statutory*” assessment under the current Regional Agreement as presented in the budget book.

Figure 9: Monomoy Regional School District – Current Regional Agreement Language



Article 10 - On December 22, 2020, the Superintendent provided a presentation noting that the declining number of children in Chatham, relative to Harwich, continues to shift the minimum required contribution (as calculated by the State) towards Harwich. The Chatham Select Board held a Community Forum on the future operations of the Chatham Elementary School on April 15, 2021 and MRSD School Committee held a second Community Forum on the future of elementary schools on May 6, 2021. Both Towns and MRSD have been working to find a fiscal solution which retains the high-quality educational program. The Monomoy Regional School Committee adopted a FY2023 budget to reflect recommended changes to the Regional Agreement. If the “Alternate Assessment” were adopted by both Towns for the FY2023 budget the increase in the budget for Chatham is estimated at \$739,747 and would result in a 11.6% increase in the assessment to Chatham. Please refer to Appendix D for details.

Table 8: MRSD Alternate Assessment

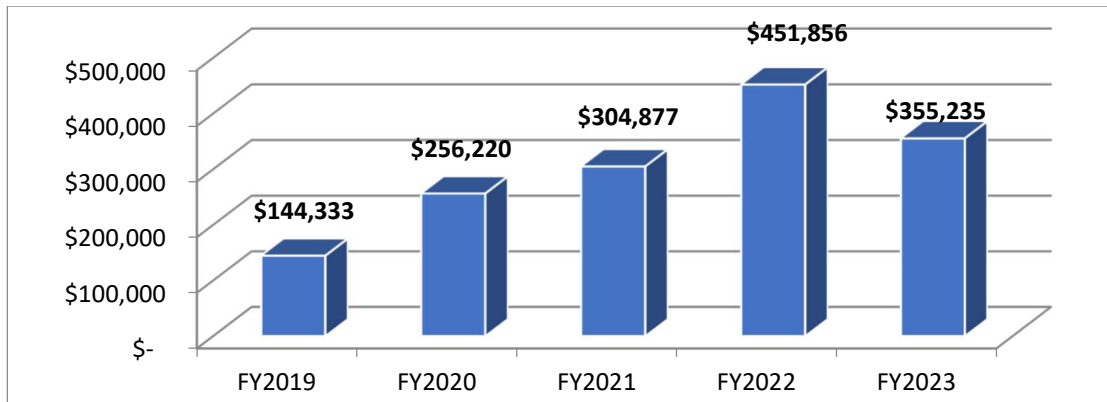
Alternate Assessment	FY2021	FY2022	FY2023 Proposed	% Increase
300 Monomoy Regional				
Direct Costs-Town	\$8,602,674	\$8,043,169	\$9,067,552	12.74%
Debt Service (P & I)	\$536,192	\$481,463	\$446,035	-7.36%
Total MRSD-Alternate Assess.	\$9,138,866	\$8,524,632	\$9,513,587	11.6%

Cape Cod Regional Technical High School - The Assessment for Chatham is increasing based on the number of Chatham students who attend the school, and that number decreases by three, from 15 to 12. The

increase for the total budget for the Tech is projected at 1.97%; the assessment for Chatham will reflect the 12 students attending the school. Also included in the FY2023 budget assessment is the fourth year of debt service (\$111,755) for the new Technical High School building.

The net effect of both Regional School budgets is a projected 1.70% increase to the Education Budgets, based on the statutory agreements. If the Monomoy Regional Agreement is amended where each member Town is responsible for its own Elementary School, then the increase will be 9.94% for both assessments.

Figure 10: Cape Cod Regional Technical High School Budget



Five-Year Capital Plan (FY2023) - FY2023-27 (Article 17)

The Capital Budget Article voted at the Annual Town Meeting provides funding for capital items between \$10,000 and \$250,000; and items with a useful life of 5+ years. In working with the UMASS Collins Center, many annual maintenance items were reallocated to the operating budget as were small capital items.

In FY2023 we continue to direct our focus on capital improvement and equipment to provide essential services. In evaluating Departments’ requests, 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 our standard best practices with the development of a plan, such as:

- ✓ Safety – reduces potential legal liability/threat to operations or personnel;
- ✓ State/Federal/Legal mandates - consequences of noncompliance/cost of compliance;
- ✓ Conformity to Town plans and goals – sustainability, aesthetics, cultural, environmental, historical, and recreational opportunities;
- ✓ Future operating budget impact/offsets; productivity - return on investment, useful life; and
- ✓ Cost effectiveness – increase efficiencies

The UMASS Collins Center (via a grant) developed an extensive inventory of all capital projects including potential warrant articles, and a detail review with a rating system. Below is a description of the categories:

- Preserve or enhance Town assets – Does the proposed project maintain or improve an existing facility? What is the anticipated useful life of the investment? Does the proposed project replace a piece of equipment needed to provide public services? Is the vehicle beyond its reasonable life? Is the acquisition part of a scheduled replacement plan that will keep vehicles operational and preclude major repair costs?

- Increase efficiency and effectiveness of government – Does the project reduce operating costs (e.g., eliminate costly repairs) or increase the effectiveness of government? Does the project reduce potential legal liability (e.g., repair of a broken sidewalk) or threats to operations (e.g., replacement of a needed street sweeper before it breaks down completely)? Does it improve customer service or provide a new, needed service?
- Be a good steward of public resources – Does the project increase revenues? Are outside grant funds available to cover a portion or all costs?
- Specific impacts on operating budget – What types of ongoing savings might be realized from the project? Does the project increase operating costs?

In addition, each project was evaluated to see how it would influence a series of key policy areas. These included:

- Aesthetics / Historic Preservation
- Cultural and Recreational Opportunities
- Utilization by Community
- Contextually Appropriate Economic Opportunity (“Chatham Factor”)
- Youth and Families
- Environmental Sustainability
- Public Health
- Public Safety

These categories were weighted based on the Town’s values, policies, and priorities, infrastructure replacement criteria, or financial considerations. For available funding considerations, we reviewed potential funding sources, balances remaining from previously approved articles, opportunities for grants or Community Preservation Act (CPA) funds and expanded opportunities for shared resources. The FY2023 Capital Plan is a balanced funding approach to cross-departmental requests.

Through review of the requests, available funds and future capital needs, and in consultation with the UMASS Collins Center, the Town’s policy recommends the percentage for the Capital Budget is 9% of the Operating Budget funded with available funds (not the tax rate or borrowing). The Select Board approved that policy in October 2019. For FY2023 the Capital Plan is recommended at \$2,556,600 or 6.9% and is funded through Free Cash and other available funds. The FY2023 Capital Budget proposes no use of the tax levy.

Table 9: FY2023 Capital Program Budget Summary and Funding Sources

DESCRIPTION	FY2022 Actual	FY2023 Dept. Request	FY2023 Proposed
CAPITAL PROGRAM & BUDGET SUMMARY			
General Government	300,000	290,000	290,000
Public Safety	102,145	307,100	307,100
Community Development	-	30,000	30,000
Natural Resources	297,000	1,604,000	361,000
Public Works (without Water)	1,148,000	10,002,500	952,500
Equipment	477,000	1,940,082	616,000
Total Town Funded Capital Budget	2,881,200	14,106,163	2,556,600
Funding Sources:			

Free Cash			2,428,600
Waterways Improvement Funds			68,000
Cemetery Perpetual Care			10,000
PEG Access Fund			50,000
Raise & Appropriate (available Tax Levy)			
Total Funding Sources			\$ 2,556,600

Please see Appendix G for a complete listing of the items included in the Five-year Capital Improvement Plan and the recommended items for the FY2023 Capital Budget.

Table 10: FY2023 Capital Improvement Project Requests

FY2023 Capital Improvement Project Requests	Dept.	FY23 Request	FY23 TMGR Rec
Land Management, Assessment & GIS	IT	\$50,000	\$50,000
Hardware replacement & upgrade	IT	\$20,000	\$20,000
Channel 18 Equipment	IT	\$20,000	\$20,000
Software Upgrades	IT	\$100,000	\$100,000
Consulting & Engineering	TM	\$100,000	\$100,000
Computer Sonic Wall Update (PD)	PD	\$10,000	\$10,000
Cruiser Digital Recording System	PD	\$25,100	\$25,100
Vehicle Repeaters	FD	\$65,000	\$65,000
Protective Clothing	FD	\$75,000	\$75,000
Radios - mobile & portable	FD	\$22,000	\$22,000
Self-Contained Breathing Apparatus	FD	\$10,000	\$10,000
Generator(s)	EM/BG	\$25,000	\$100,000
Drainage/Storm Water Management	STW	\$50,000	\$50,000
Water Quality Statistical Analysis	NR	\$35,000	\$35,000
Conservation Lands Management/Forest	NR	\$20,000	\$10,000
Dredging Program	NR	\$400,000	\$100,000
Town Landing Comprehensive Survey	NR/CR	\$50,000	\$50,000
Town Landing Infrastructure Improvements*	NR/CR	\$20,000	\$10,000
Aids to Navigation*	NR/HBR	\$15,000	\$15,000
<i>*OFFSET - transfer from Waterways Improvement Fund</i>			
Seasonal Float Installation & Removal	NR/HBR	\$45,000	<i>Operating</i>
Mitchell River Bridge Maintenance/Improvements	NR/HBR	\$86,000	\$43,000
Hurricane Tide Gate Analysis	NR/HBR	\$30,000	\$30,000
Fish Pier Parking Kiosks	NR/HBR	\$18,000	\$18,000
Cemetery Headstones	CEM	\$10,000	\$10,000
Road Resurfacing	HWY	\$350,000	\$200,000
Emergency Road Repair	HWY	\$20,000	\$10,000
Catch Basins	HWY	\$40,000	\$40,000
Road Maintenance	HWY	\$20,000	\$20,000

Sidewalk Construction	HWY	\$200,000	\$100,000
Bike Trail Maintenance	HWY	\$10,000	\$10,000
Sign Improvements	HWY	\$6,000	\$5,000
Original Sewer System Repairs	SEW	\$220,000	\$30,000
Ultraviolet Disinfection Upgrade	SEW	\$225,000	\$225,000
Property Management – All Buildings	BG	\$200,000	\$200,000
Public Restroom Upgrades	BG	\$30,000	\$30,000
Seaside Links 7th/9th Tee Replacement	P&R	\$72,500	\$72,500
Annual PD Cruisers (2) Replacement	PD/TM	\$100,000	\$100,000
Replace Animal Control Vehicle (2012)	PD/TM	\$40,000	\$40,000
Community Development Vehicle	CD/TM	\$30,000	\$30,000
Replace Health Vehicle (2012)	NR/TM	\$35,000	\$35,000
North Beach Truck Replacements (2 trucks)	NR/TM	\$64,000	\$64,000
1-ton Truck w/plow (New)	CEM/TM	\$75,000	\$75,000
Utility/Mowing Trailer	CEM/TM	\$8,000	\$8,000
Small Mowers & Power Tools	CEM/TM	\$30,000	\$30,000
Cadet Tractor (1971)	GRDS	\$8,000	\$8,000
Utility/Mowing Trailer	GRDS	\$8,000	\$8,000
Replace 6-Wheeler Truck	HWY	\$248,000	\$248,000
		\$3,340,600	\$2,556,600

The following are Capital items included in the CIP but are presented as separate Capital Articles for the 2022 Annual Town Meeting. These items exceed the definition, cost or funding thresholds of the Capital Plan but are included in our overall inventory and financial tracking.

Community Preservation Act (Articles 31-42)

For FY2023, there are ten (10) projects funded. The total of the requests is \$1,725,860; \$645,000 for affordable housing projects, \$395,860 for historic preservation projects, \$490,000 for recreation, no applications for open space, \$15,000 for CPC administrative budget and funds for the statutory reserves. The Select Board requested that the CPC direct a substantial amount towards Affordable Housing, and the Community Preservation Committee has recommended \$500,000 for the Affordable Housing Trust Fund.

FY2023 Water Department Operating Budget (Article 18)

The Water Department Operating Budget, funded by revenue generated from water receipts (ratepayers), continues to have a healthy revenue stream. The increase in the Water Budget is due to increase costs for plant maintenance and chemicals. Debt service decreases slightly in FY2022 due to declining debt service for the Water Treatment Plant; financed through the Clean Water Trust fund at a 2% interest rate.

Table 11: Water Department Operating Budget

450 WATER OPERATING FUND	FY2021 ACTUAL	FY22 VOTED	TM FY23 RECOMMEND
Water Fund Salary	\$ 232,414	\$232,169	\$242,582
Water Fund Expenses	\$ 1,438,283	\$1,863,200	\$2,141,550

Overhead	\$ 290,320	\$ 297,578	\$ 307,993	
Debt Service	<u>\$ 1,189,195</u>	<u>\$1,188,105</u>	<u>\$1,161,608</u>	
TOTAL COSTS	\$ 3,150,212	\$3,581,052	\$3,857,002	7.71%

Water Department Five-Year Capital Plan

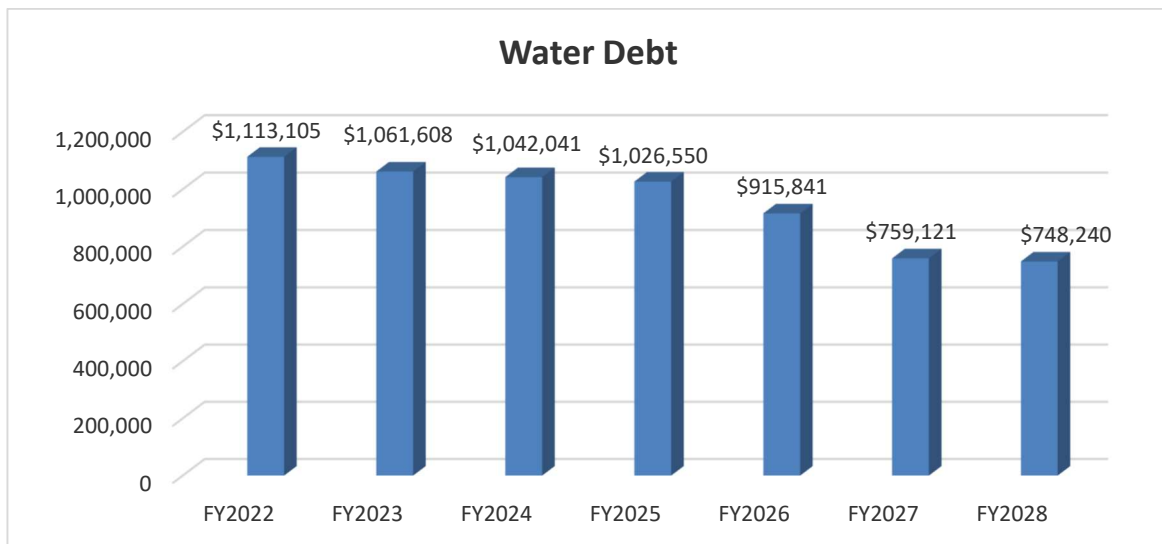
The Water Department has a separate capital budget, funded by revenue from water usage charges and it a component to the Town’s overall CIP. The Town has been aggressive in this capital plan to ensure its water infrastructure provides sufficient quality and quantity of water throughout the year. Special Town Meeting in October 2021 approved two Articles to ensure safe drinking water for the Town; \$1.4m to mitigate/treat PFAS at Wells 5&8 and \$4.5m to bring Wells 10 & 11 on-line. Water Capital continues to be programmed into future years as water debt declines and new projects can be fit into the budget.

Water Capital – Water Mains – (\$750,000) – Article 18

The replacement of old, unlined, or under-sized water mains and the public portion of water services connected to these water mains will improve the quality of water to customers who have these pipes delivering water to them. Smaller water mains and the water services were installed using pipes made from lead, steel, or copper that leach into the water, and unlined water mains leach iron into the water. Replacement of these pipes will also conserve water by preventing wasting of water through possible leaks from old pipes. Undersized water mains will be replaced with a water main of a minimum diameter of eight inches to improve the flow of water for fire protection. Replacement of water mains is scheduled to correspond with installation of sewer lines to minimize disruption of roadways and maximize opportunities for access and any cost-savings.

There is a balance of \$1,125,134 in the water fund available for the proposed Water Capital Article. There is no impact to the tax levy or water rates with approval of these articles.

Figure 11: Projected Water Debt – 2% State Revolving Fund (SRF) for 5 Years



Wastewater Program/Sewer Project -Status

C.C. Construction, South Dennis, completed construction on Contract 1C-3/4 in 2021. Contract 1C-3/4 involved installation of sewers on 24 streets, construction of 3 pumping stations, and one odor control unit. Robert B. Our, Harwich, completed the Chatham-Harwich Interconnection Project (Contract 1D-1), whereby wastewater collected from the East Harwich area will be transported to the Chatham wastewater treatment facility for treatment and recharge. The Chatham portion involved installation of a force main from a new pump station on Meetinghouse Road (Route 137) to Middle Road and Middle Road to the back entrance of the wastewater treatment plant, and gravity sewer along Old Queen Anne Road, from the Chatham-Harwich line to the headwaters of Muddy Creek into the new pump station. Low pressure sewer was installed on Duncan Lane and Partridge Path. Connection was completed to the new sewer system in East Harwich. Parameters for this project were agreed upon in the Intermunicipal Agreement between Chatham & Harwich, signed in 2017. Both towns received DEP approval for 0% loan funding through the State Revolving Fund (SRF).

Robert B. Our completed construction on Phase 1E-1 involving sewer installation, and stormwater improvements on a portion of George Ryder Road South, Marketplace, Harding's Lane, and a section of Stony Hill Road. This work was coordinated with Phase I of the Crowell Rd Stormwater Improvement Project, and included water main improvements on Crowell Rd and Lake St.

The three projects mentioned above were officially completed in early 2022 with submission of Record Drawings from the Engineers, delayed due to COVID-19 staffing challenges.

The Board of Health will issue Sewer Connection Orders in spring 2022 for these recently completed contracts. The Board is considering a change to the mandatory Sewer Connection Regulation extending the time to connect from the current one-year to two-years. This change is in response to current delayed timeframes for engineering and installation resulting from high levels of business.

The choice of areas/contract timing is based on multiple factors including environmental sensitivity of receiving waterbodies, proximity of existing infrastructure, coordination with other town projects (water main upgrade/replacement, stormwater improvements, road projects [Phase 1E being a perfect example]), consistency with the Comprehensive Wastewater Management Plan (CWMP), and funding availability.

Since new sewer connections began in 2012, the Board of Health (BOH) has issued 450+ connection Orders ordering connection to the municipal sewer in accordance with the Board's mandatory Sewer Connection Regulation. Health Division staff continue sending reminder letters and follow up with those properties that have not started the process. Mandatory connection is required by BOH Regulation to achieve the Town's water quality goals; however, the BOH may grant limited time extensions for good reason. The BOH has granted 84-time extensions and rescinded 41 connection orders (for corner lots, lots with adjacent street access, or other special circumstances). For the completed sewer construction contracts to date there are 612+ properties eligible to connect. Issuance of BOH Connection Orders for Contracts 1C-3/4, 1D-1, & 1E-1 will add another 345 properties to those eligible to connect. Where able (not dependent on pump station completion) some properties are already connected due to septic system issues or new construction on a case-by-case basis. With 424 connections completed to date that is a 69% rate of connection. When 135 properties in-process, i.e., have applied for a permit, awaiting permit, awaiting contractor, etc., are included, the percentage rises to 90.8% (556/612).

COVID delayed the next Phase of sewer implementation, Phase 1D-2, resulting in the contract being divided in two, Phases 1D-2A & 1D-2B. Phase 1D-2A involves only town roads (Morton & Meetinghouse) with engineering completed and the contract out to bid at the end of 2021. Bids were received in early 2022 and

permission received from MassDEP to award the contract. Construction is expected to start in late spring or fall of 2022. The contract received 0% loan funding through the SRF Program. Phase 1D-2B is expected to go to bid in late 2022 following resolution of easements for pump stations.

Phase 1E-2, the lower portion of Stage Harbor Rd has been delayed while pump station location issues involving the flood plain are resolved. Sewer was installed on Bridge St. Between Stage Harbor Rd. and the Bridge in conjunction with a watermain and stormwater project. Phase 1C-5 is also awaiting resolution of pump station siting issues.

NEXT STEPS

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

Renewable Energy, Electric Vehicles (EV), and Green Community Designation

Moving into 2022, with the Fire Station solar energy photovoltaic [PV] rooftop installation having well over two years of operation, the Town's six (6) current PV installations were fully operational throughout calendar year 2021. These locations continue to be a cornerstone of the Town's movement towards generating 100% of the electrical energy consumed at municipal facilities coming from sustainable sources. The PV systems at the capped former landfill, Water Pollution Control Facility, Water Treatment Plant, Police Department, Town Offices Annex and Fire Department generated 2,443,292 kWh of power in FY2021 to offset Chatham's total electrical demand from non-sustainable sources. The total PV system performance from both ground-mounted and rooftop panel installations realized generating 77% of total electrical energy demand at municipal facilities in FY21 with net benefits from these PV projects of \$195,824 and is still on target to meet the projection of over \$3.6 million in cumulative financial benefit by the end of the power purchase agreements (20-year terms).

In 2021, the Town participated in other renewable energy initiatives offered through CVEC such as "off-taker" agreements to receive net metering credits. A total of three "off-taker" agreements add to Chatham's 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. In FY21 these off-taker agreements netted \$14,897 in additional benefit to further offset electrical costs. The total net benefits from local electrical production and the off-taker agreements in FY21 of \$210,721 was above the average of the previous four fiscal years of \$206,369.

Following up on the successful completion of the PV panel installation at the Fire Station Headquarters, the Town has continued to partner with CVEC to participate in "Round V Projects" to install rooftop PV panels on the Community Center and install a canopy over the Police Department parking lot with PV panels. With the contract portion and preliminary site visits/data collection project phases completed, the submission of building permits is now anticipated in 2022 due to COVID-19 related delays. Expecting to generate another 198 kW per year and assuming 20-year terms the projected financial benefits for both installations over the duration of the projects is anticipated to be approximately \$302,775. The Town will continue to monitor CVEC initiatives and other energy opportunities into 2022 to help the Town continue its path towards generating 100% of energy consumed at municipal facilities from direct renewable energy sources. Additionally, the Town's continued participation in CLC's municipal power supply RFP resulted in an electric charges rate of 9.651 cents per kWh for the period July 2019 through July 2021 meter reads which continued to be below the 11.086 cents per kWh from the Eversource rate through July 2021. For the period starting

July 2021 through July 2024, CLC secured an electric rate of 8.798 cents/kWh representing an 8.8% reduction of over the previous three-year term's rate.

As part of efforts to integrate energy efficient options for new vehicle procured to help reduce the Town's carbon footprint, four (4) plug-in hybrid EVs were acquired via leases and put into service in 2018 are continuing into 2022, one as a Town "pool" vehicle available to all Departments, one for the Natural Resources Department, one for Building inspections, and one for the School Resource Officer. Into 2022 the Town is continuing its efforts to install a total of five charging stations at the PD/Annex Site and Town Hall using grants from both Eversource and MassDEP to offset costs.

Since FY2015 the Street Light Budget has been positively impacted following completion of the LED replacement light program Town-wide. We have experienced on-going savings due to longer bulb life and easier maintenance compared to pre-program implementation in the FY2014 budget when the budget appropriation was \$46,000. The FY2022 level funded request of \$17,500 continues to demonstrate efficiencies gained and reflects the actual performance since the completion of the LED changeout project.

2021 Annual Town Meeting approved three articles which further advance the Town's goals to reduce energy usage and mitigate the effects of climate change on our community. Article 57 amended the general bylaws to add a new chapter requiring the Town to evaluate options for reduced emissions from the earliest stages in the design process for any new public buildings. Article 58 added an additional chapter to the bylaws which prioritizes the procurement of zero emission vehicles when available, or plug-in hybrid electric vehicles when a zero-emission option does not exist. Passage of Article 60, a petitioned article, adopted a Climate Policy for the Town which sets the goal of reducing net greenhouse gas emissions from human activity within and by the Town to zero at the earliest technically and economically feasible time.

Although implementation of the first round of identified "Green Communities" projects in the Energy Reduction Plan, to help offset energy use by upgrading system equipment and changing over to more efficient LED lighting, originally targeted for completion in FY2021, have been delayed due to COVID-19 impacts, they are back on track to be completed in 2022. Additional, positive fiscal impacts with the award of future grants could also help offset energy use, costs and facilitate upgrades to more efficient equipment reducing future capital requests. The submission of the first required Annual Report to the Massachusetts Department of Energy Resources (DOER) maintains Chatham's funding eligibility for additional energy efficiency projects in 2022 under Green Communities programs.

Technology

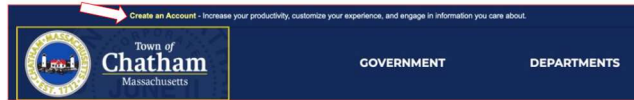
Since the Covid-19 Pandemic began in early 2020, IT staff have been working on providing a hybrid work option for as many staff members as possible in the event of a surge in cases that would require the closure of Town Offices to the public. All office staff now have laptops and are utilizing the Microsoft Teams environment for daily work functions.

In 2021 the Town's website was upgraded to a more user friendly and expansive experience. The upgrade to the Civic Engage platform allows for real time communication between the Town and the community through social media, forums, Email blasts, news updates, Community Voice for public engagement, social media (Facebook, Twitter, LinkedIn), newsletters *The Main Sheet*, and recruitment efforts. The upgraded website also utilizes webforms, like our [new online job application](#).



CREATING AN ACCOUNT

1. Navigate to chatham-ma.gov
2. Click “Create an Account” at the top of the page



3. Complete Registration Form and click “Create Profile”
4. Verify account via your email and create a password

On-line Transactions and Transparency - *Accountable. Strategic. Secure:*

We continue work to increase the number of applications available for filing on-line, as well as expand the acceptance of credit/debit card payments. Please visit this link for a full menu of on-line payment opportunities - <https://www.chatham-ma.gov/615/Pay-Online>. On-line payment portals provide a promptness and convenience of paying bills without the bother and uncertainty of mailing a payment. The Tax Collector’s office and the Town Clerk’s office converted to a new on-line payment system through *City Hall Systems*. This is the same platform to safely and securely purchase beach parking and transfer stations stickers. The system is user friendly and allows for the payment of multiple bills and/or document requests in one transaction.

Financial Transparency - The use of *OpenGov* by Town staff to review their Year to Date (YTD) Expenditure Report in real time has enhanced budget monitoring. In January 2020, a Financial Transparency link was added to the Town’s main page to allow the public to review YTD reports and other financial status reports. *OpenGov* via a direct view link to the Towns Financial Management System - <https://stories.opengov.com/chathamma/published/zv7dko0Wb>. The main page notes, “*In service to our commitment to financial transparency, Chatham strives to make accessible its financial information from department budgets and expenses to revenues and detailed transactions. On this page, you'll find summarized financial information and important frequently asked questions. Simply click on the graphs or icons to dive deeper into the Town's financial information.*” In the March 2022 S&P Ratings review, the reviewers noted we were one of the few AAA rated communities with a financial transparency platform and that they were very impressed with the Town’s commitment to such.

Online Permitting:

The Department of Community Development’s Building Division implemented a new cloud based online permitting system, *OpenGov Citizen Services*. All building, plumbing, gas and electrical permit applications are available via this website platform. Contractors and homeowners can now apply and pay for permits online, request inspections and access where a permit is in the process all by logging into the system. This permitting software has proven beneficial to all employees that review permits as permit information can be accessed anywhere from a computer. Permits can be processed, reviewed, and issued all through the cloud-based program allowing for more collaboration between departments. IT staff have been working with Conservation and Health Departments to add their permits to the OpenGov platform beginning in late 2021. Links to the site have been added to the Town of Chatham website under the Building Permits tab on the Town’s home page as well as the Building Division page - <https://chathamma.viewpointcloud.com/>.

Channel 18 Update:

Pivoting from conventional in-person meetings to continued remote Teams meetings, Channel 18 continued to provide the public with transparent and accessible Live and On-Demand meeting recordings, events, and

public service announcements (PSAs). This included the Virtual ATM Preview Show, Beach PSA's, Virtual Veteran's Day Ceremony, Virtual Independence Day Parade, Two Town Meetings at Veterans Field, the Virtual SRAC Summer Town Meeting, and the Virtual Memorial Day Ceremony. Channel 18 has also produced recruitment videos for COA Bus Drivers, Police Officers, and other employment vacancies. They are also working with the Town Manager on a series interviewing retiring employees on their careers with the Town.

Geographic Information Systems (GIS):

Geographic Information System (GIS), led by our GIS Planner, continues to allow for greater information sharing and expansion of tracking services among Town departments. Efforts into 2022 will focus on the expansion of available data layers for additional building/facilities data for management purposes including key building systems, energy infrastructure, grounds maintenance, cemetery operation, lessor/license agreements and additional revised airport information. These new data layers will continue to build off the foundation of Chatham's GIS requiring ongoing updates for water mains, sewer lines, snow plowing routes and parcel layers edits. Additional geodatabase work has included updating/creating maps supporting various Town efforts:

- Coastal structures/resiliency
- Downtown parking
- Nesting/fledging/hatch maps
- Bikeways Committee/Bike Trail
- Emergency outreach
- Friends of Trees
- Historical Commission/National Register Districts
- Community Rating System (CRS) Floodplain updates

Generators for Town Buildings:

Over the past few years, the Emergency Management team has been adding and updating generators and/or transformer storm switches at most of our Town buildings. We were able to outfit the Annex and Police Department with stand-alone generators, place a transfer/storm switch in the Community Center until a permanent generator is purchased as approved in the FY2022 budget. As we evaluate trends and lessons learned from recent events, we also continue to explore the capabilities of all Town buildings and our community partners. Funding for generators is included in the FY2023 Capital Budget.

FINAL NOTES

Strategic budget planning efforts since 2012 and expense reductions for benefits have placed the Town in a much better financial position than many other towns in the Commonwealth. That was proven during the pandemic when staff began to develop our COVID-19 financial plan in late March 2020 which was vetted by the Select Board and FinCom in our new virtual environment. We held our Annual Town Meeting before the end of the fiscal year in an extraordinary outdoor location during extraordinary times. Our S&P AAA Bond Rating (highest for municipalities) was affirmed in March 2022 due to the Town's history of fiscal prudence, coastal resiliency efforts, cyber security planning, and the COVID Financial Plan.

As presented, the COVID Sustainable Service Budget via the FY2023 operating budget can be funded within available revenue and provide support for Community initiatives and continuity of current services. Pre-COVID stresses remain such as funding the growing priorities of the community and the increasing demands for service, as have been noted in prior messages.

Financial management is one aspect of Town operations when many are to credit for the continuity of services and work by our dedicated staff, Town Officials, and community volunteers helping neighbors during this pandemic. I remain committed to continue with our collaborative approach to financial management, in partnership with the Select Board, Finance Committee, and Monomoy Regional School Committee, as we continue discussions of services our community desires and needs, with transparency of government operations. Town staff have been very successful with grant awards, and we will continue to seek innovative funding and partnerships for programs and services.

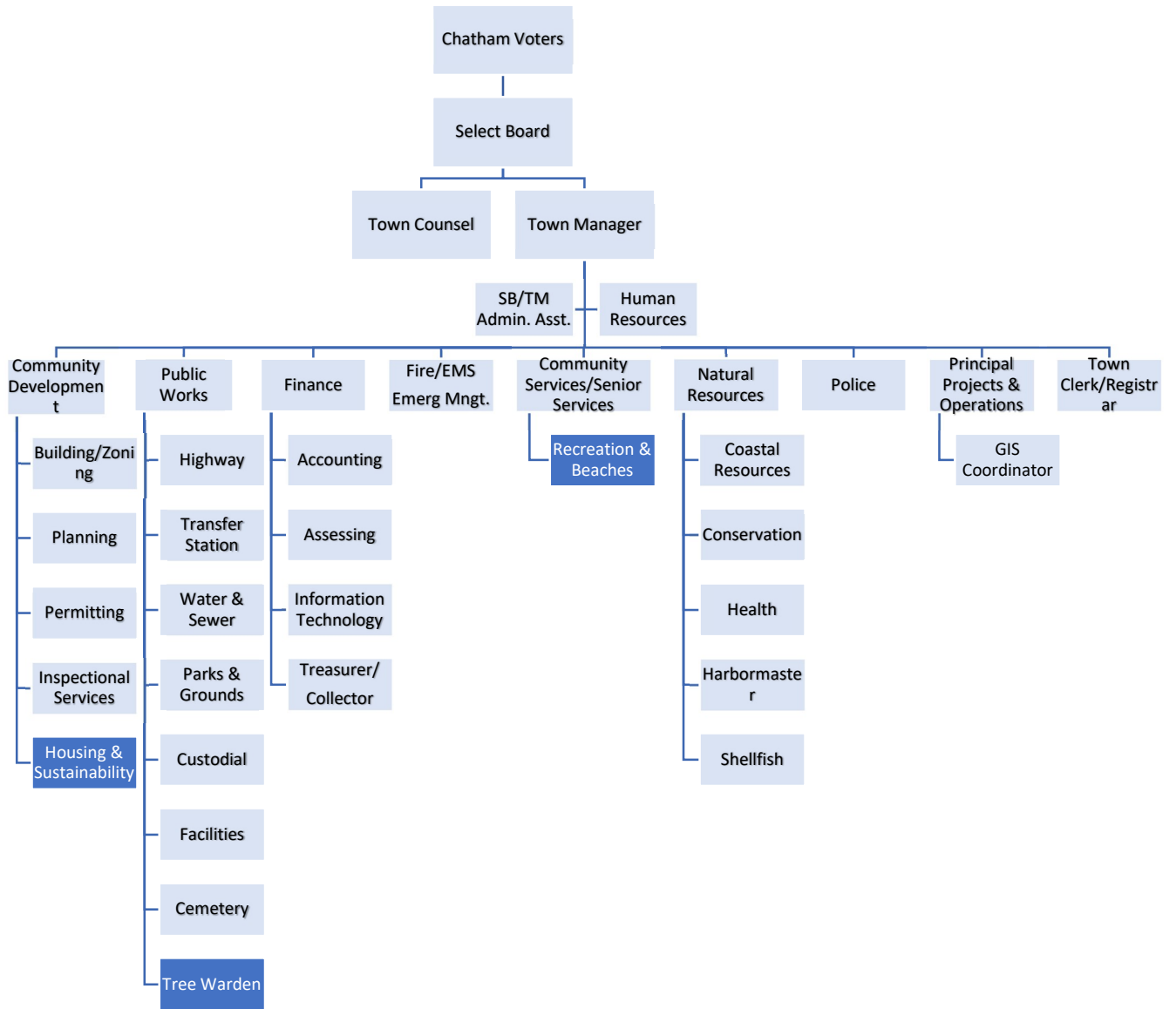
As always, I want to acknowledge and express my sincere appreciation to Town Departments and Town Officials for their time, cooperation, and dedication in my effort to craft the 11th Town Manager Budget message, and for the great effort to achieve Select Board budget directives. I want to further recognize employees across all Departments for their dedication to the Town, before, during, and post COVID-19. It was staff's 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 Team Chatham is remarkable.

I also greatly appreciate the knowledge, historical perspective, feedback, and support from the many taxpayers passionate about our beautiful community. It is a pleasure and privilege to serve as your Town Manager! Thank you in advance for your thoughtful consideration.

Respectfully submitted,
Jill R. Goldsmith, Chatham Town Manager

Attached, please find the Town Organizational Chart and appendices related to the FY2023 Budget:

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



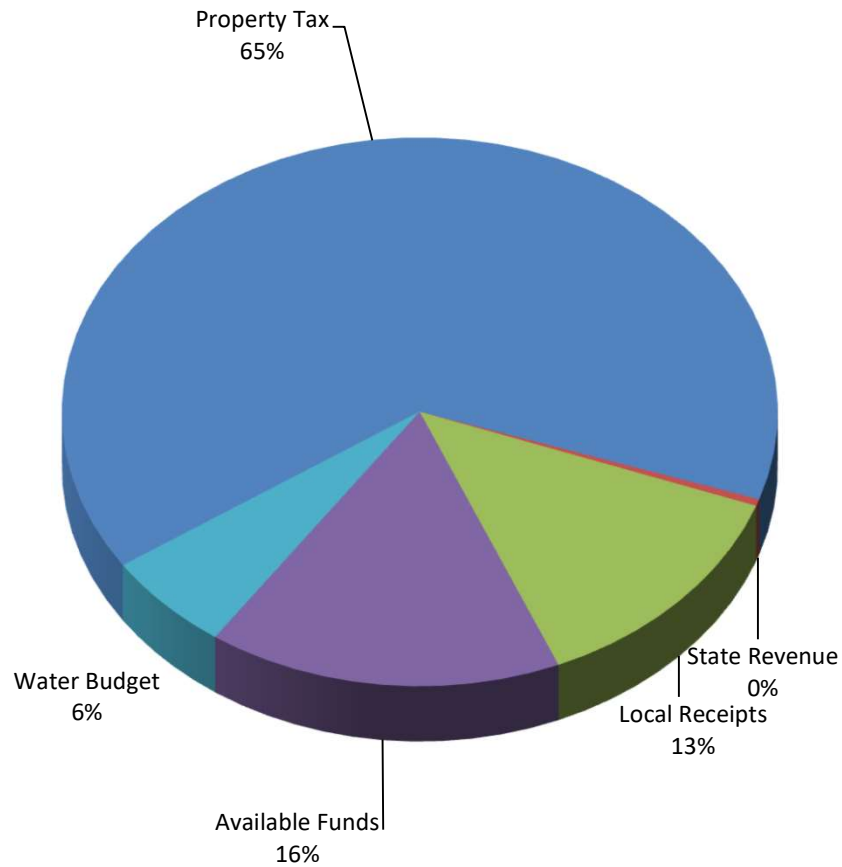
Summaries



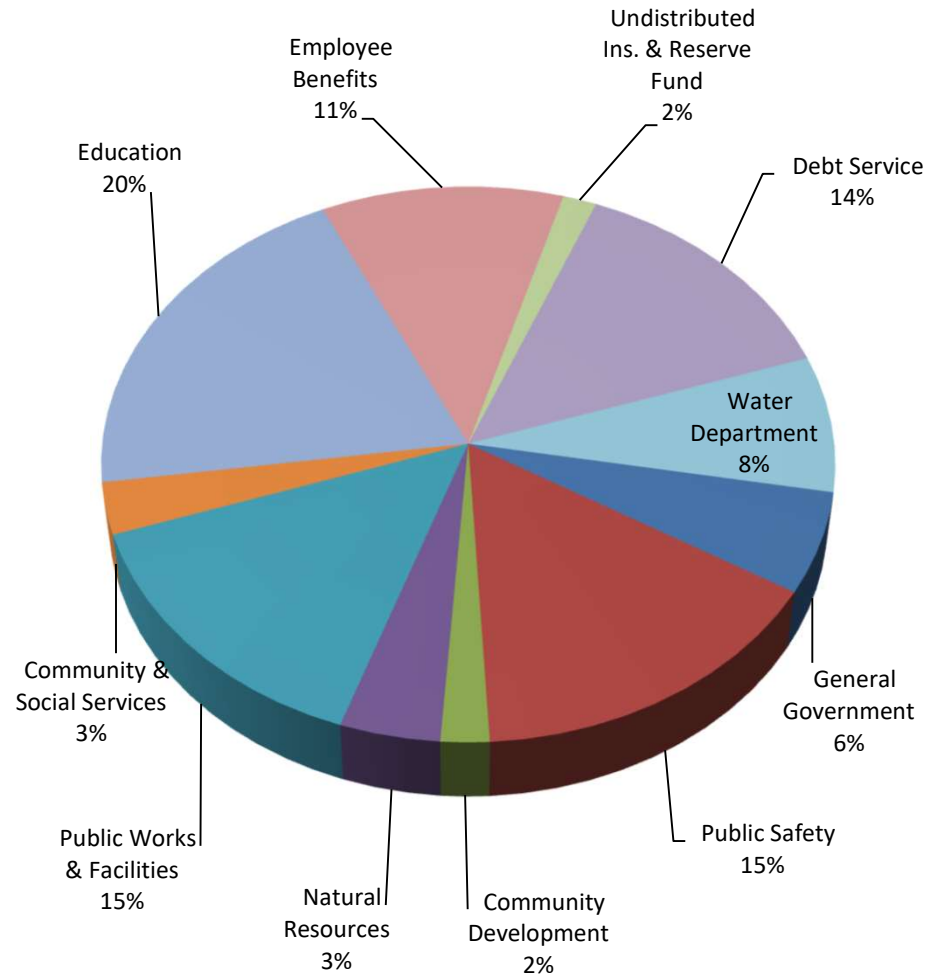
FY 2023 Budget


Revenues & Expenses


Revenues



Expenses



Summaries						
	FY 2023 Budget		Sources of Funding/Revenues			
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Sources of Funding (Summary)						
Property Tax	35,699,790	37,009,202	38,046,427	40,143,742	38,031,336	-0.04%
State Revenue	191,554	213,798	222,471	228,385	234,694	5.49%
Local Receipts	8,383,127	9,180,601	6,273,624	6,265,425	7,705,425	22.82%
Available Funds	6,936,691	6,012,012	6,764,270	7,793,513	9,425,093	39.34%
Sub-Total Sources of Funding	51,211,162	52,415,612	51,306,792	54,431,065	55,396,548	7.97%
Other Funds						
Bonding (w/o Water)	7,150,000	470,000	11,500,000	0	0	
Water Revenue, Direct	3,400,195	2,941,617	3,181,052	3,250,212	3,457,003	8.67%
Water Bonding/Surplus	1,430,500	1,385,000	6,625,000	750,000	750,000	-783.33%
Sub-Total	11,980,695	4,796,617	21,306,052	4,000,212	4,207,003	-80.25%
Total Revenue	63,191,857	57,212,229	72,612,844	58,431,278	59,603,551	-17.92%
Tax Levy						
Base	30,220,430	31,457,851	32,615,373	33,878,211	33,878,211	3.87%
x2.5%	755,511	786,446	815,384	846,955	846,955	3.87%
Growth	481,911	371,075	447,454	375,000	375,000	-16.19%
Overrides	0	0	0	0	0	
Capital Exclusions	0	0	0	0	0	
Debt Exclusions - Form DE-1	5,892,747	6,356,181	6,612,462	5,949,452	6,197,046	-6.28%
Less: MSBA - School Debt	0	0	0	0	0	
Estimated exempt short term inte	-105,034	-96,348	-88,124	-79,925	-79,925	-9.30%
Barnstable County Tax	302,835	310,405	314,049	314,049	314,049	0.00%
Excess Levy Capacity - Not Used	-1,848,609	-2,176,409	-2,670,171	-1,140,000	-3,500,000	31.08%
Total Est. Tax Levy	35,699,790	37,009,202	38,046,427	40,143,742	38,031,336	-0.04%

Summaries						
	FY 2023 Budget			Sources of Funding/Revenues		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
State Revenue						
Education						
Sch. Const. Reimbursement	0	0	0	0	0	
Medicaid Reimbursements	0	0	0	0	0	
School Lunch	0	0	0	0	0	
Sub-Total Education	0	0	0	0	0	
 General Government						
Unrestricted General Governmen	159,810	159,810	165,403	169,869	174,335	5.12%
Veterans' Benefits	21,110	14,439	21,085	22,146	22,146	4.79%
Exemptions Vets/Blind/Etc.	3,542	32,606	27,580	25,359	25,359	-8.76%
Exemptions Elderly	0	0				
Public Libraries	7,092	6,943	8,403	11,011	12,854	34.63%
Subtotal General Government	191,554	213,798	222,471	228,385	234,694	5.21%
Total State Revenue	191,554	213,798	222,471	228,385	234,694	5.21%

Summaries



FY 2023 Budget

Sources of Funding/Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Local Revenue						
Motor Vehicle Excise	1,355,814	1,494,603	1,000,000	1,000,000	1,250,000	25.00%
Meals Tax	450,046	349,978	300,000	300,000	325,000	8.33%
Hotel/Motel Excise - Traditional	1,898,640	1,255,910	650,000	650,000	1,150,000	76.92%
Short-term Rental	0	1,343,772	700,000	700,000	1,200,000	71.43%
Penalties & Interest	127,838	143,113	55,000	55,000	85,000	54.55%
Payments in Lieu	34,043	29,670	25,000	25,000	25,000	0.00%
Chg's for Services: Sewer	590,703	596,335	525,000	525,000	550,000	4.76%
Chg's for Services: Trash	1,203,738	1,302,437	975,000	975,000	1,000,000	2.56%
Other Charges - Includes Ambular	663,178	571,508	600,000	600,000	600,000	0.00%
Fees	83,205	84,822	65,000	65,000	65,000	0.00%
Rentals	18,386	200,920	85,000	85,000	85,000	0.00%
Recreation Revenue	565,070	622,868	450,000	450,000	525,000	16.67%
Other Dept'l Revenue	7,867	5,948	6,000	6,000	6,000	0.00%
Licenses & Permits	682,881	816,198	650,000	650,000	680,000	4.62%
Special Assessments	33,315	41,387	35,000	35,000	35,000	0.00%
Fines & Forfeits	66,285	18,569	18,000	18,000	18,000	0.00%
Interest Earnings	243,280	47,667	45,000	45,000	25,000	-44.44%
Misc.	1,969	1,652	1,500	1,500	1,500	0.00%
Misc. non-recurring	356,869	253,244	88,124	79,925	79,925	-9.30%
Sub-Total Local Revenue	8,383,127	9,180,601	6,273,624	6,265,425	7,705,425	22.82%


Summaries



FY 2023 Budget

Sources of Funding/Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Available Funds						
Free Cash	2,818,945	3,133,384	3,646,267	4,500,000	6,131,580	68.16%
Overlay Surplus	150,000	150,000	150,000	150,000	150,000	0.00%
Stabilization Fund	0	0	0	0	0	0.00%
Retirement Fund	0	0	0	0	0	0.00%
Enterprise Funds	25,000	25,000	25,000	25,000	25,000	0.00%
Other :						
Fund Balance Reserved for Deb	0	0	0	615,160	615,160	#DIV/0!
Land Bank Receipts Reserved	1,996,910	347,700	78,750	0	0	-100.00%
Community Preservation Fund	1,311,062	1,031,200	2,121,675	1,725,860	1,725,860	-18.66%
Water Overhead	266,774	290,320	297,578	307,993	307,993	3.50%
Cemetery Perpetual Care	5,000	0	0	35,000	35,000	#DIV/0!
Sale Of Lots & Graves Trust	0	10,000	10,000	10,000	10,000	0.00%
Wetland Protection Fund	10,000	30,000	25,000	55,000	55,000	120.00%
Waterway Imp. Fund	250,000	280,000	250,000	218,000	218,000	-12.80%
Prior Articles	0	443,600	8,500	0	0	-100.00%
School PEG Access Funds	0	119,308	0	0	0	
Railroad Museum	3,000	1,500	1,500	1,500	1,500	0.00%
PEG Access Funds	100,000	150,000	150,000	150,000	150,000	0.00%
Sub-Total Available Funds	6,936,691	6,012,012	6,764,270	7,793,513	9,425,093	39.34%

Summaries						
	FY 2023 Budget		Financing Uses/Expenditures			
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Expenses						
Operating Budgets						
General Government	2,374,913	2,450,063	2,619,200	2,858,925	2,858,925	9.15%
Public Safety	6,358,605	6,497,857	7,101,337	7,554,553	7,554,553	6.38%
Community Development	846,215	878,664	859,983	974,092	974,092	13.27%
Natural Resources (formerly H &	1,698,433	1,627,365	1,816,953	2,020,313	2,020,313	11.19%
Public Works & Facilities	5,624,652	5,782,746	6,383,028	7,080,215	7,079,915	10.92%
Community & Social Services	1,305,323	1,288,768	1,439,090	1,468,635	1,466,135	1.88%
Education	9,415,498	9,198,814	8,976,552	9,129,281	9,868,822	9.94%
Employee Benefits	4,970,828	4,910,147	5,417,963	5,596,900	5,596,900	3.30%
Undistributed Ins. & Reserve Fur	570,107	694,438	754,946	778,338	778,338	3.10%
Debt Service	6,116,978	6,544,057	6,652,795	6,716,654	6,716,654	0.96%
Operating Budget Total	39,281,553	39,872,919	42,021,848	44,177,907	44,914,648	6.88%
Capital Budget						
Town (no water)	2,805,745	2,324,145	2,881,200	2,556,600	2,556,600	-11.27%
Water w/ Bonding	1,430,500	1,385,000	6,625,000	750,000	750,000	-783.33%
Bonding/Other Avail Fds	7,150,000	470,000	11,500,000	0	0	
Capital Budget Total	11,386,245	4,179,145	21,006,200	3,306,600	3,306,600	-84.26%

Summaries



FY 2023 Budget

Financing Uses/Expenditures

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Water Operating Budget	2,900,346	3,341,617	3,581,052	3,857,003	3,857,003	7.71%
Articles-Routine at ATM (levy)	1,267,522	1,396,108	1,186,800	676,307	676,307	-43.01%
Land Purchase	1,275,000	0	687,050	0	0	
Community Preservation	1,311,062	1,301,200	2,121,675	1,725,860	1,725,860	-18.66%
STM Articles	554,482	0	11,067	0	0	
Enterprise Fund	25,000	25,000	25,000	25,000	25,000	0.00%
Stabilization Fund/OPEB Trust	300,000	150,000	150,000	150,000	150,000	0.00%
Total Town Meeting Approp	7,633,412	6,213,925	7,762,644	6,434,169	6,434,169	-17.11%
Overlay for Abatements	264,609	220,072	334,282	350,000	343,275	2.69%
Charges: State & County	783,213	860,278	870,029	891,780	890,331	2.33%
Other Articles (free cash)	0	0	30,700	3,701,673	3,701,673	
Court Judgements & Other Deficit	300,000	0	0	0	0	
State Aid - Offsets (Lunch & Libr'y	7,092	6,943	8,403	11,011	12,854	52.97%
Total Expenses	59,656,124	59,656,124	72,034,105	58,873,140	59,603,551	-17.26%

Summaries



FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
GENERAL GOVERNMENT							
Dept - 114 Town Moderator							
Personnel Services	1,200	1,200	1,200	1,200	1,200	1,200	0.00%
Expenses	20	20	50	30	50	50	0.00%
Total Town Moderator	1,220	1,220	1,250	1,230	1,250	1,250	0.00%
Dept - 131 Finance Committee							
Personnel Services	1,220	1,220	2,000	161	2,000	2,000	0.00%
Expenses	2,145	1,933	600	180	600	600	0.00%
Total Finance Committee	3,365	3,153	2,600	341	2,600	2,600	0.00%
Dept - 122 Select Board							
Personnel Services	21,000	21,000	21,000	10,500	21,000	21,000	0.00%
Expenses	751	814	1,300	769	1,300	1,300	0.00%
Total Select Board	21,751	21,814	22,300	11,269	22,300	22,300	0.00%
Dept -123 Town Manager							
Personnel Services	263,252	275,178	283,146	129,782	293,672	293,672	3.72%
Expenses	168,862	165,700	174,700	83,158	188,500	188,500	7.90%
Total Town Manager	432,115	440,878	457,846	212,940	482,172	482,172	5.31%
Dept - 130 Human Resources							
Personnel Services	113,593	93,893	125,480	35,071	131,748	131,748	5.00%
Expenses	10,553	17,104	19,900	7,528	20,900	20,900	5.03%
Total Human Resources	124,146	110,996	145,380	42,598	152,648	152,648	5.00%


Summaries




FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Dept - 151 Legal							
Personnel Services	0	0	0	0	0	0	
Expenses	152,528	170,083	200,000	113,957	225,000	225,000	12.50%
Total Legal	152,528	170,083	200,000	113,957	225,000	225,000	12.50%
Dept - 148 Audit							
Personnel Services	0	0	0	0	0	0	
Expenses	36,650	39,100	45,000	10,000	45,000	45,000	0.00%
Total Audit	36,650	39,100	45,000	10,000	45,000	45,000	0.00%
Dept - 135 Accounting							
Personnel Services	263,002	280,252	286,219	133,457	296,308	296,308	3.52%
Expenses	4,054	3,221	5,700	2,288	5,700	5,700	0.00%
Total Accounting	267,056	283,474	291,919	135,745	302,008	302,008	3.46%
Dept - 141 Assessing							
Personnel Services	202,518	211,980	219,032	102,103	229,058	229,058	4.58%
Expenses	112,770	46,733	74,150	51,039	74,150	74,150	0.00%
Total Assessing	315,288	258,713	293,182	153,142	303,208	303,208	3.42%
Dept - 146 Treasurer/Collector							
Personnel Services	201,515	189,492	204,019	90,234	200,549	200,549	-1.70%
Expenses	18,356	25,171	24,650	8,116	25,400	25,400	3.04%
Total Treasurer/Collector	219,871	214,663	228,669	98,350	225,949	225,949	-1.19%

Summaries								
	FY 2023 Budget		Department Expenses					
		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Dept - 155 Information Technologies								
Personnel Services	314,229	294,705	319,556	144,294	333,343	379,363		18.72%
Expenses	251,866	366,950	347,020	243,431	427,500	427,500		23.19%
Total Information Technologies	566,094	661,655	666,576	387,726	806,863	806,863		21.05%
Dept - 161 Town Clerk								
Personnel Services	150,200	158,776	148,678	68,509	148,646	146,846		-1.23%
Expenses	6,171	3,323	12,415	3,059	12,415	12,615		1.61%
Total Town Clerk	156,372	162,098	161,093	71,568	161,061	159,461		-1.01%
Dept - 162 Elections								
Personnel Services	350	175	1,275	567	1,275	1,275		0.00%
Expenses	32,017	23,791	44,460	7,846	56,660	56,660		27.44%
Total Elections	32,367	23,966	45,735	8,413	57,935	57,935		26.68%
Dept - 124 Summer Residents Advisory Committee								
Personnel Services	0	0	0	0	0	0		
Expenses	1,181	1,205	2,300	1,275	2,300	2,000		-13.04%
Total Summer Residents Advisory	1,181	1,205	2,300	1,275	2,300	2,000		-13.04%
Dept - 125 Parking Clerk								
Personnel Services	6,000	6,000	6,000	4,000	6,000	6,000		0.00%
Expenses	2,553	2,697	500	342	2,500	2,500		400.00%
Total Parking Clerk	8,553	8,697	6,500	4,342	8,500	8,500		30.77%

Summaries								
 FY 2023 Budget			Department Expenses					
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager	
Dept -165 Sticker (Permit) Office								
Personnel Services	34,959	33,224	38,000	13,571	51,180	51,180		34.68%
Expenses	2,349	16,163	10,850	1,725	10,850	10,850		0.00%
Total Sticker (Permit) Office	37,308	49,388	48,850	15,296	62,030	62,030		26.98%


Summaries



FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
PUBLIC SAFETY							
Dept - 210 Police							
Personnel Services	2,551,126	2,697,116	2,828,118	1,364,456	3,005,614	3,005,614	6.28%
Expenses	140,788	143,336	195,000	69,166	218,400	218,400	12.00%
Total Police	2,691,915	2,840,452	3,023,118	1,433,622	3,224,014	3,224,014	6.65%
Dept - 216 Emergency Management							
Personnel Services	24,166	39,000	39,150	19,500	39,150	42,750	8.42%
Expenses	6,102	8,151	13,700	1,448	13,700	10,100	-35.64%
Total Emergency Management	30,267	47,151	52,850	20,948	52,850	52,850	0.00%
Dept - 215 Animal Control							
Personnel Services	58,018	67,355	63,738	31,056	67,823	67,823	6.41%
Expenses	270	257	1,450	365	1,450	950	-34.48%
Total Animal Control	58,288	67,612	65,188	31,421	69,273	68,773	5.50%
Dept - 220 Fire							
Personnel Services	3,135,931	3,226,341	3,458,391	1,645,743	3,722,280	3,697,280	6.91%
Expenses	442,204	311,400	495,300	210,793	505,146	505,146	1.99%
Total Fire	3,578,135	3,537,741	3,953,691	1,856,536	4,227,426	4,202,426	6.29%
Dept - 222 Cape and Islands EMS							
Personnel Services	0	0	0	0	0	0	
Expenses	0	4,859	5,990	4,333	5,990	5,990	0.00%
Total Cape and Islands EMS	0	4,859	5,990	4,333	5,990	5,990	0.00%

Summaries								
 FY 2023 Budget			Department Expenses					
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager	
Dept - 224 Oil Pollution Control								
Personnel Services	0	0	0	0	0	0		
Expenses	0	43	500	0	500	500	0.00%	
Total Oil Pollution Control	0	43	500	0	500	500	0.00%	


Summaries




FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
COMMUNITY DEVELOPMENT							
Dept - 240	Community Development						
Personnel Services	715,736	736,847	682,183	318,253	790,292	790,292	15.85%
Expenses	45,478	56,817	92,800	30,017	92,800	94,800	2.16%
Total Community Development	761,215	793,664	774,983	348,271	883,092	885,092	14.21%
Dept - 182	Economic Development - Chamber of Commerce						
Personnel Services	0	0	0	0	0	0	
Expenses	85,000	85,000	85,000	30,431	119,000	89,000	4.71%
Total Economic Development Chamber of Commerce	85,000	85,000	85,000	30,431	119,000	89,000	4.71%

Summaries							
	FY 2023 Budget		Department Expenses				
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
NATURAL RESOURCES							
Dept - 510 Health & Natural Resources							
Personnel Services	375,827	309,305	359,292	148,558	409,814	409,814	14.06%
Expenses	97,671	72,271	92,550	49,458	97,850	101,660	9.84%
Total Health	473,499	381,576	451,842	198,015	507,664	511,474	13.20%
Dept - 171 Conservation							
Personnel Services	238,897	241,619	305,243	108,968	359,950	359,950	17.92%
Expenses	33,257	23,704	41,550	6,678	41,550	41,550	0.00%
Total Conservation	272,153	265,323	346,793	115,646	401,500	401,500	15.78%
Dept - 280 Pleasant Bay Management							
Personnel Services	0	0	0	0	0	0	
Expenses	46,200	45,700	46,200	46,200	49,061	49,061	5.83%
Total Pleasant Bay Management	46,200	45,700	46,200	46,200	49,061	49,061	5.83%
Dept - 270 Harbormaster							
Personnel Services	457,893	501,496	493,617	308,691	562,055	562,055	13.86%
Expenses	152,967	113,621	140,840	83,872	152,740	147,240	4.54%
Total Harbormaster	610,860	615,117	634,457	392,562	714,795	709,295	11.80%
Dept - 295 Coastal Resources							
Personnel Services	103,457	99,640	104,001	52,519	107,118	107,118	3.00%
Expenses	7,410	19,830	23,550	6,256	23,550	23,550	0.00%
Total Coastal Resources	110,868	119,470	127,551	58,775	130,668	130,668	2.44%

Summaries								
	FY 2023 Budget		Department Expenses					
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager	
Dept - 247 Shellfish								
Personnel Services	173,394	187,070	194,270	96,857	201,974	201,974	3.97%	
Expenses	9,413	11,988	12,840	5,622	13,340	13,340	3.89%	
Total Shellfish	182,807	199,058	207,110	102,479	215,314	215,314	3.96%	
Dept - 291 South Coast Harbor Plan Committee								
Personnel Services	676	327	500	238	500	500	0.00%	
Expenses	0	0	500	0	500	500	0.00%	
Total South Coast Harbor Plan Committee	676	327	1,000	238	1,000	1,000	0.00%	
Dept - 248 Shellfish Advisory Committee								
Personnel Services	490	529	800	303	800	800	0.00%	
Expenses	0	0	200	0	200	200	0.00%	
Total Shellfish Advisory Committee	490	529	1,000	303	1,000	1,000	0.00%	
Dept - 189 Waterways Advisory Committee								
Personnel Services	30	0	200	143	200	200	0.00%	
Expenses	852	265	800	188	800	800	0.00%	
Total Water Advisory Committee	881	265	1,000	330	1,000	1,000	0.00%	


Summaries



FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
DEPARTMENT OF PUBLIC WORKS							
Dept - 640 Community Services - Rec & Beaches							
Personnel Services	975,275	658,854	775,879	406,140	744,702	744,702	-4.02%
Expenses	216,861	191,264	151,020	58,823	146,420	146,420	-3.05%
Total Recreation and Beaches	1,192,137	850,118	926,899	464,963	891,122	891,122	-3.86%
Dept - 420 Highway							
Personnel Services	417,884	512,706	574,223	233,828	623,666	598,528	4.23%
Expenses	48,664	66,365	87,200	35,163	87,200	87,200	0.00%
Total Highway	466,548	579,071	661,423	268,991	710,866	685,728	3.67%
Dept - 423 Snow and Ice							
Personnel Services	11,075	40,139	16,000	0	20,000	20,000	20.00%
Expenses	73,398	70,996	75,000	10,180	75,000	75,000	0.00%
Total Snow and Ice	84,473	111,135	91,000	10,180	95,000	95,000	4.21%
Dept - 424 Street Lighting							
Expenses	10,052	11,991	17,500	6,743	17,500	17,500	0.00%
Total Street Lighting	10,052	11,991	17,500	6,743	17,500	17,500	0.00%
Dept - 430 Transfer Station							
Personnel Services	512,066	464,502	525,930	238,612	602,524	547,696	4.14%
Expenses	881,474	1,056,817	1,036,350	540,451	1,064,950	1,064,950	2.76%
Total Transfer Station	1,393,540	1,521,318	1,562,280	779,063	1,667,474	1,612,646	3.22%

Summaries								
	FY 2023 Budget		Department Expenses					
		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Dept - 425 Fuel Depot								
Expenses	166,796	112,299	155,550	86,753	160,000	160,000	2.86%	
Total Fuel Depot	166,796	112,299	155,550	86,753	160,000	160,000	2.86%	
Dept - 192 Project Administration & Facilities								
Personnel Services	359,285	354,363	468,543	175,978	421,754	421,754	-9.99%	
Expenses	783,133	715,521	626,850	714,493	985,600	985,600	57.23%	
Total Project Administration & Facilities	1,142,418	1,069,884	1,095,393	890,471	1,407,354	1,407,354	28.48%	
Dept - 443 Sewer								
Personnel Services	28,808	28,944	30,506	14,259	31,421	31,421	3.00%	
Expenses	988,212	1,095,559	1,257,950	549,289	1,432,800	1,432,800	13.90%	
Total Sewer	1,017,020	1,124,503	1,288,456	563,548	1,464,221	1,464,221	13.64%	
Dept - 491 Cemetery								
Personnel Services	19,406	17,939	19,552	0	55,941	55,941	186.11%	
Expenses	78,638	48,003	115,450	68,703	59,450	59,450	-48.51%	
Total Cemetery	98,044	65,942	135,002	68,703	115,391	115,391	-14.53%	
Dept - 645 Lighthouse Beach								
Personnel Services	49,396	50,655	54,100	47,163	62,834	62,834	16.14%	
Expenses	4,228	6,292	9,900	1,912	10,600	10,600	7.07%	
Total Lighthouse Beach	53,624	56,946	64,000	49,075	73,434	73,434	14.74%	
Dept - 650 Grounds								
Personnel Services	0	215,230	331,025	110,103	492,020	492,020	48.64%	
Expenses	0	64,309	54,500	25,939	65,500	65,500	20.18%	
Total Grounds	0	279,538	385,525	136,043	557,520	557,520	44.61%	

Summaries



FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
HUMAN SERVICES							
Dept - 541 Community Services - Council on Aging							
Personnel Services	277,854	251,058	319,755	122,754	369,507	369,507	15.56%
Expenses	34,362	23,918	37,240	16,058	37,240	37,240	0.00%
Total Council on Aging	312,215	274,975	356,995	138,812	406,747	406,747	13.94%
Dept -543 Veterans Services							
Personnel Services	0	0	0	0	0	0	
Expenses	74,748	82,581	79,664	69,067	91,850	91,850	15.30%
Total Veterans Services	74,748	82,581	79,664	69,067	91,850	91,850	15.30%
Dept -560 Human Services							
Personnel Services	0	0	0	0	0	0	
Expenses	315,653	331,937	359,956	125,252	307,807	307,807	-14.49%
Total Human Services	315,653	331,937	359,956	125,252	307,807	307,807	-14.49%
Dept - 610 Libraries							
Eldredge Public Library	573,300	590,500	608,215	354,792	623,420	623,420	2.50%
So. Chatham Public Library	5,100	5,600	5,600	2,800	10,000	7,500	33.93%
Total Libraries	578,400	596,100	613,815	357,592	633,420	630,920	2.79%


Summaries





FY 2023 Budget

Department Expenses

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Dept - 692 Public Ceremonies							
Personnel Services	0	0	0	0	0	0	
Expenses	16,407	2,836	19,660	9,625	19,810	19,810	0.76%
Total Public Ceremonies	16,407	2,836	19,660	9,625	19,810	19,810	0.76%
Dept - 699 Other Public Events/Chatham Band							
Personnel Services	0	0	0	0	0	0	
Expenses	7,500	0	7,500	0	7,500	7,500	0.00%
Total Other Public Events/Chatham Band	7,500	0	7,500	0	7,500	7,500	0.00%
Dept - 670 Railroad Museum							
Personnel Services	0	0	0	0	0	0	
Expenses	400	340	1,500	0	1,500	1,500	0.00%
Total Railroad Museum	400	340	1,500	0	1,500	1,500	0.00%

Summaries							
	FY 2023 Budget		Department Expenses				
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
EDUCATION							
Chatham Public Schools/Monomoy RSD.							
Salaries & Expenses	8,539,561	8,363,003	8,043,169	3,653,442	8,328,011	9,067,552	12.74%
Debt Service	599,325	536,192	481,528	0	446,035	446,035	-7.37%
Total Chatham/Monomoy Schools	9,138,886	8,899,195	8,524,697	3,653,442	8,774,046	9,513,587	11.60%
CC Tech. Regional High School							
Expenses	276,612	197,984	301,962	263,530	243,480	243,480	-19.37%
Debt Service	0	101,635	149,894	0	111,755	111,755	-34.13%
Total	276,612	299,619	451,856	263,530	355,235	355,235	-27.20%
Total Education	9,415,498	9,198,814	8,976,552	3,916,972	9,129,281	9,868,822	9.94%

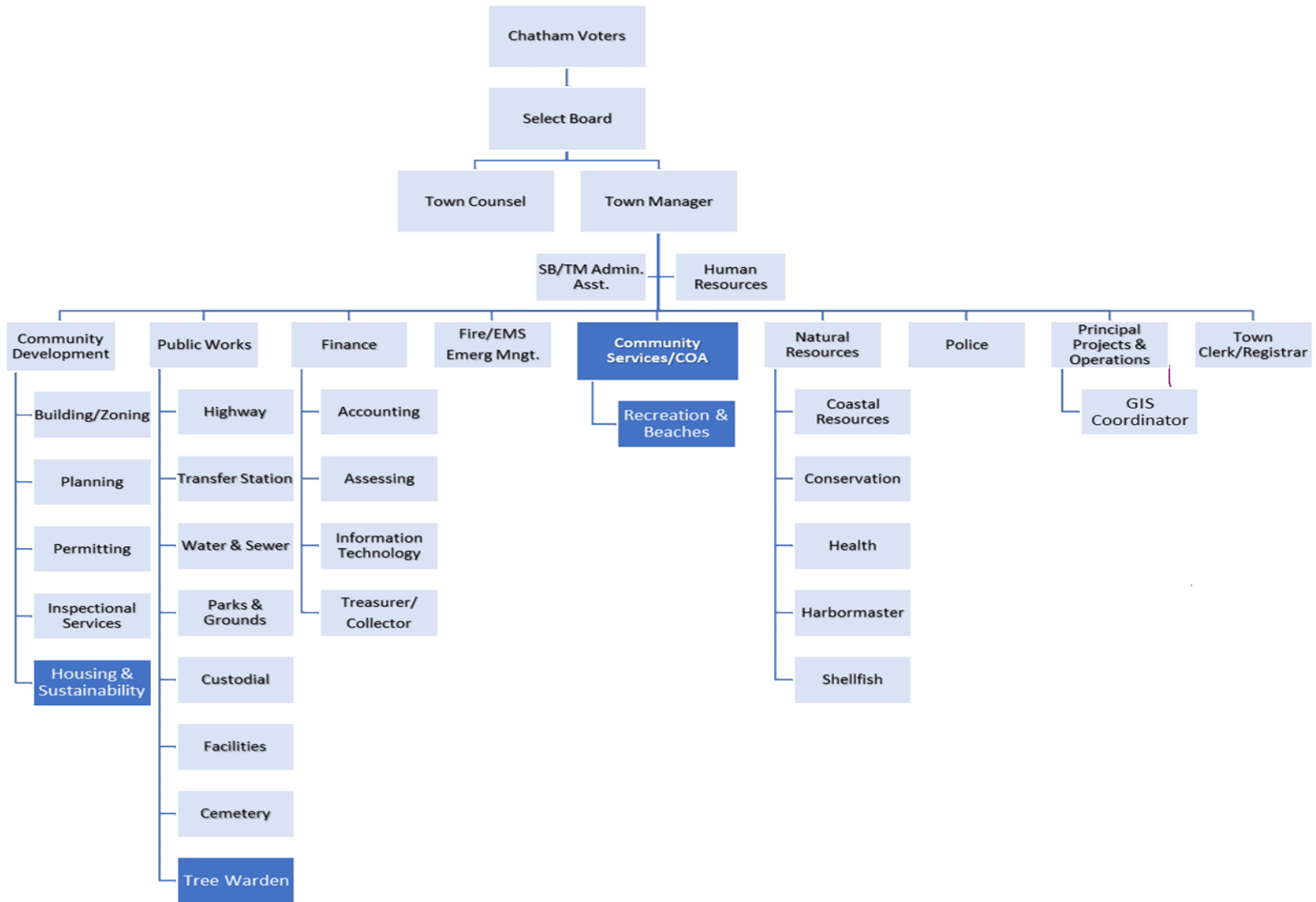
Summaries							
	FY 2023 Budget		Department Expenses				
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
EMPLOYEE BENEFITS							
Dept - 920 Employee Benefits							
Personnel Services	0	0	0	0	0	0	
Expenses	4,970,828	4,910,147	5,417,963	3,937,550	5,596,900	5,596,900	3.30%
Total Employee Benefits	4,970,828	4,910,147	5,417,963	3,937,550	5,596,900	5,596,900	3.30%
UNDISTRIBUTED							
Dept - 945 Insurance							
Personnel Services	0	0	0	0	0	0	
Expenses	570,107	594,438	654,946	607,164	678,338	678,338	3.45%
Total Insurance	570,107	594,438	654,946	607,164	678,338	678,338	3.45%
Reserve Fund							
Expenses	0	100,000	100,000	0	100,000	100,000	0.00%
Total Reserve Fund	0	100,000	100,000	0	100,000	100,000	0.00%
DEBT SERVICES							
Dept - 710 Debt Service							
Personnel Services	0	0	0	0	0	0	
Expenses	6,116,978	6,544,057	6,652,795	2,583,159	6,716,654	6,716,654	0.96%
Total Debt Service	6,116,978	6,544,057	6,652,795	2,583,159	6,716,654	6,716,654	0.96%

Summaries							
	FY 2023 Budget		Department Expenses				
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Dept - 450 Water							
Personnel Services	200,587	232,414	232,169	110,623	268,861	245,851	5.89%
Expenses	1,336,337	1,458,283	1,863,200	697,646	2,141,550	2,141,550	14.94%
Water Operating Expenses	1,536,924	1,690,698	2,095,369	808,269	2,410,411	2,387,401	13.94%
Total Overhead	266,774	290,320	297,578	297,578	307,993	307,993	3.50%
Prepaid Non Betterment	0	0	0	0	0	0	
Total Debt Service	1,363,422	1,189,195	1,188,075	683,859	1,161,608	1,161,608	-2.23%
Water Grand Total	3,167,120	3,341,617	3,581,052	1,789,706	3,880,012	3,857,003	7.71%

FY2023 Town Organization Charts

FY 2023

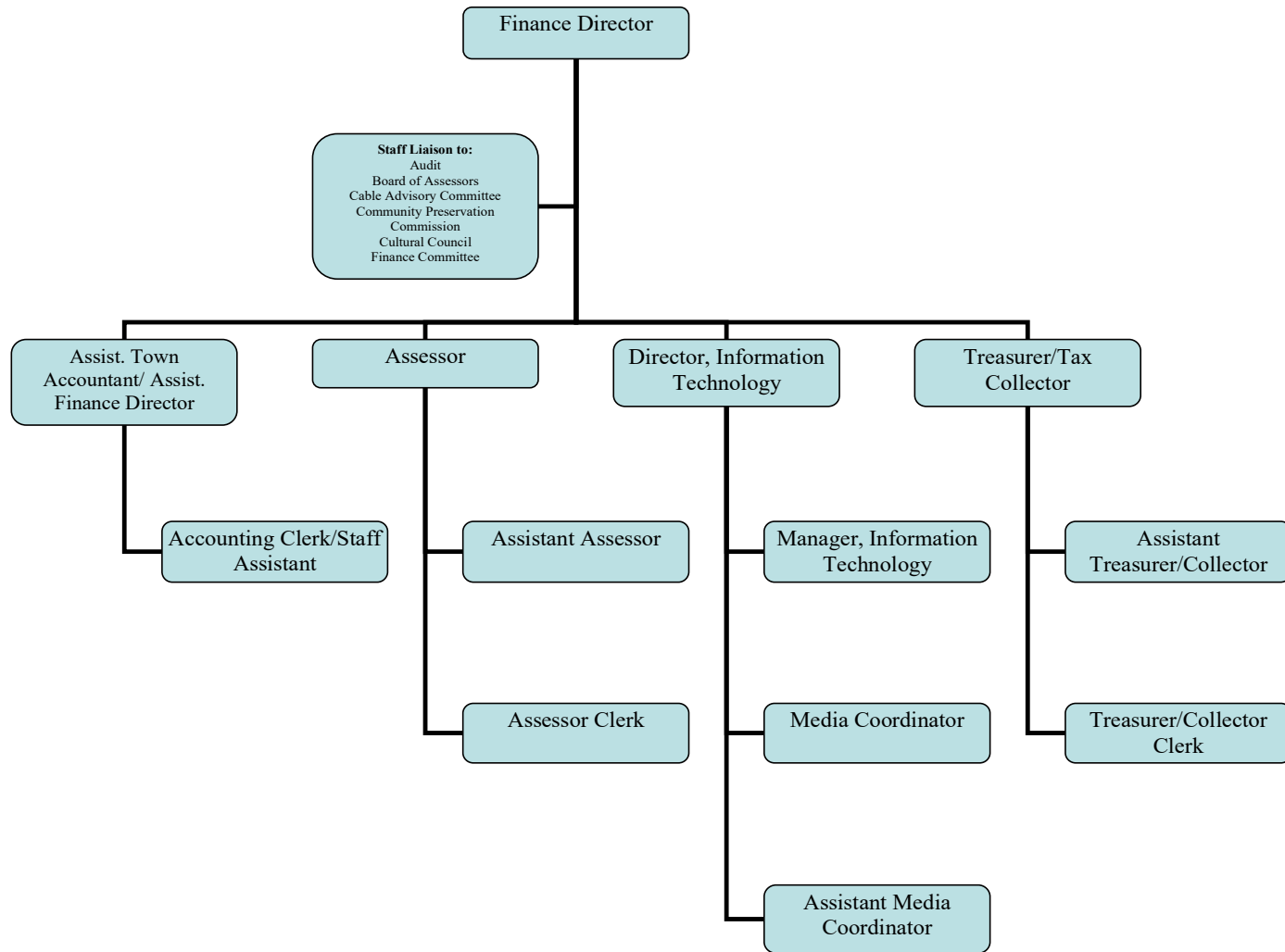
Town Manager



FY2023 Town Organization Charts

FY 2023

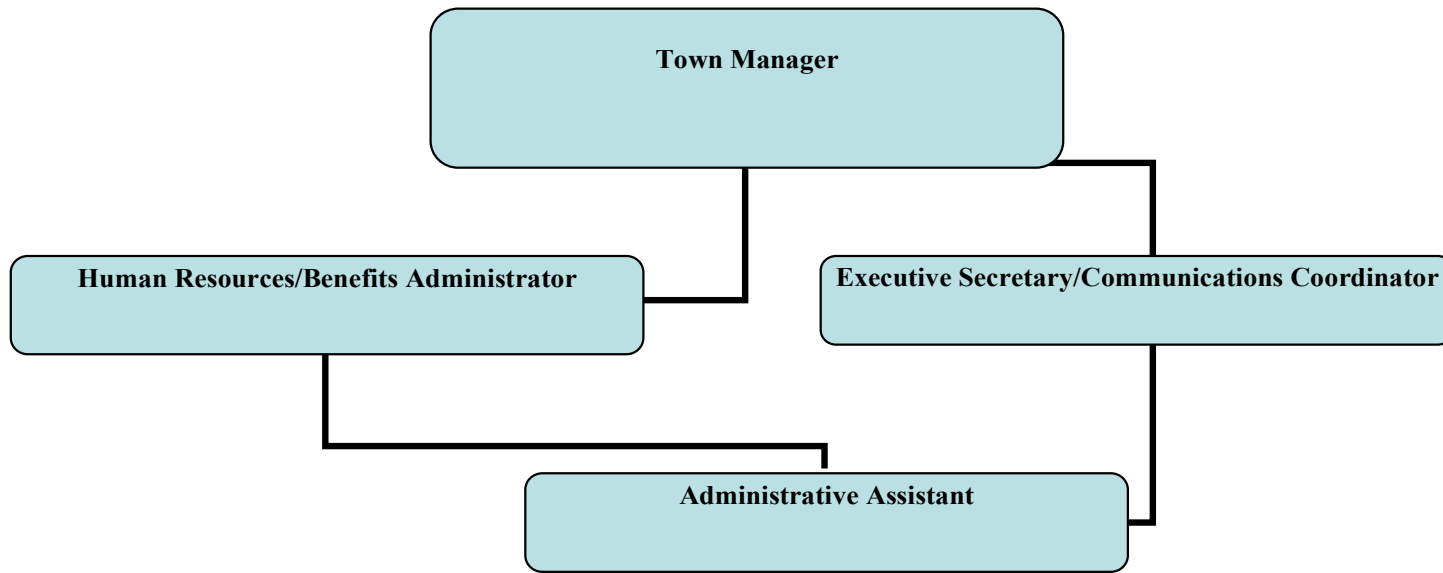
Finance



FY2023 Town Organization Charts

FY 2023

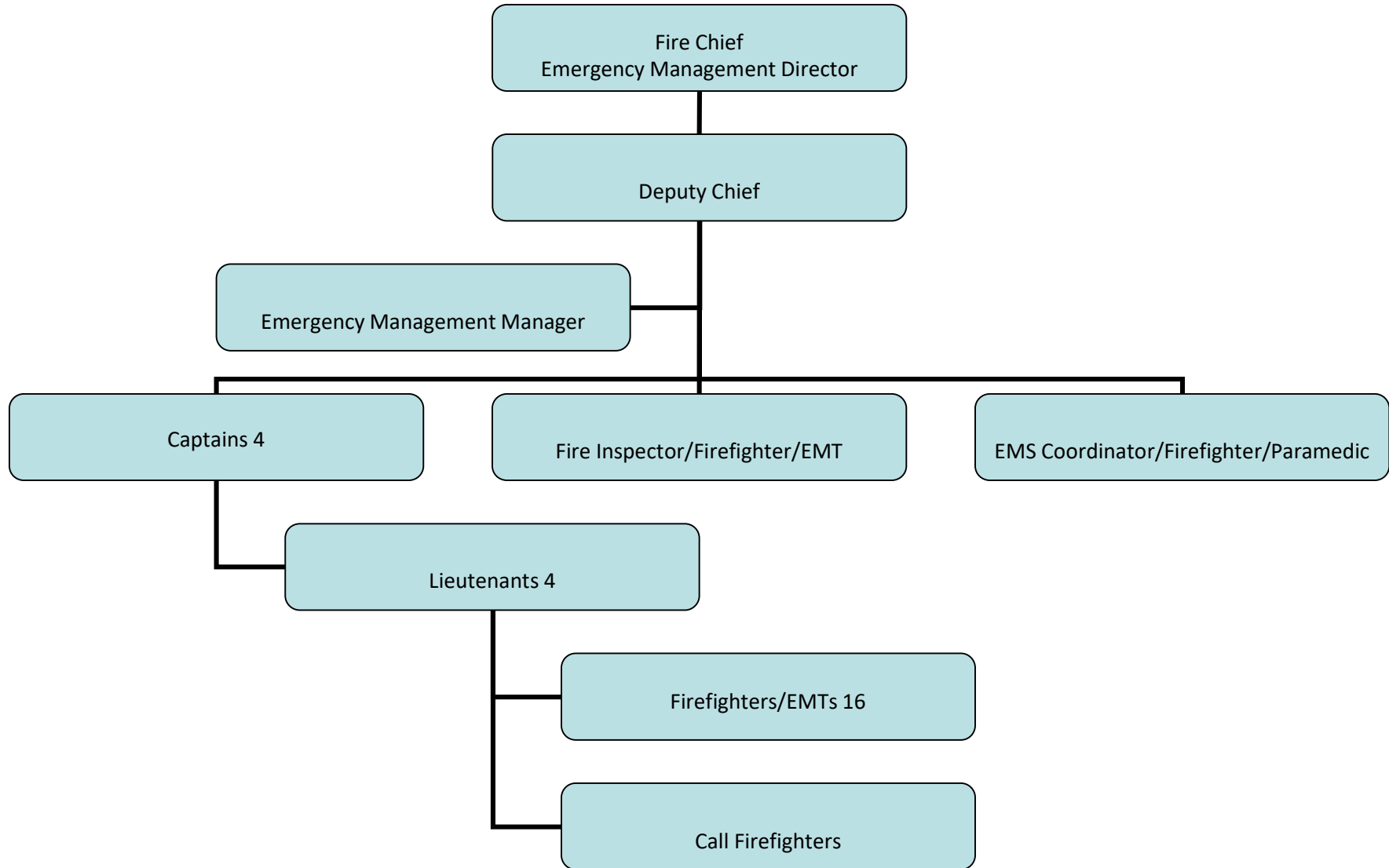
Human Resources



FY2023 Town Organization Charts

FY 2023

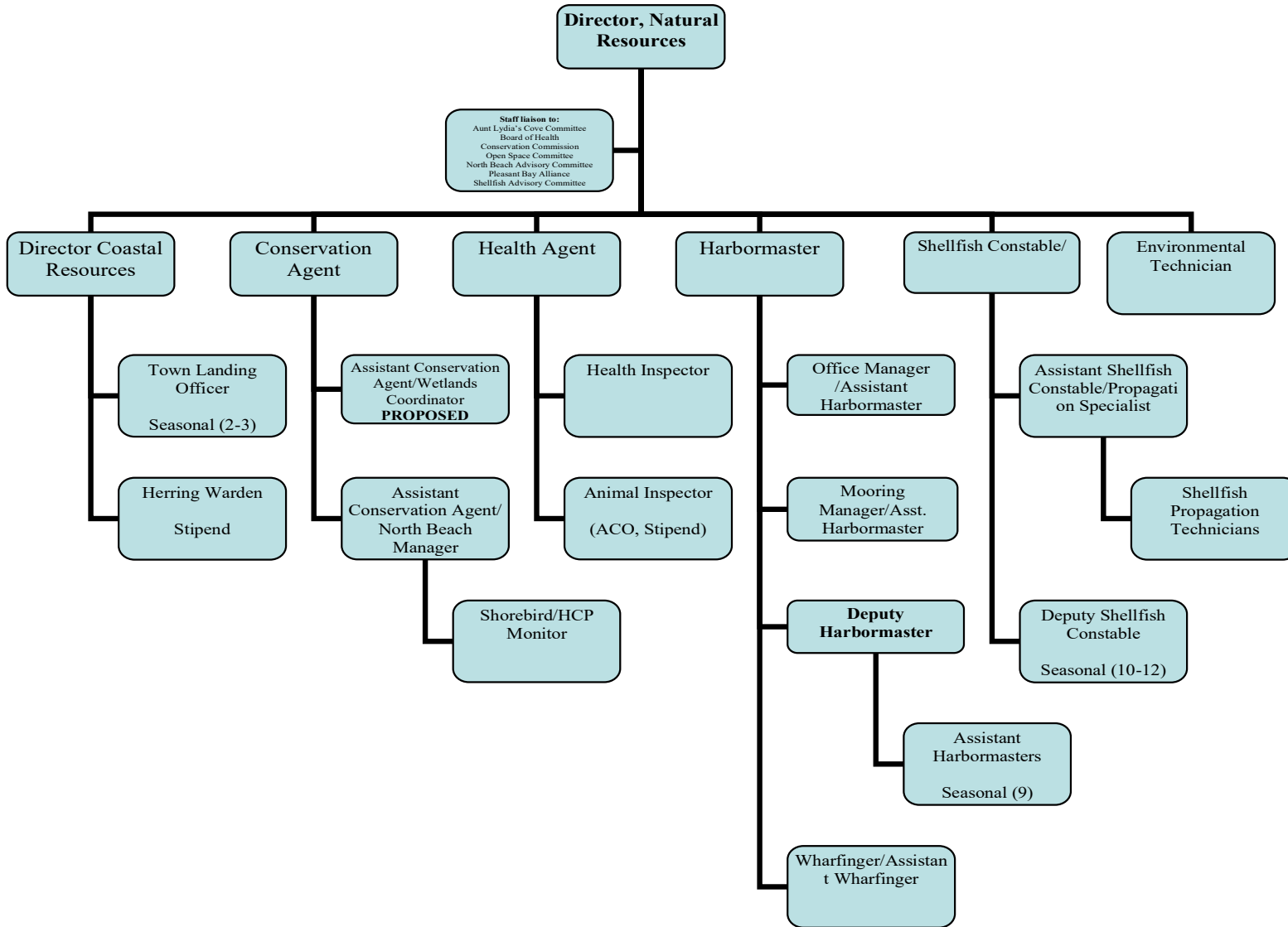
Fire Department



FY2023 Town Organization Charts

FY 2023

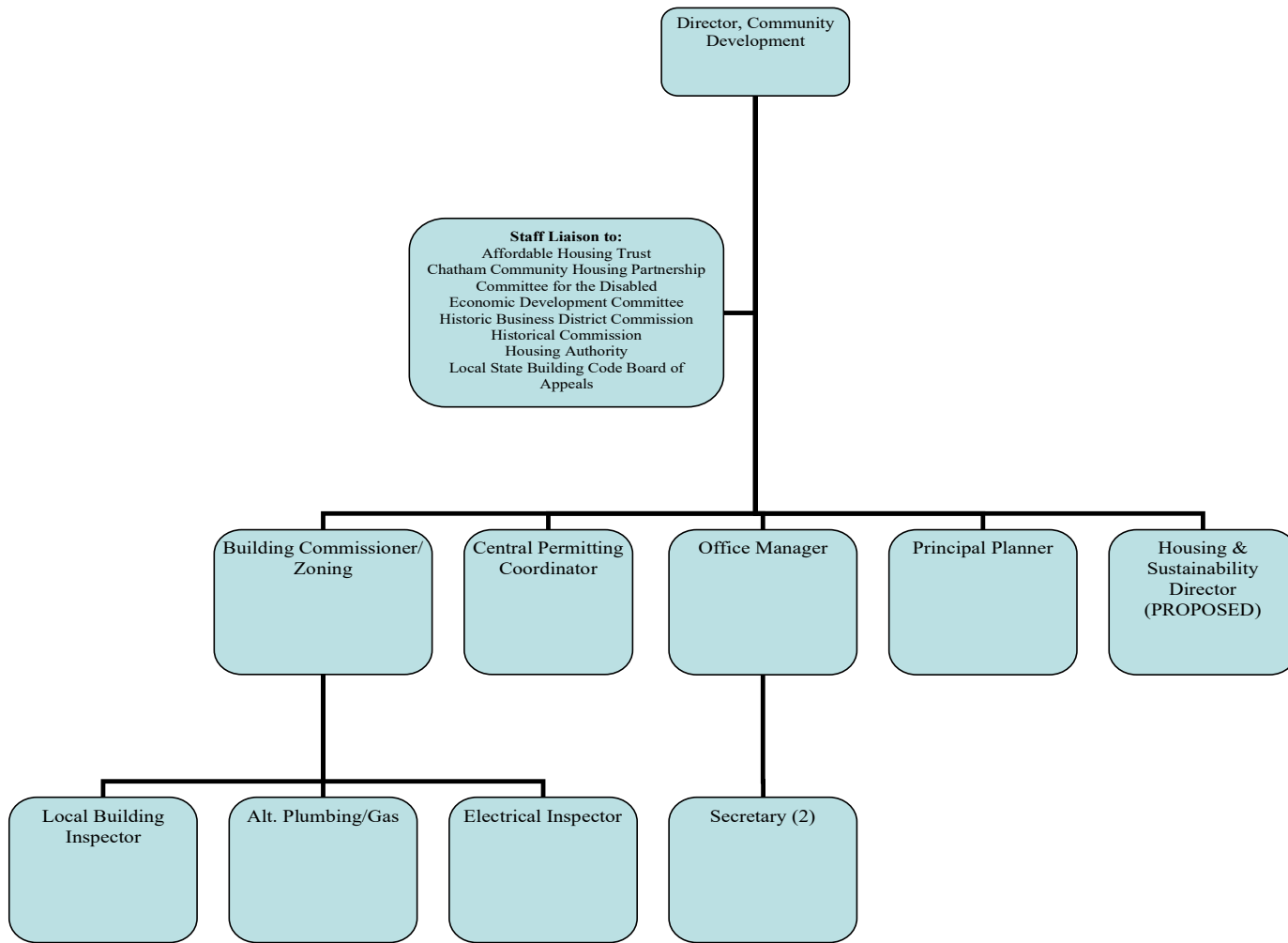
Natural Resources



FY2023 Town Organization Charts

FY 2023

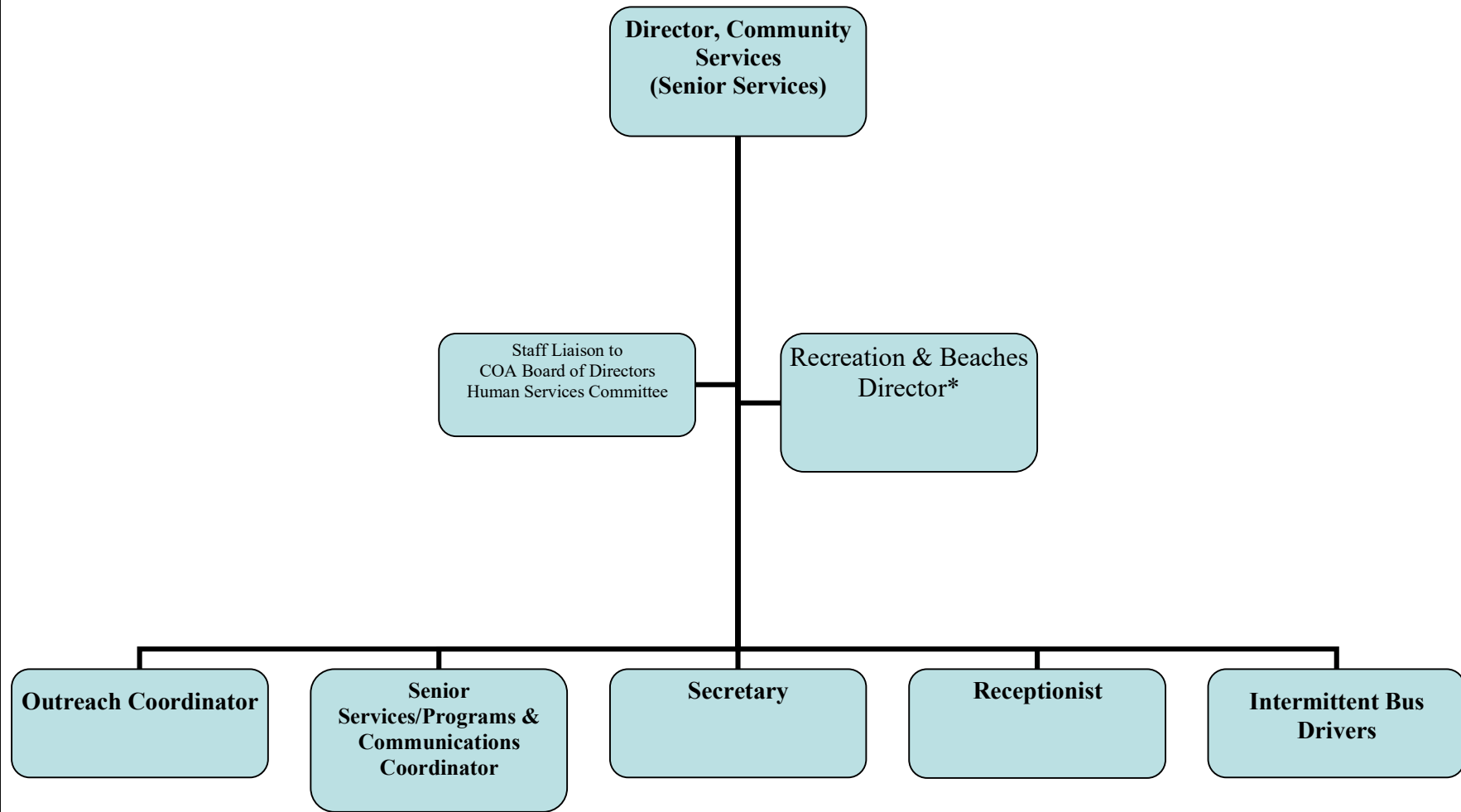
Community Development



FY2023 Town Organization Charts

FY 2023

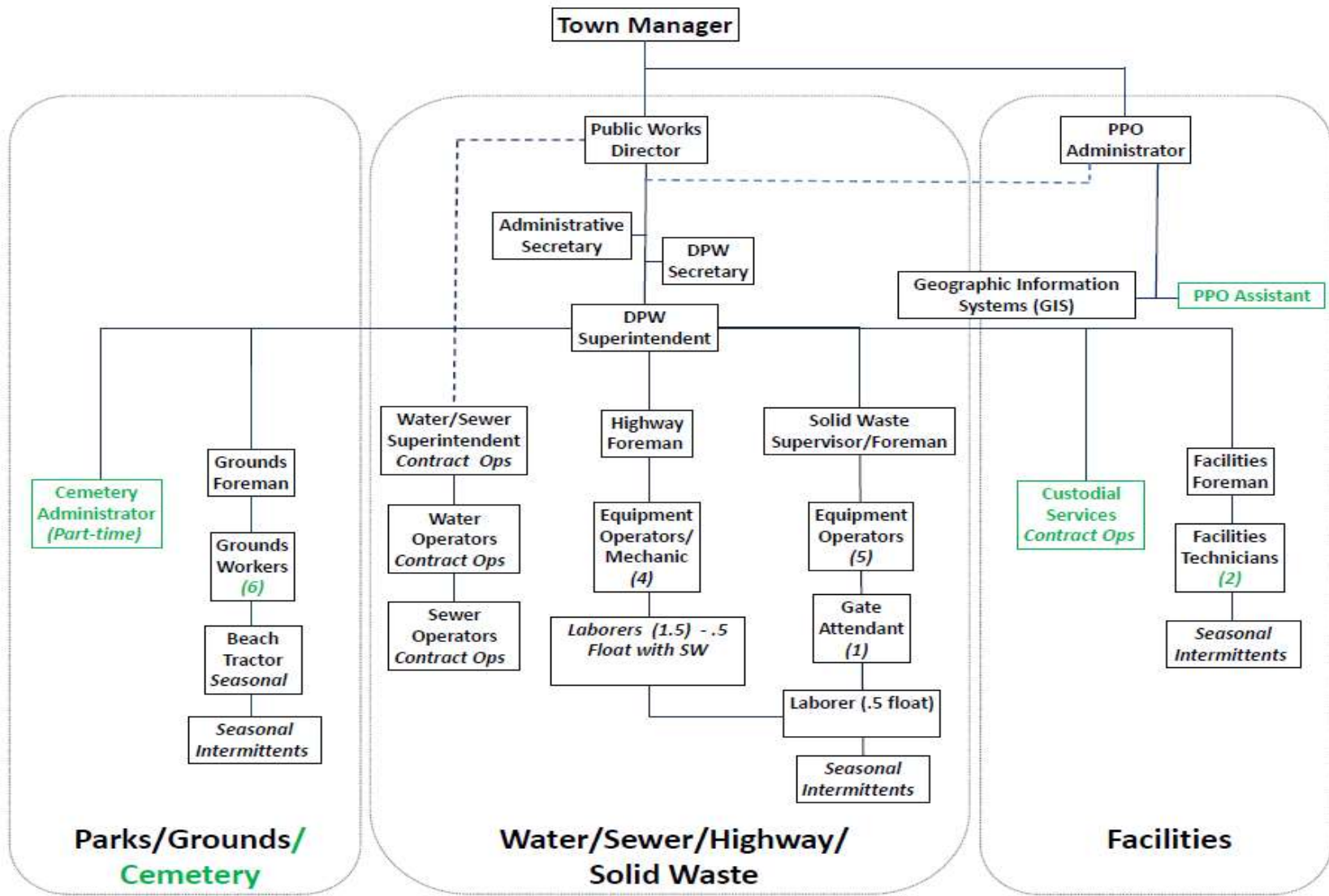
Community Services - Council on Aging



FY2023 Town Organization Charts

FY 2023

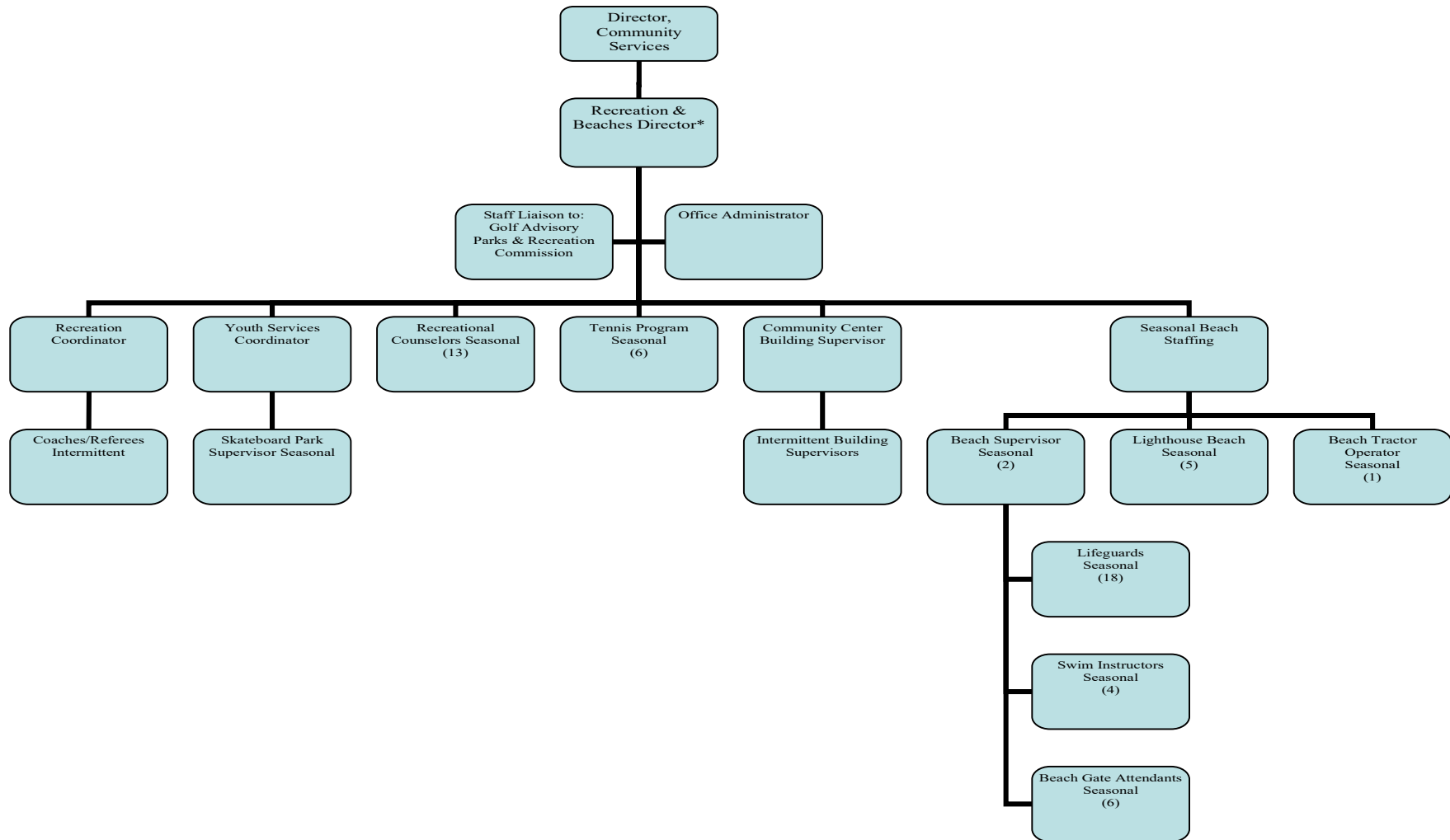
Department of Public Works



FY2023 Town Organization Charts

FY 2023

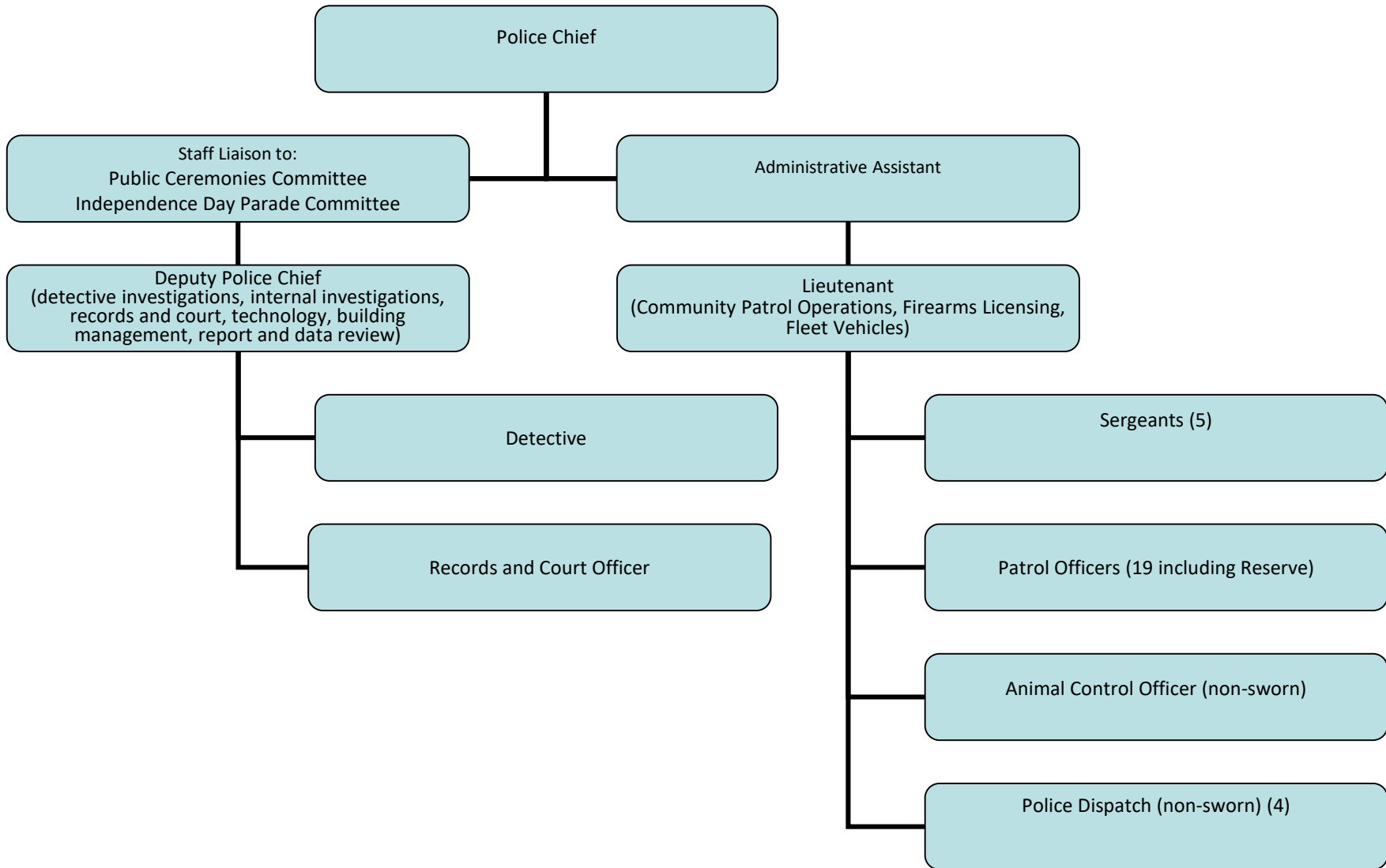
Community Services - Recreation & Beaches



FY2023 Town Organization Charts

FY 2023

Police Department





Section I - General Government

Town Moderator

Finance Committee

Board of Select Board

Town Manager

Human Resources

Legal

Audit

Accounting

Assessing

Treasurer/Collector

Information Technologies

Town Clerk

Elections

Summer Residents Advisory Committee

Parking Clerk

Sticker (Permit) Office

FY 2023 Budget



Division
General Government

Town Moderator

Department # 114

Program Description

The Town Moderator is elected by the voters for a term of three years. The Moderator shall have the powers and duties provided that office by the constitution and the laws of the Commonwealth, by the Charter, or by bylaw or by other Town Meeting vote. The Moderator appoints the Finance Committee of nine members and two members of the Cape Cod Regional Vocational Technical High School Committee. All sessions of Town Meeting shall be presided over by a Moderator. The Moderator regulates the proceedings, decides questions of order, and makes public declaration of all votes.

Budget Statement

Annual stipend for elected official as voted in a separate article by Town Meeting. Level funded, no change to prior year.

Prior Year Accomplishments

Not required.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	1,200	1,200	1,200	1,200	1,200	1,200	0.00%
Expenses	20	20	50	30	50	50	0.00%
Total Town Moderator	1,220	1,220	1,250	1,230	1,250	1,250	0.00%

Department Detail



FY 2023 Budget

**Dept - 114
Town Moderator**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 114 Town Moderator							
5100 Regular Wages	1,200	1,200	1,200	1,200	1,200	0	1,200
Personnel Services	1,200	1,200	1,200	1,200	1,200	0	1,200
5400 Supplies	-	-	-	-	-	-	-
5700 Other Charges & Expenses	20	20	50	30	50	0	50
Expenses	20	20	50	30	50	0	50
Total Town Moderator	1,220	1,220	1,250	1,230	1,250	0	1,250

FY 2023 Budget



Division
General Government

Finance Committee

Department # 131

Program Description

The Finance Committee is appointed by the Town Moderator and consists of nine members. The purpose of the Finance Committee is defined by Massachusetts General Law Chapter 39, §16 and more specifically in the Town Charter.

Section 6-3 Finance Committee Action (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 Select Board in sufficient time for the Select Board 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.

Section 6-5 Town Meeting Action

The finance committee shall vote their recommendations for action on the budget as received from the Select Board. Additionally, the finance committee shall file a report of its recommendations for action prior to the date on which the town meeting is to act on the budget.

Program Description (cont.)

The report of the finance committee shall include the fiscal and tax implications of the budget and a statement outlining support or opposition to the budget or sections of the budget. The report of the finance committee shall be prepared in sufficient time to be incorporated in the annual town meeting warrant. The budget to be acted upon by the town meeting shall be the budget approved by the board of selectmen with the accompanying recommendations of the finance committee. The Finance Committee jointly with the Town Manager has oversight and approval of the "Reserve Fund" (separate Town budget line item) per MGL Chapter 40, Section 6. committee.

Budget Statement

The budget request for FY2023 is for administrative/recording secretarial support for minutes, and expenses such as membership dues to the Association of Town Finance Committees. The budget request for FY2023 is level funded.

Prior Year Accomplishments

Not required.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	1,859	2,145	2,000	161	2,000	2,000	0.00%
Expenses	347	270	600	180	600	600	0.00%
Total Finance Committee	2,206	2,415	2,600	341	2,600	2,600	0.00%

Department Detail



FY 2023 Budget

**Dept - 131
Finance Committee**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 131 Finance Committee							
5120 Temporary Wages	2,145	1,933	2,000	161	2,000	0	2,000
Personnel Services	2,145	1,933	2,000	161	2,000	0	2,000
5200 Purchase of Services	-	-	-	-	-	-	-
5400 Supplies	0	0	200	0	200	0	200
5700 Other Charges & Expenses	270	180	400	180	400	0	400
Expenses	270	180	600	180	600	0	600
Total Finance Committee	2,415	2,113	2,600	341	2,600	0	2,600

FY 2023 Budget



Division
General Government

Select Board

Department # 122

Program Description

Five elected members of the Select Board are the chief policy making authority of the Town and also serve as the Water and Sewer Commissioners. The powers and duties of the Select Board include appointing the Town Manager and Town Counsel as well as appointing various boards, committees, and commissions. The Select Board also issue certain licenses and permits such as alcohol, car dealerships, common victualer, and entertainment; enforce certain sections of the Town Code; and regulate the public ways. The Town Manager and the Select work closely to develop and implement policies and goals for the efficient and effective administration of Town government.

Prior Year Accomplishments

1. Oversaw the completion of the West Chatham Roadway Design project.
2. Accepted the donation of the former US Coast Guard Boathouse for use as a Town facility.
3. Advanced five articles to address the Town’s need for affordable/attainable housing to 2021 Annual Town Meeting.
4. Conducted a Community Forum on the next steps for the Council on Aging Facility project.
5. Worked as members of the Affordable Housing Trust Fund Board of Trustees to prioritize next steps for Town-owned properties and possible Protective (Zoning) Bylaws for affordable/attainable housing purposes.
6. Hosted a second joint meeting with the Airport Commission to review governance of Chatham Municipal Airport.

Budget Statement

Budget covers the annual stipends for elected officials as voted in a separate article by Town Meeting and small allowances for public hearing advertising, supplies, and travel expenses.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	10,500	21,000	21,000	10,500	21,000	21,000	0.00%
Expenses	1,247	751	1,300	769	1,300	1,300	0.00%
Total Select Board	11,747	21,751	22,300	11,269	22,300	22,300	0.00%

Department Detail



FY 2023 Budget

**Dept - 122
Board of Select Board**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 122 Select Board							
5140 Board Chair	5,000	5,000	5,000	2,500	5,000	0	5,000
5145 Board Members	16,000	16,000	16,000	8,000	16,000	0	16,000
Personnel Services	21,000	21,000	21,000	10,500	21,000	0	21,000
5200 Purchase of Service	0	0	0	0	0	0	0
5343 Advertising	192	514	500	469	300	0	300
5344 Printing	0	0	0	0	0	0	0
5400 Supplies	559	0	100	0	100	0	100
5700 Other Charges & Expenses	0	0	0	0	0	0	0
5705 Meetings Dues & Travel	0	300	700	300	900	0	900
Expenses	751	814	1,300	769	1,300	0	1,300
Total Select Board	21,751	21,814	22,300	11,269	22,300	0	22,300
Board Stipends	<i>Increased FY2020</i>						
Chair	2,500	5,000	5,000				
Board Members (each)	2,000	4,000	4,000				

FY 2023 Budget



Division
General Government

Town Manager

Department # 123

Program Description

The mission of the Town Manager’s Office is to provide strategic administrative, operational, and financial management of all operations of Town government, to support the policy and licensing role of the Select Board, and to ensure open and responsive municipal services to the citizens, businesses, and visitors to the Town of Chatham. The Town Manager is the Chief Administrative Officer with most duties and responsibilities detailed in the Town Charter, first adopted in 1995 including responsibility for the day-to-day affairs of the Town and has appointment authority for Town personnel. The Town Manager and Select Board work closely to develop and implement policies and goals for the efficient and effective administration of Town government.

Budget Statement

Administration component of the budget covers the expenses of the Select Board and the salaries and administrative costs of the Town Manager’s office. This proposed budget includes funding of two fulltime staff positions. This budget also contains expenses of the department as well as centralized costs for telecommunications for all departments (with the exception of Police), postage for all departments, the production and printing of the Town Report and preparation and mailing of all Town Meeting warrants. Additional funds are included for the printing and mailing of the Warrant to all households.

Staffing History

FY2010	2 full time; 1 part-time
FY2015	2 full time
FY2021	2 full time

Prior Year Accomplishments

The following outlines both pre COVID-19 operations during CY2020 and COVID-19 pivots beginning March 17, 2020:

1. Maintained regular business operations with greater efficiencies while leading the Town’s continued response to the Coronavirus pandemic including vaccination clinics for Town employees and homebound residents. Implemented The *MainSheet* weekly community on-line newsletter as an expansion to the Town Manager’s COVID-19 Community Update and promoted Notify Me community information - www.chatham-ma.gov/list.aspx. to receive calls, text messages, and emails.
2. Oversaw the launch of the Town’s new/upgraded website and social media accounts and enhanced community engagement through our Community Voice portal - <https://www.chatham-ma.gov/communityvoice>.
3. Successfully negotiated successor agreements with Town Unions - MA Coalition of Police, Local 294 – Chatham Sergeants and Patrol Officers Union; New England Police Benevolent Association, Local 115 – Civilian Police Dispatchers and Animal Control Officer; and the International Association of Firefighters, Local 2712 – Chatham Permanent Firefighters.
4. Successfully negotiated the purchase of land at 1533/0 Main Street in West Chatham for affordable/attainable housing – a Select Board Community Goal & Objective

Continued next page

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	248,186	263,252	283,146	129,782	293,672	293,672	3.72%
Expenses	190,182	168,862	174,700	83,158	188,500	188,500	7.90%
Total Town Manager	438,368	432,115	457,846	212,940	482,172	482,172	5.31%

FY 2023 Budget



Division
General Government

Town Manager

Department # 123

Prior Year Accomplishments (continued)

5. Managed the Town’s response to the detection of PFAS in the Town’s drinking water supply to ensure safe drinking water and plan for mitigation including funding appropriated at the (outdoor) Special Town Meeting in October 2021 – a Select Board Community Goal & Objective

6. S&P Global Bond AAA Rating affirmed on April 29, 2021 with a stable outlook – the second Bond Rating review during the COVID-19 Pandemic. AAA is the highest bond rating for municipalities. The ratings report states, “The rating reflects the towns’ continued stable performance with an anticipation of surplus performance for fiscal 2020, a third consecutive surplus.” The rating further reflects S&P’s opinion of Chatham’s very strong economy; very strong management, with strong financial policies; strong budgetary performance; very strong budgetary flexibility; very strong liquidity; adequate debt and contingent liability profile, and strong institutional framework score. The report also noted that “Chatham has demonstrated its commitment to planning around climate resiliency and risk, ...and it is continuing to identify future project funding to mitigate these risks, which we view as positive.”

Department Detail



FY 2023 Budget

Dept - 123 Town Manager

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept -123 Town Manager							
5100 Regular Wages	262,452	274,278	280,796	129,782	291,222	0	291,222
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	800	900	1,000	0	1,100	0	1,100
5150 Mileage	0	0	1,350	0	1,350	0	1,350
Personnel Services	263,252	275,178	283,146	129,782	293,672	0	293,672
5309 Continuing Education	2,707	837	9,000	3,152	9,000	0	9,000
5340 Telecommunication	95,492	92,111	75,000	44,628	75,000	15,000	90,000
5343 Advertising	604	392	1,500	156	1,500	-500	1,000
5344 Printing	16,241	20,018	20,000	513	20,000	0	20,000
5345 Postage	39,157	36,168	55,500	23,704	55,500	0	55,500
5420 Office Supplies	8,606	10,568	9,000	5,074	9,000	0	9,000
5700 Other Charges & Expenses	0	60	750	0	750	-700	50
5705 Meetings/Dues & Travel	6,055	5,546	3,950	5,932	3,950	0	3,950
Expenses	168,862	165,700	174,700	83,158	174,700	13,800	188,500
Total Town Manager	432,115	440,878	457,846	212,940	468,372	13,800	482,172
Revenues							
Fees - Administration	\$ 19,627	\$ 7,157	\$ 20,000	\$ 17,004			
Licenses							
Alcohol	\$ 53,617	\$ 34,531	\$ 49,000	\$ 49,975			
Select Board	\$ 2,345	\$ 820	\$ 2,000	\$ 1,815			
Total Revenue	\$ 75,590	\$ 42,508	\$ 71,000	\$ 68,794			

FY2023 Salaries



FY 2023 Budget

Town Manager

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total	
Town Manager										
Jill Goldsmith	8/15/2011	Contract		26.6	7,864.00	209,182.40			209,182.40	
Executive Secretary/Communications Coordinator										
Shanna Nealy	2/20/2007	PP 9	2	16.1	3,112.00	50,103.20	1,100.00		83,139.20	
			3	10.0	3,193.60	31,936.00				
						Totals	291,221.60	1,100.00	0.00	292,321.60

FY 2023 Budget



Division
General Government

Human Resources

Department # 130

Program Description

The Human Resources Department is responsible for design and ongoing administration of recruiting, workforce development, compensation plans, personnel policies, employee relations, retiree administration and citizen or employee complaint investigation. The Human Resource/Benefits Administrator has a support and advisory role in collective bargaining negotiations and makes recommendations on employee-related policies and procedures.

Prior Year Accomplishments

1. Maintained participation in the Cape Cod Municipal Health Group, supporting Cape-wide efforts to optimize health insurance offerings, while minimizing costs to employees, retirees, the Town, and the Group as a whole.
2. Continued ongoing review of internal policies and procedures related to personnel to ensure Federal and State statutory compliance, including annual distribution of procedures and coordinated workplace training. As of 12/31/21, on-boarded 127 seasonal employees (73 Parks & Beaches, 16 Shellfish, 19 Harbor, 3 Conservation, 3 Coastal Resources, 8 Public Works) and placed 14 full-time, year-round employees.
3. Policy created for Phased Re-Entry and return of In-Person services in Town Facilities.
4. Enactment of Massachusetts Emergency Sick Paid Leave for employees with qualifying events.
5. Remote/Virtual Benefit Open Enrollment for both Active Employees and Retirees. Benefit Changes and Enrollments were processed without in-person appointments and plan information was made available by telephone and electronic correspondence.

Budget Statement

The FY2023 includes the full-time 'float' between HR and the BOS/Town Manager's office.

The expense budget includes funding for pre-employment /post-offer physicals, advertising and contractual boot allowance for one municipal unit.

Staffing History

FY2010	1 full time
FY2015	1 full time
FY2021	1 full time + 1 part time
FY2022	1 full time + 1 part time (shared employee)

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	111,056	113,593	125,480	35,071	131,748	131,748	5.00%
Expenses	15,134	10,553	19,900	7,528	20,900	20,900	5.03%
Total Human Resources	126,190	124,146	145,380	42,598	152,648	152,648	5.00%

Department Detail



FY 2023 Budget

Dept - 130 Human Resources

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 130 Human Resources							
5110 Regular Wages	103,040	71,856	77,967	34,964	131,748	0	131,748
5120 Temporary Wages	10,553	22,037	71,826	106	0	0	0
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	113,593	93,893	125,480	35,071	131,748	0	131,748
5200 Purchase of services	150	0	0	0	0	0	0
5307 Contracted Services	130	280	0	150	0	0	0
5309 Continuing Education/Training	0	1,238	3,500	1,100	3,500	0	3,500
5311 Physical Exams - new hires; testing	3,608	6,444	6,000	3,175	6,000	500	6,500
5317 Professional & Consulting	1,440	1,500	1,500	650	1,500	0	1,500
5343 Advertising	3,129	5,072	6,500	855	6,500	0	6,500
5344 Printing	0	0	0	0	0	0	0
5420 Office supplies	166	289	400	88	400	0	400
5591 Boots (CMEA)	1,705	2,281	1,500	1,510	1,500	500	2,000
5705 Meetings/Dues & Travel	225	0	500	0	500	0	500
Expenses	10,553	17,104	19,900	7,528	19,900	1,000	20,900
Total Human Resources	124,146	110,996	145,380	42,598	151,648	1,000	152,648

FY2023 Salaries



FY 2023 Budget

Human Resources

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Human Resource/Benefits Administrator									
Megan Downey	10/13/2020	PP 9	2	7.0	3,038.40	82,264.00			82,264.00
			3	19.6	3,112.00				
Administrative Assistant Float HR/TM									
Alec Pavalakis	8/30/2021	PP 4	2	1.0	1,852.20	49,484.47			49,484.47
	<i>step date 7/31</i>		3	25.1	1,897.70				
Totals						131,748.47	0.00	0.00	131,748.47

FY 2023 Budget



Division
General Government

Legal

Department # 151

Program Description

Contracted services for Town (Legal) Counsel.

Prior Year Accomplishments

Not required.

Budget Statement

Increase based on prior year actuals and pending litigation.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	233,902	152,528	200,000	113,957	225,000	225,000	12.50%
Total Legal	233,902	152,528	200,000	113,957	225,000	225,000	12.50%

Department Detail



FY 2023 Budget

**Dept - 151
Legal**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 151 Legal							
Personnel Services	0	0	0	0	0	0	0
5318 Town Counsel	105,943	78,852	152,500	80,677	152,500	25,000	177,500
5319 Law General	700	7,840	2,500	12,749	2,500	0	2,500
5320 Labor Counsel	45,885	83,391	45,000	20,531	45,000	0	45,000
Expenses	152,528	170,083	200,000	113,957	200,000	25,000	225,000
Total Legal	152,528	170,083	200,000	113,957	200,000	25,000	225,000

FY 2023 Budget



Division
General Government

Audit

Department # 148

Program Description

Contractual services for the Town Financial Audit by independent municipal auditors.

Prior Year Accomplishments

The yearly Financial Statements are listed on the Town's website under the Finance Division page.

[Final Yearly Financial Statements | Chatham MA \(chatham-ma.gov\)](http://chatham-ma.gov)

Budget Statement

The budget for FY2023 includes \$5,000 for assistance with the completion of a Comprehensive Annual Financial Report (CAFR). A CAFR is a thorough and detailed presentation of the Town's financial condition.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	34,000	36,650	45,000	10,000	45,000	45,000	0.00%
Total Audit	34,000	36,650	45,000	10,000	45,000	45,000	0.00%

Department Detail



FY 2023 Budget

**Dept - 148
Audit**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 148 Audit							
Personnel Services	0	0	0	0	0	0	0
5300 Audit	36,650	39,100	45,000	10,000	45,000	0	45,000
Expenses	36,650	39,100	45,000	10,000	45,000	0	45,000
Total Audit	36,650	39,100	45,000	10,000	45,000	0	45,000

FY 2023 Budget



Division
General Government

Accounting

Department # 135

Program Description

The Accounting Division is a division of the Finance Department. It is responsible for record keeping of all financial transactions of the Town; processing of all bills, warrants, receipts, payroll and ledgers; keeps records of all vendors, contracts and grants, and supplies departments with financial reports and payroll information.

The Accounting Division ensures the Town is in compliance with Generally Accepted Accounting Principles, Federal and State laws, and Town Meeting authorizations. The Accounting Division provides budget status reports to each department every month and assists in the budget development process. We assist with the workers' compensation program, injury reporting, unemployment claims and payments, and maintain all Town insurance coverage. We maintain employee payroll /personnel files and respond to information and survey requests. The Finance Director serves as the Town Accountant in addition to the position's other responsibilities.

Budget Statement

The budget request for FY2023 supports three full time staff. Salaries are level funded with the exception of contractual increases. The expense line items support professional development through the Mass Municipal Accountants and Auditors Association, Cape & Islands Accountants Group and New England State's Government Finance Officers' Association.

Prior Year Accomplishments

1. FY2023 Tax rate set in a timely manner and approved by the Department of Revenue(DOR) with all of the DOR staff working remotely. The FY2023 tax rate of \$4.62 was set on September 13, 2021; the seventh (7th) municipality to set its tax rate.
2. Upgraded the Town's HR/Payroll system from Sage ABRA to Sage HRMS which will allow for Employee Self-Serve once fully implemented. Completed CARES Act and FEMA reporting for COVID related expenses which included internal auditing of invoices for qualified expenses.
3. Completed Worker's Compensation Audit which resulted in a refund due to the Town.
4. Provided information to Standard & Poor's Rating Agency in advance of issuing General Obligation Bonds in May 2021; the Town retained its AAA Bond Rating under continued COVID-19 uncertainty.
5. Processed 10,639 invoices in FY2021.
6. Continued review of payroll procedures to ensure Federal and State statutory compliance. Issued W2's and 1099s to employees and contractors in a timely manner.

Staffing History

FY2010	3 full time
FY2015	3 full time
FY2021	3 full time

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	249,664	263,002	286,219	133,457	296,308	296,308	3.52%
Expenses	5,372	4,054	5,700	2,288	5,700	5,700	0.00%
Total Accounting	255,036	267,056	291,919	135,745	302,008	302,008	3.46%

Department Detail



FY 2023 Budget

Dept - 135 Accounting

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 135 Accounting							
5110 Regular Wages	262,202	279,185	285,094	133,032	295,008	0	295,008
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	0	117	0	0	0	0	0
5141 Longevity	800	950	1,125	425	1,300	0	1,300
Personnel Services	263,002	280,252	286,219	133,457	296,308	0	296,308
5309 Continuing Education	350	1,300	1,300	550	1,300	0	1,300
5420 Office Supplies	2,844	1,636	1,800	1,338	1,800	0	1,800
5705 Meetings/Dues & Travel	860	285	2,600	400	2,600	0	2,600
Expenses	4,054	3,221	5,700	2,288	5,700	0	5,700
Total Accounting	267,056	283,474	291,919	135,745	302,008	0	302,008

FY2023 Salaries



FY 2023 Budget

Accounting

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Director of Finance									
Alexandra Heilala	5/17/2010	Contract		26.6	5,670.50	150,835.30	800.00		151,635.30
Asst Town Accountant/Asst. Fin. Director									
Cheryl Serijan	10/22/2012	9	9	26.1	3,563.20	92,999.52			
							500.00		93,499.52
Accounting Clerk									
Samantha Tranghese	9/16/2019	4	3	4.0	1,918.00	7,672.00			
		4	4	22.1	1,968.40	43,501.64			51,173.64
Totals						295,008.46	1,300.00	0.00	296,308.46

FY 2023 Budget



Division
General Government

Assessing

Department # 141

Program Description

The Board of Assessors, as required by Massachusetts law, value all the real and personal property within our community. To meet these requirements, the Assessing Division is obligated to review/revalue all properties yearly and, once every three years, undergo a State recertification audit. In addition to appraisal duties, the Assessing Division is a division of the Finance Department and is responsible for the processing of statutory tax exemptions; tax abatement filings for real estate and motor vehicle and boat excise taxes; maintaining and updating records of deeds received from the Registry of Deeds; maintaining records of exempt property and defending Appellate Tax Board cases. The Town has an appointed Board of Assessors which meets regularly. Every three years, the Assessors must submit these values to the Massachusetts Department of Revenue for certification. Assessors are also responsible for maintaining the values in the years between certifications; this is known as an interim year adjustment. This is done so that each property taxpayer in the community pays his or her share of the cost of local government in proportion to the amount of money the property is worth. Assessors are also responsible for the motor vehicle excise tax bills and boat excise bills personal property tax bills and all betterments. The Assessors are the managers of the assessment records, which includes the property record cards and Assessors' maps.

Budget Statement

This budget supports three full time staff and provides stipends for the appointed Board of Assessors.

The expense budget is level funded.

Prior Year Accomplishments

1. The Town of Chatham was seventh in the State to have the tax rate set. The Town of Chatham showed an increase of 10% in the overall evaluation for all real and personal property.
2. The Assessing Department has reviewed 760 building permits compared to 955 building permits in FY 2020. There were 1,296 general reviews on properties throughout the Town during 2021.
3. In FY2021 there were 30 real estate/personal property abatements reviewed by the Board of Assessors. This was a decrease from FY2020 for which 50 Real Estate and Personal Property Abatements were reviewed by the Board of Assessors.
4. The Assessing Department worked with Vadar Systems for an upgrade to the Boat Excise System to provide for exporting/importing of files for in the moment editing of Boats/Owners information throughout the year.
5. Our greatest accomplishment was to continue to provide timely and efficient service during these challenging Covid times.

Staffing History

FY2010	4 full time
FY2015	3 full time
FY2021	3 full time

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	195,978	202,518	219,032	102,103	229,058	229,058	4.58%
Expenses	45,639	112,770	74,150	51,039	74,150	74,150	0.00%
Total Assessing	241,616	315,288	293,182	153,142	303,208	303,208	3.42%

Department Detail



FY 2023 Budget

Dept - 141 Assessing

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 141 Assessing							
5110 Regular Wages	196,968	206,330	213,282	98,728	223,208	0	223,208
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	800	900	1,000	1,000	1,100	0	1,100
5145 Board Members	4,750	4,750	4,750	2,375	4,750	0	4,750
Personnel Services	202,518	211,980	219,032	102,103	229,058	0	229,058
5200 Purchase of Services	396	158	250	69	250	0	250
5303 Revaluation	107,532	44,742	67,900	48,860	67,900	0	67,900
5309 Continuing Education	1,809	0	2,000	120	2,000	0	2,000
5343 Advertising	120	0	500	0	500	0	500
5420 Office Supplies	1,181	560	1,500	965	1,500	0	1,500
5581 Publications & Subscriptions	0	0	0	0	0	0	0
5705 Meetings/Dues & Travel	1,733	1,273	2,000	1,025	2,000	0	2,000
Expenses	112,770	46,733	74,150	51,039	74,150	0	74,150
Total Assessing	315,288	258,713	293,182	153,142	303,208	0	303,208
Revenues							
Fees - Assessing	\$ 586	\$ 701	\$ 575	\$ 236			
Board Stipends							
Chairman	1,750						
Board Member (each)	1,500						

FY 2022 Salaries



FY 2023 Budget

Assessing

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Director of Assessing									
Ardelle Kelley	10/5/2015	11	9	26.1	4,120.00	107,532.00			107,532.00
Assistant Assessor									
Candace Cook	8/21/2007	5	7	4.0	2,541.60	10,166.40	1,100.00		68,814.80
		5	8	22.1	2,604.00	57,548.40			
Assessing Clerk/Field Tech									
Melanie Taylor	4/30/2018	3	5	22.0	1,829.80	40,255.60			
		3	6	4.1	1,879.50	7,705.95			47,961.55
Chairman	Appointed	Stipend						1,750.00	1,750.00
Member	Appointed	Stipend						1,500.00	1,500.00
Member	Appointed	Stipend						1,500.00	1,500.00
Totals						223,208.35	1,100.00	4,750.00	229,058.35

FY 2023 Budget



Division
General Government

Treasurer/Collector

Department # 146

Program Description

The Treasurer/Collector’s Division is a division of the Finance Department and is responsible for billing and collection of real estate taxes, motor vehicle excise taxes, water/sewer fees, and various permit or license receipts. In addition, the Division is responsible for reconciliation of bank accounts, warrants, long and short-term investments, long and short-term borrowing, and income tax reporting. The Treasurer/Collector’s Division receives, manages and disperses all funds of the Town in accordance with Massachusetts General Laws and the Town of Chatham Financial Policies.

Specifically, the Office of the Collector functions to collect and maintain Real Estate tax, Personal Property tax, Utility, Motor Vehicle & Boat Excise bills. In addition, the Office issues Municipal Lien Certificates and Water/Street Betterment Lien releases, reconciles all detail receivables with General Ledger and researches and responds to all taxpayer inquiries. The Office of the Treasurer functions to reconcile all cash and bank statements, disburse all funds for payroll and vendor payments, manage all town debt, town investments and cash flow, maintain all tax title and tax deferral accounts.

Prior Year Accomplishments

1. FY2021 Tax title collections of \$88,297.61
2. 5 Tax Title Accounts were paid off and redeemed in FY2021
3. Collected 50.06% of real estate taxes for the 1st half of FY2022 (as of 12/31/2021)
4. Collected 99.64% of real estate bills for FY2021 from commitment to 12/31/2021
5. There were no water liens for non-payment in FY2021
6. Fully staffed the Treasurer/Tax Collector’s department and updated old and created new procedural manuals
7. Collected \$546,647 in the OPEB 1.5% surcharge (replaced the 3% Landbank surcharge which expired on Jan 1, 2020)

Budget Statement

The FY2023 budget covers three positions - Treasurer/Tax Collector, Assistant Treasurer/Tax Collector, and Collections Assistant. The Office continues to explore and implement more efficient and convenient ways for taxpayers/customers to submit payments for various types of charges including, tax, utility and excise bills, landfill charges, boat ramp fees, park and recreation programs, etc. We continue to explore ways to increase revenues and maintain a proactive approach with respect to collections of all the various Town bills generated from the Treasurer/Collectors office.

Staffing History

FY2010	3 full time
FY2015	3 full time
FY2021	3 full time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	190,305	201,515	204,019	90,234	200,549	200,549	-1.70%
Expenses	22,422	18,356	24,650	8,116	24,650	25,400	3.04%
Total Treasurer/Collector	212,727	219,871	228,669	98,350	225,199	225,949	-1.19%

Department Detail



FY 2023 Budget

Dept - 146 Treasurer/Collector

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 146 Treasurer/Collector							
5110 Regular Wages	201,515	189,492	204,019	90,234	200,549	0	200,549
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	201,515	189,492	204,019	90,234	200,549	0	200,549
5200 Purchase of Services	7,192	11,814	10,000	3,266	10,000	0	10,000
5309 Continuing Ed/Training	698	0	1,000	1,000	1,000	500	1,500
5316 Legal Costs - Tax Title	1,909	6,000	5,000	-13	5,000	0	5,000
5317 Professional & Consulting	2,469	3,768	2,100	1,008	2,100	0	2,100
5343 Advertising	372	500	1,000	192	1,000	0	1,000
5344 Printing	368	0	900	0	900	0	900
5420 Office Supplies	1,269	724	1,025	327	1,025	0	1,025
5481 Equipment Maintenance	26	0	100	0	100	0	100
5705 Meetings/Dues & Travel	1,530	240	1,000	160	1,000	250	1,250
5748 Fidelity Bonds	2,525	2,125	2,525	2,175	2,525	0	2,525
5800 Capital Outlay- Operating	0	0	0	0	0	0	0
Expenses	18,356	25,171	24,650	8,116	24,650	750	25,400
Total Treasurer/Collector	219,871	219,871	228,669	98,350	225,199	750	225,949
Revenues							
MLCs	\$ 17,393	\$ 26,021	\$ 18,000	\$ 9,716	\$ 18,000		
Tax Titles	\$ 116,897	\$ 46,703	\$ 100,000	\$ 21,125	\$ 50,000		
Penalties & Interest	\$ 127,839	\$ 142,948	\$ 100,000	\$ 59,596	\$ 100,000		
Total Revenue	\$ 262,129	\$ 215,673	\$ 218,000	\$ 90,436	\$ 168,000		

FY2023 Salaries



FY 2023 Budget

Treasurer/Collector

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Treasurer/Tax Collector									
Sharon Drown	8/21/2017	10	7	4.0	3,648.80	97,213.84			97,213.84
			8	22.1	3,738.40				
Assistant Treasurer/Tax Collector									
Susan Piccolomini	9/2/2021	6	1	4.1	2,355.20	62,737.92			62,737.92
			2	22.0	2,412.80				
Collections Assistant									
Vacant	11/8/2021	3	1	9.1	1,659.00	40,596.90			40,596.90
			2	15.0	1,700.00				
Totals						200,548.66	0.00	0.00	200,548.66

FY 2023 Budget



Division
General Government

Information Technologies

Department # 155

Program Description

Information Technologies Division is a division of the Finance Department. It is responsible for the day to day technology needs of the Town. The Division manages eight Town servers with applications ranging from Email and VOIP phones system to GIS and Financial management software. The Division assists many Town departments with specific application to assist in the streamlining of their necessary technology services.

Budget Statement

This budget supports both the technology services and Channel 18 operations; all Town-wide technology items are consolidated under the IT budget. The increase under contracted services will cover increase technology costs.

This budget supports four full-time employees as well as temporary wages for Channel 18 coverage. For FY2023 an additional Media Assistant is proposed; this position will allow staff to assist with IT, Social Media posting as well as programming for Channel 18.

Staffing History

FY2010	4 full time (2 IT, 2 Channel 18)
FY2015	4 full time (2 IT, 2 Channel 18)
FY2021	4 full time (2 IT, 2 Channel 18)
FY2023	5 full time (2 IT, 2 Channel 18, 1 Float)

Prior Year Accomplishments

1. Upgraded all Town Desktop phones to the built in Microsoft Teams Platform.
2. Upgrade the Town Website to Civic Plus including the email notification system for Town residents.
3. Completed multiple upgrades to the Town-Wide camera systems including upgrade of the primary server and expansion to the Skate Park.
4. Channel 18
 - 218 Videos published on YouTube
 - 197 Live Stream Meetings
 - 21 Presentations
 - 11,175 YouTube Views
 - Produced Summer Residents Advisory Committee Summer Town Meeting
 - Produced I Memorial Day, July 4th Parade, and Veterans Day Ceremonies
 - Produced First Night Chatham 12/31/2021
 - Installed Teams Hybrid Capability in the Small Meeting Room
 - Produced Annual Town Meeting Preview Show
 - Produced June 2021 ATM, October 2021 STM

[2021 Web Site Department Video](#)

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	299,917	314,229	319,556	144,294	333,343	379,363	18.72%
Expenses	258,186	251,866	347,020	243,431	427,500	427,500	23.19%
Total Information Technologies	558,104	566,094	666,576	387,726	760,843	806,863	21.05%

Department Detail



FY 2023 Budget

Dept - 155 Information Technologies

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 155 Information Technologies							
5110 Regular Wages	308,541	290,201	311,131	142,390	324,743	46,020	370,763
5120 Temporary Wages -Channel 18	600	500	7,500	0	7,500	-2,500	5,000
5130 Overtime	2,437	2,396	0	979	0	2,500	2,500
5141 Longevity	2,650	1,608	925	925	1,100	0	1,100
Personnel Services	314,229	294,705	319,556	144,294	333,343	46,020	379,363
5200 Purchase of services	196,053	269,563	257,520	209,863	337,750	0	337,750
5309 Continuing Education	0	0	500	0	500	0	500
5317 Professional & Consulting	46,486	50,661	53,000	26,125	53,000	0	53,000
5340 Telecommunications	103	0	2,500	0	2,500	0	2,500
5342 Channel 18 Supplies	2,905	0	2,000	0	2,250	0	2,250
5400 Operational Services	6,238	20,997	5,000	6,900	5,000	0	5,000
5420 Office Supplies	81	728.31	500	544	500	0	500
5481 Equipment Maintenance	0	0	250	0	250	0	250
5705 Meetings/Dues & Travel	0	0	750	0	750	0	750
5800 Capital Outlay-Operating	0	25,000	25,000	0	25,000	0	25,000
Expenses	251,866	366,950	347,020	243,431	427,500	0	427,500
Total Information Technologies	566,094	661,655	666,576	387,726	760,843	46,020	806,863

FY2023 Salaries



FY 2023 Budget

Information Technologies

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total	
Information Technologies Director										
Craig Rowe	12/3/2012	PP 13	9	26.6	4,822.40	128,275.84	500.00		128,775.84	
Information Systems Manager										
Ryan Darmon	11/7/2011	8	7	4.1	3,078.40	12,621.44	600.00		84,231.44	
	9/14/2020		8	22.5	3,156.00	71,010.00				
Media Coordinator										
Mark van Bork	4/9/2018	6	2	9.1	2,412.80	21,956.48			61,521.28	
	10/26/2020		3	16.0	2,472.80	39,564.80				
Media Assistant										
Dallas Heller	2/1/2021	2	2	16.0	1,807.21	28,915.36			51,314.88	
			3	12.1	1,851.20	22,399.52				
Media Assistant/IT Assistant		2	1	26.10	1,763.20	46,019.52			46,019.52	
NEW	7/1/2022									
Part Time	Hourly							7,500.00	7,500.00	
						Totals	370,762.96	1,100.00	7,500.00	379,362.96

FY 2023 Budget



Division
General Government

Town Clerk

Department # 161

Program Description

The Town Clerk is the Town's chief election official - supervises voter registration, oversees polling places, election officers, and the general conduct of all elections. The Clerk directs the preparation of ballots, polling places, voting equipment, voting lists, administers campaign finance laws, certifies nomination papers and initiative petitions, and serves on the Board of Registrars. The Clerk conducts the annual Town census and prepares the street list of residents. The Town Clerk is the keeper of the Town seal. The Town Clerk attests by signature and seal to bonds, contracts, bylaws, resolutions and any other documents requiring Town certification. The Clerk provides certified copies of vital records and conducts genealogical research for members of the public, and is responsible for maintenance, disposition, and preservation of municipal archival records and materials. The Town Clerk administers the oath of office to all Town officials - elected or appointed. The Town Clerk and the Assistant Town Clerk are Justices of the Peace, Notaries Public, and Commissioners to Qualify Public Officers.

Budget Statement

FY2023 has a small increase for contractual services.

Prior Year Accomplishments

1. Continuation of Preservation of Vital Records (Paper) – Applied our yearly budgeted funds of \$3,000 towards the continued restoration of the Town of Chatham’s Vital Records (birth, death, marriage records). The process of restoration begins with deacidification, which begins with the dipping of the record in a magnesium bicarbonate bath to neutralize the acids and introduce a buffer onto the paper record. Once this step is complete the records are encapsulated in mylar sheet protectors, placed in hard covered binders, and returned to the Town Clerk. Between the yearly budgeted amount and Community Preservation Act grants, we have restored approximately 70 books over the past 25+ years.

Prior Year Accomplishments (cont.)

2. Requested and received approval from the Community Preservation Committee and Historical Commission for the installation of vault shelving and additional funds for Vital records preservation. Currently, our Vital records are stored in our vault on shelving that is not considered adequate by records preservation standards. And, we are quickly running out of space for these records. Installation of new shelving allows us to make better use of the limited space in our vault and will protect the records from deterioration. Our CPC request was presented to the Annual Town Meeting voters and approved last year. We are on the schedule and are currently awaiting the installation of the new shelving. A total of 20 books (for a total of \$53,130) are currently in the process of being preserved with these funds.

3. We continue to contract with City Hall Systems (Hopedale, MA) to provide a streamlined system for online (credit card) payments. This company allows us to create/distribute dog and cat licenses through their web-based system in place of our previously utilized office-created Access database system. The link for the online application/payment process is located on the Town Clerk’s webpage.

4. The Town Clerk’s Office manages the MA Conflict of Interest Acknowledgements (due yearly) and on-line Ethics training certificates (due every two years) for all employees/committee/commission members. The Town Clerk also serves as one of the Town’s Records Access Officers and as staff liaison to the Charter Review Committee.

Staffing History

FY2010 2 full time
 FY2015 2 full time
 FY2021 2 full time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	142,652	150,200	148,678	68,509	148,646	146,846	-1.23%
Expenses	10,893	6,171	12,415	3,059	12,415	12,615	1.61%
Total Town Clerk	153,544	156,372	161,093	71,568	161,061	159,461	-1.01%

Department Detail



FY 2023 Budget

**Dept - 161
Town Clerk**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 161 Town Clerk							
5110 Regular Wages	145,527	151,259	144,278	67,125	144,146	0	144,146
5120 Temporary Wages	0	0	0	1,287	0	0	0
5130 Overtime	1,173	3,917	700	97	700	0	700
5141 Longevity	3,500	3,600	3,700	0	3,800	-1,800	2,000
Personnel Services	150,200	158,776	148,678	68,509	148,646	-1,800	146,846
5307 Contractual Services	0	0	3,000	0	3,000	0	3,000
5309 Continuing Education	593	30	2,000	0	2,000	0	2,000
5344 Printing	367	244	750	0	750	0	750
5400 Operational Supplies	500	500	500	500	500	200	700
5420 Office Supplies	548	522	500	473	500	0	500
5481 Equipment Maintenance	132	0	450	132	450	0	450
5581 Publications & Subscriptions	397	0	400	256	400	0	400
5705 Meetings/Dues & Travel	577	506	1,000	302	1,000	0	1,000
5748 Fidelity bonds	200	200	200	200	200	0	200
5800 Capital Outlay-Operating	2,858	1,321	3,615	1,195	3,615	0	3,615
Expenses	6,171	3,323	12,415	3,059	12,415	200	12,615
Total Town Clerk	156,372	162,098	161,093	71,568	161,061	-1,600	159,461
Revenues							
Certificates & Miscellaneous	\$ 19,539	\$ 19,148	\$ 19,000	\$ 9,495	\$ 19,000		
Violations	\$ 950	\$ 400	\$ 1,000	\$ 100	\$ 1,000		
Dog & Cat Licenses	\$ 3,056	\$	\$ 3,000	\$	\$ 3,000		
Total Revenue	\$ 23,545	\$ 19,548	\$ 23,000	\$ 9,595	\$ 23,000		

FY2023 Salaries



FY 2023 Budget

Town Clerk

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Town Clerk									
Julie Smith	12/21/1994	Personal Rate		26.6	3,296.80	87,694.88	2,000.00		89,694.88
Assistant Town Clerk									
Amy Burrow	5/4/2022	6	3	26.1	2,163.70	56,472.57			56,472.57
Overtime								700.00	700.00
Totals						144,167.45	2,000.00	700.00	146,867.45

FY 2023 Budget



Division
General Government

Elections

Department # 162

Program Description

The Town Clerk is the chief election official -supervises voter registration, oversees polling places, election officers, and the general conduct of all elections. The Clerk directs the preparation of ballots, polling places, voting equipment, voting lists, administers campaign finance laws, certifies nomination papers and initiative petitions, and serves on the Board of Registrars. The Clerk conducts the annual Town census and prepares the street list of residents. The Town Clerk is the keeper of the Town seal. The Town Clerk attests by signature and seal to bonds, contracts, bylaws, resolutions and any other documents requiring Town certification. The Clerk provides certified copies of vital records and conducts genealogical research for members of the public, and is responsible for maintenance, disposition, and preservation of municipal archival records and materials. The Town Clerk administers the oath of office to all Town officials, whether they are elected or appointed. The Town Clerk and the Assistant Town Clerk are Justices of the Peace, Notaries Public, and Commissioners to Qualify Public Officers.

Prior Year Accomplishments

1. Due to the COVID-19 pandemic, the Town Clerk assisted other departments and the Moderator with the logistics/setup/execution of our outdoor Annual Town Meeting, held on Veteran’s Field. Ultimately, one Annual Town Meeting and one petition-driven Special Town Meeting were both safely held outdoors, with much success.

2. Utilized our Poll Pads (Ipad-based, electronic check-in systems) to streamline the check-in process at all Town Meetings and Elections. These Poll Pads greatly increased the speed of check-in at each of those events and the voters were very happy with the ease and speed of the check in process.

3. Election Events Included:
 - June 12, 2021 Annual Town Meeting
 - June 17, 2021 Annual Town Election
 - October 23, 2021 Special Town Meeting
 - Execution of Annual Town Census

Budget Statement

This fiscal year (FY2023) shows changes to the Town Clerk’s Elections budget which includes an increase due to more elections scheduled for FY2023 (which includes additional State-mandated In-Person Early Voting, a State Primary Election, and a State Election).

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	350	350	1,275	567	1,275	1,275	0.00%
Expenses	34,796	32,017	44,460	7,846	56,660	56,660	27.44%
Total Elections	35,146	32,367	45,735	8,413	57,935	57,935	26.68%

Department Detail



FY 2023 Budget

Dept - 162 Elections

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 162 Elections							
5110 Regular Wages- 4 Registrars	350	175	1,275	350	1,275	0	1,275
5120 Temporary Wages	0	0	0	217	0	0	0
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	350	175	1,275	567	1,275	0	1,275
5200 Purchase of Services	11,404	9,906	14,000	7,372	14,000	9,400	23,400
5205 Contracted - Janitors	2,369	0	2,400	0	2,400	0	2,400
5312 Traffic Control/Police Details	5,423	7,228	7,500	473	7,500	500	8,000
5343 Advertising	0	0	500	0	500	0	500
5344 Printing	5,149	5,462	6,000	0	6,000	2,300	8,300
5400 Operational Supplies	391	153	750	0	750	0	750
5700 Other Charges & Expenses	455.22	711.38	1050	0	1,050	0	1,050
5800 Capital Outlay-Operating	6,825	330	12,260	0	12,260	0	12,260
Expenses	32,017	23,791	44,460	7,846	44,460	12,200	56,660
Total Elections	32,367	23,966	45,735	8,413	45,735	12,200	57,935
Revenues							
State Grant - Elections	\$ 1,344	\$ 2,262					
Early Voting Reimbursement							
CARES Election Postage Reimb.		\$ 1,363					
Total Revenue	\$ 1,344	\$ 3,625	\$ -	\$ -			

FY 2023 Budget



**Division
General Government**

Summer Residents Advisory Committee

Department # 124

Program Description

The Summer Residents Advisory Committee (SRAC) is appointed by the Board of Selectmen, comprised of summer residents who are property owners and taxpayers but not registered voters in the Town of Chatham, Massachusetts. Chatham has a long history with summer residents, who in large numbers become permanent, voting members of the community. For sixty years summer residents have held an annual summer meeting to discuss matters of mutual concern and have their questions answered by Town officers. In 1996, the Town established the Non-Voting Taxpayers Advisory Committee (NVTAC), since renamed the Summer Residents Advisory Committee (SRAC), whose members, appointed to three-year terms, work to:

- * Give summer residents a voice
- * Give Selectmen the benefit of information and views
- * Give fresh outlooks to the Town
- * Take a position and make a case for or against Town matters.

Prior Year Accomplishments

For activities conducted and position papers/reports provided, please visit the webpage on the Town's website [Summer Residents Advisory Committee | Chatham MA \(chatham-ma.gov\)](http://www.chatham-ma.gov/SummerResidentsAdvisoryCommittee)

<https://youtu.be/M2WRjgU8L7w>
[SRAC Summer Town Meeting 2021](#)

Budget Statement

Expenses associated with the Summer Residents Advisory Committee.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	2,253	1,181	2,300	1,275	2,300	2,000	-13.04%
Total Summer Residents Advisory Committee	2,253	1,181	2,300	1,275	2,300	2,000	-13.04%

Department Detail



FY 2023 Budget

**Dept - 124
Summer Residents Advisory Committee**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 124 Summer Resident Advisory Committee							
Personnel Services	0	0	0	0	0	0	0
5200 Operating Expenses	1,181	1,205	2,300	1,275	2,300	-300	2,000
Expenses	1,181	1,205	2,300	1,275	2,300	-300	2,000
Total Summer Residents Advisory	1,181	1,205	2,300	1,275	2,300	-300	2,000

FY 2023 Budget



Division
General Government

Parking Clerk

Department # 125

Program Description

The Parking Clerk is responsible for the collection of parking fines, reviews ticket appeals and holds parking hearings primarily during the months of July and August.

The Parking Clerk is not a member of the Police Department.

Prior Year Accomplishments

1. In 2021 we returned to in person hearings for appeals, The number of violations issued increased with a lull in COVID activity and a busy tourist season.
2. Discussions initiated regarding modernizing parking violation system with Town Staff.
3. Working with the Treasurer's office we continued collecting past due fines through the Town Collector.

2021

798 Ticket issued
49 Waived (6.4%)

2020

387 tickets issued
28 Waived (7.2%)

Beach Parking Vio.	14	Beach Parking Vio.	32
Fish Pier Vio.	8	Fish Pier Vio.	8
100ft of Hydrant	4	100ft of Hydrant	1
Lighthouse over 30 min.	89	Lighthouse over 30 min.	127
Upon Crosswalk/Sidewalk	4	Upon Crosswalk/Sidewalk	1
Over 1ft from Curb	0	Over 1ft from Curb	1
Wrong Direction	15	Wrong Direction	7
Overnight Prohibited	1	Overnight Prohibited	10
Prohibited Area	140	Prohibited Area	25
Handicap-Posted Zone	3	Handicap-Posted Zone	3
Restricted-Sticker Only	137	Restricted-Sticker Only	112
Outside of Marked Area	379	Outside of Marked Area	60
Double Parking	3	Double Parking	0
Fine Total:	\$39,900.00	Fine Total:	\$19,350.00

Budget Statement

The Parking Clerk receives a stipend for services performed. The budget is level funded. The expense items are for the annual P.O. Box rental and printing of parking tickets. Revenues from fines are general fund local receipts.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	6,000	6,000	6,000	4,000	6,000	6,000	0.00%
Expenses	286	2,553	500	342	500	2,500	400.00%
Total Parking Clerk	6,286	8,553	6,500	4,342	6,500	8,500	30.77%

Department Detail



FY 2023 Budget

**Dept - 125
Parking Clerk**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 125 Parking Clerk							
5110 Regular Wages	6,000	6,000	6,000	4,000	6,000	0	6,000
Personnel Services	6,000	6,000	6,000	4,000	6,000	0	6,000
5200 Purchase of Services	2,553	2,697	500	342	500	2,000	2,500
Expenses	2,553	2,697	500	342	500	2,000	2,500
Total Parking Clerk	8,553	8,697	6,500	4,342	6,500	2,000	8,500
 Revenues							
Parking Fines	\$ 57,433	\$ 19,350	\$ 30,000	\$ 37,810	\$ 35,000		
Total Revenues	\$ 57,433	\$ 19,350	\$ 30,000	\$ 37,810	\$ 35,000		

FY 2023 Budget



Division
General Government

Sticker (Permit) Office

Department # 165

Program Description

The Sticker Office is responsible for the issuance of Transfer Station, Beach, Recycling and North Beach Off-Road Vehicle stickers and resident and non-resident commercial and recreational shellfish licenses. The Sticker Office processes in excess of 10,000 stickers and licenses yearly, accounting for \$750,000 to \$800,000 in annual revenue for those departments.

Prior Year Accomplishments

1. Successful implementation of on-line sticker sales.
2. Successfully processing over 11,500 permits through November.

Budget Statement

The proposed budget proposes and increase for additional 'in-person' hours at the sticker office; Saturday hours during the busy season. Taxpayers are encouraged to use the 'on-line' sticker application through City Hall Systems. This platform allows taxpayers to purchase stickers on-line, without the need of mailing in checks and receiving stickers back in the mail, or waiting in line to pick up beach/transfer station stickers from the office. The Division has 3 part-time seasonal staff.

Staffing History

FY2010	1 full time; 3 part time
FY2015	3 part time
FY2021	3 part time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	34,646	34,959	38,000	13,571	38,000	51,180	34.68%
Expenses	3,675	2,349	10,850	1,725	10,850	10,850	0.00%
Total Sticker (Permit) Office	38,321	37,308	48,850	15,296	48,850	62,030	26.98%

Department Detail



FY 2023 Budget

**Dept - 165
Sticker (Permit) Office**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept -165 Sticker (Permit) Office							
5110 Regular Wages	0	0	0	0	0	0	0
5120 Temporary Wages	34,959	33,224	38,000	13,571	38,000	13,180	51,180
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	34,959	33,224	38,000	13,571	38,000	13,180	51,180
5344 Printing	0	5,040	250	0	250	0	250
5400 Operational Supplies	2,060	10,433	10,000	1,388	10,000	0	10,000
5420 Office Supplies	20	293	200	245	200	0	200
5590 Uniforms	0	0	200	0	200	0	200
5705 Meetings/Dues & Travel	269	397	200	92	200	0	200
Expenses	2,349	16,163	10,850	1,725	10,850	0	10,850
Total Sticker (Permit) Office	37,308	49,388	48,850	15,296	48,850	13,180	62,030

FY2023 Salaries



FY 2023 Budget

Sticker (Permit) Office

	Position	Anniversary Date	Grade	Step	Periods/Hours	Rate of Pay	Salary	Longevity	Other	Total	
Seasonal											
	Lead Clerk										
	Seasonal				1,620	19.00	30,780.00			30,780.00	
	Clerks (3)										
	Seasonal				1,200	17.00	20,400.00			20,400.00	
							Totals	51,180.00	0.00	0.00	51,180.00



Section II - Public Safety

Police

Emergency Management

Animal Control

Fire

Cape and Island EMS

Oil Pollution

FY 2023 Budget



Division
Public Safety

Police

Department # 210

Program Description

The Chatham Police Department is committed to providing service excellence in law enforcement and community policing services to the citizens, visitors and businesses of Chatham by ensuring safety, enforcing laws and regulations fairly, and providing assistance to our community that is consistent with the Town’s vision of an attractive, tourist community. The Police Department goal is to provide these services in an efficient and effective manner that is financially responsible, making financial requests that are consistent with our mission and expectation of the community that we serve. The Police Department will use or request funds only for what is required to maintain a high level of professionalism and accomplish our mission.

Budget Statement

The FY2023 Police Department operating budget reflects contractual adjustments and increases for personnel (Police, Animal Control and Dispatchers).

There are increases in the Continuing Education and Uniform line items for training and uniforms for new officer recruits.

Staffing History

FY2010 - 27 total	5 Admin.	18 Officers	4 Dispatch
FY2015 - 26 total	4 Admin.	18 Officers	4 Dispatch
FY2021 - 27 total	4 Admin.	19 Officers	4 Dispatch

Prior Year Accomplishments

1. The Chatham Police Department (CPD) re-wrote and updated numerous department policies and procedures to comply with police reform requirements, including new use of force guidelines, as well as state certification status.
2. CPD has continued and deepened our partnership with the Council on Aging and the Fire Department on several endeavors to assist and help improve safety for the senior citizens of Chatham. Over the past year our partnership with the COA, known as the Chatham Elderly Working Group (CHEWG) has provided senior citizens with daily communication to assist with emergencies, health matters, security and safety, fraud prevention and awareness, as well as connecting seniors with outside resources. This collaboration has been very helpful to our senior population.
3. The Department sent one officer to Crash Reconstruction Training, who completed the training and is now working as part of the Cape Cod Crash Reconstruction Team investigating serious crashes and fatalities.
4. CPD graduated 3 officers from the Car Safety Seat Inspection Training Program to provide demos and instruction on the proper installation of cars seats for infants and young children this past year to enhance safety for our youth.
5. CPD completed our transition to a new telephone system that is cloud based with new recording hardware and software systems.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	2,587,864	2,551,126	2,828,118	1,364,456	3,005,614	3,005,614	6.28%
Expenses	139,261	140,788	195,000	69,166	195,000	218,400	12.00%
Total Police	2,727,125	2,691,915	3,023,118	1,433,622	3,200,614	3,224,014	6.65%

Department Detail



FY 2023 Budget

Dept - 210 Police

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 210 Police							
5110 Regular Wages-Administration	424,615	437,994	444,888	205,026	459,856	0	459,856
Regular Wages-Union	1,150,857	1,235,259	1,347,248	615,487	1,433,619	0	1,433,619
Regular Wages-Dispatcher	202,381	215,032	226,488	104,839	247,889	0	247,889
5116 Quinn -Administration	47,170	49,533	51,823	23,648	54,701	0	54,701
Quinn-Union	123,115	126,999	127,000	60,847	114,098	0	114,098
5120 Temporary-Regular	2,955	5,269	2,955	4,996	2,955	0	2,955
Temporary-Reserves	0	0	14,275	0	14,275	0	14,275
5121 Training Reserves	0	0	5,211	0	5,211	0	5,211
5130 Detective Stipend	0	0	5,000	0	5,000	0	5,000
Overtime-Union	424,756	422,890	335,000	201,310	335,000	50,000	385,000
Overtime-Dispatchers	14,412	17,331	20,000	9,143	20,000	0	20,000
5141 Longevity-Administration	4,300	4,600	4,900	4,900	5,100	0	5,100
Longevity-Union	12,200	12,300	13,000	4,800	14,100	0	14,100
Longevity-Dispatchers	500	600	700	700	800	0	800
5142 Holiday-Administration	18,548	20,730	19,641	8,087	20,295	0	20,295
Holiday-Union	55,728	58,897	70,443	37,333	74,680	0	74,680
Holiday-Dispatcher	9,017	10,453	10,446	4,066	11,434	0	11,434
5143 OIC Coverage	11,013	16,488	22,400	9,338	22,400	0	22,400
5144 Educational Incentive	17,500	25,000	40,000	30,000	47,500	0	47,500
5153 Sick Coverage OT	11,302	37,741	28,200	13,548	28,200	0	28,200
5161 Band Concerts/Special Events	20,758	0	22,000	13,391	22,000	0	22,000
5425 Fitness Test Stipend	0	0	16,500	13,000	16,500	0	16,500
Personnel Services	2,551,126	2,697,116	2,828,118	1,364,456	2,955,614	50,000	3,005,614

Department Detail



FY 2023 Budget

Dept - 210 Police

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5200 Purchase of Services	5,222	7,329	15,600	5,584	15,600	0	15,600
5309 Continuing Ed/Training/Seminars	17,493	10,916	24,100	8,680	24,100	14,400	38,500
5340 Telecommunications/Technology	28,572	36,513	49,400	24,899	49,400	0	49,400
5344 Printing	1,476	2,581	1,600	0	1,600	0	1,600
5345 Postage	750	872	1,000	202	1,000	0	1,000
5400 Operational Supplies	8,115	10,633	10,100	1,077	10,100	0	10,100
5420 Office Supplies	2,713	2,142	4,100	2,328	4,100	0	4,100
5481 Vehicle & Equip Maintenance	32,334	28,233	31,000	11,979	31,000	0	31,000
5581 Publications/Subscriptions/Book	0	77	1,000	35	1,000	0	1,000
5590 Uniforms	18,972	26,942	25,500	9,278	25,500	9,000	34,500
Uniforms- Reserves	78	0	2,000	52	2,000	0	2,000
5700 Other Charges & Expenses	944	319	1,500	31	1,500	0	1,500
5705 Meetings/Dues & Travel	11,584	6,681	10,000	5,021	10,000	0	10,000
5800 Capital Outlay	12,535	10,097	18,100	0	18,100	0	18,100
Expenses	140,788	143,336	195,000	69,166	195,000	23,400	218,400
Total Police	2,691,915	2,840,452	3,023,118	1,433,622	3,150,614	73,400	3,224,014

Revenues

CoMIRS Radio Grant				\$ 40,536		
Police Misc. Fees	\$ 3,944	\$ 4,845	\$ 4,000	\$ 1,885	\$ 4,000	
Detail Admin Fee	\$ 19,966	\$ 16,603	\$ 24,800	\$ 6,728	\$ 15,000	
Film Permit Fee	\$ 150	\$ 50	\$ -	\$ -	\$ 100	
Firearm License Fee	\$ 11,662	\$ 16,300	\$ 4,075	\$ 3,200	\$ -	
Total Revenues	\$ 35,722	\$ 37,798	\$ 32,875	\$ 52,349	\$ 19,100	

FY2023 Salaries



FY 2023 Budget

Police

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Quinn/ Education	Holiday	Total
Chief	1/16/2006	Contract		26.6	6,435.00	172,371.00			7,776.14	180,147.14
	<i>Retirement 6/30/22</i>									
Deputy Chief										
M.D. Anderson	7/22/1996	13	5	5.1	4,368.80	22,280.88		25%		
	<i>Step date 9/7/2018</i>									
			6	21.5	4,477.60	96,268.40	2,000.00	29,637.32	6,775.34	156,961.94
Lieutenant										
A.B.Goddard	7/29/1997	10	7	5.1	3,695.64	18,847.76		25%		
	<i>Step date 9/7/2018</i>									
			8	21.5	3,786.28	81,405.02	2,000.00	25,063.20	5,743.58	133,059.56
Administrative Assistant										
M. A. Boutin	7/1/2006	PP 5	7	2.5	2,574.40	6,436.00				
	<i>Step date 8/6/2020</i>									
			8	23.6	2,637.60	62,247.36	1,100.00			69,783.36
Total Administration						459,856.42	5,100.00	54,701.02	20,295.05	539,951.99
Sergeant										
W.R. Glover	6/15/1981	SGT	Max +20%	26.1	3,443.89	89,885.53	2,000.00		4,224.62	96,110.15
Sergeant								25%		
S.A Harris	5/3/2000	SGT	Max +20%	26.1	3,443.89	89,885.53	1,800.00	22,471.38	5,248.59	119,405.50
Sergeant/School Resource Officer								25%		
W.G. Massey	4/20/2005	SGT	Max +20%	26.1	3,443.89	89,885.53	1,300.00	22,471.38	5,225.61	118,882.52

FY2023 Salaries



FY 2023 Budget

Police

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Quinn/ Education	Holiday	Total
Sergeant								25%		
L.F.Malzone	9/18/2006 5/6/2019	SGT	Max +20%	26.1	3,443.89	89,885.53	1,100.00	22,471.38	5,216.41	118,673.32
Sergeant								20%		
S.P.Ryder	5/13/2009 5/6/2019	SGT	Max +20%	26.1	3,443.89	89,885.53	900.00	17,977.11	5,000.58	113,763.22
Patrolman										
J.R.Whittle	9/15/1988	PTL	9	26.1	2,869.91	74,904.65	2,000.00		3,535.85	80,440.50
Patrolman								20%		
W.S.Little	1/20/2003	PTL	9	26.1	2,869.91	74,904.65	1,500.00	14,980.93	4,201.64	95,587.22
Patrolman										
J.S.Wisniewski	9/18/2006	PTL	9	26.1	2,869.91	74,904.65	1,100.00		3,494.47	79,499.12
Patrolman								25%		
G.E.Phillips	10/21/2008	PTL	9	26.1	2,869.91	74,904.65	900.00	18,726.16	4,346.24	98,877.06
Patrolman										
C.R.Merigan	1/25/2013	PTL	9	26.1	2,869.91	74,904.65	300.00	10,000.00	3,917.46	89,122.11
Patrolman										
C.P.Vardakis	3/18/2014	PTL	9	26.1	2,869.91	74,904.65			3,443.89	78,348.54
Patrolman										
J.A.Amara	9/10/2014	PTL	9	26.1	2,869.91	74,904.65		7,500.00	3,788.72	86,193.37

FY2023 Salaries



FY 2023 Budget

Police

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Education	Holiday	Total
Dispatcher										
E.C.Hemeon	10/22/2009	DISP	9	26.1	2,678.40	69,906.24	800.00		3,250.86	73,957.10
Dispatcher										
R. Reynolds	2/21/2017	DISP	6	17.0	2,350.40	39,956.80				
			7	9.1	2,436.80	22,174.88			2,856.63	64,988.31
Dispatcher										
J. Carran	11/15/2018	DISP	5	10.0	2,262.40	22,624.00				
			6	16.1	2,350.40	37,841.44			2,780.02	63,245.46
Dispatcher										
M. Casale	4/23/2019	DISP	4	21.1	2,088.80	44,073.68				
			5	5.0	2,262.40	11,312.00			2,546.47	57,932.15
Total Dispatch						247,889.04	800.00	0.00	11,433.98	260,123.02
Total Police Salaries						2,101,453.59	18,800.00	216,299.36	102,442.19	2,478,651.65

FY 2023 Budget



**Division
Public Safety**

Emergency Management

Department # 216

Program Description

In recent years, we have experienced several challenging events; Nor'easters, tornadoes and a pandemic that have proven the necessity of our dedicated Emergency Management Division. The mission of Emergency Management is Preparedness, Response, Recovery and Mitigation for natural and man-made disasters. The Chatham Emergency Management Division has developed plans and guidance to be better prepared for how Chatham deals with these events.

The Emergency Management Division is headed by the Chatham Fire Chief who serves as the Emergency Management Director. It consists of a part-time Emergency Manager appointed by the Town Manager who coordinates with First Responders and other Town Departments. The Director works in partnership with Deputy Emergency Management Directors representing Police and Harbormaster Divisions, under the direction of the Town Manager.

The Emergency Manager coordinates local first responders such as Chatham Police, Fire, Harbormaster, DPW, Building, Health, other Town Divisions, federal, state and local agencies. Our Emergency Manager serves on the Barnstable County Emergency Planning Committee (BCREPC), and is our link to coordination with the Massachusetts Emergency Management Agency (MEMA), Federal Emergency Management Agency (FEMA), U.S. Fish & Wildlife, and our utility companies - Eversource, National Grid, Verizon and Comcast.

Budget Statement

As we continue to implement the "best practice" emergency preparedness needs of Chatham, in spite of the great strides we have made, our "to do" list still needs much more time than the part time hours available allow.

We continue to increase our preparedness by exercising and modifying the Comprehensive Emergency Plan, offering additional CERT (Citizen Emergency Response Team) training programs which prepares citizens to help us with tasks such as shelter and warming/cooling station staffing, to exercise our current CERT members, and for EOC support training and exercises. The expense budget provides support the CERT team equipment needs and CERT training,

Staffing History

FY2010	<i>included in public safety personnel duties</i>
FY2015	<i>included in public safety personnel duties</i>
FY2021	1 part time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	19,310	24,166	39,150	19,500	42,750	42,750	8.42%
Expenses	6,793	6,102	13,700	1,448	13,700	10,100	-35.64%
Total Emergency Management	26,103	30,267	52,850	20,948	56,450	52,850	0.00%

FY 2023 Budget

**Division
Public Safety**

Emergency Management

Department # 216

Prior Year Accomplishments

1. The Emergency Manager has become Certified through MEMA as a State instructor for all levels of the Incident Command System (ICS). He can now deliver this training to various Town Departments at a significant saving.
2. Emergency Management continued to advance and support the capabilities of the CERT team. The BOCH CERT is recognized by Barnstable County as a model.
 - a. Membership has increased and currently has 55 active members.
 - b. Support is at outstanding levels through monthly trainings and meetings. Members were certified in sheltering management, first aid, CPR, AED, and Logistics Point of Distribution.
 - c. The CERT was utilized continually for vaccine clinics, food distribution and other pertinent areas.
3. Emergency Management Director, Deputies and Manager were trained in the use of the new Eversource Web Portal. The portal provides live interaction between the utility and Chatham Police and Fire.
4. Deputy Chief Tavano developed an interactive spreadsheet through TEAMS to be used during storms and other emergencies. This interactive tool updates wires down, trees down and road closures by various town departments to reduce redundancy of effort.
5. The Emergency Manager developed and delivered Tabletop Exercises throughout the year to enhance capabilities and rehearse the response to several types of events. Our Winter storm transition from Personal Care Site to Regional Shelter TTX is now being utilized by Barnstable County to ready other towns and communities. Mass Maritime interns aided in the development of the exercises.

Department Detail



FY 2023 Budget

**Dept - 216
Emergency Management**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 216 Emergency Management							
5110 Regular Wages	24,166	39,000	39,150	19,500	39,150	0	39,150
5120 Temporary Wages	0	0	0	0	0	3,600	3,600
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	24,166	39,000	39,150	19,500	39,150	3,600	42,750
5400 Operational Supplies	5,642	8,151	8,700	522	8,700	-1,600	7,100
5481 Vehicle & Equip Maint	0	0	2,000	274	2,000	-2,000	0
5581 Publications/Subscriptions	0	0	100	0	100	0	100
5590 Uniforms	0	0	350	294	350	0	350
5700 Other Charges & Expenses	109	0	550	112	550	0	550
5705 Meetings/Dues & Travel	60	0	2,000	246	2,000	0	2,000
Expenses	6,102	8,151	13,700	1,448	13,700	-3,600	10,100
Total Emergency Management	30,267	47,151	52,850	20,948	52,850	0	52,850
Grants							
EMPG Radio Grant	\$ 2,460	\$ 6,617			\$ 5,945		
Tornado Relief Assistance	397330	\$ -					
FEMA/MEMA Storm Grant	\$ 79,495	\$ -					
Total Grants	\$ 479,285	\$ 6,617	\$ -	\$ -	\$ 5,945		

FY 2023 Budget



**Division
Public Safety**

Animal Control

Department # 215

Program Description

The Animal Control Officer is a non-sworn position within the Police Department that provides the citizens of Chatham with services that include the enforcement and resolution of animal complaints and violations, assistance with injured animals and educational assistance for the proper care of animals.

Prior Year Accomplishments

The Animal Control Officer responded to calls for animal related services took enforcement actions and resolved numerous animal complaints during calendar year 2021. In addition, the Animal Control Officer continued to provide educational assistance to the community and to the schools on animal laws and safety and prevention topics.

Budget Statement

The budget of the Animal Control Officer is level service, with contractual step increase for salaries. There is a small decrease in expense line items based on prior year actuals.

Staffing History

FY2010	1 full time
FY2015	1 full time
FY2021	1 full time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	51,268	58,018	63,738	31,056	67,823	67,823	6.41%
Expenses	1,054	270	1,450	365	1,450	950	-34.48%
Total Animal Control	52,321	58,288	65,188	31,421	69,273	68,773	5.50%

Department Detail



FY 2023 Budget

Dept - 215 Animal control

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 215 Animal Control							
5110 Regular Wages	54,895	60,049	61,238	28,373	64,823	0	64,823
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	3,122	7,305	2,500	2,683	2,500	500	3,000
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	58,018	67,355	63,738	31,056	67,323	500	67,823
5200 Purchase of Services	0	0	800	0	800	-500	300
5400 Operational Supplies	270	257	400	0	400	0	400
5481 Vehicle & Equipment Supplies	0	0	250	365	250	0	250
Expenses	270	257	1,450	365	1,450	-500	950
Total Animal Control	58,288	67,612	65,188	31,421	68,773	0	68,773

FY2023 Salaries



FY 2023 Budget

Animal Control

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Animal Control Officer									
Diane Byers	9/21/2015	DISP	7	6	2,436.80	14,620.80			64,822.56
			8	20.1	2,497.60	50,201.76			
Totals						64,822.56	0.00	0.00	64,822.56

FY 2023 Budget



**Division
Public Safety**

Fire

Department # 220

Program Description

The Chatham Fire Rescue Department is a community driven organization, dedicated to providing protection of life, property, and the environment through community risk reduction, and advanced medical care and fire suppression. The Fire Department provides protection from medical emergencies, fires, explosions, hazardous materials, and man-made and natural disasters. The Fire Department conducts fire and life-safety inspections; enforces codes and ordinances; investigates fires, gathers and preserves evidence; and provides public education.

The Chatham Fire Rescue Department is a “Full-Service, All-Risk” fire protection and emergency services organization. We do not subscribe to a specialized “one person, one job” or “single role” model by training and equipping all our personnel to perform multiple missions, proudly providing our residents, business owners, and visitors a value-added return on investment. The Department’s goal is to provide the highest level of public safety possible with the resources allocated to the department.

Our firefighters, EMTs, and paramedics hold themselves and each other to a high level of ethical standard, with professionalism, integrity, and compassion being at the core of every decision we make.

Staffing History

FY2010 - 28 total	3 Admin.	25 Firefighter/EMT
FY2015 - 26 total	2 Admin.	24 Firefighter/EMT
FY2021 - 28 total	2 Admin	26 Firefighter/EMT

Budget Statement

The operational budget funds salaries for 32 full time members and a small number of call personnel, as well as related expenses for the operation of the Fire Department. This budget sustains our ability to provide the current quality services provided by the men and women of the Fire Department, to continue to provide training and officer development opportunities to members of the Department, and proactive safety training to you, our customers. The budget reflects contractual increases to salary costs and the associated impact on benefits and overtime, and continuation of the overtime funds necessary to maintain daily on duty staff and recall of off duty personnel required to respond to emergencies.

There is a minor increase in the overtime line that reflects the 3% change in overtime rates associated with contractual salary obligations. Small additions to our expense line items are due to the increased costs of goods and services projected by our vendors/suppliers.

The FY23 budget includes the addition of two Firefighter EMT positions to round out our current shift strength to 7. With the two additional firefighters added last year we are still two personnel short of the full complement. The Dept. responded to a record number of calls for service in FY22. We are requesting the reinstatement of the administrative assistant position, vacant since 2014, on a part-time basis. Since that time, the Fire Chief and Deputy Fire Chief have been tasked with performing, among other office tasks, payroll, accounts payable, accounts receivable, correspondence, records requests. Time spent doing office tasks prevent the Chief and Deputy from having the time/attention better used for short- and long-range planning, asset management, operations, mentoring staff officers, and community involvement. The Fire Prevention Officer spends a great deal of time processing permits, inspections records, and scheduling appointments; this time would be better spent conducting additional safety inspections throughout the community.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	3,014,568	3,135,931	3,458,391	1,645,743	3,697,280	3,697,280	6.91%
Expenses	425,048	442,204	495,300	210,793	505,146	505,146	1.99%
Total Fire	3,439,616	3,578,135	3,953,691	1,856,536	4,202,426	4,202,426	6.29%

FY 2023 Budget



**Division
Public Safety**

Fire

Department # 220

Prior Year Accomplishments

1. Promotions and New Hires - With our commitment to professionally developing our members we recommended and the Town Manager promoted Lieutenant Ryan Clarke to Captain of group 2. Firefighter James Young was promoted to Lieutenant of Group 3 and Paramedic Mark Heller was promoted to EMS Captain. In addition, we hired three outstanding new Firefighters. Louis Carlo, a Chatham native who worked previously in Brewster. Dustin McGlenn who hails from Marion Fire and Conner Brickley, a new firefighter that is currently attending the Fire Academy in Stowe MA. These positions were created by the departure of two firefighters and the departure (and promotion) of Captain Wirtz to Fire Chief of the Town of Oak Bluffs.

2. Grants - Awarded a "Student Awareness of Fire Education" (SAFE) grant in the amount of \$4,692, used to fund the Fire Department school and public education program. A "Senior SAFE" grant in the amount of \$2,480 to educate senior citizens about fire safety, injury prevention and wellness programs. A Federal Assistance to Firefighters grant of \$74,859 to allow us to purchase "Lucas" CPR delivery devices. The "Lucas" devices deliver quality chest compressions enroute to the hospital so Paramedics can remain seat belted in the back of the ambulance. A CoMIRS radio grant in the amount of \$47,514 used to upgrade 11 portable radios and 9 mobile radios for CFD and the Harbormaster. Awarded \$2700 from a MA Emergency Planning Grant for the purchase of ballistic vests, helmets, and goggles for active shooter incidents. Awarded \$12,500 from MA Division of Fire Services for the purchase of fire helmets, gloves, hoods, battery operated saws, marine radios, and portable radio batteries. The grant funds awarded, totaled \$144,746

3. We established the position of Senior Life Safety Education Coordinator. Firefighter/Paramedic Rachel McGrath has worked in coordination with the Council on Aging to develop programs that will ensure the safety of our Senior population.

4. The Department, in conjunction with the BOCH CERT Team, Council on Aging, Chatham Housing Authority and Outer Cape Health Services sponsored numerous vaccination clinics and testing sites. The clinics were established to help vaccinate people in low-income housing, senior housing, homebound individuals, and Town employees. CFD Paramedics and EMT's administered the tests and delivered the vaccines. EMS Captain Heller and Health Agent Judy Giorgio were instrumental in organizing these clinics.

5. We continue our long-term goal of providing our firefighters with professional development opportunities and certification, and our Officers with more advanced training. We have been able to send 3 members to the prestigious National Fire Academy for Incident Command and Control, Fireground Safety Officer and Fire Prevention training.

Department Detail



FY 2023 Budget

**Dept - 220
Fire**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 220 Fire							
5110 Regular Wages - Non-Union	234,683	243,040	256,162	117,362	270,338	25,000	295,338
Regular Wages - Union	1,797,940	1,926,316	2,077,454	904,737	2,108,915	122,420	2,231,335
5120 Temporary	0	0	10,000	0	10,000	0	10,000
5121 Training - Non-Union	0	400	8,000	0	8,000	0	8,000
Training - Union	84,369	53,845	85,000	32,859	85,000	2,550	87,550
5130 Overtime - Union	607,756	643,558	665,000	401,737	665,000	19,950	684,950
5141 Longevity - Non-Union	1,800	0	1,000	3,000	1,200	0	1,200
Longevity - Union	19,175	19,150	22,675	10,575	22,675	0	22,675
5142 Holiday - Non-Union	10,497	11,972	11,556	5,772	12,196	0	12,196
Holiday - Union	107,244	118,599	119,394	56,220	127,937	0	127,937
5143 Shift Differential	1,797	219	1,200	634	1,200	0	1,200
5144 Education - Non-Union	1,800	0	1,800	0	1,800	0	1,800
Education - Union	29,325	31,850	30,050	30,550	31,300	0	31,300
5146 EMT/Paramedic - Non-Union	8,600	1,550	3,100	3,974	3,100	0	3,100
EMT/Paramedic - Union	133,300	132,700	144,800	65,950	151,000	0	151,000
5148 Special Teams	14,359	5,868	15,000	5,425	15,000	5,000	20,000
5154 Stipends	5,000	6,550	5,000	0	5,000	1,500	6,500
5155 Sick Day Incentive - Non-Union	317	0	1,200	0	1,200	0	1,200
5195 Injury Pay	77,968	30,723	0	6,947	0	0	0
Personnel Services	3,135,931	3,226,341	3,458,391	1,645,743	3,520,860	176,420	3,697,280

Department Detail



FY 2023 Budget

Dept - 220 Fire


Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5200 Purchase of Services	40,999	28,793	45,035	25,392	45,035	0	45,035
5202 Ambulance Billing	24,873	22,005	25,000	12,063	25,000	0	25,000
5289 Solid Waste Disposal	0	0	0	0	0	0	0
5309 Continuing Ed/Training/Seminars	12,290	7,957	16,250	5,163	16,250	2,500	18,750
5340 Telecommunications	0	0	0	0	0	0	0
5345 Postage	40	145	200	19	200	0	200
5400 Medical Supplies	63,907	63,784	77,938	31,003	77,938	3,897	81,835
5420 Office Supplies	2,022	2,194	3,000	312	3,000	150	3,150
5481 Vehicle & Equipment Maintenance	59,942	60,435	65,961	28,094	65,961	3,299	69,260
5581 Publications/Subscriptions/Books	0	0	100	26	100	0	100
5590 Uniforms	27,963	27,685	43,516	10,988	43,516	0	43,516
5700 Other Charges & Expenses	215	0	1,000	70	1,000	0	1,000
5705 Meetings/Dues/Travel	1,128	1,303	3,000	563	3,000	0	3,000
5800 Capital Outlay	208,825	97,100	213,300	97,100	213,300	0	213,300
5801 Fire Prevention/Code Enforcement	0	0	1,000	0	1,000	0	1,000
Expenses	442,204	311,400	495,300	210,793	495,300	9,846	505,146
Total Fire	3,578,135	3,537,741	3,953,691	1,856,536	4,016,160	186,266	4,202,426

Revenues

Ambulance Revenue	\$ 640,076	\$ 550,020	\$ 600,000	\$ 362,628	\$ 600,000
Inspections/permits	\$ 21,171	\$ 27,840	\$ 20,000	\$ 12,065	\$ 20,000
Fire Lock Box		\$ 244	\$ 200	\$ 365	\$ 200
DFS Fire Equipment Grant				\$ 12,405	
CoMIRS Radio Grant				\$ 43,814	
FEMA - Asst to FF Grant	\$ 107,336	\$ 8,914	\$ 8,914	\$ 111,050	
Safe Grant	\$ 2,460	\$ 13,485	\$ 6,313	\$ 365	
Total Revenue & Grants	\$ 771,043	\$ 600,503	\$ 635,427	\$ 542,692	\$ 620,200

FY2023 Salaries

		FY 2023 Budget				Fire					
		Position	Anniversary Date	Step	Pay Periods	Rate of Pay	Salary	Longevity	EMT Medic	Education	Holiday
ADMINISTRATION											
DePasquale, D	9/3/1996	Contract	26.6	5,781.60	153,790.56					6,937.92	160,728.48
Tavano, J	6/16/2006	13-5	23.5	4,368.80	116,547.36	1,000.00	3,100.00	1,800.00	5,257.78	127,705.14	
		13-6	3.1	4,477.60							
Admin Asst (p/t)					25,000.00						25,000.00
Total Administration					295,337.92	1,000.00	3,100.00	1,800.00	12,195.70	313,433.62	
Captain											
Ready, D	6/10/1992	2	26.1	3,367.04	87,879.74	2,000.00	6,000.00	1,800.00	5,050.56	102,730.30	
Higgins, M	3/1/2003	2	26.1	3,367.04	87,879.74	1,600.00	6,000.00	1,375.00	5,050.56	101,905.30	
Silvester, R	7/1/2005	2	26.1	3,367.04	87,879.74	1,200.00	6,000.00	1,800.00	5,050.56	101,930.30	
Clarke, R	7/16/2007	1	26.1	3,367.04	87,879.74	1,000.00	6,000.00	1,800.00	5,050.56	101,730.30	
Lieutenant											
Smith, G	7/1/2002	2	26.1	3,067.44	80,060.18	1,400.00	3,100.00	1,500.00	4,601.16	90,661.34	
Holmes, R	7/4/2004	2	26.1	3,067.44	80,060.18	1,200.00	3,100.00	1,800.00	4,601.16	90,761.34	
Long, S	7/1/2005	2	26.1	3,067.44	80,060.18	1,100.00	6,000.00	1,800.00	4,601.16	93,561.34	
Young, J	7/1/2013	2	26.1	3,067.44	80,060.18	350.00	6,000.00	1,125.00	4,601.16	92,136.34	
Inspector											
Shevory, R	7/1/2005	2	26.1	3,367.04	87,879.74	1,100.00	3,100.00	1,800.00	5,050.56	98,930.30	
EMS Captain											
Heller, M	6/1/2004	2	26.1	3,367.04	87,879.74	1,200.00	6,000.00	1,800.00	5,050.56	101,930.30	

FY2023 Salaries




FY 2023 Budget

Fire

Position	Anniversary Date	Step	Pay Periods	Rate of Pay	Salary	Longevity	EMT Medic	Education	Holiday	Total
Firefighter										
Moore, K	9/3/1996	6	26.1	2,853.42	74,474.26	2,000.00	3,100.00		4,280.13	83,854.39
Delande, W	5/5/2000	6	26.1	2,853.42	74,474.26	1,700.00	6,000.00		4,280.13	86,454.39
Hunter, T	6/1/2003	6	26.1	2,853.42	74,474.26	1,400.00	3,100.00	1,800.00	4,280.13	85,054.39
Henderson, S	7/14/2003	6	26.1	2,853.42	74,474.26	1,400.00	6,000.00	1,800.00	4,280.13	87,954.39
Bates, V	7/1/2005	6	26.1	2,853.42	74,474.26	1,200.00	6,000.00		4,280.13	85,954.39
Ruggiere, N	10/25/2010	6	26.1	2,853.42	74,474.26	700.00	6,000.00	1,800.00	4,280.13	87,254.39
Field, W	8/6/2012	6	26.1	2,853.42	74,474.26	500.00	6,000.00		4,280.13	85,254.39
Fietz, H	1/4/2016	6	26.1	2,853.42	74,474.26		6,000.00	775.00	4,280.13	85,529.39
Lopriore, M	8/1/2016	6	26.1	2,853.42	74,474.26		6,000.00	1,025.00	4,280.13	85,779.39
McGrath, R	8/1/2016	6	26.1	2,853.42	74,474.26		6,000.00	1,075.00	4,280.13	85,829.39
Pelkey, N	7/17/2017	6	26.1	2,853.42	74,474.26		6,000.00		4,280.13	84,754.39
Bono, J	1/8/2018	5	13.6	2,726.37	72,746.38		6,000.00	1,800.00	4,180.83	84,727.21
		6	12.5	2,853.42						
Ricotta, S	6/12/2019	4	25	2,400.26	62,782.47		3,100.00	1,025.00	3,608.19	70,515.66
		5	1.1	2,523.61						
Carlo, Louis	7/1/2021	2	6	2,345.21	63,763.69		6,000.00		3,664.58	73,428.27
	9/16/2021	3	20.1	2,472.26						
McGlinn, Dustan	7/1/2021	2	26.1	2,345.21	61,209.98		3,100.00		3,517.82	67,827.80
Brickley, Connor	9/7/2021	1	4.4	2,218.16	60,650.96		3,100.00		3,485.69	67,236.65
		2	21.7	2,345.21						
Goncalves, Joao	3/21/2022	1	26.1	2,218.16	57,893.98		3,100.00		3,327.24	64,321.22
Devlin, Thomas	5/24/2022	1	26.1	2,218.16	57,893.98		3,100.00		3,327.24	64,321.22
Requested	7/1/2022	2	26.1	2,345.21	61,209.98		6,000.00	1,800.00	3,517.82	72,527.80
Requested	7/1/2022	2	26.1	2,345.21	61,209.98		6,000.00	1,800.00	3,517.82	72,527.80
Total Union					2,226,097.48	21,050.00	151,000.00	31,300.00	127,936.64	2,557,384.11
Total Fire Department Salaries					2,521,435.40	22,050.00	154,100.00	33,100.00	140,132.33	2,870,817.73

FY 2023 Budget

 <p>Division Public Safety</p>	<p>Cape and Island EMS</p>	<p>Department # 222</p>
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<p>Program Description</p> <p>Cape and Islands EMS is a County wide organization which allows each town to operate their ambulances under the direction of a medical physician. CIEMS additionally provides communication with medical control between the ambulance personnel and the emergency room at Cape Cod Hospital, narcotic distribution and control with the Cape Cod Hospital Pharmacy, QA and QI inspections of patient care reports and oversees re-certification training for EMT's and Paramedics.</p>	<p>Prior Year Accomplishments</p> <p>Not Required</p>
<p>Budget Statement</p> <p>This budget reflects the annual per capita assessment.</p>	

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	FY2022 - Town Manager	% Difference
Personnel Services	0	0	0	0	0	0		0.00%
Expenses	5,990	0	5,990	4,333	5,990	5,990		0.00%
Total Cape and Islands EMS	5,990	0	5,990	4,333	5,990	5,990		0.00%

Department Detail



FY 2023 Budget

**Dept - 222
Cape and Islands EMS**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 222 Cape and Islands EMS							
Personnel Services	0	0	0	0	0	0	0
5500 C&I EMS	0	4,859	5,990	4,333	5,990	0	5,990
Expenses	0	4,859	5,990	4,333	5,990	0	5,990
Total Cape and Islands EMS	0	4,859	5,990	4,333	5,990	0	5,990

FY 2023 Budget



**Division
Public Safety**

Oil Pollution Control

Department # 224

Program Description

The oil pollution budget funds the restocking fees associated with our hazardous waste and oil pollution trailer. This Trailer is stocked with multiple types of boom used to control and absorb hazardous waste on land and water, absorbent pads, a de-watering pump and generator.

Prior Year Accomplishments

Not Required

Budget Statement

The request is for a level funded budget. These funds are only used when replenishment is necessary. Budget decreased in FY2020 due to prior year actuals.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	448	0	500	0	500	500	0.00%
Total Oil Pollution Control	448	0	500	0	500	500	0.00%

Department Detail



FY 2023 Budget

**Dept - 224
Oil Pollution control**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 224 Oil Pollution Control							
Personnel Services	0	0	0	0	0	0	0
5400 Operational Supplies	0	43	500	0	500	0	500
Expenses	0	43	500	0	500	0	500
Total Oil Pollution Control	0	43	500	0	500	0	500



Section III - Community Development

Community Development

Economic Development - Chamber of Commerce

FY 2023 Budget



Division
Community Development

Community Development

Department # 240

Program Description

The Department of Community Development is responsible for a wide range of functions associated with land use and development. These functions include building inspections, site planning, zoning, signage, long range planning, and historic preservation. Department staff provides technical assistance and support to the Zoning Board of Appeals, Planning Board, Historical Commission, Historic Business District Commission, Affordable Housing Committee, Committee for the Disabled, Bikeways Committee, Local State Building Code Board of Appeals, Economic Development Committee and other advisory committees. Many of the Department's functions involve interaction with the public; ranging from attorneys, engineers and surveyors, and contractors to property owners, realtors and property managers. The overall focus of department activities is guiding and managing development in accordance with State law, the regulations and plans ratified by Town Meeting, including planning and permitting oversight and inspection and enforcement activities.

Budget Statement

Long range planning, implementation of the Comprehensive Plan, Affordable and Attainable Housing and strengthening the support provided to the four land-use regulatory boards and commissions the department supports continue to be priorities for the department.

The proposed budget includes a new position - Housing & Sustainability Director - accounting for the the increase in salaries line item. Other than contractual increases for salaries and a small increase for Continuing Education line item the budget is level funded.

Plumbing Inspectors and Alternate Electrical and Building Inspectors are contracted and paid through the Inspectional Revolving Fund. These Inspectors are paid on a per inspection basis.

Prior Year Accomplishments

1. Completed Chatham's Five-Year Cycle Visit for the National Flood Insurance Program's Community Rating System and improved Class Rating from a Class 8 to a Class 7. This improvement will result in an increase from 10% to 15% reduction in Flood Insurance Rates for Flood Insurance Policy Holders in Chatham.
2. Completed Americans with Disabilities Self-Evaluation and Transition Plan.
3. Processed 1,135 Building Permits, 1,301 Plumbing/Gas Permits and 1,015 Electrical Permits and 4,278 combined inspections related to those permits.
4. Received Town Meeting Approval for three Home Rule Petitions Relating to Housing Initiatives.
5. Received Housing Choice Small Town Grant for a Feasibility Study to assess land designated for Affordable & Attainable Housing.

Staffing History

FY2010	10 full time	1 part time + 2 inspectors
FY2015	9 full time	2 inspectors (part time)
FY2021	8 full time*	2 inspectors (per call)
*(reflects move of GIS Coordinator to DPW Dept (Principal Projects & Operations)		
FY2023	9 full time	2 inspectors (per call)

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	663,565	715,736	682,183	318,253	697,606	790,292	15.85%
Expenses	47,492	45,478	92,800	30,017	94,800	94,800	2.16%
Total Community Development	711,057	761,215	774,983	348,271	792,406	885,092	14.21%

Department Detail



FY 2023 Budget

Dept - 240 Community Development

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 240 Community Development							
5110 Regular Wages	711,791	734,091	675,083	317,253	690,306	92,686	782,992
5120 Temporary Wages	0	0	1,200	0	1,200	0	1,200
5130 Overtime	1,646	206	4,000	0	4,000	0	4,000
5141 Longevity	2,300	2,550	1,900	1,000	2,100	0	2,100
Personnel Services	715,736	736,847	682,183	318,253	697,606	92,686	790,292
5200 Purchase of Services	0	16,478	25,000	11,093	25,000	0	25,000
5309 Continuing Education	708	184	2,000	449	2,000	2,000	4,000
5340 Telecommunications	0	0	0	0	0	0	0
5343 Advertising	14,806	19,234	15,000	6,912	15,000	0	15,000
5344 Printing	1,999	1,867	4,000	1,510	4,000	0	4,000
5420 Office Supplies	12,573	10,900	13,000	5,606	13,000	0	13,000
5430 Building & Grounds	0	0	0	0	0	0	0
5481 Vehicle Equip & Maintenance	149	251	500	248	500	0	500
5581 Publications & Subscriptions	1,622	235	1,000	250	1,000	0	1,000
5705 Meetings. Dues & Travel	6,227	2,345	5,000	947	5,000	0	5,000
5800 Capital Outlay	7,394	5,323	27,300	3,002	27,300	0	27,300
Expenses	45,478	56,817	92,800	30,017	92,800	2,000	94,800
Total Community Development	761,215	793,664	774,983	348,271	790,406	94,686	885,092

Department Detail



FY 2023 Budget

**Dept - 240
Community Development**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Revenues							
Building Permits	\$ 304,238	\$ 420,518	\$ 375,000	\$ 218,454	\$ 400,000		
Gas Permits	\$ 23,795	\$ 26,683	\$ 17,250	\$ 11,783	\$ 20,000		
Plumbing Permits	\$ 30,946	\$ 33,033	\$ 25,000	\$ 15,291	\$ 30,000		
Wiring Permits	\$ 53,704	\$ 67,415	\$ 50,000	\$ 35,190	\$ 55,000		
Permits - Other	\$ 1,225	\$ 1,725	\$ 1,750	\$ 650	\$ 1,750		
Copies							
Sealer Fees							
ZBA Fees	\$ 14,500	\$ 19,900	\$ 15,000	\$ 5,925	\$ 15,000		
Historic Commission Fees							
HBDC Fees	\$ 2,285	\$ 3,430	\$ 2,000	\$ 680	\$ 2,000		
Planning Board Fees	\$ 2,450	\$ 1,950	\$ 4,000	\$ 1,650	\$ 4,000		
Total Revenues	\$ 433,143	\$ 574,654	\$ 490,000	\$ 289,622	\$ 527,750		

FY2023 Salaries



FY 2023 Budget

Community Development

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Director of Community Development									
Kathleen Donovan	10/17/2016	PP 15	7	18.1	5,301.60	95,958.96			
	<i>step date 3/10/17</i>		8	8.5	5,437.60	46,219.60			142,178.56
Building Commissioner									
Jay Briggs	11/27/2017	11	8	11.0	4,017.40	44,191.40			
			9	15.1	4,120.00	62,212.00			106,403.40
Secretary, Inspections Div.									
Christina Bassett	1/4/2013	4	8	13.1	2,120.30	27,775.93			56,221.27
			9	13.0	2,171.40	28,445.34			
Local Inspector									
Richard Flores	7/9/2018	8	5	0.1	3,003.20	300.32			80,338.72
			6	26.0	3,078.40	80,038.40			
Wiring Inspector									
	<i>Vacant from inspectional revolving fund</i>								
Deputy Wiring Inspector									
	<i>Pete Winkler from inspectional revolving fund</i>								
Plumbing & Gas Inspector									
	<i>Eric Olkkola from inspectional revolving fund</i>								
Plumbing & Gas Inspector (Alternate)									
	<i>Vacant from inspectional revolving funds</i>								
Field Drivers/ Fence Viewers		Stipend		1	200.00	200.00			200.00

FY2023 Salaries



FY 2023 Budget

Community Development

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Office Manager									
Michelle Clark	8/7/2006	5	9	26.1	2,668.00	69,634.80	1,100.00		70,734.80
Housing & Sustainability Director									
<i>NEW</i>	7/1/2022	11	7	12.1	3,921.60	47,451.36			105,718.16
			8	14.5	4,018.40	58,266.80			
(Principal) Planner									
<i>Vacant</i>	7/1/2022	11	3	26.1	3,551.20	92,686.32			92,686.32
Central Permitting Coordinator									
Sarah Clark	1/14/2008	8	7	17.1	3,156.00	53,967.60	1,000.00		84,077.20
	<i>step date 2/27/16</i>		8	9.0	3,234.40	29,109.60			
Departmental Secretary									
Chantel Kilkenny	11/13/2018	2	4	10.1	1,661.80	16,784.18			44,033.78
			5	16	1,703.10	27,249.60			
Stipend - Alternate Building Commissioner								2,500.00	2,500.00
Temporary - Recording Secretaries								1,200.00	1,200.00
Overtime								4,000.00	4,000.00
Total						687,805.89	2,100.00	7,700.00	790,292.21

FY 2023 Budget



Division
Community Development

Economic Development - Chamber of Commerce

Department # 182

Program Description

This budget appropriation exclusively funds the Town’s contribution to the Chatham Chamber of Commerce (“Chamber”). The Chamber supports local businesses and the community and promotes the Town as a destination for visitors. The Chamber operates visitor centers at Captain Bassett House (year-round) and the Information Booth downtown. This staffing team consists of 13 people, including a part-time Marketing Associate to social media marketing, creating a website advertising campaign, and print marketing. The Chamber also co- sponsors events with the Chatham Merchants Association and local Lodging Association.

Currently, the Chatham Chamber of Commerce and its Merchants Association have 324/110 members. We are committed to working with and for businesses, the school district, and townspeople to make Chatham a sustainable year-round community. We continue to collaborate with Chatham 365, the Monomoy Regional School District, and local businesses to promote Chatham as “Open” year-round and as a great community to raise a family. Please visit www.chathaminfo.com

Budget Statement

This recommended budget of \$89,0000 includes the additional of \$4,000 which reflects the increase in minimum wage for staffing the Information Booth. Of this, \$74,000 of this is allocated for funding visitor information staff and operations staff. The remaining \$15,000 is allocated for economic development/marketing in the form of branding and promotion for Chatham as a destination.

The Town funds 42% of the total Chamber operating budget.

Prior Year Accomplishments

- 2021 brought us hope with a sense of a return to normalcy. However, it wasn’t free of challenges. The Chamber & Merchants along with the Town of Chatham were able to work together to create a safe community for our businesses, residents, and visitors. We have posted 189 news items on our website, chathaminfo.com. 137 of those news items have been on behalf of the town. All 189 of these posts have also been shared on Facebook
- Beginning Memorial Day weekend and running until Columbus Day weekend, our Bassett House Visitor Center and Main Street Information Booth have been providing information to visitors and residents. More than 25,000 copies of our Chatham Guidebook have been distributed to visitors and residents. Close to 20,000 inquiries, that were made to our staff, visitor info desk staff and booth staff via phone, email, and in person, have been answered by the members of our staff, visitor info desk staff, and booth staff.
- 2021 brought the creation of four working committees: Beautification, Marketing/Social Media, Membership, and Long Range Planning. These committees are made up of members of the boards of the Chamber and the Merchants Association along with employees of local businesses, members of town clubs & Chatham community members. A window box contest, park enhancement projects, including a successful brick walkway fundraiser for Kate Gould Park, new marketing initiatives, and Ribbon Cutting ceremonies held in collaboration with the Select Board and Town Manager, are results of the work of these committees.
- Looking ahead...Pumpkin People, Fall for Chatham Sidewalk Sales and Promotions, The Great Pumpkin Weigh In, Oktoberfest, Christmas Stroll, and The 12 Days of Christmas Promotion are all in the works and are sure to be a great success.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	82,500	85,000	85,000	30,431	102,000	89,000	4.71%
Economic Development Chamber of Commerce	82,500	85,000	85,000	30,431	102,000	89,000	4.71%

Department Detail



FY 2023 Budget

**Dept - 182
Economic Development - Chamber of
Commerce**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 182 Economic Development - Chamber of Commerce							
Personnel Services	0	0	0	0	0	0	0
Information Booth & Public Relations	70,000	70,000	70,000	26,681	74,000	0	74,000
Economic Development Leadership	15,000	15,000	15,000	3,750	28,000	-13,000	15,000
Expenses	85,000	85,000	85,000	30,431	102,000	-13,000	89,000
Total Economic Development Chamber of Commerce	85,000	85,000	85,000	30,431	102,000	-13,000	89,000



Section IV - Natural Resources

Health

Conservation

Pleasant Bay Management

Harbormaster

Coastal Resources

Shellfish

South Coast Harbor Plan Committee

Shellfish Advisory Committee

Waterways Advisory Committee

FY 2023 Budget



Division
Natural Resources

Health

Department # 510

Program Description

The Health Division is responsible for the enforcement and licensing for Public and Environmental Health in the Town of Chatham. These responsibilities include: Routine inspectional work; in accordance with the State Sanitary Code, other State laws, and local Regulations, including food service, tobacco control, septic systems, housing and nuisance complaint investigations, swimming pools, and motel/hotels and inn inspections. Review of all permit applications, including septic system, real estate inspection, food establishments, building permits, Zoning Board of Appeals applications, Planning Board applications, sewer connection and Board of Health (BOH) Orders to connect, in accordance with State and local Regulations. Serve as staff support to the BOH on variance requests, preparing and enacting health regulations and any other BOH related issues. Coordinates with the Fire Inspector and Building Commissioner on annual inspections. In addition, the Division coordinates the dissemination of vaccines, including flu shots to the community and Town employees. Other vaccines and services coordinated through the VNA of Cape Cod and the Barnstable County Health Department include Hepatitis, Varicella, Tetanus and blood pressure checks. Communicable diseases are tracked, and response/communication maintained with the State Department of Public Health (DPH). Public Health emergency plans are implemented and drilled as required by DPH and the Massachusetts Emergency Management Agency.

Budget Statement

The FY2023 proposed budget is level funded except for contractual wages, longevity and steps. The Division has 3 full-time positions, 1 part-time position, 1 intermittent position, and 1 stipend position.

Staffing History

FY2010	3 full time	2 part time
FY2015	3 full time	1 part time
FY2021	3 full time	1 part time

Prior Year Accomplishments

1. In 2021, as Covid continued to spread throughout the Community the Health Division continued to monitor cases as they fluctuated in numbers. Staff continued to update, educate, and advise citizens, Board of Health and Select Board on best ways to protect themselves and the Community at large.
2. Staff worked with the Barnstable County Department & Environment and Cape & Islands Health Agents Coalition monitoring and reacting to Department of Public Health (DPH) COVID Orders/Advisories. This included weekly conference call meetings continuing since March 2020. In addition, attended biweekly DPH conference call meetings.
3. Drive thru COVID-19 and flu vaccine clinics were held. Clinics were conducted with assistance of multi agencies and Town divisions, including, Visiting Nurse Association, Cape Cod Health Care, BOCH CERT team, Chatham PD., and DPW.
4. Staff working with Chatham EMT, COA and Outer Cape Health conducted homebound COVID-19 vaccinations, as well as clinics at the Chatham Housing Authority and Park Place.
5. The Health Division continued its strong collaborations, for COVID response, with many organizations: Monomoy School Nurses, Monomoy Community Services, Chatham Housing Authority, Chatham Merchants Association and Chamber of Commerce, Visiting Nurse Association, State Department of Public Health, Cape & Islands Health Agents Coalition, Chatham Emergency Management Division and EOC.
6. Staff, working with the COA, CFD, CPD, and Chatham Housing Authority, continued meeting monthly to case review elders-at-risk in the community, and to discuss effects of the COVID-19 Pandemic on the lives of our most at-risk citizens.

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	300,792	375,827	359,292	148,558	409,814	409,814	14.06%
Expenses	73,976	97,671	92,550	49,458	97,850	101,660	9.84%
Total Health	374,768	473,499	451,842	198,015	507,664	511,474	13.20%

Department Detail



FY 2023 Budget

Dept - 510 Health & Natural Resources

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 510 Health & Natural Resources							
5110 Regular Wages	292,852	302,162	336,989	142,193	386,858	0	386,858
5120 Temporary Wages	72,054	1,332	15,103	2,702	15,656	0	15,656
5130 Overtime	4,921	2,711	1,000	463	1,000	0	1,000
5141 Longevity	5,000	3,100	5,200	3,200	5,300	0	5,300
5154 Regular Wages-ACO Stipend	1,000	0	1,000	0	1,000	0	1,000
Personnel Services	375,827	309,305	359,292	148,558	409,814	0	409,814
5200 Purchase of Services	12,101	16,552	18,000	10,724	23,000	3,960	26,960
5309 Continuing Ed/Training/Seminars	0	0	500	0	500	0	500
5317 Professional & Consulting	29,752	24,900	27,000	0	27,000	0	27,000
5343 Advertising	2,772	288	1,000	0	1,000	0	1,000
5344 Printing	370	214	250	703	250	0	250
5400 Operational Supplies	7,172	1,147	8,000	835	8,000	0	8,000
5420 Office Supplies	985	786	250	468	250	0	250
5481 Vehicle & Equipment	7,291	8,387	5,000	9,371	5,000	0	5,000
5581 Publications/Subscriptions/Books	0	0	0	0	300	-150	150
5700 Other Charges - Greenhead Fly	2,550	2,550	2,550	5,100	2,550	0	2,550
5705 Meetings/Dues & Travel	2,643	2,146	5,000	1,509	5,000	0	5,000
5720 Monitoring Costs	32,035	15,301	25,000	20,747	25,000	0	25,000
Expenses	97,671	72,271	92,550	49,458	97,850	3,810	101,660
Total Health	473,499	381,576	451,842	198,015	507,664	3,810	511,474
Revenues							
Licenses - BOH	\$ 56,330	\$ 67,235	\$ 60,000	\$ 42,630	\$ 60,000		
Total Revenues	\$ 56,330	\$ 67,235	\$ 60,000	\$ 42,630	\$ 60,000		

FY2023 Salaries



FY 2023 Budget

Health & Natural Resources

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Director of Natural Resources									
Robert Duncanson	8/3/1987	15	9	26.6	5,501.60	146,342.56	2,000.00		148,342.56
Health Agent									
Judith Giorgio	7/6/2004	9	6	26.6	3,308.00	87,992.80	1,300.00		89,292.80
Health Inspector Full-time									
Lucas Amato	6/9/2021	6	3	22.1	2,472.80	54,648.88			
			4	4	2,536.80	10,147.20			64,796.08
Secretary Health Division									
Diane Langlois	6/13/1988	4	9	26.1	2,171.40	56,673.54	2,000.00		58,673.54
Environmental Technician									
Sarah Griscom	Intermittent	PP 4	9	988	31.43	31,052.84			31,052.84
Animal Inspector									
Diane Byers	Stipend			1	1,000.00	1,000.00			1,000.00
Temporary Recording Secretaries									
				625	25.05	15,656.25			15,656.25
<i>Conservation, Aunt Lydia's Cove, LandBank Open Space Committees</i>									
Overtime									
								1,000.00	1,000.00
Totals						403,514.07	5,300.00	1,000.00	409,814.07

FY 2023 Budget



Division
Natural Resources

Conservation

Department # 171

Program Description

The primary responsibility of the Conservation Division is to provide staff support to the Conservation Commission who is responsible for administering the Wetlands Protection Act (MGL Ch 131, s. 40) and the Chatham Wetlands Protection Bylaw (Chapter 272). A majority of staff time is dedicated to facilitating the permit process under the wetlands protection laws by, serving as liaison between professionals, applicants, and the Commission, educating the public on wetland values, natural resource protection, and the application process and investigating reported violations and taking necessary enforcement actions, including the issuance of tickets and court appearances.

Other duties and responsibilities of the conservation staff include:

- staff support to the Chatham Open Space Committee and participation on other committees such as South Coastal Harbor Management Plan Committee, etc.;
- participation in regional workgroups and committees (e.g. Pleasant Bay Alliance);
- drafting and implementation of Commission policies and regulations; and assistance to the Commission in its management oversight of Town-owned conservation lands through monitoring, maintenance and implementation of land management plans.

Conservation land management projects have been largely accomplished through financial support of grants secured by staff.

Budget Statement

The FY2023 proposed budget includes a request for an additional FTE to assist with Wetlands Permitting, Grants & Conservation. There are up to 14 seasonal positions.

Staffing History

FY2010	3 full time	2 part time
FY2021	3 full time	
FY2023	3 full time + 1 proposed full time	

Prior Year Accomplishments

1. Establishment of the Administrative Review application on the OpenGov website; all Administrative Reviews can be applied for, tracked, and issued electronically. This is a first step in all Conservation permits being applied for online which allows for reduction in paper and, more importantly, the development of a searchable database for all past and future permits.
2. Increased speed of permit issuance; permits approved by the Commission are generally issued within 5 days upon close of the hearing. The majority of permits are issued sooner (hearings are held on Wednesday and many permits are in the mail by Friday).
3. Organization of files; during off weeks (with no hearings/permits to be issued) files are gone through to remove duplicate copies and unnecessary documents. Files are re-organized in a timeline manner to make more relevant documents easier to find. Files that were made before a parcel had an official address are re-labeled/filed with the appropriate address. This has gained the filing system a lot of physical space, saves time when doing file review of past projects, frees up folders to use in the future (saving money on supplies) and clears up any past filing errors.
4. Conducted a review and updated filing fees. The information was then better organized and searchable on the Town's website.
5. MACC Fundamentals Completion; two Commissioners, Agent and Secretary completed the MA Association for Conservation Commission Fundamentals Certificate Program. This required completion of 8 courses of 2.5 hours each. Topics ranged over the whole spectrum of what a Conservation Commission/Division is responsible for, including topics such as enforcement, holding a productive hearing, issuance of permits, and education on wetland resources.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	232,271	238,897	305,243	108,968	359,950	359,950	17.92%
Expenses	22,352	33,257	41,550	6,678	41,550	41,550	0.00%
Total Conservation	254,623	272,153	346,793	115,646	401,500	401,500	15.78%

Department Detail



FY 2023 Budget

Dept - 171 Conservation

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 171 Conservation							
5110 Regular Wages	194,317	190,711	205,613	86,412	198,850	61,471	260,320
5120 Temporary Wages	35,242	41,552	91,630	22,486	91,630	0	91,630
5130 Overtime	7,838	8,023	8,000	70	8,000	0	8,000
5141 Longevity	1,500	1,333	0	0	0	0	0
Personnel Services	238,897	241,619	305,243	108,968	298,480	61,471	359,950
5200 Purchase of Services	5,800	10,000	10,000	0	10,000	0	10,000
5309 Continuing Education/Training	0	0	1,000	570	1,000	0	1,000
5343 Advertising	3,524	2,964	3,500	732	3,500	0	3,500
5400 Operational Supplies	0	157	200	0	200	0	200
5581 Publications/Subscriptions	70	15	100	37	100	0	100
5705 Meetings/Dues & Travel	2,026	2,117	1,750	1,083	1,750	0	1,750
5720 Plover Monitoring	21,837	8,452	25,000	4,255	25,000	0	25,000
5800 Capital Outlay-Operating	0	0	0	0	0	0	0
Expenses	33,257	23,704	41,550	6,678	41,550	0	41,550
Total Conservation	272,153	272,153	346,793	115,646	340,030	61,471	401,500
Revenue							
Fees - Conservation	\$ 15,982	\$ 14,431	\$ 20,000	\$ 4,667	\$ 18,000		
Cons Com Bylaw Filing Fees	\$ 20,010	\$ 16,107	\$ 16,000	\$ 5,859	\$ 16,000		
Total Revenue	\$ 35,992	\$ 30,538	\$ 36,000	\$ 10,526	\$ 34,000		

FY2023 Salaries



FY 2023 Budget

Conservation

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Conservation Agent									
Nicole Smith	3/24/2021	8	3	20.0	2,858.40	57,168.00			
		8	4	6.6	2,932.00	19,351.20			76,519.20
Secretary Conservation Division									
Crystal Keon	5/11/2021	4	2	22.0	1,827.70	40,209.40			47,898.13
		4	3	4.1	1,875.30	7,688.73			
Asst Cons Agent/North Beach Manager/Lands Mgmt.									
Paul Wightman	11/30/2015	6	8	6.0	2,797.60	16,785.60			
		6	9	20.1	2,868.00	57,646.80			74,432.40
<i>Asst. Cons. Agent/Wetlands Permit//Grants</i>									
	<i>NEW</i>	6	1	26.1	2,355.20	61,470.72			61,470.72
	<i>7/1/2022</i>			<i>50% Wetlands Protection Fund</i>					
Seasonal Part-time									
North Beach Patrol	3 Positions	Misc.		1,275	19.00	24,225.00			24,225.00
Lead Shorebird	1 Position	Misc.		700	18.50	12,950.00			12,950.00
Bird Monitors	3 Positions	Misc.		1,700	17.00	28,900.00			28,900.00
HCP Monitors	6 Positions	Misc.		1,440	16.00	23,040.00			23,040.00
Overtime								8,000.00	8,000.00
Totals						349,435.45	0.00	8,000.00	357,435.45



FY 2023 Budget

Division
Natural Resources

Pleasant Bay Management

Department # 280

Program Description

The Pleasant Bay Alliance is an organization of the Towns of Chatham, Orleans, Brewster, and Harwich. Formed through an intergovernmental memorandum of agreement (MOA), the Alliance is charged with implementing the Pleasant Bay Resource Management Plan. The Plan encompasses the Pleasant Bay Area of Critical Environmental Concern (ACEC) and Pleasant Bay watershed. The Alliance develops and distributes public policy recommendations, technical studies, and public information/educational materials, all available on the Alliance website, www.pleasantbay.org.

Budget Statement

The Alliance has no FT staff, operating with a contract Coordinator and Steering and Technical Resource Committees comprised of appointed town representatives. The Alliance budget is split between the 4 towns based on the MOA; Chatham's share is 35%.

The FY2023 budget, approved by the Steering Committee, includes a 6% increase over the FY2022 budget. The increase is primarily due to an increase in the coordinator's compensation, which had been level funded from FY2019-FY2022. The Alliance budget was reduced in FY2021 at the request of the Town due to the uncertainty regarding Covid-19.

Prior Year Accomplishments

1. The Alliance coordinated work under a \$250,000 grant received from the Southeast New England Program (SNEP), a program funded by US EPA. Work undertaken in 2021 included the updating of the Massachusetts Estuaries Project model for Pleasant Bay; completion of a Nitrogen Trading Study; completion of a report on implementation of a Municipal Innovative/Alternative Septic System Program; and production of a Watershed Permit Guidebook. All deliverables are available on the Alliance webpage, www.pleasantbay.org. Work under a second SNEP grant for \$131,000 will continue in 2022.
2. The Alliance sponsored three projects with the SNEP Stormwater Technical Assistance Network: 1) a study of financing options for resilient stormwater management; 2) an evaluation of possible bylaw and regulation changes to enhance stormwater management undertaken by the Cape Cod Commission; and 3) an initial study of the potential to track nitrogen reductions resulting from implementation of stormwater best management practices.
3. The Alliance applied for and obtained a \$141,675 FY2022 Coastal Resilience grant from MA Coastal Zone Management. The grant will be used to obtain environmental permits for a living shoreline project at Jackknife Beach intended to increase the resilience of salt marsh resources. The work is being conducted in cooperation with the Chatham Parks and Recreation Commission. The project builds on two prior Coastal Resilience grants intended to increase the resilience of the Pleasant Bay shoreline.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	FY 2023 FY2022 - Town Manager	% Difference
Personnel Services	0	0	0	0	0	0		0.00%
Expenses	39,200	46,200	46,200	46,200	49,061	49,061		5.83%
Total Pleasant Bay Management	39,200	46,200	46,200	46,200	49,061	49,061		5.83%

Department Detail



FY 2023 Budget

**Dept - 280
Pleasant Bay Management**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 280 Pleasant Bay Management							
Personnel Services	0	0	0	0	0	0	0
5200 Purchase of Services	46,200	45,700	46,200	46,200	49,061	0	49,061
5400 Operational Supplies	0	0	0	0	0	0	0
5700 Other Charges & Expenses	0	0	0	0	0	0	0
Expenses	46,200	45,700	46,200	46,200	49,061	0	49,061
Total Pleasant Bay Management	46,200	45,700	46,200	46,200	49,061	0	49,061

FY 2023 Budget



Division
Natural Resources

Harbormaster

Department # 270

Program Description

The Harbormaster Division provides a wide range of functions including:

- * Active patrols of the waters surrounding Chatham to ensure public safety and the welfare and protection of property. Harbormaster personnel enforce local Waterways by-laws, State boating laws including mooring and docking laws and regulations.
- * Successful installation, maintenance and removal of 200 Aids to Navigation stationed throughout the Town's Waterways and Navigational Channels throughout the year.
- * Management of the Municipal Fish Pier, including ensuring compliance with vendor contracts, enforcement of docking permits and boat tie-up limits, directing vessel traffic, enforcing parking/vehicle traffic regulations and assisting pedestrian traffic.
- * Enforcement of dock, pier, bulkhead and ramp regulations at Town Landings and other waterfront facilities. This includes boat tie-up limits and ramp permitting contained within the Town's Waterways regulations.
- * The Harbormaster office issues and renews the following permits under State law and Chatham by-laws: mooring permits, mooring wait lists, Fish Pier docking permits, Buyer/Packer permits, airport storage permits, boat ramp permits, and special use permits in accordance with MGL Chapter 102, Section 10C.
- * Harbormaster personnel maintain all Division equipment including, trailers, boats, buoys, float-docks. Ensures the maintenance and cleanliness of waterfront properties and associated infrastructure.
- * The Harbormaster serves as the staff liaison to the Aunt Lydia's Cove Committee.

Budget Statement

The proposed budget for FY2023 includes contractual increases as well as increases in seasonal rates to remain competitive to our surrounding communities. The Division has 4 full-time positions and up to 13 seasonal positions.

The expense budget included increases to several line items based on increase in costs and prior year actuals. A request for bridge maintenance was submitted in the capital budget, however this is an ongoing cost and is reflected in the Contracted Services line item included the Operating Budget.

Staffing History

FY2010	4 full time	
FY2015	4 full time	
FY2021	4 full time	1 part time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	421,919	457,893	493,617	308,691	562,055	562,055	13.86%
Expenses	136,730	152,967	140,840	83,872	147,240	147,240	4.54%
Total Harbormaster	558,649	610,860	634,457	392,562	709,295	709,295	11.80%

FY 2023 Budget



Division
Natural Resources

Harbormaster

Department # 270

Prior Year Accomplishments

- 1.** Provided oversight, management, and public safety duties along Chatham’s 66 miles of coastline, two major water bodies (Atlantic Ocean and Nantucket Sound), Pleasant Bay, Chatham Harbor, Ryder’s Cove, Crow’s Pond, Aunt Lydia’s Cove, Bassing Harbor, Stage Harbor, Mill Ponds, Oyster Pond, Outermost Harbor and Taylor’s Pond and all freshwater ponds encompassing 76 mooring zones. Harbormaster staff responded to 147 requests for maritime assistance. These calls were in addition to routine patrols of the Towns waterways for public safety and maritime law enforcement. Patrol Boat Operators were often the only emergency response asset for maritime incidents as the response boats from Coast Guard Station Chatham were frequently limited in their ability to respond due to environmental conditions including shoaling and breaking bar conditions. Continued professional development and training of Town staff as well as our port partners including First Aid, CPR, and Leadership, while adhering to safety standards in place for the Covid-19 Pandemic.
- 2.** Successfully installed, removed, and maintained approximately 200 aids to navigation within Chatham waters. The installation and removal of these aids are conducted annually and are vital to assist with the safe navigation of vessels utilizing the complex waterways of Chatham. 2021 was particularly challenging to identify navigable channels and how they should be adequately marked due to the constant, significant shoaling.
- 3.** After successfully promulgating combined Waterway’s Regulation’s in 2018 Staff continued working with the Waterway’s Advisory Committee and Town Special Counsel to revise and streamline the Waterway’s Bylaws. Due to the Pandemic progress on this project was placed on hold but resumed in the fall. Final edits are being made prior to a scheduled public hearing in early 2022.
- 4.** Provide oversight, management, and enforcement for over 2,500 moorings and the new online mooring system initiated in late 2020. Successfully prepared, mailed, and renewed over three thousand water related permits generating over \$300,000 in revenue in FY22 (as of 12/22/2021). Permits include private and commercial boat yard mooring permits, docking permits, waterways user permits and waitlist renewals. Private and commercial boat yard mooring renewals require an initial mailing to the customer and an additional mailing of the sticker and renewed permit totaling approximately six thousand mailings each year. This year we continued to improve the online system and customer service by making improvements based on customer and staff feedback. Most notably was the addition of a credit card reader to provide customers the ability to pay their renewals by credit card at the office, but we encourage use of the online mooring program.
- 5.** Provided oversight and management of the Municipal Fish Pier and packing house leases. The Fish Pier receives approximately 70,000 visitors a month during the summer season. Continued support of bird monitoring program by providing boat transportation. Operated, maintained, and serviced the Mitchell River Drawbridge.
- 6.** Installed and removed all 20 town floats. Traditionally most floats had been installed and removed by a contractor. However, as the demand for dingy access has increased, so has the number of floats. We requested and received approval for funding to build new replacement floats. We have built ten floats and look to complete the rest over the winter.
- 7.** Worked with the Director of Health and Natural Resources, Director of Coastal Resources, and Foth Engineering on Fish Pier bulkhead plans, Trap Dock shelter design, and improvements to 90 Bridge Street including securing of the old Coast Guard boathouse to be re-purposed for the new shellfish upweller.

Department Detail



FY 2023 Budget

Dept - 270 Harbormaster

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 270 Harbormaster							
5110 Regular Wages	342,828	332,538	356,370	169,460	369,588	0	369,588
5120 Seasonal	102,357	150,233	124,447	124,680	124,447	55,120	179,567
5130 Overtime	9,107	15,025	9,000	12,751	9,000	0	9,000
5141 Longevity	3,600	3,700	3,800	1,800	3,900	0	3,900
Personnel Services	457,893	501,496	493,617	308,691	506,935	55,120	562,055
5200 Purchase of Services	6,417	1,654	4,500	2,176	4,500	0	4,500
5307 Contracted Services	3,370	11,043	7,500	6,451	7,500	0	7,500
5309 Continuing Ed/Training/Seminars	250	30	500	495	500	0	500
5343 Advertising	0	0	100	0	100	0	100
5344 Printing	3,754	4,404	3,000	3,527	3,000	0	3,000
5400 Operational Supplies	24,965	20,643	17,350	10,378	17,350	3,500	20,850
5420 Office Supplies	1,392	1,110	1,400	643	1,400	0	1,400
5450 Fish Pier Maint & Repairs	21,963	9,135	7,500	9,095	7,500	2,000	9,500
0 Trap Dock Maint & Repairs	0	0	5,000	5,860	5,000	0	5,000
5480 Fuel	7,545	10,583	10,000	14,664	10,000	6,400	16,400
5481 Vehicle & Equip Maintenance	29,127	39,514	13,000	12,189	13,000	0	13,000
5581 Publications/Subscriptions/Books	64	0	150	0	150	0	150
5590 Uniforms	4,481	1,864	2,500	2,133	2,500	0	2,500
5705 Meetings/Dues & Travel	331	132	700	200	700	0	700
5709 Pump Out	0	0	300	63	300	0	300
5710 Town Floats	646	3,269	13,500	571	13,500	0	13,500

Department Detail



FY 2023 Budget

Dept - 270 Harbormaster

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5711 Town Landings	11,126	4,721	8,000	1,095	8,000	-2,000	6,000
5713 Mitchell River Draw Bridge O&M	0	516	7,000	158	7,000	-3,500	3,500
5714 Aids to Navigation	12,521	3,287	15,000	6,063	15,000	0	15,000
5800 Capital Outlay	25,014	1,718	23,840	8,110	23,840	0	23,840
Expenses	152,967	113,621	140,840	83,872	140,840	6,400	147,240
Total Harbormaster	610,860	615,117	634,457	392,562	647,775	61,520	709,295

Revenues

Waterways User Fee Revolving Fund

Waterways User Fee	\$ 161,859	\$ 140,284	\$ 160,000	\$ 115,975	\$ 165,000
Wharfinger - Fuel Oil	\$ 124		\$ 15,000	\$ 12,276	\$ 15,000
Wharfinger - Packing & Ren	\$ 30,200		\$ 35,000	\$ 17,900	\$ 35,000
Wharfinger - Miscellaneous	\$ 1,750		\$ 5,500		\$ 5,500
Wharfinger - Permits	\$ 44,607		\$ 45,000	\$ 54,856	\$ 45,000
Transient Moorings	\$ 7,775	\$ 14,070	\$ 3,000	\$ 8,105	\$ 3,000
USCG Slip Rental	\$ 2,010	\$ 5,200	\$ 8,000	\$ 2,010	\$ 8,000
Ryders Cove Ramp Permit	\$ -	\$ -	\$ -		\$ -

Waterways Improvement Fund

100% Boat Excise	\$ 71,284	\$ 140,274	\$ 70,000	\$ 134,639	\$ 140,000
Mooring Fees	\$ 188,953	\$ 130,514	\$ 250,000	\$ -	\$ 200,000
Mooring Wait Lists			\$ 10,000		\$ 10,000
Mooring Permit - Late Fees	\$ 13,343	\$ 7,135	\$ 10,000		\$ 9,000
Total Revenues	\$ 521,904	\$ 437,477	\$ 611,500	\$ 345,761	\$ 635,500

FY2023 Salaries



FY 2023 Budget

Harbormaster

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total	
Harbormaster										
Stuart Smith	1/30/1995	12	9	26.6	4,424.00	117,678.40	2,000.00		119,678.40	
Deputy Harbormaster										
Jason Holm	7/1/2013	6	9	26.1	2,868.00	74,854.80			74,854.80	
Office Manager										
Susan Rocanello	11/9/1998	7	9	26.1	3,084.80	80,513.28	1,900.00		82,413.28	
Mooring Manager										
Mike Ryder	12/28/2015	5	5	13.0	2,416.80	31,418.40			63,885.44	
				13.1	2,478.40	32,467.04				
Wharfinger (April-Nov) -	Part-time	PP 2	3	17.4	1,876.80	32,656.32			32,656.32	
Seasonal										
				Hours	Rate					
Marine Operations Supervisor		1 Position	Misc.	800	24.00	19,200.00			19,200.00	
Harbor Patrol/Asst Harbormaster		7 Positions	Misc.	4480	21.50	96,320.00			96,320.00	
Boat Crew Member/EMT		2 Positions	Misc.	662	18.50	12,247.00			12,247.00	
Asst. Wharfinger/H.M		2 Positions	Misc.	2080	20.00	41,600.00			41,600.00	
Seasonal Office Asst.		1 Position	Misc.	680	15.00	10,200.00			10,200.00	
Overtime								9,000.00	9,000.00	
						Totals	549,155.24	3,900.00	9,000.00	562,055.24

FY 2023 Budget



Division
Natural Resources

Coastal Resources

Department # 295

Program Description

Coastal Resources serves as the primary point of contact for the planning and implementation of projects and activities related to Chatham’s significant marine and coastal system. The Division oversees projects affecting Chatham’s waterways, coastal shorelines and water-dependent infrastructure and also provides oversight and management of Chatham’s Town Landings and other public water access locations. The Coastal Resources Director is directly responsible for the Town’s comprehensive navigational dredging efforts and shoreline erosion and sediment management program. The Director is Chatham’s technical expert on issues related to coastal processes and provides comment and recommendations on these matters to various committees, other Town Departments, outside agencies and citizenry. The Division oversees the North Beach Off Road Vehicle program, seasonal North Beach/North Beach Island shorebird monitoring program and Town Landing Officer programs. The Director serves as the direct Town staff liaison for the Waterways Advisory Committee, South Coastal Harbor Plan Committee, North Beach Advisory Committee and serves as Chatham’s representative to the Barnstable County Dredge Advisory Committee.

Prior Year Accomplishments

1. Developed and participated in four successful grant applications, a) State dredging grant for Stage Harbor, b) Coastal Resiliency grant for shoaling and erosion in vicinity of Stage Harbor, c) Seaport Economic Council grant for design and permitting for new bulkhead and access improvements at the Fish Pier, and d) Coastal Resiliency grant for erosion protection and wetland restoration at Jackknife Beach.
2. Oversaw critical dredging projects by Barnstable County and Corps of Engineers at entrance channel to Stage Harbor along with needed nourishment along Harding’s Beach and Cockle Cove and dredging of the Fish Pier mooring basin with important nourishment in North Chatham.
3. Coordinated and planned FY22 dredging by Barnstable County at Stage Harbor entrance channel, Pleasant Bay (Fox Hill), and Mill Creek.
4. Continue to serve as Town liaison for several waterfront improvement projects, engineering efforts and studies including construction of a new shed at the Trap Dock Pier, Stage Harbor and vicinity coastal resiliency study, Nantucket Sound erosion alternatives assessment, Fish Pier South Jog bulkhead replacement and access, dredge permit development for Chatham Harbor, new shellfish upweller and waterfront improvements at 90 Bridge Street, and others.

Budget Statement

The FY2023 proposed budget is level funded except for contractual wages, longevity and steps. The Division has 1 full-time position and up to 3 seasonal positions.

Staffing History

FY2010	1 full time
FY2015	1 full time
FY2021	1 full time

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	115,386	103,457	104,001	52,519	107,118	107,118	3.00%
Expenses	1,597	7,410	23,550	6,256	23,550	23,550	0.00%
Total Coastal Resources	116,983	110,868	127,551	58,775	130,668	130,668	2.44%

Department Detail



FY 2023 Budget

Dept - 295 Coastal Resources

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 295 Coastal Resources							
5110 Regular Wages	93,540	87,721	85,631	39,274	88,206	0	88,206
5120 Temporary Wages	7,468	9,119	15,470	13,245	15,912	0	15,912
5141 Longevity	1,700	1,800	1,900	0	2,000	0	2,000
5110 Herring Warden	750	1,000	1,000	0	1,000	0	1,000
Personnel Services	103,457	99,640	104,001	52,519	107,118	0	107,118
5309 Continuing Education	0	0	500	0	500	0	500
5343 Advertising	0	0	100	0	100	0	100
5344 Printing	0	0	200	0	200	0	200
5400 Operational Supplies	144	12	1,000	146	1,000	0	1,000
5590 Uniforms	158.65	342.8	500	0	500	0	500
5705 Meetings/Dues & Travel	1,133	1,820	2,000	2,141	2,000	0	2,000
5712 Bridge Street Landing O & M	0	10,000	10,000	3,969	10,000	0	10,000
5715 Herring Run	0	135	250	0	250	0	250
5800 Capital Outlay	5,975	7,520	9,000	0	9,000	0	9,000
Expenses	7,410	19,830	23,550	6,256	23,550	0	23,550
Total Coastal Resources	110,868	119,470	127,551	58,775	130,668	0	130,668
Revenues							
North Beach Receipts Chatham	\$ 68,880	\$ 43,500	\$ 60,000	\$ 15,420			
North Beach Receipts Orleans	\$ -	\$ 74,428					
Special Use Permits	\$ 1,900	\$ 50	\$ 1,000	\$ 1,450			
Weir Permits	\$ 100	\$ 188	\$ 350	\$ -			
Total Revenues	\$ 70,880	\$ 118,165	\$ 61,350	\$ 16,870			

FY2023 Salaries



FY 2023 Budget

Coastal Resources

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Director of Coastal Resources									
Ted Keon	1/12/1998	8	9	26.6	3,316.00	88,205.60	2,000.00		90,205.60
Landing Officers	3 Positions Seasonal			884	18.00	15,912.00			15,912.00
Herring Warden	Stipend			1	1,000.00			1,000.00	1,000.00
Totals						104,117.60	2,000.00	1,000.00	107,117.60

FY 2023 Budget



Division
Natural Resources

Shellfish

Department # 247

Program Description

The Shellfish Division is responsible for managing, protecting and propagating the Town’s shellfish resource. The Shellfish Constable, Assistant Shellfish Constable/Propagation Specialist and sworn Deputy Wardens are given authority to protect shellfish resources under M. G. L. Chapter 130 allowing enforcement of both State and local shellfish regulations. Protecting and managing the Town’s shellfish resources includes:

- Daily patrols of all shoreline access points;
- Seasonal patrols of waterways surrounding Chatham;
- Coordination with State officials within the Division of Marine Fisheries and Environmental Police; and,
- Educating the public on best harvesting methods and safe handling of shellfish.

Staff serves as liaison to the Shellfish Advisory Committee providing technical assistance and guidance in reviewing and recommending best management practices, including the promulgation of local regulations governing shellfish resources. The Division oversees a successful propagation program which annually raises millions of shellfish to ensure the continuation of healthy shellfish stocks. Shellfish staff maintains Division equipment including boats, trailers, upweller and propagation gear.

Budget Statement

The FY2023 proposed budget is level funded except for contractual wages, longevity and steps. Seasonal salaries have been adjusted in order to retain and attract seasonal shellfish deputies.

The Division has 2 full-time positions and up to 10 seasonal positions.

Staffing History

FY2010	2 full time
FY2015	2 full time
FY2021	2 full time

	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	% Difference
	Actual	Actual	Budget	YTD 12/31/21	Dept Request	Town Manager	FY2022 - Town Manager
Personnel Services	153,211	173,394	194,270	96,857	201,974	201,974	3.97%
Expenses	13,196	9,413	12,840	5,622	12,840	13,340	3.89%
Total Shellfish	166,408	182,807	207,110	102,479	214,814	215,314	3.96%

FY 2023 Budget



Division
Natural Resources

Shellfish

Department # 247

Prior Year Accomplishments

- 1.** Sea Grant COVID-19 Response Funding for Municipal Shellfish Programs and Industry Support Program: The Shellfish Division was awarded a grant for \$10,000 for:
 - a.** The purchase of 650,000 R-1.5 seed quahogs to increase production to address the increase efforts of recreational harvest during the pandemic.
 - b.** The purchase of 3,000 over-market sized oysters from local grower to alleviate stock affected through pandemic.

- 2.** Coordinate with Division of Marine Fisheries personnel to map and reclassify mooring fields. In 2020, the FDA defined any area with 20 or more moorings to be a “mooring field” and considered any mooring field as a potential pollution source. To calculate the potential impacts, FDA assumed that 5% of the vessels, at 2 persons per boat, were discharging human waste into the surrounding waters without consideration of the size of the vessels or whether or the vessels contained a Marine Sanitation Device. Coordinating with Chatham’s DMF area biologist, 13 new mooring areas were identified in Chatham waters and reclassified into a Conditionally Approved growing areas. An Area Assessment Form was created for each of the 13 new growing areas and justification was made to keep these areas in the open status for at least the 2021 season.

- 3.** 90 Bridge Street: Division staff continued to participate in progress meetings along with representatives from GEI Engineering, Pomroy and Associates, TAGG Engineering, Dr. Duncanson and Ted Keon to assist in the redevelopment of 90 Bridge Street, particularly in the design of the upweller facility, pump system and surrounding docks with FLUPSYs. The 60% design plans and specifications were the most recently reviewed and discussed.

- 4.** Appointment to the Shellfish Advisory Panel: One of the results of the Massachusetts Shellfish Initiative (MSI) process was the formal establishment through an Enabling Statute of a Shellfish Advisory Panel. With a formal appointment, Chatham’s interests will continued to be promoted.

- 5.** CZM Coastal Resilience Grant; Restoration at Jacknife Beach using Nature Based Approaches for a Living Shoreline and Salt Marsh Restoration.
 - Conducted shellfish survey of adjacent area in Muddy Creek
 - Submitted written assessment report to grant team (Pleasant Bay Alliance, TOC, Applied Coastal, Wilkinson Ecological Design)
 - Coordinated efforts to include and procure ribbed mussels into living shoreline
 - Continued efforts to oversee experimental placement of ribbed mussels at Muddy Creek.

- 6.** Response to weather emergencies: The Shellfish Division responded to two mandatory rainfall closures of all town waters to shellfishing and the two-day power outage of the upwelling facility after a powerful Nor’easter.

Department Detail



FY 2023 Budget

Dept - 247 Shellfish

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 247 Shellfish							
5100 Regular Wages	140,818	152,091	154,220	71,304	161,724	0	161,724
5120 Temporary Wages	31,876	34,129	38,950	25,053	38,950	0	38,950
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	700	850	1,100	500	1,300	0	1,300
Personnel Services	173,394	187,070	194,270	96,857	201,974	0	201,974
5343 Advertising	0	0	400	0	400	0	400
5344 Printing	111	1,470	1,500	0	1,500	0	1,500
5400 Operational Supplies	127	409	250	1,015	250	250	500
5480 Fuel	974	30	750	100	750	250	1,000
5481 Vehicle & Equip Maintenance	2,585	2,860	3,440	1,054	3,440	0	3,440
5590 Uniforms	97	1,103	500	0	500	0	500
5705 Meetings/Dues & Travel	5,519	6,116	6,000	3,453	6,000	0	6,000
5800 Capital Outlay	0	0	0	0	0	0	0
Expenses	9,413	11,988	12,840	5,622	12,840	500	13,340
Total Shellfish	182,807	199,058	207,110	102,479	214,814	500	215,314
Revenues							
Licenses - Shellfish	\$ 97,338	\$ 101,958	\$ 101,000	\$ 24,520	\$ 100,000		
Total Revenues	\$ 97,338	\$ 101,958	\$ 101,000	\$ 24,520	\$ 100,000		
Grants/Other							
Shellfish Revolving	\$ 67,176	\$ 70,854	\$ 40,000	\$ 8,493	\$ 40,000		
Total Grants/Other	\$ 67,176	\$ 70,854	\$ 40,000	\$ 8,493	\$ 40,000		

FY2023 Salaries



FY 2023 Budget

Shellfish

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total	
Shellfish Constable										
Renee Gagne	5/15/2011	9	5	22.5	3,230.40	72,684.00	700.00		86,946.80	
			6	4.1	3,308.00	13,562.80				
Assistant Constable/Propagation Specialist										
Rachael Hutchinson	2/18/2012	7	6	16.0	2,864.00	45,824.00	600.00		76,077.60	
			7	10.1	2,936.00	29,653.60				
Part-time Seasonal										
Deputy Shellfish Constables		<i>10 Positions</i>		2050	19.00	38,950.00			38,950.00	
	Seasonal									
						Totals	200,674.40	1,300.00	0.00	201,974.40
Shellfish Propagation Technicians										
<i>Seasonal from Revolving Fund</i>										

FY 2023 Budget



Division
Natural Resources

South Coast Harbor Plan Committee

Department # 291

Program Description

Committee Charge

The South Coastal Harbor Plan Committee is tasked with implementation of the State-approved South Coastal Harbor Management Plan which includes the waterways and embayments of the Stage Harbor complex, Southway and nearshore waters of Nantucket Sound. The Committee is also specifically charged by State regulations to make findings of consistency to ensure that all projects requiring a State waterways license (Chapter 91) are consistent with the local Harbor Plan.

Prior Year Accomplishments

Not Required

Budget Statement

Level Funded. Funding for administrative/recording secretary services and any expenses/memberships.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	407	676	500	238	500	500	0.00%
Expenses	0	0	500	0	500	500	0.00%
Total South Coast Harbor Plan	407	676	1,000	238	1,000	1,000	0.00%

Department Detail



FY 2023 Budget

**Dept - 291
South Coast Harbor Plan Committee**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 291 South Coast Harbor Plan Committee							
5120 Temporary Wages	676	327	500	238	500	0	500
Personnel Services	676	327	500	238	500	0	500
5200 Purchase of Services	-	-	-	-	-	-	-
5400 Operational Supplies	-	-	500	-	500	-	500
5700 Other Charges & Expenses	-	-	-	-	-	-	-
Expenses	0	0	500	0	500	0	500
Total South Coast Harbor Plan Committee	676	327	1,000	238	1,000	0	1,000

FY 2023 Budget



Division
Natural Resources

Shellfish Advisory Committee

Department # 248

Program Description

Committee Charge

The Shellfish Advisory Committee evaluates the best means to develop the shellfish potential of the Town by promoting a sustainable resource through propagation, sound management, and by supporting efforts to preserve and protect shellfish habitat.

Prior Year Accomplishments

Not Required

Budget Statement

Level Funded. Funding for administrative/recording secretary services and any expenses/memberships.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	922	490	800	303	800	800	0.00%
Expenses	0	0	200	0	200	200	0.00%
Total Shellfish Advisory	922	490	1,000	303	1,000	1,000	0.00%

Department Detail



FY 2023 Budget

**Dept - 248
Shellfish Advisory Committee**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 248 Shellfish Advisory Committee							
5120 Temporary Wages	490	529	800	303	800	0	800
Personnel Services	490	529	800	303	800	0	800
5400 Operational Supplies	0	0	200	0	200	0	200
Expenses	0	0	200	0	200	0	200
Total Shellfish Advisory Committee	490	529	1,000	303	1,000	0	1,000

FY 2023 Budget



Division
Natural Resources

Waterways Advisory Committee

Department # 189

Program Description

Committee Charge

This Committee should consist of individuals who are knowledgeable of or interested in issues related to the waterways in Town. The Committee may make recommendations on issues related to navigable waterways when called upon to do so by the Board of Selectmen. The Committee may also initiate discussion of a related issue in order to make a recommendation either to the Board of Selectmen or to the Harbormaster or other appropriate Town staff through the Town Manager. The Committee also acts in accordance with Town Bylaws/Regulations and State and Federal mandates.

Prior Year Accomplishments

Not Required

Budget Statement

Level Funded. Funding for administrative/recording secretary services and any expenses/memberships.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	230	0	200	143	200	200	0.00%
Expenses	869	852	800	188	800	800	0.00%
Total Water Advisory	1,099	881	1,000	330	1,000	1,000	0.00%

Department Detail



FY 2023 Budget

**Dept - 189
Waterways Advisory Committee**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 189 Waterways Advisory Committee							
5120 Temporary Wages	30	0	200	143	200	0	200
Personnel Services	30	0	200	143	200	0	200
5200 Purchase of Services	852	265	800	188	800	0	800
Expenses	852	265	800	188	800	0	800
Total Water Advisory Committee	881	265	1,000	330	1,000	0	1,000



Section V - Department of Public Works

Recreation and Beaches

Highway

Snow and Ice

Street Lighting

Transfer Station

Fuel Depot

Project Administration and Facilities

Sewer

Water

Cemetery

Lighthouse Beach

Grounds

FY 2023 Budget



**Division
Public Works**

Recreation and Beaches

Department # 640

Program Description

The Parks and Recreation Department is committed to enhancing the quality of life for all Chatham residents, by striving to provide the best recreational programming and park facilities possible.

The Parks and Recreation Department is a service-based department. We work interactively with local and regional sports associations, school departments, other Town departments, individual Town residents, other park and recreation departments, churches and private organizations. Parks and Recreation is responsible for ball fields, tennis courts, beaches, skateboard park, picnic areas, children’s play areas, and recreation programs.

Programs are offered to all age segments of the community. Youth athletic activities continue for ages K – 6 grades. We are providing a number of family special event activities throughout the year. There is now a complete afterschool program for middle school students. We have a variety of adult programs. Program information is available on the Department web site www.chathamcommunitycenter.com

The youth services program continues to provide interesting and safe opportunities for our teen population. A wide variety of activity types including athletic, social, and cultural are run throughout the year. Mentoring and referrals for teens and their families are also available. Working cooperatively with the Schools, churches, and other departments a comprehensive effort is put forth safe and smart choices for Chatham teens.

When not affected by COVID-19, the Chatham Community Center is available 7 days per week for most of the year. The Community Center will look to continue to expand in the number of users and activities taking place in the facility once the restrictions imposed by the pandemic are lifted.

Budget Statement

The staffing level for FY2023 proposes to move a position from this division to another division within DPW, as a float to assist with special projects and provide support. As noted for FY2022, Parks & Grounds personnel and expense items have been segregated into a stand-alone budget division. There are six full time positions in total; a department head, secretary, two Community Center building supervisors, and two recreation program supervisor positions. There are many part time seasonal positions; mainly lifeguards, beach attendants and summer recreation counselors. The hourly wage rates presented in the FY2023 budget have been reviewed to remain competitive in the local Cape market. This budget line item will support expanded coverage at the beaches if recommended by the Select Board.

The expense budget increases slightly to reflect contractual increases in costs for portable toilets which are centralized within this budget.

Staffing History

Community Center/Recreation

FY2010	7 full time
FY2015	7 full time
FY2021	7 full time
FY2023	6 full time

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	963,517	975,275	775,879	406,140	744,702	744,702	-4.02%
Expenses	173,298	216,861	151,020	58,823	146,420	146,420	-3.05%
Total Recreation and Beaches	1,136,815	1,192,137	926,899	464,963	891,122	891,122	-3.86%

FY 2023 Budget



**Division
Public Works**

Recreation and Beaches

Department # 640

Prior Year Accomplishments

- 1. The Positive Afterschool Recreation for Kids: (PARK Program) continued in 2021. A before school program was offered though June for middle school aged children of working families and the afterschool program continued through the school year.
- 2. The summer recreation program was able to return this summer after being closed the previous year due to Covid. 150 students participated in this busy summer program.
- 3. Beaches were staffed this summer with no issues and a busy summer.
- 4. Electricity and cable lines were installed in Harding’s and Ridgevale Beach gate booths so that the Town can accept credit card payments for purchasing beach parking passes at the beach entrance.

Department Detail



FY 2023 Budget

Dept - 640 Recreation and Beaches

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 640 Community Services - Rec & Beaches							
5110 Regular Wages	647,420	430,967	478,296	186,382	378,154	0	378,154
5120 Temporary Wages	309,179	219,671	287,583	207,491	358,249	0	358,249
5130 Overtime	7,408	1,966	5,000	7,199	5,000	0	5,000
5141 Longevity	7,700	6,250	5,000	4,000	3,300	0	3,300
5155 Sick Day Incentive	3,569	0	0	1,068	0	0	0
Personnel Services	975,275	658,854	775,879	406,140	744,702	0	744,702
5200 Purchase of Services	3,351	0	200	0	200	0	200
5214 Windmill	3,224	5,035	3,000	0	3,000	0	3,000
5215 Golf Course	7,763	10,810	12,000	1,265	12,000	0	12,000
5269 Ice Time	2,657	2,805	0	0	0	0	0
5289 Solid Waste Disposal	0	0	0	0	0	0	0
5295 Tree Warden	14,650	7,984	10,000	150	10,000	-10,000	0
5307 Contract Services-other	25,184	18,040	26,570	15,477	26,570	0	26,570
5325 Youth Services	3,831	5,080	5,000	3,183	5,000	0	5,000
5340 Telecommunications	148	0	0	0	0	0	0
5343 Advertising	220	612	750	222	750	0	750
5344 Printing	2,872	3,233	3,000	0	3,000	400	3,400
5400 Operational Supplies	1,508	4,314	1,500	981	1,500	0	1,500
5420 Office Supplies	3,120	2,529	5,250	1,118	5,250	0	5,250
5430 Buildings & Grounds Maint	56,589	6,719	10,000	1,767	10,000	0	10,000
5450 Restrooms/Portable Toilets	32,409	112,483	45,000	28,810	45,000	5,000	50,000
5481 Vehicle & Equip Maint	7,904	0	0	0	0	0	0
5514 Sports Equipment	9,862	4,663	10,000	3,446	10,000	0	10,000

Department Detail



FY 2023 Budget

Dept - 640 Recreation and Beaches

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5590 Uniforms	10,801	4,509	7,500	521	7,500	0	7,500
5705 Meetings/Dues & Travel	3,241	2,447	5,250	1,883	5,250	0	5,250
5800 Capital Outlay-Operating	27,526	0	6,000	0	6,000	0	6,000
5700 Other Charges	0	0	0	0	0	0	0
Expenses	216,861	191,264	151,020	58,823	151,020	-4,600	146,420
Total Recreation and Beaches	1,192,137	850,118	926,899	464,963	895,722	-4,600	891,122

Revenues

Recreation Receipts	\$ 68,560	\$ 16,595	\$ 85,000	\$ 33,862	\$ 85,000
Beach Gate Receipts	\$ 250,755	\$ 296,200	\$ 225,000	\$ 267,156	\$ 250,000
Beach concessions	\$ 5,200	\$ 5,200	\$ 4,000	\$ 5,500	\$ 5,000
Golf Course Rental	\$ 85,000	\$ 170,000	\$ 85,000	\$ -	\$ 85,000
Total Revenues	\$ 409,515	\$ 487,995	\$ 399,000	\$ 306,518	\$ 425,000

Grants/Other

PARK Program	\$ 30,487	\$ 47,798	\$ 15,000	\$ 33,728	\$ 15,000
Recreation Revolving	\$ 41,826	\$ 37,730	\$ 40,000	\$ 3,873	\$ 40,000
Youth Outreach	\$ 6,623	\$ 395	\$ 6,000	\$ -	\$ 6,000
Total Grants/Other	\$ 78,936	\$ 85,923	\$ 61,000	\$ 37,601	\$ 61,000

FY2023 Salaries



FY 2023 Budget

Community Services - Recreation & Beaches

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total	
Recreation & Beaches Director										
<i>Retirement</i>	1/28/2022	11	3	26.6	3,551.20	94,461.92			94,461.92	
Secretary										
Susan Mabile	7/15/2015	5	6	26.1	2,478.40	64,686.24			64,686.24	
Youth Recreation Coordinator										
Sharon Stark	12/5/2005	6	8	13	2,447.90	31,822.70	1,200.00		65,897.15	
				9	13.1	2,509.50				
Recreation Program Coordinator										
Sue Winkfield	6/11/2007	6	8	25	2,447.90	61,197.50	1,100.00		65,057.95	
				9	1.1	2,509.50				
Community Building Supervisor										
<i>Vacant</i>	8/27/2007	1	9	26.1	1,998.40	52,158.24	1,000.00		53,158.24	
Community Building Supervisor										
<i>Vacant</i>	8/30/2021	1	1	5	1,435.00	7,175.00			38,192.00	
				2	21.1	1,470.00				
						Total	378,153.50	3,300.00	0.00	381,453.50
Community Building Supervisors	<i>See Separate Schedule</i>									

FY 2023 Budget



**Division
Public Works**

Highway

Department # 420

Program Description

The Department of Public Works Highway Division is responsible for maintaining over 70 miles for Town-owned roads, 10 miles of sidewalks, and Town parking and paved areas. This includes but is not limited to cleaning and repair of drainage structures, sweeping, brush clearing, mowing, and snow removal of roads and parking areas. The Highway Division coordinates Capital Improvement Projects that involve Chatham roadways using Chapter 90 State Aid or Town authorized funding. The Highway Division also reviews and approves Excavation/Trench Permits and Driveway permits.

Budget Statement

The Department of Public Works continued to provide and maintain a high-level of service to residents and businesses during the year even with the ongoing challenges of Covid-19. The Department also strives to ensure a safe environment at each of our satellite facilities by providing our staff with the proper personnel protective equipment (PPE) to ensure the safety of our personnel and the general public during this unusual time.

The Highway Division is focused on making improving to both right of way maintenance services and construction project implementation, sharing the work between in-house forces and contracted work. The high skill level of employees enables the smaller scale projects to be handled in-house saving administrative costs and profit margins. The expenses budget increase includes funding for OSHA mandated training, as well as increase for uniforms, vehicle and equipment maintenance and bike trail maintenances.

The Division provides public way drainage assessments, street signage, roadside litter, cutting of encroaching shrubs, and property berm construction as part of their routine tasks. The Town roadways will be swept at least twice per year (spring and fall), includes Bike Trail maintenance, and in-house fleet maintenance offered to all departments to diagnose repair needs.

Prior Year Accomplishments

1. The logistic/layout, set up and take down associated with the Annual Town Meeting held (outside) at Veteran’s Field on June, 21, 2021 as well as the Special Town Meeting on October 23, 2021.
2. Participated in fogging and disinfection COVID-19 operations of municipal/town owned buildings/rolling stock.
3. Rebuilding and replacement of catch basins (various locations) throughout the Town where immediate attention was warranted.
4. Repair of road deficiencies, traffic markings and line painting, and traffic sign installations.
5. Improvements to the Main Street sidewalks, Cedar Street sidewalks and paving of Cedar Street. Completion of the installation of the sidewalk on Old Queen Anne Road and subsequent paving of the roadway.
6. Coordination for the completion of the West Chatham Project/Barn Hill Roadway Improvement Project.

Staffing History

FY2010	6 full time	1 part time	1 seasonal	DPW Director 25%
FY2015	6 full time	1 part time	1 seasonal	DPW Director 25%
FY2021	8 full time		2 seasonal	DPW Director 20% DPW Superint. 50%

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	419,026	417,884	574,223	233,828	598,528	598,528	4.23%
Expenses	61,537	48,664	87,200	35,163	87,200	87,200	0.00%
Total Highway	480,563	466,548	661,423	268,991	685,728	685,728	3.67%

Department Detail



FY 2023 Budget

Dept - 420 Highway

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 420 Highway							
5110 Regular Wages	398,534	494,532	513,653	224,656	560,214	-24,838	535,376
5120 Temporary Wages	6,988	0	39,370	0	41,952	0	41,952
5130 Overtime	3,129	12,273	15,000	5,372	15,000	0	15,000
5141 Longevity	9,233	5,900	6,200	3,800	6,500	0	6,200
Personnel Services	417,884	512,706	574,223	233,828	623,666	-24,838	598,528
5200 Purchase of Services	14,018	4,415	8,300	2,533	8,300	0	8,300
5309 Continuing Ed/Training	0	665	8,700	1,307	8,700	0	8,700
5343 Advertising	119	0	500	0	500	0	500
5400 Operational Supplies	11,851	11,543	20,000	6,730	20,000	0	20,000
5420 Office Supplies	714	594	500	165	500	0	500
5481 Vehicle & Equip Maint	4,140	32,766	30,000	14,838	30,000	0	30,000
5590 Uniforms	5,580	7,531	7,000	5,607	7,000	0	7,000
5705 Meetings/Dues & Travel	1,152	2,028	1,200	549	1,200	0	1,200
6341 Street Signs	9,872	5,877	6,000	3,436	6,000	0	6,000
6400 Bike Trail	1,218	946	5,000	0	5,000	0	5,000
Expenses	48,664	66,365	87,200	35,163	87,200	0	87,200
Total Highway	466,548	579,071	661,423	268,991	710,866	-24,838	685,728
Revenues							
Trench Permits	\$ 15,350	\$ 16,500	\$ 10,000	\$ 8,200	\$ 10,000		
Total Revenues	\$ 15,350	\$ 16,500	\$ 10,000	\$ 8,200	\$ 10,000		
Grants							
Transportation Network (TNC)	\$ 2,930	\$ 3,154					
Chapter 90 Reimbursement	\$ -	\$ 38,084	\$ 347,000	\$ 1,714,970	\$ 347,000		

FY2023 Salaries



FY 2023 Budget

Highway

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Director of Public Works									
Thomas Temple	2/8/2016	Personal Rate		26.1	6,019.34	31,420.95			31,420.95
						<i>20% of Salary</i>			
DPW Superintendent	3/2/2020								
Gary Glazier		10	7	17.0	3,648.80	48,024.52			48,024.52
			8	9.1	3,738.40	<i>50% of Salary</i>			
Highway Foreman									
Brian Gates	7/20/1998	7	5	968	34.93	33,812.24	1,900.00		75,808.24
	<i>step date 12/9/19</i>		6	1120	35.80	40,096.00			
Vehicle Repairman/Special Equipment Operator									
Kenny Friend	7/1/1991	5	9	2096	33.35	69,901.60	2,000.00		71,901.60
Special Equipment Operator									
Jerry Friend	1/10/2005	4	9	2096	31.02	65,017.92	1,300.00		66,317.92
Special Equipment Operator									
Richard Corres	2/26/2018	4	5	1200	28.12	59,557.76			59,557.76
			6	896	28.81				
Special Equipment Operator									
Vacant	6/15/2020	4	3	208	26.79	57,303.52			57,303.52
			4	1888	27.40				
Laborer									
Brian Powers	6/13/2005	3	9	2096	28.87	60,511.52	1,300.00		61,811.52

FY2023 Salaries



FY 2023 Budget

Highway

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Laborer (float)									
Christopher Siepietowski	4/4/2018	3	4	1,528	25.51	38,979.28			53,826.80
			5	568	26.14	14,847.52			
Administrative Assistant									
Pam Jones	2/14/2005	5	9	26.1	2,668.00	6,963.48			6,963.48
						<i>10% of Salary</i>			
Secretary									
Patricia Zingarelli	12/11/2017	3	8	12.0	2,252.80	4,055.04			8,939.84
			9	14.1	2,309.60	4,884.80			
						<i>15% of Salary</i>			
Highway Laborer	(Seasonal)	3	1	960	23.70	0.00		22,752.00	22,752.00
Special Equipment Operator (Seasonal)				960	20.00			19,200.00	19,200.00
Totals						560,213.76	6,500.00	41,952.00	608,665.76

FY 2023 Budget



**Division
Public Works**

Snow and Ice

Department # 423

Program Description

MGL Ch. 44 Section 31D. Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the town manager and the finance or advisory committee in a town having a town manager, by the selectmen and the finance or advisory committee in any other town, ... provided, however, that the appropriation for such purposes in said fiscal year equaled or exceeded the appropriation for said purposes in the prior fiscal year.

Prior Year Accomplishments

Not Required

Budget Statement

There is a small increase in the salary/wage line to cover increase costs for contract snow plow drivers.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	18,667	11,075	16,000	0	16,000	20,000	20.00%
Expenses	99,893	73,398	75,000	10,180	75,000	75,000	0.00%
Total Snow and Ice	118,560	84,473	91,000	10,180	91,000	95,000	4.21%

Department Detail



FY 2023 Budget

Dept - 423 Snow and Ice

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 423 Snow and Ice							
5110 Regular Wages	-	-	-	-	-	-	-
5120 Temporary Wages	-	-	-	-	-	-	-
5130 Overtime	11,075	40,139	16,000	0	16,000	4,000	20,000
Personnel Services	11,075	40,139	16,000	0	16,000	4,000	20,000
5200 Purchase of Services	1,474	11,468	30,000	0	30,000	0	30,000
5400 Operational Supplies	49,501	50,368	30,000	5,932	30,000	0	30,000
5481 Vehicle & Equipment Maint	22,423	9,160	15,000	4,248	15,000	0	15,000
Expenses	73,398	70,996	75,000	10,180	75,000	0	75,000
Total Snow and Ice	84,473	111,135	91,000	10,180	91,000	4,000	95,000

FY 2023 Budget



**Division
Public Works**

Street Lighting

Department # 424

Program Description

Contracted services and maintenance for street lighting throughout the Town.

Prior Year Accomplishments

Not Required

Budget Statement

Level Funded.

With the conversion to LED lights Town-wide, we continue to have on-going conservation savings due to bulb life and easier maintenance compared to pre-program implementation in the FY2014 budget when the budget appropriation was \$46,000.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	12,280	10,052	17,500	6,743	17,500	17,500	0.00%
Total Street Lighting	12,280	10,052	17,500	6,743	17,500	17,500	0.00%

Department Detail



FY 2023 Budget

**Dept - 424
Street Lighting**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 424 Street Lighting							
Personnel Services	0	0	0	0	0	0	0
5211 Street Lighting	8,953	9,438	12,500	4,324	12,500	0	12,500
5481 Equipment Maintenance	1,099	2,553	5,000	2,419	5,000	0	5,000
Expenses	10,052	11,991	17,500	6,743	17,500	0	17,500
Total Street Lighting	10,052	11,991	17,500	6,743	17,500	0	17,500

FY 2023 Budget



**Division
Public Works**

Transfer Station

Department # 430

Program Description

The Department of Public Works Solid Waste Division provides solid waste management and disposal services to the community by receiving at the Transfer Station and transferring various materials to the SEMASS Waste-to-Energy facility and recycling/diversion facilities. This includes residential/municipal trash, construction and demolition debris, glass, metal, plastic, paper, e-waste, brush, and over 30 other material categories of waste.

Budget Statement

The Solid Waste Division will continue instituting improvements to its services through both operational and infrastructure modifications while staying abreast of the financial markets for the various commodities.

The FY2023 proposed salary budget includes contractual increases for employees. The expense budget includes an increase for the cost of the removal of recyclable materials and trucking of municipal solid waste as well as the contract with SEMASS.

Emphasis will be placed on improving the customer interface upon entering the facility as well as the drop-off sites for each commodity. Implementing technology in selected functional areas will be aimed at simplifying the backend accounting and reconciliation process while increasing participation in material recycled or diverted from the Town's waste stream.

Prior Year Accomplishments

1. The Transfer Station continued to be closed on Wednesday to clean/disinfect/maintain equipment, office, bathrooms, and Gate House.
2. Department and its Engineer Weston & Sampson continued working on the redesign of the Transfer Station Facility and ways to update the facility to be compliant with OHSA regulations.
3. Provided Christmas Tree Light collection through MassDEP (sponsored by Americorps). The Division received \$6,600 in grant funding from the DEP Small Materials Recycling Grants.
4. In 2021, transported 6,007.98 tons of trash to Southeastern Massachusetts (SEMASS) Resource Recovery Facility – a waste-to-energy and recycling facility. This is an increase of 8.67% compared to 2020 when 5,528.85 tons was taken to SEMASS. Total Recycling tons was 4881.45 in 2021 which was an increase of 60.19% over 2020 tonnage of 3047.32 tonnage.

Staffing History

FY2010	5 full time	1 part time	1 seasonal	+ DPW Director 25%
FY2015	5 full time		2 seasonal	+ DPW Director 25%

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	521,893	512,066	525,930	238,612	602,524	547,696	4.14%
Expenses	747,646	881,474	1,036,350	540,451	1,064,950	1,064,950	2.76%
Total Transfer Station	1,269,539	1,393,540	1,562,280	779,063	1,667,474	1,612,646	3.22%

Department Detail



FY 2023 Budget

**Dept - 430
Transfer Station**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 430 Transfer Station							
5110 Regular Wages	393,300	329,609	382,950	147,912	459,444	-54,828	404,616
5120 Temporary Wages	33,658	13,688	74,080	12,550	74,080	0	74,080
5130 Overtime	81,907	117,905	65,600	78,150	65,600	0	65,600
5141 Longevity	3,200	3,300	3,300	0	3,400	0	3,400
Personnel Services	512,066	464,502	525,930	238,612	602,524	-54,828	547,696
5200 Purchase of Services	63,868	10,841	9,500	2,223	9,500	0	9,500
5290 SEMASS Tipping	403,910	538,449	491,400	105,064	491,400	27,100	518,500
5291 SEMASS Trucking	102,534	118,391	117,000	37,925	117,000	1,500	118,500
5292 Recyclable Materials Removed	236,481	292,578	343,200	51,728	343,200	0	343,200
5293 Scale Repairs	10,068	12,524	4,000	4,549	4,000	0	4,000
5309 Continuing Education	938	135	8,500	563	8,500	0	8,500
5343 Advertising	0	0	100	0	100	0	100
5344 Printing	0	0	150	0	150	0	150
5400 Operational Supplies	24,916	20,548	27,000	10,130	27,000	0	27,000
5420 Office Supplies	435	162	1,000	0	1,000	0	1,000
5481 Vehicle & Equip Maint	38,213	61,904	34,000	10,578	34,000	0	34,000
5590 Uniforms	0	0	0	4,825	0	0	0
5705 Meetings/Dues & Travel	111	1,285	500	0	500	0	500
Expenses	881,474	1,056,817	1,036,350	540,451	1,036,350	28,600	1,064,950
Total Transfer Station	1,393,540	1,521,318	1,562,280	779,063	1,638,874	-26,228	1,612,646

Department Detail



FY 2023 Budget

**Dept - 430
Transfer Station**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Revenues							
Commercial charge	\$ 329,949	\$ 349,791	\$ 225,000	\$ 292,074	275,000		
Gate Receipts	\$ 264,462	\$ 273,795	\$ 170,000	\$ 117,878	205,000		
Stickers	\$ 140,315	\$ 144,175	\$ 125,000	\$ 50,375	125,000		
combo stickers	\$ 424,834	\$ 472,882	\$ 315,000	\$ 99,800	330,000		
Commercial Recycling	\$ 28,630	\$ 43,428	\$ 60,000	\$ 57,681	35,000		
Household Recycling	\$ 15,549	\$ 18,367	\$ 5,000	\$ 8,613	5,000		
Total Revenues	\$ 1,203,738	\$ 1,302,437	\$ 900,000	\$ 626,421	\$ 975,000		
Grants							
Small Materials Recycling	\$ 15,900	\$ 6,600	\$ -	\$ -			
IQ Kit Recycling Grant	\$ 1,884	\$ 1,884	\$ -	\$ -			
Total Revenues	\$ 17,784	\$ 8,484	\$ -	\$ -			

FY2023 Salaries



FY 2023 Budget

Transfer Station

Position	Anniversary Date	Grade	Step	Pay Periods /Hours	Rate of Pay	Salary	Longevity	Other	Total
Director of Public Works									
Thomas Temple	2/8/2016	Personal Rate		26.1	6,019.34	23,565.72			23,565.72
						<i>15% of Salary</i>			
Transfer Station Foreman									
David Lusher	1/29/2018	7	3	736	33.23	24,457.28			70,546.96
				4	1352	34.09	46,089.68		
<i>step date 11/30/20</i>									
Senior Heavy Equipment Operator									
Steve Leavenworth	4/19/1995	5	9	2088	33.35	69,634.80	2,000.00		71,634.80
Senior Heavy Equipment Operator									
David Laurie	1/22/2003	5	9	2088	33.35	69,634.80	1,400.00		71,034.80
Senior Heavy Equipment Operator									
Paul Adams	7/29/2019	5	3	168	28.77	4,833.36			61,454.16
				4	1920	29.49	56,620.80		
Senior Heavy Equipment Operator									
Marcus Lefeged	6/15/2020	5	2	2000	28.08	56,160.00			58,691.76
				3	88	28.77	2,531.76		
Gate Attendant									
Vacant		3	1	1680	23.70	39,816.00			
				2	408	24.29	9,910.32		49,726.32
Gate Attendant Seasonal									
				1000	20.08			20,080.00	20,080.00
Recycling Coordinator Intermittent Misc.									
				1500	18.00			27,000.00	27,000.00
Trash Collection Intermittent Misc.									
				1500	18.00			27,000.00	27,000.00
Totals						363,438.52	3,400.00	74,080.00	480,734.52

FY 2023 Budget



**Division
Public Works**

Fuel Depot

Department # 425

Program Description

Located at the DPW facility this budget provides fuel for all municipal vehicles.

Prior Year Accomplishments

Not Required

Budget Statement

There is a slight increase in the budget for FY2023 based on prior year actuals and projected increases in fuel costs.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	152,454	166,796	155,550	86,753	155,550	160,000	2.86%
Total Fuel Depot	152,454	166,796	155,550	86,753	155,550	160,000	2.86%

Department Detail



FY 2023 Budget

**Dept - 425
Fuel Depot**

Department Detail

		FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 425 Fuel Depot								
	Personnel Services	0	0	0	0	0	0	0
5480	Fuel	165,860	110,232	145,550	86,753	145,550	4,450	150,000
5481	Equipment Maintenance	936	2,068	10,000	0	10,000	0	10,000
	Expenses	166,796	112,299	155,550	86,753	155,550	4,450	160,000
	Total Fuel Depot	166,796	112,299	155,550	86,753	155,550	4,450	160,000

FY 2023 Budget



**Division
Public Works**

Project Administration and Facilities

Department # 192

Program Description

The Principal Projects Administration and Facilities Operations Division is focused on the oversight of special projects and the supervision of facilities operational staff and functions. Special projects coordination is performed by the Administrator and generally involves oversight and coordination between departments involved. Facilities Division (2) with custodial staff (3) provides oversight of the condition of Town buildings, the efficient operation of heating, ventilating, and air conditioning (HVAC) systems, environmental control systems and energy management systems. General activities also include reaction to special needs and requests from departments in response to identified problems and support of their general operations as necessary. Additionally, in-house resources are used for minor fixes, maintenance and small scale improvement and construction projects in an effort to better control costs. Short term operational issues requiring responses by specialized experts are addressed via the funding in the annual operations budget. On a long term basis, the Division also identifies needs that arise that may not have an immediate impact but left un-addressed, may have a significant impact sometime in the future.

The top priority is assuring the functional continuity of Town buildings for both the short and long term benefit of the Towns residents and staff by providing efficient, effective operation and stewardship of all facilities. This emphasis on maintaining Chatham's municipal buildings provides an environment for all departments to meet their baseline needs for the continued delivery of a high level of public and customer service.

Budget Statement

The Department's major fiscal planning objective is developing a program to manage the life cycles of all Town assets in the most cost efficient manner, meeting the needs of the community into the future consistent with the duties of the Town Manager related to the development of a comprehensive maintenance program. The goal is to create a workable long term building capital program to maintain the large investment the community has made in all of its recent capital building projects as well as all past structure investments employing a method that aims to minimize unexpected expenditures and returns the maximum community benefit dividend. Additionally ongoing efforts to avail the Town of opportunities to offset its operational costs including cooperation in regional alternative energy and efficiency initiatives (like the solar photovoltaic projects and off taker agreements) and the monitoring a wide range of grant programs to better leverage use of Town funding are continuing activities.

The FY2023 budget reflects the move of two custodial positions to the Grounds Division out of this budget. There is an increase for a full-time Principal Projects & Operations Assistant (shared with Cemetery); a position transferred from the Recreation & Beaches division within DPW.

Staffing History

FY2010	7 full time	
FY2015	5 full time	1 part time
FY2021	7 full time	
FY2023	6 full time	

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	362,200	359,285	468,543	175,978	389,484	421,754	-9.99%
Expenses	699,298	783,133	626,850	714,493	626,850	985,600	57.23%
Total Project Admin & Facilities	1,061,498	1,142,418	1,095,393	890,471	1,016,334	1,407,354	28.48%

FY 2023 Budget



**Division
Public Works**

Project Administration and Facilities

Department # 192

Prior Year Accomplishments

Projects Administration

1. Coordination of full project concept proposal for consideration of a new COA facility at 1610 Main Street presented to the June 2021 Annual Town Meeting (ATM), including conceptual building/site designs and revised cost estimate
2. Submission of first MA Green Communities Annual Report to maintain funding eligibility for identified projects into 2022
3. Completion of energy efficiency projects including LED lighting conversions at the Eldredge Public Library, Police Station and Council on Aging buildings and HVAC system components at the Community Center
4. Obtaining HBDC Approvals for installation of EV charging stations at the Town Annex and Town Offices locations
5. Completion of the Airport Master Plan Update (AMPU) and the corresponding Environmental Assessment (EA) for three projects identified in the 2021 AMPU
6. Initiation of the Phase II Shell Improvements project at the Eldredge Public Library to produce construction documents (early 2022 bidding target)
7. Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Grant for Chatham Municipal Airport - \$13,000. American Rescue Plan Act (ARPA) Grant for Chatham Municipal Airport - \$32,000
8. Contributed/made multiple presentations to the Select Board including Town Meeting Articles, Airport Governance, Eldredge Public Garage Project, and Fishermen's Storage Area Relocation (2). Additionally, presented Runway Protections Zone (RPZ) information to the Planning Board

Facilities

1. Completion of the full replacement of the slate roof at the Eldredge Public Library (total project cost \$602,000)
2. Public Restroom and outbuilding improvements including exterior painting/shell repairs at Harding's Beach, Veteran's Field (restrooms, concession, dugouts, and storage shed), Stage Harbor Road Parking Lot, and Chamber Information Booth
3. Kate Gould Park bandstand repairs, electrical upgrades, and painting
4. Completion of exterior historic building painting projects at the Railroad Museum, Town Offices, Marconi Campus, and Doc Keene Scout Hall

Department Detail



FY 2023 Budget

**Dept - 192
Project Operations & Facilities**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 192 Project Administration & Facilities							
5110 Regular Wages	346,358	344,772	460,843	173,764	381,684	32,270	413,954
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	11,928	8,492	6,500	2,215	6,500	0	6,500
5141 Longevity	1,000	1,100	1,200	0	1,300	0	1,300
Personnel Services	359,285	354,363	468,543	175,978	389,484	32,270	421,754
5200 Purchase of Services	171,350	178,182	155,000	92,279	155,000	95,000	250,000
5210 Electricity	247,689	251,497	225,000	132,624	225,000	25,000	250,000
5212 Gas Heat	71,714	72,061	70,000	22,451	70,000	0	70,000
5289 Solid Waste Disposal	10,109	10,267	5,950	5,366	5,950	5,000	10,950
5309 Continuing Education	0	0	500	0	500	0	500
5343 Advertising	0	297	500	0	500	0	500
5400 Operational Supplies	24,748	21,180	20,000	16,560	20,000	0	20,000
5420 Office Supplies	244	725	500	401	500	0	500
5430 Buildings & Grounds Maintenance	184,289	147,530	87,500	188,864	87,500	57,100	144,600
5431 Library Maintenance	39,185	25,541	25,000	39,932	25,000	0	25,000
5451 Office & Bathroom Cleaning	28,833	2,919	27,200	211,122	27,200	180,000	207,200
5481 Vehicle & Equipment Maintenance	2,283	2,521	5,000	2,850	5,000	-2,000	3,000
5581 Publications & Subscriptions	0	111	100	0	100	0	100
5591 Uniforms	1,834	1,477	1,600	712	1,600	-600	1,000
5705 Meetings/Dues & Travel	856	260	1,000	300	1,000	0	1,000
5700 Other Charges Expenses	0	952	2,000	1,031	2,000	-750	1,250
Expenses	783,133	715,521	626,850	714,493	626,850	358,750	985,600
Total Project Administration & Facilities	1,142,418	1,069,884	1,095,393	890,471	1,016,334	391,020	1,407,354

FY 2023 Budget



**Division
Public Works**

Sewer

Department # 443

Program Description

The Department of Public Works Sewer Division’s focus is towards continuing to improve: the quality of wastewater treatment; customer relations; and providing a high level of reliability to

Prior Year Accomplishments

1. The Sewer Division strives to improve the quality of wastewater treatment, increasing customer service and providing a high level of reliability to the sewerage system to ensure that the Town has a healthy environment. Sewer Construction is substantially complete for Phases 1C-3&4 (Oyster Pond watershed) and Phase 1D-1 (Chatham-Harwich Interconnection and Meetinghouse Rd). Phase 1-E – Stony Hill Road sewer connection also is substantially completed, this project also included drainage upgrades on Crowell Road.
2. Final design for the upgrading of the 40 + year old Mill Pond pumping station is complete, and we are awaiting to secure the proper easements.
3. The Sewer Division collected, treated and discharged a total of 68,205,210 gallons of water which calculates to an annual daily average of 186,864 gallons.
4. The Treatment facility was able to maintain its biological nitrogen control process and meet its permit’s Total Nitrogen limitation of less than 10 parts per million and maximum annual Total Nitrogen discharge loadings of 9,132 pounds. By the end of calendar year 2021, the facility discharged a total of 941 pounds of Total Nitrogen which is well below the permitted amount.
5. As of December 31, 2021, there were 105 additional connections to the Town’s sewer collection system were made since January 1, 2021. To date, we have 1075 connections system wide.
6. For the 2021 calendar year, the facility disposed of approximately 370 tons of sludge at the Yarmouth Septage Facility and ultimately to its final destination at the Hawk Ridge Casella Compost Facility located in Maine.

Budget Statement

The Sewer Division/Water Pollution Control Facility is operated by contract employees through Weston and Sampson with general oversight by the DPW Director. The Sewer Division will continue to improve on its services by performing vital operations and maintenance functions to ensure the collection, treatment, and disposal of sewage from underground pipes as well as septage collected by private haulers from residential septic tanks. Effluent will meet or exceed State and Federal regulations for nitrogen, total suspended solids (TSS) and biological oxygen demand (BOD). Maintenance operations involve flushing the entire 8 miles of wastewater collection system twice per year, updating sewer main service records, and cleaning, painting, and organizing pumping stations to ensure optimal performance. Information on sewer Division Operations will be distributed twice per year and inserted in the Water/Sewer bills.

The expense budget includes funds for the contracted services and an increase funding for plant maintenance (based on actuals) and sludge disposal.

Staffing History (Contract Operations) plus:

FY2010	DPW Director 20%
FY2015	DPW Director 20%
FY2021	DPW Director 20%

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	26,781	28,808	30,506	14,259	31,421	31,421	3.00%
Expenses	977,140	988,212	1,257,950	549,289	1,432,800	1,432,800	13.90%
Total Sewer	1,003,921	1,017,020	1,288,456	563,548	1,464,221	1,464,221	13.64%

Department Detail



FY 2023 Budget

**Dept - 443
Sewer**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 443 Sewer							
5110 Regular Wages	28,808	28,944	30,506	14,259	31,421	0	31,421
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	28,808	28,944	30,506	14,259	31,421	0	31,421
5200 Purchase of Services	0	0	500	0	500	-250	250
5203 Testing	15,498	17,293	18,500	8,283	18,500	9,200	27,700
5209 Electric WWFT	120,551	131,358	140,000	80,619	140,000	14,000	154,000
5210 Electric-Pump Station	36,966	38,530	52,800	20,746	52,800	20,000	72,800
5212 Gas Heat	30,333	30,704	34,500	4,710	34,500	6,900	41,400
5249 Plant Maintenance	144,142	167,708	174,000	104,259	174,000	26,000	200,000
5289 Solid Waste Disposal	53,157	68,218	132,000	23,570	132,000	27,000	159,000
5307 Contract Services	513,830	579,500	621,500	258,958	621,500	44,500	666,000
5312 Traffic Control/Public Safety	2,602	944	5,000	5,248	5,000	0	5,000
5317 Professional/Consulting	0	0	2,000	0	2,000	-2,000	0
5340 Telecommunications	0	0	0	0	0	0	0
5343 Advertising	0	0	250	0	250	0	250
5344 Printing	0	595	100	0	100	0	100
5345 Postage	0	34	100	0	100	0	100
5349 Sewer Main Emergency Repairs	13,981	3,533	20,000	18,621	20,000	0	20,000
5400 Operational Supplies	775	4,840	750	72	750	0	750
5420 Office Supplies	595	0	650	34	650	0	650
5430 Building & Grounds Maintenance	0	0	250	377	250	0	250
5432 Chemicals	50,804	38,015	40,000	18,061	40,000	29,300	69,300

Department Detail



FY 2023 Budget

Dept - 443 Sewer

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5481 Vehicle & Equipment Maint	4,980	14,288	4,800	5,732	14,800	-4,800	10,000
5705 Meetings/Dues & Travel	0	0	250	0	250	0	250
5800 Capital Outlay-Operating	0	0	0	0	0	0	0
5805 Ground Water Monitoring	0	0	10,000	0	10,000	-5,000	5,000
Expenses	988,212	1,095,559	1,257,950	549,289	1,267,950	164,850	1,432,800
Total Sewer	1,017,020	1,124,503	1,288,456	563,548	1,299,371	164,850	1,464,221
Sewer Debt (Informational Only)							
Sewer Principal	1,792,258	2,452,438	2,591,867	1,154,290	2,945,319		
Sewer Long Interest	716,033	614,217	677,301	55,626	645,009		
MWPAT Administrative Fee			47,363	26,470			
Short Term Interest							
	2,508,291	3,066,655	3,316,531	1,236,386	3,590,328		
Revenues							
Sewer Penalties & Interest	\$ 3,525	\$ 4,271	\$ 5,000	\$ 5,434	\$ 5,000		
Sewer Rate Liens Interest	\$ -	\$ -	\$ 1,000	\$ -	\$ -		
Sewer Rate Revenue	\$ 448,213	\$ 473,346	\$ 350,000	\$ 296,551	\$ 400,000		
Previous Years Sewer Revenue	\$ 41,582	\$ 33,372	\$ 37,000	\$ 44,756	\$ 39,000		
Sewer Septage Revenue	\$ 96,608	\$ 83,122	\$ 57,000	\$ 75,689	\$ 75,000		
Sewer Bank Receipts	\$ 4,300	\$ 6,000	\$ 5,000	\$ 3,800	\$ 5,000		
Sewer Pipe Inspections	\$ 250	\$ 600	\$ -	\$ 300			
Total Revenues	\$ 594,478	\$ 600,712	\$ 455,000	\$ 426,529	\$ 524,000		

FY2023 Salaries



FY 2023 Budget

Sewer

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Director of Public Works Thomas Temple	2/8/2016	Personal Rate		26.1	6,019.34	31,420.95			31,420.95
						<i>20% of Salary</i>			
					Totals	31,420.95	0.00	0.00	31,420.95

FY 2023 Budget



**Division
Water**

Water

Department # 450

Program Description

The Water Department's goal is to continue to improve the quality of water provided, customer relations, and provide a high level of reliability to the water supplies and distribution system to ensure the Town has safe drinking water and the required flows for fire fighting.

Budget Statement

The Water Division is funded by user fees. It is operated by contract employees through Weston and Sampson with general oversight by the DPW Director. The Water Division strives to improve the quality of water provided, increasing customer service, and provide 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. The Water Division plans to continue to improve on its services by performing the following projects: dissemination of information on the Division's water quality and services by preparing and mailing the "Chatham Water News" to all water customers; providing the "Chatham Water Division Water Quality Report" to all customers, performing a valve exercising program with the spring water system disinfecting and flushing program; maintaining all public fire hydrants and perform fire flow tests; optimizing the corrosion control system to ensure the water system continues to meet lead and copper regulations; cleaning, painting, and keeping organized all well pumping stations; updating water main and service records; maintaining and replacing water meters; and optimizing the accuracy of all existing

Budget Statement (cont.)

and new accounts on the Town's centralized computer system.

The salary lines include contractual increases for personnel, including contractual longevity and/or Steps. The expense line item includes additional funds for the operations of bringing Indian Hill Well on-line as well as increase for contracted services and utilities.

We will continue to improve the operation, maintenance, and customer service to all 7,258 water accounts through the annual delivery of over half a billion gallons of treated water pumped from 8 wells. Maintenance includes annual flushing of over 100 miles of piping, leak detection on close to 30 miles of pipe per year, conducting fire flow tests, replacing/upgrading meters and continually painting 240 out of 1200 hydrants in the Town's inventory. Continued conversion of the meter reading devices will allow greater efficiency of data collection without the highly labor intensive door-to-door meter reading. The quality of water is ensured by rigorous testing for mineral and biological contaminants, optimizing corrosion controls, and testing almost 1,000 back flow devices on irrigation systems. The results of this testing is published annually in Chatham's "Consumer Confidence Report".

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	183,852	200,587	232,169	110,623	268,861	245,851	5.89%
Expenses	1,386,780	1,336,337	1,863,200	697,646	1,911,750	2,141,550	14.94%
Water Operating Expenses	1,570,632	1,536,924	2,095,369	808,269	2,180,611	2,387,401	13.94%
Total Overhead	259,004	266,774	297,578	297,578	307,993	307,993	3.50%
Prepaid Non Betterment	0	0	0	0	0	0	0.00%
Total Debt Service	843,701	1,363,422	1,188,075	683,859	1,161,608	1,161,608	-2.23%
Water Grand Total	2,673,337	3,167,120	3,581,052	1,789,706	3,650,212	3,857,003	7.71%

FY 2023 Budget



**Division
Water**

Water

Department # 450

Prior Year Accomplishments

1. The Department pumped a total of 480,857,400 gallons in 2021. This is a decrease in the amount of water pumped of 55,964,300 gallons in 2021 compared to 2020.
2. Chatham Water Department joined other water departments drawing from the Monomoy Lens of the aquifer initiating mandatory water restriction in response to the ongoing drought.
3. New water mains were installed on Snow Lane, Lake Street, Bridge Street, and Scatteree Road.
4. Surveyed approximately 33 miles of water mains for possible leaks.
5. Completed and certified the EPA's mandated Risk and Resiliency Assessment and corresponding changes in the Emergency Response Plan.
6. Well 4 was upgraded with chemical addition to gain approval for use by DEP. The well went active in October.
7. Due to the detection of Perfluorocarbons known as PFAS6 being detected in Well 5 in April and Well 8 in September both wells were immediately removed from service. An educational letter was mailed to all water customers to inform them of the detection. The wells remain offline until temporary treatment can be installed. A total of 121 tests have been taking since April 21, 2021 to monitor the levels of PFAS6.

Staffing History (Contract Operations) plus:

FY2010 2 full time (Admin) plus DPW Director 30% Asst DPW 75%
 FY2015 2 full time (Admin) plus DPW Director 30% Superint. 50%
 FY2021 2 full time (Admin) plus DPW Director 45% Superint. 50%

Department Detail



FY 2023 Budget

Dept - 450 Water

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 450 Water							
5110 Regular Wages	182,313	215,637	221,469	103,618	258,061	-23,010	235,051
5120 Temporary Wages	0	0	0	0	0	0	0
5130 Overtime	17,275	15,677	9,500	7,006	9,500	0	9,500
5140 Committee	0	0	0	0	0	0	0
5141 Longevity	1,000	1,100	1,200	0	1,300	0	1,300
Personnel Services	200,587	232,414	232,169	110,623	268,861	-23,010	245,851
5200 Purchase of Services	3,797	0	0	0	0	0	0
5203 DEP Testing	14,649	26,922	15,000	33,587	80,000	65,000	145,000
5210 Electric	170,633	209,794	250,000	130,508	250,000	50,000	300,000
5212 Gas Heat	25,534	15,202	41,000	9,472	41,000	20,000	61,000
5249 Plant Maintenance	165,389	124,766	225,000	50,399	225,000	0	225,000
5307 Contract Services	641,080	688,000	704,450	293,521	688,000	38,550	726,550
5312 Traffic Control/Public Safety	1,547	1,358	8,000	1,808	8,000	0	8,000
5317 Professional/Legal/Consulting Service	1,540	0	20,000	0	20,000	0	20,000
5340 Telecommunications	15,771	21,664	26,950	15,083	26,950	0	26,950
5343 Advertising	299	1,889	1,500	0	1,500	0	1,500
5344 Printing	2,032	8,183	1,000	0	1,000	0	1,000
5345 Postage	2,553	2,732	5,000	418	5,000	0	5,000
5349 Service Leaks/Curb Stops	72,075	96,930	120,800	58,853	120,800	0	120,800
5400 Operational Supplies	12,945	14,615	12,750	1,205	12,750	0	12,750
5420 Office Supplies	5,041	6,118	5,000	5,214	5,000	0	5,000
5430 Buildings & Grounds Maintenance	576	740	3,000	120	3,000	7,000	10,000
5432 Chemicals	160,393	176,188	200,000	88,346	200,000	30,000	230,000



Department Detail

	FY 2023 Budget		Dept - 450		Department Detail		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
5434 DEP Assessment	3,885	4,863	5,000	0	5,000	0	5,000
5435 Meter Replacement & Repairs	1,926	51,468	150,000	8,602	150,000	0	150,000
5481 Hydrants and Maintenance	5,000	3,781	9,750	209	9,750	6,250	16,000
5702 Conservation/Education	0	0	500	0	500	0	500
5705 Meetings/Dues/Travel	2,180	294	1,500	302	1,500	0	1,500
5800 Capital Outlay	0	0	19,000	0	19,000	0	19,000
5804 Well Cleaning	27,379	0	22,000	0	22,000	13,000	35,000
5805 Ground Water Monitoring	113	2,775	16,000	0	16,000	0	16,000
Expenses	1,336,337	1,458,283	1,863,200	697,646	1,911,750	229,800	2,141,550
Water Operating Expenses	1,536,924	1,690,698	2,095,369	808,269	2,180,611	206,790	2,387,401
Total Overhead	266,774	290,320	297,578	297,578	307,993	0	307,993
Prepaid Non Betterment	0	0	0	0	0	0	0
Debt Principal & Interest							
5910 Total Principal	1,101,671	872,829	836,930	549,430	813,389	-12,600	800,789
5915 Total Interest	261,750	316,366	276,145	134,429	248,219	6,573	254,792
6000 Short Term Interest	0	0	75,000	0	100,000	6,027	106,027
Total Debt Service	1,363,422	1,189,195	1,188,075	683,859	1,161,608	0	1,161,608
Water Grand Total	3,167,120	3,341,617	3,581,052	1,789,706	3,650,212	206,791	3,857,003
Revenue							
Water Rate Receipts	\$ 3,067,982	\$ 3,521,200	\$ 2,631,000	\$ 2,458,676	\$ 2,907,200		
Interest	\$ 16,227	\$ 17,473	\$ 10,000	\$ 16,140	\$ 17,003		
Miscellaneous	\$ 315,985	\$ 335,136	\$ 300,617	\$ 47,840	\$ 300,000		
Total Revenue	3,400,194	3,873,809	3,181,052	2,522,656	3,250,212	3,457,003	

FY2023 Salaries



FY 2023 Budget

Water

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Director of Public Works Thomas Temple	2/8/2016	Personal Rate		26.1	6,019.34	70,697.15			70,697.15
						<i>45% of Salary</i>			
DPW Superintendent Gary Glazier	3/2/2020	10	7	17.0	3,648.80	48,024.52			48,024.52
			8	9.1	3,738.40				
						<i>50% of Salary</i>			
Administrative Assistant Pam Jones	2/14/2005	5	9	26.1	2,668.00	62,671.32	1,300.00		63,971.32
						<i>90% of Salary</i>			
Secretary Patricia Zingarelli	12/11/2017	3	8	12.0	2,252.80	22,978.56			
			9	14.1	2,309.60	27,680.56			50,659.12
						<i>85% of Salary</i>			
Totals						232,052.10	1,300.00	0.00	233,352.10

FY 2023 Budget



**Division
Public Works**

Cemetery

Department # 491

Program Description

The Cemetery Division/Cemetery Commission oversees the 17 active and ancient cemeteries within the Town. The active cemeteries include Union Cemetery, Seaside Cemetery, Peoples Cemetery and South Chatham Cemetery.

Budget Statement

The increase in the budget is due to costs of ground maintenance associated with the expansion of the Seaside & Union Cemeteries as well as the increase in cost of materials. The Division is staffed by a part-time cemetery administrator who is paid under the personnel policies compensation schedule.

The Cemetery Commission is a 3 member appointed board that receives an annual stipend.

Prior Year Accomplishments

1. Sales continued to be busy with the new expanded areas in Union and Seaside Cemeteries.
2. Work toward an online access to cemetery lot locations continued.
3. Many interments took place in 2021. Funeral services had been largely curtailed in 2020 due to COVID so many more were held during 2021.
4. Work continued again on the repair of some ancient headstones in the 4 active cemeteries.
5. The Cemetery Commission returned to holding meetings again after being unable to for some time because of Covid. Long serving Cemetery Commissioner George Goodspeed retired at the end of his term.

Staffing History

FY2010	1 part time
FY2015	1 part time
FY2021	1 part time
FY2023	1 part time + 1 share (DPW float)

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	20,923	19,406	19,552	0	23,671	55,941	186.11%
Expenses	92,804	78,638	115,450	68,703	115,450	59,450	-48.51%
Total Cemetery	113,727	98,044	135,002	68,703	139,121	115,391	-14.53%

Department Detail



FY 2023 Budget

**Dept - 491
Cemetery**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 491 Cemetery							
5110 Regular Wages	17,406	15,939	17,552	0	21,671	32,270	53,941
5140 Board Chairman	1,000	1,000	1,000	0	1,000	0	1,000
5145 Board Members	1,000	1,000	1,000	0	1,000	0	1,000
5141 Longevity	0	0	0	0	0	0	0
Personnel Services	19,406	17,939	19,552	0	23,671	32,270	55,941
5200 Purchase of Services	1510	0	1,000	240	1,000	0	1,000
5400 Operational Supplies	966	686	750	0	750	0	750
5430 Buildings & Grounds Maint	75,752	46,937	112,000	68,463	112,000	-56,000	56,000
5700 Other Charges	410	380	700	0	700	0	700
5800 Capital Outlay	0	0	1,000	0	1,000	0	1,000
Expenses	78,638	48,003	115,450	68,703	115,450	-56,000	59,450
Total Cemetery	98,044	65,942	135,002	68,703	139,121	-23,730	115,391
Revenues							
Sale of Lots	\$ 20,400	\$ 30,650	\$ 10,000	\$ 3,200	\$ 10,000		
Sale of columbarium Niche	\$ 7,500	\$ 7,500	\$ 5,000	\$ -	\$ 5,000		
Perpetual Care (Principal)	\$ 44,800	\$ 27,600	\$ 10,000	\$ 3,200	\$ 10,000		
Perpetual Care - Interest	\$ 7,887	\$ 933	\$ 5,000	\$ 208	\$ 2,000		
	\$ 80,587	\$ 66,683	\$ 30,000	\$ 6,608	\$ 27,000		

FY 2023 Budget



**Division
Public Works**

Lighthouse Beach

Department # 645

Program Description

Lighthouse Beach falls under the policy purview of the Board of Selectmen. This budget funds the Town of Chatham aquatic safety program at Lighthouse Beach. This program consists of active daily monitoring of the beach during the summer, and a vigorous public education program advising users on safely enjoying this area. This program is facilitated by the use of 6 seasonal staff members with thousands of brochures available at the beach and in many other locations and prominent signage on the beach.

Prior Year Accomplishments

1. The Beach Patrol was fully staffed for the season.
2. There were no significant issues or closures due to shark sightings this year.
3. The Town participated with other Outer Cape Town's and the Cape Cod National Seashore and the Atlantic White Shark Conservancy in review of available shark deterrent technologies

Budget Statement

The budget for Lighthouse Beach funds the following to help facilitate safe use of the area by the public on one of the most visited and viewed sites in Chatham.

There is an increase in Salaries and Wages as we continue to offer competitive wages for our seasonal employees.

- * 6 trained, uniformed, seasonal staff members.
- * 2 ATV with attached rescue Board, First Aid supplies and 2 way Radios.
- * 1 Personal Water Craft (PWC) with rescue sled attached. To patrol the area and make rapid response rescue when needed in swift currents.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	39,556	49,396	54,100	47,163	54,100	62,834	16.14%
Expenses	12,062	4,228	9,900	1,912	9,900	10,600	7.07%
Total Lighthouse Beach	51,618	53,624	64,000	49,075	64,000	73,434	14.74%

Department Detail



FY 2023 Budget

Dept - 645 Lighthouse Beach

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 645 Lighthouse Beach							
5110 Regular Wages	0	0	0	0	0	0	0
5120 Seasonal	49,396	50,655	52,400	47,163	52,400	8,734	61,134
5130 Overtime	0	0	1,700	0	1,700	0	1,700
Personnel Services	49,396	50,655	54,100	47,163	54,100	8,734	62,834
5200 Purchase of Services	1,202	2,316	4,500	182	4,500	0	4,500
5344 Printing	0	0	900	0	900	0	900
5400 Operational Supplies	934	1,558	1,500	226	1,500	0	1,500
5480 Fuel	329	43	500	371	500	200	700
5481 Vehicle & Equipment Maint	1,764	2,376	2,500	1,133	2,500	500	3,000
Expenses	4,228	6,292	9,900	1,912	9,900	700	10,600
Total Lighthouse Beach	53,624	56,946	64,000	49,075	64,000	9,434	73,434

FY2023 Salaries



FY 2023 Budget

Lighthouse Beach

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	No of Positions	Other	Total	
Beach Supervisor		B-6		6.3	1,680.00	10,584.00			10,584.00	
Beach Supervisor				6.3	1,600.00	10,080.00			10,080.00	
Beach Patrol				6.3	1,520.00	9,576.00			9,576.00	
Beach Patrol				6.3	1,520.00	9,576.00			9,576.00	
Beach Patrol				6.3	1,360.00	8,568.00			8,568.00	
Beach Patrol				5.0	1,280.00	6,400.00			6,400.00	
Beach Patrol				5.0	1,280.00	6,400.00			6,400.00	
Overtime - Seasonal Personnel										
						Totals	61,184.00	0.00	0.00	61,184.00

FY2023 Salaries



FY 2023 Budget

Recreation & Beaches Seasonal Staffing

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	# of Positions	Other	Total
Sports Director			1	1.0	750.00	750.00	1		750.00
Head Summer Rec Counselor			2	4.0	900.00	3,600.00	1		3,600.00
Summer Rec Counselors			1	4.0	655.50	2,622.00	3		7,866.00
Summer Rec Counselors			2	4.0	678.00	2,712.00	3		8,136.00
Summer Rec Counselors			2	4.0	701.50	2,806.00	7		19,642.00
Sports Director Tennis			3	4.0	396.00	1,584.00	1		1,584.00
Head Tennis Instructor			3	3.0	900.00	2,700.00	1		2,700.00
Tennis Instructor			1	3.0	570.00	1,710.00	1		1,710.00
Tennis Instructor			2	3.0	590.00	1,770.00	1		1,770.00
Tennis Instructor			3	3.0	610.00	1,830.00	3		5,490.00
Skateboard Park Supervisor			1	6.0	712.50	4,275.00	2		8,550.00
Windmill Attendant		W-1	2	5.0	342.00	1,710.00	3		5,130.00
Totals									66,928.00

FY2023 Salaries



FY 2023 Budget

Recreation & Beaches Seasonal Staffing

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	# of Positions	Other	Total
Community Building Supervisors Intermittent		1	2	839.80	19.00	15,956.20	1		15,956.20
Community Building Supervisors Intermittent		1	2	839.80	19.00	15,956.20	1		15,956.20
Community Building Supervisors Intermittent		1	2	618.80	18.00	11,138.40	1		11,138.40
Community Building Supervisors Intermittent		1	2	530.40	18.00	9,547.20	1		9,547.20
Community Building Supervisors Summer Coverage		1	2	150.00	18.00	2,700.00	1		2,700.00
Community Building Supervisors Vacation/Sick Coverage		1	2	160.00	18.00	2,880.00	1		2,880.00
								Totals	58,178.00

FY 2023 Budget



**Division
Public Works**

Parks and Grounds (and Cemeteries)

Department # 650

Program Description

The Department maintains the grounds at 40 municipal sites, 6 parks and 10 beaches. This includes lawn maintenance, trimming of trees and hedges, mulching of trees and shrub beds, athletic field preparations, beach cleaning, and other types of grounds maintenance.

Budget Statement

The Parks & Grounds Division was separated from the Parks & Recreation (now Recreation & Beaches) Division beginning in FY2021; while remaining under the DPW Department.

The FY2023 budget includes an increase in personnel to reflect bringing the maintenance of the Cemeteries in-house. There are two (2) positions, currently vacant, moving from Facilities to Parks and Grounds; with an additional Parks & Grounds worker requested for FY2023 for a total of 7.

Parks & Grounds Staffing

FY2010	4 full time
FY2015	4 full time
FY2021	4 full time
FY2023	7 full time

Prior Year Accomplishments

1. The Park & Grounds Division continued to detail and maintain all fields, parks and beaches in the Town, along with also helping with the Cemetery's with trimming and fence repairs.
2. Marked out and staked fields for Annual & Special Town meetings held at Veterans Field. Assisted with the logistic/layout, set up and take down associated with the Annual Town Meeting held (outside) at Veteran's Field on June 21, 2021 as well as the Special Town Meeting on October 23, 2021.
3. Replaced section of fencing at Chase Park and at various Town-owned Cemeteries.
4. Performed a privet hedge rejuvenation at the Seamen's Cemetery located next to the grounds of Coast Guard Station at the *Chatham* Lighthouse.
5. Refurbished Town Park Benches.
6. Built and installed new kiosks for the Town Beaches.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Expenses	0	215,230	331,025	110,103	492,020	492,020	48.64%
Expenses	0	3,550	4,500	2,732	4,500	5,250	20.18%
Total Grounds	0	0	0	0	496,520	0	44.61%

Department Detail



FY 2023 Budget

**Dept - 650
Grounds**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 650 Grounds							
5110 Regular Wages	0	202,508	218,565	92,589	225,601	153,619	379,220
5120 Seasonal	0	7,868	101,360	15,534	101,600	0	101,600
5130 Overtime	0	3,955	10,000	1,981	10,000	0	10,000
5141 Longevity	0	900	1,100	0	1,200	0	1,200
Personnel Services	0	215,230	331,025	110,103	338,401	153,619	492,020
5200 Contracted Services	0	17,700	0	0	0	0	0
5295 Tree Warden Maintenance	0	0	0	0	0	10,000	10,000
5430 Buildings & Grounds Maintenance	0	35,273	41,500	21,126	41,500	0	250
5460 Groundskeeping Supplies	0	290	0	125	0	250	8500
5481 Vehicle & Equipment Maint	0	7,495	8,500	1,956	8,500	0	5,250
5590 Uniforms	0	3,550	4,500	2,732	4,500	750	5,250
Expenses	0	64,309	54,500	25,939	54,500	11,000	65,500
Total Grounds	0	279,538	385,525	136,043	392,901	164,619	557,520

FY2023 Salaries



FY 2023 Budget

Parks and Grounds (and Cemeteries)

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
Parks and Grounds Foreman									
Ron Friend	4/3/2007	5	8	12.0	2,604.00	31,248.00	1,200.00		70,066.80
	<i>step date 12/18/2017</i>		9	14.1	2,668.00	37,618.80			
Parks and Grounds Worker									
Noah Mabile	7/1/2020	3	3	26.1	1,992.00	51,991.20			51,991.20
Parks and Grounds Worker									
<i>Vacant</i>	4/1/2022	3	1	19.1	1,896.00	36,213.60			49,816.00
			2	7.0	1,943.20	13,602.40			
Parks and Grounds Worker									
Andrew Davol	4/17/2018	3	5	20.0	2,091.20	41,824.00			54,926.80
			6	6.1	2,148.00	13,102.80			
Parks and Grounds Worker									
Richard Corres	4/25/2022	3	1	21.0	1,896.00	39,816.00			51,668.30
			2	6.1	1,943.00	11,852.30			
Parks and Grounds Worker									
Donnovan Harrington	5/4/2022	3	1	16.1	1,943.20	31,285.52			51,205.52
			2	10	1,992.00	19,920.00			
Parks and Grounds Worker									
<i>NEW</i>	7/1/2022	3	2	16.1	1,943.20	31,285.52			51,205.52
			3	10	1,992.00	19,920.00			
Totals						379,680.14	1,200.00	0.00	380,880.14

FY2023 Salaries



FY 2023 Budget

Parks and Grounds (and Cemeteries)

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary	Longevity	Other	Total
						<i># of Positions</i>			
<u>Seasonal Grounds Workers</u>									
Seasonal Grounds Keeper II			2	18.0	1,680.00	30,240.00	2		60,480.00
Seasonal Grounds Keeper II			2	8.0	1,520.00	12,160.00	2		24,320.00
Seasonal Grounds Keeper I			1	8.0	1,440.00	11,520.00	1		11,520.00
Tractor Operator			2	6.0	880.00	5,280.00	1		5,280.00
									0.00
						Totals	59,200.00	0.00	101,600.00

FY2023 Salaries



FY 2023 Budget

Recreation & Beaches Seasonal Staffing

Position	Anniversary Date	Grade	Step	Pay Periods	Rate of Pay	Salary # of Positions	Other	Total
Head Lifeguard		B-4	2	5.25	1,188.00	6,237.00	3	18,711.00
Lifeguard		B-2	2	5.25	1,080.00	5,670.00	10	56,700.00
Lifeguard		B-2	1	5.25	1,116.00	5,859.00	5	29,295.00
Beach Gate Attendant			2	5.25	810.00	4,252.50	3	12,757.50
Beach Gate Attendant			1	5.25	780.00	4,095.00	1	4,095.00
Beach Gate - Hardings			2	5.25	840.00	4,410.00	2	8,820.00
Beach Supervisor			3	5.50	1,512.00	8,316.00	2	16,632.00
Head Swim Instructor			3	5.25	1,260.00	6,615.00	1	6,615.00
Swim Instructor			3	5.25	1,152.00	6,048.00	2	12,096.00
Swim Instructor			2	5.25	1,188.00	6,237.00	1	6,237.00
Totals								171,958.50

FY2023 Salaries



FY 2023 Budget

Cemetery

Position	Anniversary Date	Grade	Step	Pay Periods/ Hours	Rate of Pay	Salary	Longevity	Other	Total
Principal Projects and Operations (PPO) Assistant <i>NEW</i>	<i>7/1/2022</i>	6	3	26.1	2,472.80	32,270.04			32,270.04
	<i>Full-time Share DPW</i>					<i>50% share</i>			
Secretary	Part-time	PP 1	3	991.8	21.85	21,670.83			21,670.83
Commissioner - Chairman	Appointed	Stipend						1,000.00	1,000.00
Commissioner	Appointed	Stipend						500.00	500.00
Commissioner	Appointed	Stipend						500.00	500.00
Totals						21,670.83	0.00	2,000.00	55,940.87



Section VI - Human Services

Council on Aging

Veterans Services

Human Services

Chatham Libraries

Public Ceremonies

Other Public Ceremonies - Chatham Band

Railroad Museum

FY 2023 Budget



Division
Human Services

Council on Aging

Department # 541

Program Description

COA Mission Statement: We support Chatham residents age 60 and over with a range of health and wellness, social, educational and outreach programs and services to enhance the quality of their lives. We welcome the support of Chatham residents of all ages to promote our mission through community service and resource development.

Budget Statement

Personnel costs increase in FY2023 with expanded duties of the Director of Community Services (former COA Director) as well as contractual increases for full-time employees, and step increases for part time and intermittent employees. The expense budget remains level funded.

Formula Grant funds received by the Town were \$35,292 in FY 2021, and funds remain in this account for the current (FY2022) year. This grant funds a part-time, intermittent position (COA Program Coordinator or Outreach Worker); supplements salary for the pool of part-time, intermittent Bus Drivers; supports COA program, service, vehicle, facility and operational costs.

The Friends of Chatham Council on Aging is an ongoing source of volunteer and financial support for, in part: programs and outreach services requiring funding; newsletter postage; supplemental support for capital expenses, consultants and studies; vehicle and facility maintenance; payment for attendance at regional medical and supportive adult day programs for Chatham seniors with demonstrated need.

Prior Year Accomplishments

The following highlights accomplishments during a year which required constant pivoting between remote, virtual, distanced, hybrid and in-person operations due to ongoing pandemic conditions.

- 1. Chatham Elder Working Group (CHEWG):** The COA has developed cross-sector partnerships with municipal departments and community stakeholders. The work done by this group serves the community and saves the Town money through faster identification of at-risk seniors.
 - a. CHEWG was invited to present at the MCOA state conference as a replicable model and innovative best practice for communication, collaboration and coordination in support of older adults. COA staff accepted an additional invitation to present a session on “Individual and Systems Advocacy to support your COA and Community”.
 - b. Partnership outgrowth with Chatham Emergency Management resulted in COA participation in the Tabletop Exercise with the goal of offering and capturing information that will formalize procedures for emerging events and enable the team to potentially implement them. The COA staff is a resource for emergency planning due to familiarity with many of the frailest and at-risk residents.
 - c. Risk Reduction Programs expanded this year to include an Ice Melt/Scoop Delivery Program to homebound and frail residents and an Address Indicator installation program open to the entire community.
- 2. Healthy Meals in Motion-Mobile Food Pantry:** Happy 5th Anniversary Chatham Mobile Food Pantry Site! In 2016, the Chatham COA partnered with the Family Pantry of Cape Cod to pilot the Healthy Meals in Motion (HMIM) mobile food pantry program. As a “choice” pantry, orders are picked, packed and delivered according to each family’s selections. In 5 years HMIM at the Chatham COA has served 121 clients, had 1305 visits, distributed 5829 bags of food equal to 121,438 meals, all worth \$246,275.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	277,392	277,854	319,755	122,754	369,507	369,507	15.56%
Expenses	31,159	34,362	37,240	16,058	37,240	37,240	0.00%
Total Council on Aging	308,551	312,215	356,995	138,812	406,747	406,747	13.94%

FY 2023 Budget



**Division
Human Services**

Council on Aging

Department # 541

Prior Year Accomplishments (continued)

3. COVID-19 Vaccinations: Following the creation of the Cape Cod Regional Vaccine Consortium and in order to reach homebound and vulnerable older adults who had not been able to access a vaccine appointment, the Chatham COA began work on the following “Tracks” in collaboration with Chatham Police, Fire/EMS, Health Department, Elder Services of CC&I, Cape Cod Healthcare and Outer Cape Health Services.

- a. Track One: The COA identified Individuals needing assistance making a vaccination appointment but were able to travel to Cape Cod Community College. This list was provided on an ongoing basis to Cape Cod Healthcare who, proactively reached out and assisted with appointment making.
- b. Track Two: Residents self-identified or the COA identified Individuals who were homebound, not able to drive, or had other conditions that limited their ability to navigate a vaccination website. Those individuals who were not registered patients of Outer Cape Health Services required an in-home visit by the COA to complete and sign required paperwork. Outer Cape Health Services secured the vaccine, the COA scheduled and confirmed the appointments, Chatham EMS administered the vaccinations.
- c. Other: The COA aided residents who did not fit the Track 1 or Track 2 parameters but required information and assistance in navigating the vaccination appointment process.

4. Transportation: Initiated in April 2020, the Grocery and Pharmacy Delivery Service remains a service cornerstone. In July 2021, client transportation resumed for four Chatham families to Rock Harbor Respite (the Orleans Adult Day Program). Overcoming worker shortages and the challenging hiring market, Town staff implemented innovative promotion techniques to recruit additional drivers to help meet increasing demand for medical appointment transportation.

5. Senior Tax Work-off Program: Year 9 (FY 2021) program operations were impacted by ongoing pandemic conditions. Of the twelve participants originally placed, nine participants in seven departments/divisions worked 462 hours and volunteered an additional 193.75 hours outdoors, and via remote and socially distant means, completing projects not achievable with regular Town staffing. At the time of this report, twelve of twenty possible positions for Year 10 (FY 2022) have been filled.

6. COVID-19 Programming Pivots: Programming now falls into four categories.

- a. Drive Through/Outside: Residents have shown robust interest and participation in themed drive through events featuring food and entertainment, allowing staff and residents to reconnect with each other as COA “family” and to celebrate community ties.
- b. Outreach & Connection: These snail mail programs target residents who have a history of frequenting the Senior Center, but who are not outreach service recipients and have been disconnected due to building closures and COVID safety protocols.
- c. Virtual: The COA has offered an uninterrupted selection of live and on-demand virtual programming and fitness classes. COA staff and volunteers work with individuals requesting training in the use of Microsoft Teams, Zoom, the Zumba platform and Smart TV usage.
- d. Collaborative: Cape COAST (Councils On Aging Serving Together) has been collaborating to strengthen partnerships and leverage collective resources to offer older adults on Cape Cod enhanced options for virtual programming. Live, free, virtual programming connects people visually through Zoom and takes advantage of greater opportunities for engagement, enrichment, and education.

Staffing History

FY2010	3 full time	3 part time
FY2015	4 full time	2 part time
FY2021	5 full time	1 part time plus 4 part-time bus drivers

Department Detail



FY 2023 Budget

Dept - 541 Council on Aging

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 541 Community Services - Council on Aging							
5110 Regular Wages	277,204	249,660	318,755	122,058	368,907	0	368,907
5120 Temporary Wages	0	623	0	0	0	0	0
5130 Overtime	0	0	0	0	0	0	0
5141 Longevity	650	775	1,000	696	600	0	600
Personnel Services	277,854	251,058	319,755	122,754	369,507	0	369,507
5200 Purchase of Services	680	285	850	285	850	0	850
5205 Contracted Cleaning Services	14,226	14,402	21,120	7,747	21,120	0	21,120
5289 Solid Waste Disposal	0	0	0	0	0	0	0
5345 Postage	220	700	700	700	700	0	700
5400 Operational Supplies	1,165	888	875	1,144	875	0	875
5420 Office Supplies	1,577	1,416	1,575	1,366	1,575	0	1,575
5430 Buildings & Grounds Maintenance	8,753	4,123	900	0	900	0	900
5481 Vehicle & Equip Maintenance	1,649	945	2,000	1,303	2,000	0	2,000
5700 Other Charges	4,820	500	7,020	2,680	7,020	0	7,020
5705 Meetings/Dues & Travel	1,271	659	2,200	833	2,200	0	2,200
Expenses	34,362	23,918	37,240	16,058	37,240	0	37,240
Total Council on Aging	312,215	274,975	356,995	138,812	406,747	0	406,747
Grants/Other							
EOEA Formula Grant	\$ 35,292	\$ 35,292	\$ 35,000	\$ -			
Enrichment Fund Gifts	\$ 2,587	\$ 4,520	\$ 1,500	\$ 340			
Total Grants/Other	\$ 37,879	\$ 39,812	\$ 36,500	\$ 340			

FY 2023 Budget



**Division
Human Services**

Veterans Services

Department # 543

Program Description

The Barnstable District serves 15 Cape Towns - there are about 25,000 veterans in this district.

- * Chatham has 600 veterans and 200 widows.
- * Three main areas of aid:
 - pension
 - compensation for service related injuries a
 - aid to dependents.
- * Designed to assist low income veterans and families.
- * Assistance with funerals is provided, if needed.
- * Younger vets are helped with job searches.
- * The Administrative budget is paid by the Town and then reimbursed by the State.
- * The Town of Chatham website provides a link to Veterans' Services.
- * About 10% of Chatham population is a veteran.

Prior Year Accomplishments

Not required.

Budget Statement

The overall total budget for the Department of Veterans' Service increases for FY2023; member assessments are based on the mandated equalized valuations. Chatham's FY2023 assessment is lower than FY2022, however benefit payments have increased.

The budget also includes benefit payments to Chatham veterans; these are managed by the Dept. of Veterans' services. The benefit numbers are directly related to the number of veterans served.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	67,118	74,748	79,664	69,067	86,850	91,850	15.30%
Total Veterans Services	67,118	74,748	79,664	69,067	86,850	91,850	15.30%

Department Detail



FY 2023 Budget

**Dept - 543
Veterans Services**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept -543 Veterans Services							
Personnel Services	0	0	0	0	0	0	0
5600 Assessments	52,118	55,504	54,664	54,664	56,850	0	56,850
5770 Veteran's Benefits	22,631	27,078	25,000	14,403	30,000	5,000	35,000
Expenses	74,748	82,581	79,664	69,067	86,850	5,000	91,850
Total Veterans Services	74,748	82,581	79,664	69,067	86,850	5,000	91,850

State Aid Reimbursement

Abatements to Veterans	\$ 27,500	\$ -				
Veterans' Benefits	\$ 18,750	\$ 21,110	\$ 17,028	\$ 66,406		
Total Grants/Other	\$ 46,250	\$ 21,110	\$ 17,028	\$ 66,406		

FY 2023 Budget



Division
Human Services

Human Services

Department # 560

Program Description

The mission of the Town of Chatham’s Human Services Committee (HCS) is to help enhance the quality of life of all Chatham residents through access to various health and human services administered by non-profit 501(c)(3) area providers. Committee members annually solicit requests for proposals (RFPs), review and assess town funding requests from service providers and make recommendations to the Town Manager. Additionally, the Committee informs the community of available Town funded services through the maintenance of a widely distributed brochure and updated Human Services committee webpage: <https://www.chatham-ma.gov/human-services-committee>.

Budget Statement

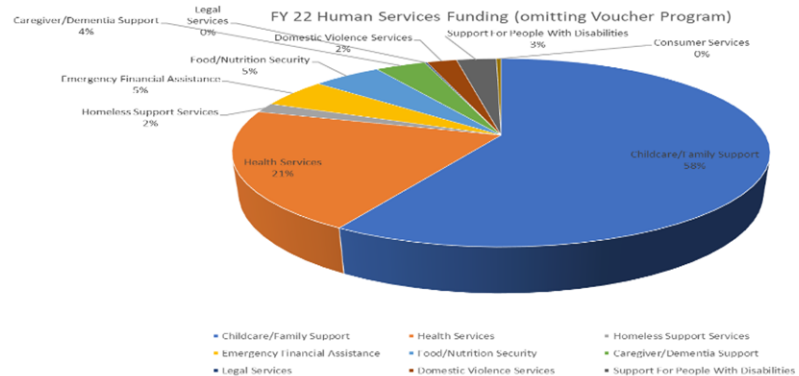
This proposed budget reflects funding 17 organizations in addition to the Chatham Childcare Voucher Program (CCVP). The funding for the program aids and supports families with young children in Chatham. Level funding under a separate Warrant Article at \$75,000 is being recommended for funding the CCVP in FY2023.

Utilizing Microsoft Teams and in-person meetings, the Committee met semi-annually with Monomoy Community Services (MCS) staff to review the MCS budget, services and support the organization provides to Chatham students, families, and community at large through the ongoing pandemic.

Six of the organizations funded in FY2022 did not request funds for FY2023 which allowed for the Committee to allocate funds to the remaining organizations. There two (2) new organizations recommended for funding in FY2023; Cape Cod Children's Place and Family Pantry of Cape Cod. The FY2022 budget had a one-time increase of an additional \$25,000 to Monomoy Community Services (MCS) due to service demands related to the COVID-19 pandemic. MSC has submitted an FY 2023 funding request level to FY 2021 funding.


Prior Year Accomplishments

1. In response to ongoing COVID-19 operations, this group of volunteer Human Services Committee members seamlessly pivoted between virtual and in-person meetings while adhering to the timeline for the FY2023 Human Services RFP process and Town Budget deadlines.
2. The Committee completed a comprehensive review of the responses to the annual request for proposals. This review was a hybrid process of virtual and in-person procedures to include passage of hard-copy materials; committee meetings; site visits and interviews with potential grantees; assessments of each proposal by individual committee members and reporting out for full committee discussion. Assessments include the use of an evaluation form for consistency in the process from across the committee.
3. Utilizing Microsoft Teams and in-person meetings, the Committee met semi-annually with Monomoy Community Services (MCS) staff to review the MCS budget, services and support the organization provides to Chatham students, families, and community at large through the ongoing pandemic.



	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	306,055	315,653	359,956	125,252	307,807	307,807	-14.49%
Total Human Services	306,055	315,653	359,956	125,252	307,807	307,807	-14.49%

Department Detail

	FY 2023 Budget	Dept - 560 Human Services			Department Detail		
	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
	Dept -560 Human Services						
5283 Aids Council (CARES)	2,000	0	4,000	1,000	4,500	0	4,500
5266 Alzheimer's Support Group	10,000	11,000	10,000	2,500	11,000	0	11,000
5306 Behavioral Health Innovators	1,000	5,000	7,500	0	0	0	0
Cape Cod Children's Place	0	0	0	0	5,000	0	5,000
5304 Cape Mediation	1,000	0	2,000	500	0	0	0
5273 CapeAbilities	7,000	7,000	0	0	7,000	0	7,000
5299 Chatham Child Care Voucher Program	24,994	48,952	75,000	0	0	0	0
5267 Children's Center	3,375	5,000	5,000	1,250	5,000	0	5,000
5285 Consumer Assistance	250	0	500	125	1,000	0	1,000
5297 Cultural Council	4,000	4,000	4,000	4,000	4,000	0	4,000
5294 Duffy Center: In from the Streets	2,250	2,000	2,000	500	5,000	0	5,000
5286 Duffy Health Center	2,250	3,250	3,000	750	0	0	0
5284 Elder Services of CC	4,000	8,240	8,240	2,060	10,000	0	10,000
Family Pantry of Cape Cod	0	0	0	0	5,000	0	5,000
5308 Food For Kids	4,000	0	3,000	3,000	3,000	0	3,000
5296 Gosnold Hospital	15,000	10,000	0	0	0	0	0
5282 Homeless Prevention Council	8,500	9,000	12,500	3,875	0	0	0
5275 Independence House	6,180	6,180	6,366	1,592	6,557	0	6,557
5279 Lower Cape Outreach	11,000	12,000	15,000	3,750	15,000	0	15,000
5271 Monomoy Comm Services	155,000	165,000	190,000	79,167	165,000	0	165,000
5288 Outer Cape Health Services	15,000	20,000	43,000	10,750	25,000	0	25,000
5265 Prevent Homelessness CECH	1,000	3,000	3,000	750	0	0	0
5277 Sight Loss Services	1,700	1,700	1,700	425	1,700	0	1,700
5276 South Coast Legal Services	5,400	5,600	5,600	1,400	500	0	500
5270 VNA of Cape Cod	30,754	5,015	33,550	7,859	33,550	0	33,550
Total Human Services	315,653	331,937	359,956	125,252	307,807	0	307,807

FY 2023 Budget



**Division
Human Services**

Chatham Libraries

Department #610

Program Description

Chatham has two libraries; the Eldredge Public Library (EPL) located downtown on Main Street and South Chatham Library, close to the Village Hall on Route 28.

The EPL is privately managed by a Board of Trustees and a Director, and the land and building are owned by the Town of Chatham. It is a long-standing and successful example of private-and-government joint endeavor. The annual budget for the Library is enacted by the Trustees, who are primarily responsible for its financial well-being. Operating funds come from the Library's endowment, individual contributions, and an annual appropriation from the Town, which provides a little over fifty percent of the funds needed for the year's operations. The Friends of the Library raise money for special projects and equipment, and sponsor the Library's cultural programs.

Both the Board of Trustees and the Friends of EPL conduct annual drives for contributions to support the Eldredge Public Library. Contributions are tax deductible to the extent of the law, as the Library is registered with the IRS as a 501(c)(3) organization.

Budget Statement

Massachusetts General Law (M.G.L., c.78, s.19A), states that a municipality must appropriate a figure of at least the average of the last 3 years' municipal appropriations to the library for operations, increased by 2.5%, in order to be certified for State Aid to Public Libraries. For FY2023 the Town contribution will exceed this requirement. While the EPL employees are not Town employees, the Town pays the employer percentage (65-70%) of health insurance premiums for EPL employees participating in the Town's health benefit/insurance programs. The Town is also responsible for the building maintenance through the Facilities Dept, which in the past has been budgeted at \$25,000.

Budget Statement (continued)

In planning for FY23, the Library anticipates that individual contributions will resort back to pre-Covid19 range. In planning for this, we intend to draw a higher monthly income from our endowment funds than we have in the past. The EPL is therefore able to reduce its request for Town appropriation funds from last year's 3% increase, to a 2.5% increase. We are asking for an appropriation amount of \$623,420 for FY23.

Funding for the remaining Shell project and the Site upgrade project was approved at the June 2021 Town Meeting. We look forward to improved safety and accessibility for our patrons, grounds improvements that enhance the beauty of the Town's landmark building, and a facility that is well maintained and running efficiently.

We are still working towards normal operating procedures as the country recovers from the pandemic. During 2021 we continued to offer curbside pickup, virtual and outdoor programs, materials, services and the library was open to the public for browsing and indoor services for 10 out of the 12 months.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Eldredge Public Library	546,000	573,300	608,215	354,792	623,420	623,420	2.50%
So. Chatham Public Library, Inc.	5,100	5,100	5,600	2,800	10,000	7,500	33.93%
Total Libraries	551,100	578,400	613,815	357,592	633,420	630,920	2.79%

FY 2023 Budget



**Division
Human Services**

Chatham Libraries

Department #610

Prior Year Accomplishments

1. The Library circulated 88,494 items with ebook circulation increasing 21%.
2. We provided 400 virtual programs with approximately 6,500 people in attendance.
3. The number of items circulated to residents of other Massachusetts municipalities increased 43%, highlighting the increase of residents in Chatham during the pandemic.

The Friends of the Eldredge Public Library provided us with many “extras” during 2021 including COVID supplies, Beanstack software for our Summer Reading Program, 2 loanable Chromebooks, an extra book cart, museum passes, and the financial support for the adult and youth services programming that was such a lifeline to so many of our patrons.

Department Detail



FY 2023 Budget

Dept - 610 Libraries

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 610 Libraries							
Eldredge Public Library	573,300	590,500	608,215	354,792	623,420	0	623,420
So. Chatham Public Library	5,100	5,600	5,600	2,800	10,000	-2,500	7,500
Total Libraries	578,400	596,100	613,815	357,592	633,420	-2,500	630,920
<hr/>							
Total Libraries	578,400	596,100	613,815	357,592	633,420	-2,500	630,920
<hr/>							
State Aid							
Library Innovation Grant	\$ -	\$ -	\$ -	\$ -	-	-	-
State Aid to EPL	\$ 6,219	\$ 6,219	\$ 7,499	\$ -	-	-	-
State Aid to So. Chatham	\$ 691	\$ 841	\$ 833	\$ -	-	-	-
Total Grants/Other	\$ 6,910	\$ 7,060	\$ 8,332	\$ -	-	-	-

FY 2023 Budget



**Division
Human Services**

Public Ceremonies

Department # 692

Program Description

This budget funds the Independence Day Parade as well as the ceremonies for Memorial Day and Veteran's Day.

Parade Mission Statement:

To celebrate the patriotism of Independence Day with the history, heritage, and character of Chatham.

Budget Statement

To plan, organize, and oversee the annual Independence Day Parade. The Committee will: Engage community members and civic groups in active participation in the planning, marketing, and implementation of the event.

Coordinate with Fire, Police, Highway, and Parks and Recreation Departments to ensure a safe celebration.

Present a parade designed to appeal to year round and summer residents and visitors of all ages that is in keeping with the parade mission statement and yearly theme. Identify and implement fundraising options to enhance the parade and compliment the Town's costs.

Prior Year Accomplishments

We returned to in person events in 2021, below are the links to view the various ceremonies.

[2021 Memorial Day Presentation | Town of Chatham - YouTube](#)

[2021 Independence Day Parade | Town of Chatham Independence Day Parade Committee - YouTube](#)

[Town of Chatham | 2021 Veterans Day Presentation - YouTube](#)

[First Night Chatham 2021-2022](#)

A special thank you to Channel 18 for producing these videos which allowed us all to celebrate either in person or virtually.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	18,947	16,407	19,660	9,625	19,810	19,810	0.76%
Total Public Ceremonies	18,947	16,407	19,660	9,625	19,810	19,810	0.76%

Department Detail



FY 2023 Budget

**Dept - 692
Public ceremonies**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 692 Public Ceremonies							
Personnel Services	0	0	0	0	0	0	0
5200 Purchase of Services	16,407	2,836	18,660	9,625	18,810	0	18,810
Other - Memorial/Veteran's Day	0	0	1,000	0	1,000	0	1,000
Expenses	16,407	2,836	19,660	9,625	19,810	0	19,810
Total Public Ceremonies	16,407	2,836	19,660	9,625	19,810	0	19,810

FY 2023 Budget



**Division
Human Services**

Other Public Events - Chatham Band

Department # 699

Program Description

Since the late forties, the Band has performed free concerts every Friday night at Kate Gould Park, weather permitting.

Band Concerts returned in 2021 after a one year hiatus due to the pandemic. In 2020, Chatham Band concerts were cancelled. This meant that for the first time since 1945, there was no 'Band Time in Chatham.'

Budget Statement

The Chatham Band, Inc. is a non-profit organization. Donations are greatly appreciated and go to the maintenance of the band including uniform cleaning and storage, instrument repair and new music, just to name a few.

The Town contributes \$7,500 annually.

Prior Year Accomplishments



	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	7,500	7,500	7,500	0	7,500	7,500	0.00%
Other Public Events	7,500	7,500	7,500	0	7,500	7,500	0.00%

Department Detail



FY 2023 Budget

**Dept - 699
Other Public Events/Chatham Band**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 699 Other Public Events/Chatham Band							
Personnel Services	0	0	0	0	0	0	0
Chatham Band	7,500	0	7,500	0	7,500	0	7,500
Expenses	7,500	0	7,500	0	7,500	0	7,500
Total Other Public Events/Chatham Band	7,500	0	7,500	0	7,500	0	7,500

FY 2023 Budget



**Division
Human Services**

Railroad Museum

Department # 670

Program Description

The Chatham Railroad Museum is contained in the beautifully restored 1887 railroad depot that served Chatham residents and visitors for many years. Featuring an architectural style called Railroad Gothic the depot contains hundreds of exhibits and the New York Central model locomotives in use at the 1939 New York World's Fair. The Museum is child friendly and includes a 1910 restored caboose available for children to explore. Donations are accepted. Handicapped accessible.

Although the museum building is owned by the Town of Chatham, the museum is managed by the Chatham Railroad Museum Group with many members having backgrounds in the American railroad industry. Members are appointed by the Board of Selectmen and act as trustees, coordinating the 50 volunteers who serve as museum docents during the summer season.

Prior Year Accomplishments

Not required.



Budget Statement

This budget is funded by donations to the railroad museum.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	375	400	1,500	0	1,500	1,500	0.00%
Total Railroad Museum	375	400	1,500	0	1,500	1,500	0.00%

Department Detail



FY 2023 Budget

Dept - 670 Railroad Museum

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 670 Railroad Museum							
Personnel Services	0	0	0	0	0	0	0
5200 Purchase of Services	400	340	1,500	0	1,500	0	1,500
Expenses	400	340	1,500	0	1,500	0	1,500
Total Railroad Museum	400	340	1,500	0	1,500	0	1,500



Section VII - Education

Monomoy Regional School District
Cape Cod Technical Regional High School

FY 2023 Budget



**Division
Education**

Education

Program Description

This budget covers Chatham's assessments for the Monomoy Regional School District (MRSD) and the Cape Cod Regional Technical High School (CCRTHS).

Prior Year Accomplishments

Not required.



Budget Statement

The assessments presented in the budget book are based on draft budgets. The final budgets may differ depending on minimum contribution requirements as mandated by the State; as well as the final budget as voted by the School Committees.

The FY2023 budgets will be voted on by the Regional School Committees after issuance of this document. The budget numbers contained here should be considered draft budgets (as of January 10th) which are subject to change.

The CCRTHS budget contains a 1.97% increase, however the Assessment to Chatham directly corresponds to the number of Chatham students attending the school. For FY2023 there is decrease of 3 students; from 15 to 12. There is also a decrease in debt service payments in FY2023.

These assessments are voted as separate articles at Town Meeting.



	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Total Chatham/Monomoy Schools	9,210,686	9,138,886	8,524,697	3,653,442	8,774,046	9,513,587	11.60%
CC Tech. Regional High School	144,334	276,612	451,856	263,530	355,235	355,235	-27.20%
Total Education	9,355,020	9,415,498	8,976,552	3,916,972	9,129,281	9,868,822	9.94%

Department Detail



FY 2023 Budget

**Dept 300
Education**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Education							
Chatham Public Schools/Monomoy RSD.							
Salaries & Expenses	8,539,561	8,363,003	8,043,169	3,653,442	8,328,011	0	9,067,552
Debt Service	599,325	536,192	481,528	0	446,035	0	446,035
Total Chatham/Monomoy Schools	9,138,886	8,899,195	8,524,697	3,653,442	8,774,046	0	9,513,587
CC Tech. Regional High School							
Expenses	276,612	197,984	301,962	263,530	243,480	0	243,480
Debt Service	0	101,635	149,894	0	111,755	0	111,755
Total	276,612	299,619	451,856	263,530	355,235	0	355,235
Chatham Public Schools/Monomoy RSD.	9,138,886	8,899,195	8,524,697	3,653,442	8,774,046	0	9,513,587
CC Tech. Regional High School	276,612	299,619	451,856	263,530	355,235	0	355,235
Total Education	9,415,498	9,198,814	8,976,552	3,916,972	9,129,281	0	9,868,822

As of January 14, 2022; subject to change



Section VIII - Other Services

Employee Benefits

Undistributed

Insurance

Reserve Fund

FY 2023 Budget



**Division
Employee Benefits**

Employee Benefits

Department # 920

Program Description

The Town of Chatham sources its employee benefits from the Cape Cod Municipal Health Group (CCMHG). CCMHG was the first Joint Purchase Group in Massachusetts, established in 1987 to include 53 governmental units from Cape Cod & Martha’s Vineyard. The group used the leveraging power of its 20,818 members to source high quality medical, dental, & vision plans and to control costs.

The Town is a member of the Barnstable County Retirement Association, and receives an assessment based on the number of employees on the payroll as of October 1 of the prior year. Employees contribute 9-11% of their salaries toward retirement.

The Town sought requests for qualifications for Worker's Comp Coverage and has chosen the Massachusetts Interlocal Insurance Association (MIIA) to provide coverage beginning in FY2019. MIIA provides training for employees to reduce risks; as well as incentives to contain costs.

Budget Statement

Since 2013, newly hired active employees contribute 35% toward active benefits, and retirees contribute 50% toward retiree benefits. There are 117 employees and 164 retirees receiving benefits.

We expect health insurance to increase by approximately 5%, however the actual increase will be voted in February 2022. CCMHG has a portion of its assets in an investment portfolio, and used a combination of positive claims experience and investment to mitigate cost increases in FY2023. Small increases are included to cover costs under Medicare, Unemployment and Health Insurance based on prior year actual and costs associated with the number of staff eligible for benefits.

Prior Year Accomplishments

- * Alternative purchasing for prescriptions for active employees
- * Utilizing Medicare Part-D for retiree plans
- * Significant amount of Wellness programs to encourage a healthy lifestyle
- * Chronic disease management program to actively manage disease in an effort to avoid high cost claims
- * Introduction of a diabetes management program that focuses on regular screenings and medication to avoid high cost hospitalizations

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	4,871,533	4,970,828	5,417,963	3,937,550	5,596,900	5,596,900	3.30%
Total Employee Benefits	4,871,533	4,970,828	5,417,963	3,937,550	5,596,900	5,596,900	3.30%

Department Detail



FY 2023 Budget

**Dept - 710
Debt Service**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 710 Debt Service							
Personnel Services	0	0	0	0	0	0	0
Principal	4,397,425	4,843,440	4,977,812	1,974,175	5,054,519	-82,400	4,972,119
Interest - Long Term	1,663,389	1,646,758	1,524,984	584,623	1,512,136	70,542	1,582,677
Interest - Short Term	0	0	150,000	0	150,000	11,858	161,858
Bond Issuance Costs	56,164	53,860	0	24,361	0	0	0
Expenses	6,116,978	6,544,057	6,652,795	2,583,159	6,716,654	0	6,716,654
Total Debt Service	6,116,978	6,544,057	6,652,795	2,583,159	6,716,654	0	6,716,654

FY 2023 Budget



**Division
Undistributed**

Insurance

Department # 945

Program Description

The Insurance budget is for property insurance, general liability insurance, vehicle insurance, flood insurance and public official's liability insurance. The insurance covers buildings and contents valued at just over \$124M; 120 vehicles, trailers, and equipment such as compressors and ATVs; flood insurance for the Harbormaster's office and Stage Harbor pump station.

Worker's Comp Insurance is included the Employee Benefits Budget.

Prior Year Accomplishments

The Town annually seeks quotes from Municipal insurance providers to evaluate the cost of insurance. At this time the market is very limited for property coverage providers on the Cape. We continually review coverages and risk management efforts.

Budget Statement

This budget has increased due to the increase in value of Town property; increase in flood and employment practices insurance. Other line items are level funded resulting in the overall increase of 3.45% for FY2023. The one area over which we have no control is the self-insurance reserve line item which covers deductibles and damages not covered by insurance. This line has seen an increase in actual expenditures in recent years; however it is level funded at \$25,000 for FY2023.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	533,820	570,107	654,946	607,164	666,338	678,338	3.45%
Total Insurance	533,820	570,107	654,946	607,164	666,338	678,338	3.45%

Department Detail



FY 2023 Budget

**Dept - 945
Insurance**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Dept - 945 Insurance							
5740 Watercraft	18,849	18,865	20,000	19,241	20,000	0	20,000
5742 Vehicle Insurance	72,318	70,141	74,500	74,539	74,500	0	74,500
5743 Cyber/Data Compromise	0	8,962	9,000	6,917	9,000	0	9,000
5746 Flood Insurance	35,970	38,969	35,000	29,099	30,000	10,000	40,000
5755 Public Officials Liability	5,613	5,433	6,000	5,877	6,000	0	6,000
Police/Law Enf E&O	7,511	7,361	7,500	12,496	7,500	0	7,500
Equipment Breakdown	0	467	1,000	8,038	1,000	0	1,000
Employment Practices	13,685	14,202	13,700	15,178	13,700	2,000	15,700
5756 Property Liability	448,847	518,838	545,746	560,433	600,321	0	600,321
General Liability	85,493	60,050	77,500	52,917	77,500	-11,500	66,000
Inland Marine	0	11,760	0	11,330	0	11,500	11,500
Monomoy Reimbursement	-158,069	-184,518	-175,000	-203,031	-213,183	0	-213,183
Excess Liability	14,882	13,908	15,000	14,130	15,000	0	15,000
5761 Self Insurance Reserve	25,008	10,000	25,000	0	25,000	0	25,000
Expenses	570,107	594,438	654,946	607,164	666,338	12,000	678,338
Total Insurance	570,107	594,438	654,946	607,164	666,338	12,000	678,338

FY 2023 Budget



**Division
Undistributed**

Reserve Fund

Program Description

Massachusetts General Law, Chapter 40, Section 6 authorizes Towns to establish a Reserve Fund for extraordinary or unforeseen expenditures not to exceed 5% of the Tax Levy. Town Meeting establishes/appropriates the fund as included in the annual Budget Article.

Prior Year Accomplishments

The Finance Committee approved one Reserve Fund Transfer in 2021; to fund expenses related to bringing Well #4 (Indian Hill) on-line in response to the detection of PFAS6 in Well 5, resulting in the shut down of that well.

Budget Statement

The Town of Chatham appropriates \$100,000 each year for the Reserve Fund. Approval of funding requests requires action by both the Finance Committee and Town Manager.

Fund may not be expended directly from this budget, but transferred into another budgetary line item. If the funds are not used they are 'turned back' to the general fund at the end of each fiscal year.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Expenses	100,000	0	100,000	0	100,000	100,000	0.00%
Total Reserve Fund	100,000	0	100,000	0	100,000	100,000	0.00%

Department Detail



FY 2023 Budget

**Dept
Reserve Fund**

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Reserve Fund							
Expenses	0	0	100,000	0	100,000	0	100,000
Total Reserve Fund	0	0	100,000	0	100,000	0	100,000



Section IX - Debt Services

Debt Services

FY 2023 Budget



**Division
Debt Services**

Debt Services

Department # 710

Program Description

All debt is approved at Town Meeting by a 2/3rds majority, and if excluded from Proposition 2½t the ballot box as well.

Please refer to the multi-year debt amortization schedules included in the budget book.

Prior Year Accomplishments

1. AAA Rating affirmed in May 2021. The S&P ratings reflects their opinion of Chatham's:

- Very Strong economy
- Very Strong management, with strong financial policies
- Adequate budgetary performance
- Very Strong budgetary flexibility
- Very Strong liquidity
- Adequate debt and contingency liability position
- Strong institutional framework score

Budget Statement

The debt service is based on principal and long-term interest as provided in the bond issuance statements. Short-term interest is based on the amount the Town expects to issue in the fiscal year. Debt payments covered in the budget are for the general fund including buildings, sewer, land purchases, and equipment.

The Town reviews its outstanding debt periodically with its Financial Advisors to take advantage of refinancing opportunities.

2. On Wednesday, May 5, 2021 we accepted bids on Town of Chatham General Obligation Bonds. The use of the bond proceeds are for the Wastewater (Phase 1B/1C, 1D, 1E) and Waterfront Infrastructure projects, specifically the Fish Pier and the Trap Dock. Piper Sandler and Co. submitted the winning bid at a 1.518978% TIC; this included premium of \$354,579.25 which was applied to reduce eligible project principal as well as pay closing costs associated with the issuance. After applying \$270,000 of the premium to reduce the principal, the GO Bond issuance is for \$4,155,000 with a TIC of 1.515%.

3. The Town continues to apply for and be pproved for Zero Percent loans through the Clean Water Trust SRF.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Request	FY 2023 Town Manager	% Difference FY2022 - Town Manager
Personnel Services	0	0	0	0	0	0	0.00%
Expenses	6,697,530	6,116,978	6,652,795	2,583,159	6,716,654	6,716,654	0.96%
Total Debt Service	6,697,530	6,116,978	6,652,795	2,583,159	6,716,654	6,716,654	0.96%

Department Detail



FY 2023 Budget

Dept 300 Education

Department Detail

	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2022 YTD 12/31/21	FY 2023 Dept Req	Supplemental Request (+/-)	FY 2023 Town Manager
Education							
Chatham Public Schools/Monomoy RSD.							
Salaries & Expenses	8,539,561	8,363,003	8,043,169	3,653,442	8,328,011	0	9,067,552
Debt Service	599,325	536,192	481,528	0	446,035	0	446,035
Total Chatham/Monomoy Schools	9,138,886	8,899,195	8,524,697	3,653,442	8,774,046	0	9,513,587
CC Tech. Regional High School							
Expenses	276,612	197,984	301,962	263,530	243,480	0	243,480
Debt Service	0	101,635	149,894	0	111,755	0	111,755
Total	276,612	299,619	451,856	263,530	355,235	0	355,235
Chatham Public Schools/Monomoy RSD.	9,138,886	8,899,195	8,524,697	3,653,442	8,774,046	0	9,513,587
CC Tech. Regional High School	276,612	299,619	451,856	263,530	355,235	0	355,235
Total Education	9,415,498	9,198,814	8,976,552	3,916,972	9,129,281	0	9,868,822

As of January 14, 2022; subject to change



Section X - 5 Year Capital Plan

FY2023 Capital and Budget Summary



FY 2023

Capital Program

Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
CAPITAL PROGRAM & BUDGET SUMMARY:									
	General Government		444,000	290,000	290,000	190,000	190,000	190,000	190,000
	Public Safety		187,500	239,581	307,100	154,500	80,000	105,000	80,000
	Community Development		0	30,000	30,000	0	0	0	0
	Natural Resources		642,200	1,604,000	361,000	2,094,200	2,226,700	1,251,700	1,349,700
	Public Works (without Water)		760,000	11,544,268	952,500	16,981,500	2,989,000	2,119,250	1,441,500
	Equipment		1,387,500	1,940,082	616,000	1,209,000	1,849,000	576,000	254,000
	Total Town Funded Capital Budget		3,421,200	15,647,931	2,556,600	20,629,200	7,334,700	4,241,950	3,315,200
Funding Sources:									
	Free Cash		2,647,700		2,428,600				
	Waterways Improvement Funds		150,000		68,000				
	Cemetery Sale of Lots		25,000		10,000				
	PEG Access Fund		50,000		50,000				
	Prior Articles		8,500						
	Total Funding Sources		2,881,200		2,556,600				
	Grants		15,000						
	Community Preservation Act		60,000						
	Separate Articles		465,000						

FY2023 Capital and Budget Summary



FY 2023

Capital Program

Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
General Government									
Annual #1	Land Management, Assessment & GIS	IT	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Annual #2	Hardware replacement & upgrade	IT	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Annual #3	Ch 18 Equipment	IT	20,000	20,000	20,000	20,000	20,000	20,000	20,000
23-1	Software Upgrade	IT		100,000	100,000				
22-1	Fiber Optic Installation	IT	150,000						
22-02	Teams Meeting -Self Service Rooms	IT	<i>Covid Cost</i>						
22-03	Access Control (keyless entry)	IT	90,000						
21-01	Vault Restoration - HVAC/Shelving	TC	<i>CPC Application</i>						
22-2	Replace Voting Machines	TC	14,000						
Annual	Consulting & Engineering	TM	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total General Government			444,000	290,000	290,000	190,000	190,000	190,000	190,000
Public Safety									
<i>Police Department</i>									
21-1	Cruiser Radios	PD							
23-1	Computer Sonic Wall Update	PD		10,000	10,000				
22-1	Security Holsters/Duty Flashlights	PD	7,500						
23-2	Cruiser Digital Recording System	PD		25,081	25,100				
24-1	Mobile - Laptops and/or tablets	PD				14,500			
24-2	Command Post Trailer	PD				75,000			
Subtotal Police			7,500	35,081	35,100	89,500	0	0	0

FY2023 Capital and Budget Summary



FY 2023					Capital Program				
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
<i>Fire/Rescue Department</i>									
22-1	FD Phone Upgrade	FD	30,000						
23-3	Technical Rescue Trailer	FD		7,500					
23-2	Vehicle Repeaters	FD		65,000	<i>65,000 grant request</i>				
25-1	Stretcher/Stair Chairs	FD					15,000	15,000	15,000
26-1	Nozzles, Appliances & Adapters	FD							
Annual - 1	Protective Clothing	FD	20,000	75,000	75,000	20,000	20,000	20,000	20,000
Annual -2	Self Contained Breathing App	FD	10,000	10,000	10,000	10,000	10,000	35,000	10,000
Annual-3	Radios - mobile & portable	FD	20,000	22,000	22,000	10,000	10,000	10,000	10,000
Subtotal Fire/Rescue			80,000	179,500	172,000	40,000	55,000	80,000	55,000
<i>Emergency Management</i>									
23-01	Generator for Community Center	BG	100,000						
Annual - 1	Generator(s)	EM/BG	0	25,000	100,000	25,000	25,000	25,000	25,000
Subtotal Other Pub Safety			100,000	25,000	100,000	25,000	25,000	25,000	25,000
Total Public Safety			187,500	239,581	307,100	154,500	80,000	105,000	80,000
<i>Community Development</i>									
Annual #1	GIS Flyover	CD							
23-01	Vehicle Replacement	CD		30,000	30,000				
Subtotal Community Development			-	30,000	30,000	-	-	-	-
Total Community Development			-	30,000	30,000	-	-	-	-

FY2023 Capital and Budget Summary



FY 2023					Capital Program				
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
Natural Resources									
Stormwater Management									
Annual #1	Drainage/Stormwater Management	STW	50,000	50,000	50,000	50,000	50,000	50,000	50,000
22-3	Trail Guides - Conservation Lands	NR	<i>operating</i>				2,000	2,000	
23-1	Water Quality Statistical Analysis	NR		35,000	35,000				
22-1	Conservation Lands Management/Forest	NR	10,000	20,000	10,000	20,000	20,000	20,000	20,000
Subtotal Stormwater			60,000	105,000	95,000	70,000	72,000	72,000	70,000
Coastal Resources									
Annual #1	Dredging Program	CR	400,000	400,000	<i>100,000</i>	400,000	200,000	200,000	200,000
Annual #2	Aerial Shoreline Condition Photo Survey	CR							
Annual #3	Town Landing Infrastructure Improvemer	CR	10,000	20,000	10,000	20,000	20,000	20,000	20,000
<i>\$10,000 from waterways improvement</i>									
20-2; 23-2	Jackknife Harbor Beach - Site Improveme	CR		<i>150,000</i>	<i>CPC Application</i>	50,000	50,000		
22-2	Marconi Radio Tower Erosion Protection	CR		<i>85,000</i>	<i>CPC Application</i>				
22-3	Town Landing Comprehensive Survey	CR		50,000	<i>50,000</i>	50,000	50,000		
23-1	Ryder's Cove Landing Infrastructure	CR				600,000	<i>Waterfront Bond</i>		
23-3	Barn Hill Ramp Walkway	CR				25,000	<i>Waterfront Bond</i>		
24-1	Scatteree Landing Erosion Protection	CR					175,000		
25-1	Crow's Pond Ramp Reconstruction	CR						500,000	<i>Waterfront Bond</i>
24-3	Oyster Pond Furlong Ramp Reconstructio	CR		100,000	<i>WUF</i>				
26-1	Nantucket Sound Beach Nourishment	CR					1,500,000		500,000
Subtotal Coastal Resources			410,000	805,000	160,000	1,145,000	1,995,000	720,000	720,000

FY2023 Capital and Budget Summary



FY 2023			Capital Program						
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
Natural Resources/Harbor									
Annual -1	Aids to Navigation <i>\$10,000 per year proposed from Waterways Impr Fund</i>	HBR	12,000	15,000	15,000	15,000	15,000	15,000	15,000
Annual -2	Port-a-potties; Ryder's Cove, Barn Hill	HBR	<i>Operating P&R</i>			13,700	13,700	13,700	13,700
Annual-3	Seasonal Float Installation & Removal <i>\$15,000 per year proposed from Waterways Impr Fund</i>	HBR		45,000	<i>operating</i>	45,000	45,000	45,000	45,000
Annual-4	Mitchell River Bridge Maint & Impr.	HBR	45,000	86,000	43,000	86,000	86,000	86,000	86,000
22-01	Fish Pier Packing Bldg Roof Replace	HBR	65,200						
22-02	Float Replacement - Town Wide	HBR	<i>WUF Revolving</i>						
22-03	Fish Pier - Fenders & Walkway Fencing	HBR	50,000						
22-04	CG Float Dock - OMBY	HBR		500,000	<i>WUF Revolving</i>				
22-05	Fish Pier Video Cameras	HBR	<i>IT</i>						
22-06	Hurricane Tide Gate Analysis	HBR		30,000	30,000				
22-07	Hbr/Shellfish/EM Storage Shop	HBR				600,000			400,000
22-08	Fish Pier Parking Kiosks	HBR		18,000	18,000				
22-09	Roof Replacement Harbormaster Office	HBR				80,000			
24-1	Water/Heat for MCI Building	HBR				20,000			
23-01	3-Phase Electrical Service - Fish Pier	HBR				19,500			
25-01	Harbormaster Office Relocation	HBR						300,000	
Subtotal Harbor/Pier			172,200	694,000	106,000	879,200	159,700	459,700	559,700
Total Natural Resources			642,200	1,604,000	361,000	2,094,200	2,226,700	1,251,700	1,349,700
Department of Public Works (without Water)									
Cemetery Department									
22-02	Fence Repair/Vegetation Removal	CEM	25,000					35,000	
23-01	Clean & Repair Head Stones	CEM		10,000	10,000				
Subtotal Cemetery			25,000	10,000	10,000	-	-	35,000	-

FY2023 Capital and Budget Summary



FY 2023			Capital Program							
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program	
Highway Department										
Annual #1	Road Resurfacing	HWY	250,000	350,000	200,000	350,000	350,000	350,000	350,000	
Annual #2	Emergency Road Repair	HWY	10,000	20,000	10,000	70,000	70,000	70,000	70,000	
Annual #3	Catch Basins	HWY	40,000	40,000	40,000	60,000	60,000	60,000	60,000	
Annual #4	Road Maintenance Projects	HWY	20,000	20,000	20,000	30,000	30,000	30,000	30,000	
Annual #5	Sidewalk Construction	HWY	100,000	200,000	100,000	200,000	200,000	200,000	200,000	
Annual #6	Bike Trail Maintenance	HWY		10,000	10,000	10,000	10,000	10,000	250,000	
Annual #7	Sign	HWY		6,000	5,000	60,000	60,000	60,000	60,000	
22-01	Bike Trail Improvements	HWY	<i>Separate Article/CPA</i>					800,000	250,000	
23-01	Emergency Drainage Installation/Repair	HWY		500,000 <i>Separate Article</i>						
23-02	Replace Sand/Salt Storage Shed	HWY		1,464,000 <i>Separate Article</i>						
Subtotal Highway			420,000	2,610,000	385,000	780,000	1,580,000	1,030,000	1,020,000	
Sewer Department										
Annual #1	Original Sewer System Repairs	SEW		220,000	30,000	170,000	170,000	170,000	170,000	
23-01	Ultraviolet Disinfection Upgrade	SEW		225,000	225,000					
23-02	Rehab of Influent Bldg - Lakeside	SEW		400,000	ARPA					
22-03	Replacement of Belt Filter Press	SEW		4,750,000		4,750,000				
22-04	Rehab of Septage Bldg Lakeside	SEW		85,000	ARPA	265,000				
22-03	Lining of 8" AC Forcemain Pipe	SEW				4,000,000				
22-06	WCPF Electronic Upgrades	SEW				375,000	80,000			
23-01	Queen Anne Pump Station Upgrade	SEW				4,575,000				
24-02	SCADA Study & Modifications	SEW					700,000			
25-01	Upgrade Surveillance System	SEW						150,000		
25-02	WCPF Denitrification Filter Air System	SEW						200,000		
Subtotal Sewer			-	5,680,000	255,000	14,135,000	950,000	520,000	170,000	

FY2023 Capital and Budget Summary



FY 2023					Capital Program				
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
<i>Building & Grounds/Facilities</i>									
Annual #1	Property Management/Building Maintenance	TM	150,000	200,000	200,000	200,000	200,000	200,000	200,000
Annual #1	Public Restroom Repairs	BG/TM	30,000	30,000	30,000	30,000	30,000	30,000	30,000
22-01	PD/Annex Sewer Pumps	BG/TM				25,000			
22-01	Council on Aging Design/Construction	BG/TM							
22-01	Eldredge Library Construction (Shell)	BG/TM							
22-01	Eldredge Library Site Master Plan	BG/TM							
22-01	Eldredge Garage Property Site	BG/TM		1,541,768					
22-03	Town Hall Storage	BG/TM	75,000						
22-03	Comprehensive Storage Plan (all dept)	BG/TM							
22-04	Universal Keying	BG							
22-04	PD/Annex Boilers	BG/TM							
22-05	Handicap Access Improvements	BG/TM							
22-10	Restroom Installation DPW	BG				30,000			
22-10	HVAC for IT Server Rooms	BG/IT				10,000			
22-11	Crowell Road Intersection	BG/TM							
24-01	Fire Alarm System Replacement WPCF	BG/SEW					150,000		
24-02	Comm Center Carpet/Painting	BG/P&R					40,000		
21-11	Exterior Siding Replacement	BG							
Subtotal Building & Grounds Projects			255,000	1,771,768	230,000	295,000	420,000	230,000	230,000

FY2023 Capital and Budget Summary



		FY 2023			Capital Program				
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
<i>Recreation & Beaches</i>									
Annual #1	New Cardio Equipment for CCC Fitness Rc	P&R				14,000	14,000	14,000	14,000
22-01	Community Center Upgrades	P&R				45,000			
22-01	Golf Course Irrigation	P&R	60,000						
22-02	Veterans Field Backstop Net System	P&R				75,000			
23-01	Seaside Links 7th/9th Tee Replacement	P&R		72,500	72,500				
23-02	Golf Course Storage Shed	P&R				65,000			
23-02	Golf Course Pro Shop	P&R				25,000			
25-03	Veterans Field Terracing	P&R						250,000	<i>CPC Application</i>
Subtotal - Recreation & Beaches			60,000	72,500	72,500	224,000	14,000	264,000	14,000
<i>Airport Commission</i>									
23-01	Avigation Easements Acquisition	TM/AIR			<i>Separate Article</i>	97,500			
24-01	Runway Obstruction Permitting	TM/AIR					25,000		
25-01	JA Fuel Facility	TM/AIR						40,250	
26-01	Construct T-Hangars	TM/AIR							7,500
Subtotal Airport (Separate Article)			-	-	-	97,500	25,000	40,250	7,500
20-01	Feasibility Study & Design	TS							
23-5	TS/Recycling Improvements - Construct	TS		1,400,000		1,450,000			
Subtotal Landfill			0	1,400,000	-	1,450,000	-	-	-
Total Public Works			760,000	11,544,268	952,500	16,981,500	2,989,000	2,119,250	1,441,500

FY2023 Capital and Budget Summary



		FY 2023			Capital Program				
Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
Equipment - All Departments									
22-1	Replace Bldg Division Vehicle (2003)	BG/TM	65,000						
Annual #1	Annual Cruisers (2-3) Replacement	PD/TM	86,000	94,000	100,000	94,000	94,000	94,000	94,000
20-1	Replace Marked Patrol Vehicle	PD/TM						42,000	
23-1	Replace Animal Control Vehicle (2012)	PD/TM		40,000	40,000				
23-2	Command Post Trailer	PD/TM		25,082					
22-2	Replace Vehicle - Pick-up Truck/SUV	PD/TM				35,000			
22-01	Replace Ambulance/Rescue	FD/TM	295,000			310,000		325,000	
22-02	All-terrain Vehicle w/equipment	FD/TM	25,000						
24-1	Replace Brush Truck (2007)	FD/TM				150,000			
25-1	Replace Inspector Vehicle - EV	FD/TM					65,000		
22-1	Replace Health Vehicle (2012 Ford Exp)	NR/TM		28,000	35,000				
22-2	Conservation Vehicle Replace (2013)	NR/TM		28,000					
22-1	Shellfish Engine Replace (2017 60hp)	NR/TM	8,500						
23-1	North Beach Trucks 1 & 2 (2013)	NR/TM		64,000	64,000				
23-2	Carolina Skiff Replacement	NR/TM				25,000			
22-1	Transfer Switch	NR/TM	8,000						
23-01	Boat Replacement H-25B	NR/TM				55,000			
24-02	Boat Replacement H-16	NR/TM				25,000			
25-01	Engine Replacement H-24B	NR/TM						30,000	
23-02	Surf Capable Response Boat (new)	NR/TM		250,000	<i>Separate Article</i>				
23-01	1-Ton Truck, Plow & Sander (NEW)	CEM/TM		75,000	75,000				
23-02	Utility/Mowing Trailer	CEM/TM		8,000	8,000				
23-03	Small Mowers, Power Tools	CEM/TM		30,000	30,000				

FY2023 Capital and Budget Summary



FY 2023

Capital Program

Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
Equipment - All Departments									
22-01	Heavy Duty Compact Utility Trailer	GRDS/TM		55,000					
22-01	Replace Large Mowing Machine	GRDS/TM	9,000						
22-03	Mower/Leaf Vacuum	GRDS/TM	7,000						
23-01	Replace 1-ton Truck	GRDS/TM		75,000		75,000			
23-01	Cadet Tractor (1971)	GRDS/TM		8,000	8,000				
23-02	Utility/Mowing Trailer	GRDS/TM		8,000	8,000				
22-01	Replace 6-Wheeler Trucks (2003)	HWY/TM	245,000	248,000					
24-01	Front end Loader	HWY/TM					240,000		
23-01	Replace 6-Wheeler Trucks (2005/2007)	HWY/TM		248,000	248,000				
22-04	Compaction Roller for hot mix	HWY/TM	16,000						
22-05	Diesel Trailer for Hot Box	HWY/TM	23,000						
22-07	Forklift (Replace 1995)	HWY/TM				68,000			
23-01	Replace 2006 John Deere Tractor/Mower	HWY/TM		146,000					
23-01	Front end Loader	HWY/TM				247,000			
24-01	Replace 2005 John Deere 710 Backhoe	HWY/TM					240,000		
24-02	Compressor	HWY/TM					50,000		
24-03	Replaces Ramp Trailer	HWY/TM					10,000		
24-01	Passenger Van	P&R/TM				30,000			
25-01	Replace Lighthouse Beach ATV	P&R/TM						15,000	
22-01	Replace 4x4 Utility Truck w/lift gate & plo	SEW/TM	120,000						
23-03	Replace 1-ton Truck w/plow & sander	SEW/TM				95,000			
24-01	Laboratory Equipment Replacement	SEW/TM					150,000		

FY2023 Capital and Budget Summary



FY 2023

Capital Program

Priority	Description	Dept	FY 2022 Actual	FY 2023 Request	FY 2023 Approved	FY 2024 Program	FY 2025 Program	FY 2026 Program	FY 2027 Program
Equipment - All Departments									
24-01	CCTV Equipment & Truck	SEW/TM					350,000		
25-04	Gear Drive/Motor for WPCF	SEW/TM						35,000	
21-03	Large Dump Truck w/ Plow & Sander	TS/TM					150,000		80,000
22-01	Replace 2009 Stetco 115CY trailer	TS/TM	240,000	240,000					
22-02	John Deere ATV	TS/TM	<i>grant</i>						
22-04	30 CY Roll Off replacements (2)	TS/TM	<i>grant</i>	15,000					
Total Equipment			1,387,500	1,940,082	616,000	1,209,000	1,849,000	576,000	254,000
Subtotal Capital (General Fund)			3,421,200	15,647,931	2,556,600	20,629,200	7,334,700	4,241,950	3,315,200



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Land Management, Assessment & GIS **Project /Asset Year:** FY 2023

Department: IT **Purchase Type:** Improve **Priority:**

Project Location: Town-Wide **Asset Type:** Equipment **Funding Type:** Annual Funding

Program Description:
Funding for Land Management software, Assessments and GIS Town-Wide.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$50,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Town computer/technology Equipment - Annual **Project /Asset Year:** FY 2023

Department: IT **Purchase Type:** Improve **Priority:** 1

Project Location: Town-Wide **Asset Type:** Info Tech **Funding Type:** Annual Funding

Program Description:
Upgrade of Town equipment. This covers any equipment or ongoing software needs of the department.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$20,000				

Project Justification:
This allocation is needed to replace technology used in the various departments to include desktop computers, monitors, switches and servers.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Channel 18 Equipment **Project /Asset Year:** FY 2023

Department: IT **Purchase Type:** Improve **Priority:** 1

Project Location: Channel 18 **Asset Type:** Info Tech **Funding Type:** Annual Funding

Program Description:
Upgrade of Channel 18 equipment. This covers any equipment or ongoing software needs of the department.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$20,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Computer Sonic Wall Update **Project /Asset Year:** FY 2023

Department: Police **Purchase Type:** Replace **Priority:** Highest Level

Project Location: Police Department **Asset Type:** Support System **Funding Type:** One Time Project

Program Description:
Computer Sonic Wall is needed for security of computer system. Current sonic wall is 11 years old and needs to be updated.

Image:

 A large empty rectangular box intended for an image of the project.

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:
Update needed to maintain security of system.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Consulting and Engineering **Project /Asset Year:** FY 2023

Department: Town Manager **Purchase Type:** Improve **Priority:** 1

Project Location: Town-Wide **Asset Type:** Consulting **Funding Type:** Annual Funding

Program Description:
Funding for Consulting and Engineering costs Town-wide.

Image:

 A large empty rectangular box intended for an image.

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$100,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Personal Protective Equipment (PPE) **Project /Asset Year:** FY 2024

Department: Fire **Purchase Type:** Replace **Priority:** 1

Project Location: Fire Station HQ **Asset Type:** Equipment **Funding Type:** Annual Funding

Program Description:

This project will continue a scheduled replacement program of firefighting PPE which began with the FY18 budget.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$75,000	\$20,000	\$20,000	\$20,000	\$20,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$75,000				

Project Justification:

NFPA Standard 1971 requires that firefighting PPE be removed from service after 10 years, and recommends that after 5 years the PPE be designated as a backup set to be used when the primary set is being cleaned or repaired. The Union contract references the NFPA standard and requires two sets of PPE be issued to all firefighters. Currently have 28 sets of gear. This project will replace 7sets/yr.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: SCBA bottles **Project /Asset Year:** FY 2023

Department: Fire **Purchase Type:** Replace **Priority:** 1

Project Location: Fire Station HQ **Asset Type:** Equipment **Funding Type:** Annual Funding

Program Description:
These SCBA bottles are a required piece of safety and operational equipment. Without them, we are not able to perform the core firefighting functions of this agency.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Radios - mobile and portable **Project /Asset Year:** FY 2023

Department: Fire **Purchase Type:** Replace **Priority:** 1

Project Location: Fire Station HQ **Asset Type:** Equipment **Funding Type:** Annual Funding

Program Description:

Replace and update critical communications equipment that is reaching the end of its' useful life. Fire department radios provide rapid inter- and intra- agency communications during emergency operations and are considered one of the most important pieces of equipment which are assigned to fire personnel operating in immediately dangerous to life and health conditions. The Commonwealth has a replacement plan pending which could potentially subsidize the cost per radio by approximately 70%. The fire department hopes to take advantage of this offer if/when it becomes available.

Image:



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$22,000	\$10,000	\$10,000	\$10,000	\$10,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$22,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Vehicle Repeaters		Project /Asset Year: FY 2023	
Department: Fire		Purchase Type: New	
Priority: 1			
Project Location: Fire vehicles		Asset Type: Radio	
Funding Type: One Time Project			
Program Description: Mobile Radio vehicle repeaters		Image: <div style="border: 1px solid black; width: 100%; height: 100%;"></div>	

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$65,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$65,000				

Project Justification:

There are numerous buildings in town that our radios do not work in. Some of these include, the schools, Town Office, Annex, Library, CBI, Park Place, Community Center. The repeaters will be installed in the two primary pumpers, ladder truck and Chief officer vehicles. The repeaters will pick up the radio frequency without having to bounce off a tower located in out of town locations.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Stormwater Management Phase II Implementation **Project /Asset Year:** FY 2023

Department: Natural Resources **Purchase Type:** Improve **Priority:** 1

Project Location: Town-Wide **Asset Type:** Infrastructure **Funding Type:** Annual Funding

Program Description:
The funds will be used for the ongoing implementation of the town's stormwater management plan developed in response to the EPA's Phase II stormwater requirements and the bacterial and nitrogen Total Maximum Daily Loads (TMDLs). The funds requested will be utilized to undertake drainage/stormwater management projects for the restoration and protection of surface water resources throughout the town. The funds will be used to map existing drainage/stormwater systems, monitor stormwater discharges, perform assessments of watershed pollutant contributions, evaluate quantity and quality of stormwater treatment required, conduct soil tests, prepare preliminary and final engineering designs and bid documents, and fund construction. The funds will also be used for the preparation and submittal of grant requests to outside funding agencies.

Image:

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$50,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Dredging Program **Project /Asset Year:** FY 2023

Department: Coastal Resources **Purchase Type:** Improve **Priority:** 1

Project Location: Coastal Areas **Asset Type:** Infrastructure **Funding Type:** Annual Funding

Program Description:

This is an annual request for dredging and dredging related expenses such as engineering, permitting, monitoring, aerial photos and disposal area maintenance.

There are two significant uncertainties governing future funding requirements for dredging. The first is related to the impacts of the new inlet on shoaling in Aunt Lydia's Cove, Chatham Harbor, and Pleasant Bay. The second is the future commitment of the Corps of Engineers for maintenance dredging of Aunt Lydia's Cove and Stage Harbor. Both issues could significantly expand future town funding needs for dredging of its harbors.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$100,000	\$400,000	\$200,000	\$200,000	\$200,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$100,000				

Project Justification:

A separate Warrant Article will be presented.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Conservation Lands Management **Project /Asset Year:** FY 2023

Department: Natural Resources **Purchase Type:** Improve **Priority:** 1

Project Location: Conservation Lands **Asset Type:** Infrastructure **Funding Type:** Annual Funding

Program Description:

This project will implement the recommendations of the Conservations Lands Management Plan

Image:



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:

Town open space and conservation lands are under increasing pressure due to surrounding land use and development, increasing desire for recreational use by the public, and the threat to biological diversity from invasive species that crowd out important native species. The funds will also be used to implement the appropriate recommendations in the recently completed Fire Management Plans for the Goose Pond Tract and Town Forest. Grants, donations and volunteer efforts will be sought for identified action objectives and implementation. Failure to fund put Chatham's significant conservation lands at risk of overuse, abuse, and loss of ecological value.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

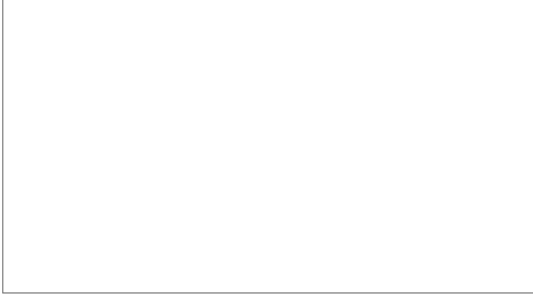
Proposed Project/Asset Name: Town Landing Comprehensive Survey **Project /Asset Year:** FY 2023

Department: Coastal Resources **Purchase Type:** Improve **Priority:** 4

Project Location: Various **Asset Type:** **Funding Type:** One Time Project

Program Description:
Town Landings and other town-owned waterfront infrastructure are extremely valuable at providing public access to the shores and waters of Chatham. Many landing locations have undergone considerable shoreline change and abutting private ownership often generates conflict with the public use. Some locations are utilized as a landing, however, the formalities of designating these water access points as town landings may not have been followed to ensure that future public use of these facilities is preserved in perpetuity.

Image:



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$50,000	\$50,000	\$50,000		

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$50,000				

Project Justification:
By not undertaking the project important public waterfront access could be lost.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Town Landing Infrastructure Improvements **Project /Asset Year:** FY 2023

Department: Coastal Resources **Purchase Type:** Improve **Priority:** 1

Project Location: Town Landings **Asset Type:** Infrastructure **Funding Type:** Annual Funding

Program Description:
 This request is to continue funding maintenance, repairs, engineering assistance, and other projects for improvements to Town Landings. The Town has over 30 Landings and public access ways to the shoreline.

 This account addresses deterioration of facilities, unanticipated maintenance, repairs, or other improvements often required on an annual basis. Emergency repairs to landings following storm events is a recurrent issue. Examples of projects include minor sand re-nourishment, vegetative plantings, fencing, path clearing etc.

Image:

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

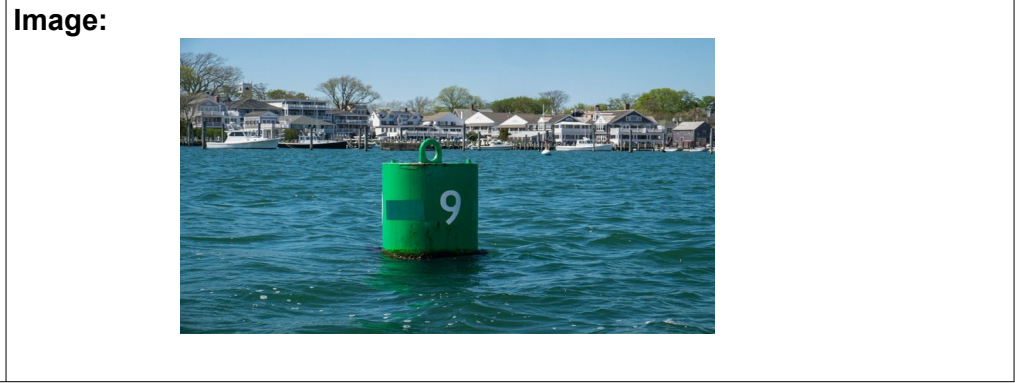
Proposed Project/Asset Name: Navigation Aids **Project /Asset Year:** FY 2023

Department: Harbormaster **Purchase Type:** Improve **Priority:** 1

Project Location: Waterways **Asset Type:** Equipment **Funding Type:** Annual Funding

Program Description:

 These funds are used to replace Town Aids to Navigation marking navigational channels, rocks, swim areas, and regulatory buoys. During the summer months approximately 200 buoys are maintained by the harbormaster Division. In the winter, all but 35 are removed from the water for maintenance. The number of buoys replaced varies from year to year depending on weather conditions and wear & tear.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$15,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Mitchell River Bridge Maintenance **Project /Asset Year:** FY 2023

Department: Harbormaster **Purchase Type:** Improve **Priority:** 1

Project Location: Mitchell River **Asset Type:** Maintenance **Funding Type:** Annual Funding

Program Description:
Request is for annual general maintenance contract for Mitchell River Bridge. Undertaking required maintenance ensures a 20+ year service life, increases effectiveness, and reduces potential legal liabilities due to injuries caused by un-serviced equipment. The bridge is vital to marine and vehicular operations and is used year-round.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$43,000	\$86,000	\$86,000	\$86,000	\$86,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$43,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Hurricane Tide Gate Analysis **Project /Asset Year:** FY 2023

Department: Harbormaster **Purchase Type:** Replace **Priority:** 4

Project Location: Town Landings **Asset Type:** Infrastructure **Funding Type:** One Time Project

Program Description:
These funds will be used to analyze the tide gate at Morris Island Road.

Image:

 A large empty rectangular box intended for an image.

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$30,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$30,000				

Project Justification:

The tide gate on Morris Island Road was installed by the Corps of Engineers and is in need of repair. Its usefulness is in question due to changes in our coastline over the last half century. These monies would study the tide gate and if retained, under what conditions should it be deployed. Attempts to obtain a grant have been unsuccessful. Inappropriate deployment of the tide gate could result in negative impacts to structures and property. Failure of the tide gate could likewise result in negative impacts to structures and property.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Road Resurfacing **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Replace **Priority:** 1

Project Location: Town-Wide **Asset Type:** Roads/Sidewalks **Funding Type:** Annual Funding

Program Description:
This is an annual Article for Resurfacing of Roads and Parking Lot Areas in Town



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$200,000	\$350,000	\$350,000	\$350,000	\$350,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$200,000				

Project Justification:
Plan is currently being developed. This capital item is eligible for Chapter 90 Reimbursement.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

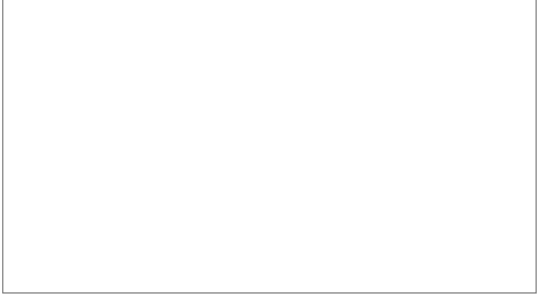
Proposed Project/Asset Name: Emergency Road Repairs **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Repair **Priority:** 1

Project Location: Town-Wide **Asset Type:** Roads/Sidewalks **Funding Type:** Annual Funding

Program Description:
This is an annual Article for foreseen Engineering or Repairs of Town owned sidewalks, parking areas and roads

Image:



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000	\$70,000	\$70,000	\$70,000	\$70,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Catch Basins (Installation and Repairs) **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Replace **Priority:** 3

Project Location: DPW-Highway **Asset Type:** Storm Water **Funding Type:** Annual Funding

Program Description:

This is an annual Article for the installation or repairs of catch basins and leaching basins.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$40,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Annual Road Maintenance **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Repair **Priority:** 1

Project Location: Town-Wide **Asset Type:** Roads/Sidewalks **Funding Type:** Annual Funding

Program Description:
This is an annual Article for the repair and sealing of cracks in roads and parking areas, patch repairs to roads and traffic markings and road painting.

Image:

 A large empty rectangular box intended for an image.

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$30,000	\$70,000	\$70,000	\$70,000	\$70,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$30,000				

Project Justification:



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Bike Trail Maintenance **Project /Asset Year:** FY 2023

Department: DPW-Highway **Purchase Type:** Improve **Priority:**

Project Location: Town-Wide **Asset Type:** **Funding Type:** Annual Funding

Program Description:
This 5-year capital also includes upgrades and/or improvements as suggested by the Bikeway Committee.

Image:

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$10,000				

Project Justification:
TBD



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Original Sewer Collection System Repairs **Project /Asset Year:** FY 2023

Department: DPW-Sewer **Purchase Type:** Replace **Priority:** 1

Project Location: DPW-Sewer **Asset Type:** Infrastructure **Funding Type:** One Time Project

Program Description:
This project will make repairs to the original sewer system.

Image:

 A large empty rectangular box intended for an image related to the project.

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$30,000	\$170,000	\$170,000	\$170,000	\$170,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$30,000				

Project Justification:
The original sewer collection system was installed in the late nineteen sixties/early seventies. The condition of the sewer pipes and manholes have come into question due to age. It would be prudent for the town to create an annual budget to address these types of deficiencies.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

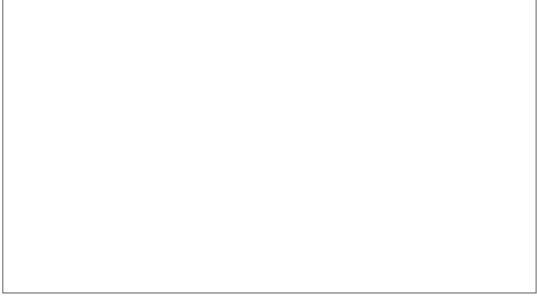
Proposed Project/Asset Name: Ultraviolet Disinfection Upgrades **Project /Asset Year:** FY 2023

Department: DPW-Sewer **Purchase Type:** Replace **Priority:** 1

Project Location: DPW-Sewer **Asset Type:** Infrastructure **Funding Type:** One Time Project

Program Description:
This project will make upgrades to the Ultraviolet Disinfection System.

Image:



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$225,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$225,000				

Project Justification:
As part of the facility's discharge permit issued by DEP, the treated water must be disinfected. this is done by means of ultraviolet (UV) disinfection. The Original UV was installed in 2012 and is in need of upgrading in order to maintain compliance with our permit.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Public Restroom Improvements **Project /Asset Year:** FY 2023

Department: Facilities **Purchase Type:** Repair **Priority:**

Project Location: Multiple Locations **Asset Type:** Facilities **Funding Type:** Annual Funding

Program Description:
Improvements to all public restrooms in recreation areas.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$30,000				

Project Justification:
The current restrooms are aged and not conducive to public use during vacation spots. These improvements will improve the lighting, wearability of floors, and ease for cleanliness, and reduce customer complaints.



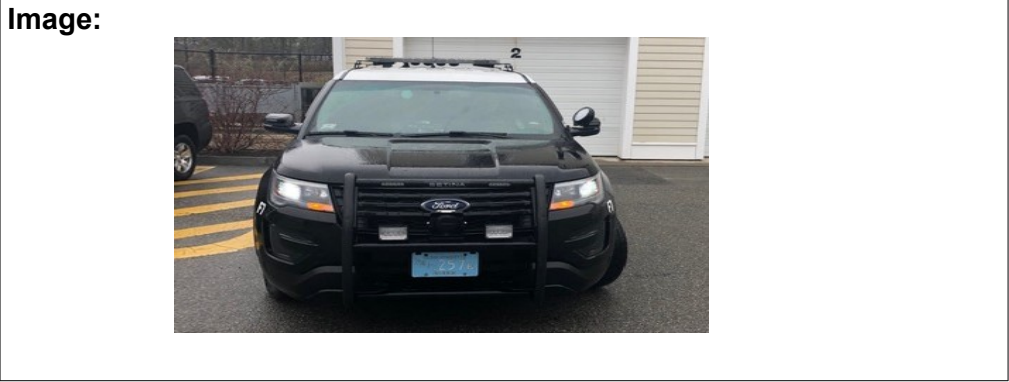
**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Two (2) Cruiser Vehicles Replacements **Project /Asset Year:** FY 2023

Department: Police **Purchase Type:** Replace **Priority:** Highest Level

Project Location: Police Department **Asset Type:** Vehicles **Funding Type:** Annual Funding

Program Description:
Annual replacement of two (2) police cruisers.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$100,000	\$94,000	\$94,000	\$94,000	\$94,000

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$100,000				

Project Justification:
Due to the 24 hour/ 7 day a week use of these vehicles, they need to be replaced on a regular basis to avoid excessive repair costs and down time that impacts police response and operations.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Animal Control Van replacement **Project /Asset Year:** FY 2023

Department: Police **Purchase Type:** Replace **Priority:** Moderate to High Level

Project Location: Police Department **Asset Type:** Vehicle **Funding Type:** One Time Project

Program Description:
Replacement of Animal Control Van due to high mileage, age (will be 10 years old) and engine hours.

Image:

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$40,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$40,000				

Project Justification:
Animal Control Van is becoming aged (will be 10 years old) and repairs have been and will continue to be more frequent. Replacement is now necessary.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Truck Replacement -North Beach/Cons Land Management **Project /Asset Year:** FY 2023

Department: Coastal Resources **Purchase Type:** Replace **Priority:** 1

Project Location: **Asset Type:** Vehicle **Funding Type:** One Time Project

Program Description:
Two trucks will be replaced for the North Beach bird monitor program. They have been heavily utilized as the primary beach vehicles and are experiencing accelerated deterioration due to the type and location (North Beach) of use.

Image:

	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$64,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$64,000				

Project Justification:
Vehicles should be replaced while still serviceable and with some trade-in value.



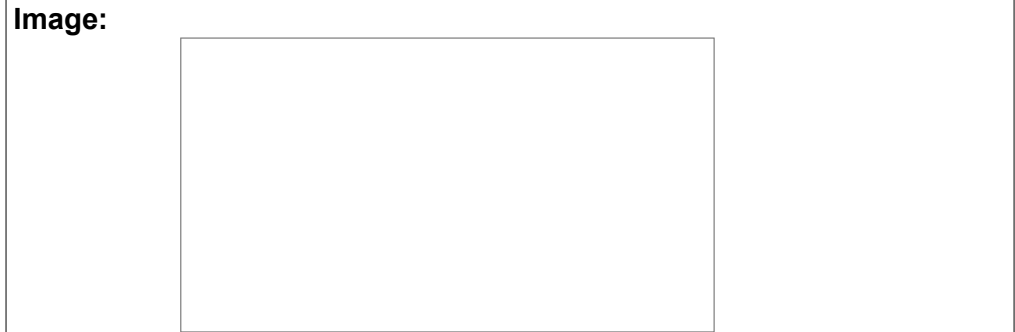
**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Truck Replacement -North Beach/Cons Land Management **Project /Asset Year:** FY 2023

Department: Coastal Resources **Purchase Type:** Replace **Priority:** 1

Project Location: **Asset Type:** Vehicle **Funding Type:** One Time Project

Program Description:
The existing truck used for North Beach bird monitoring program and conservation land management is 2013 Ford F150. It has been heavily utilized as the primary beach vehicle and is experiencing accelerated deterioration due to the type and location (North Beach) of use.



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$64,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$64,000				

Project Justification:
Should be replaced while still serviceable and with some trade-in value.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Replace 2008 1-Ton Truck, Plow and Sander **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Improve **Priority:** 3

Project Location: DPW-Highway **Asset Type:** Equipment **Funding Type:** One Time Project

Program Description:
Replace 11-year old 1-Ton Truck with plow and sander. This truck is used throughout the year including Snow & Ice Operations .



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	75,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	75,000				

Project Justification:
The consequence for not purchasing this vehicle could result in potential breakdowns, loss of productivity and maintenance of roadways during emergency storm event(s) throughout the year.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Replace 2005 6-Wheeler Dump Truck **Project /Asset Year:** FY 2023

Department: DPW **Purchase Type:** Replace **Priority:** 4

Project Location: DPW-Highway **Asset Type:** Equipment **Funding Type:** One Time Project

Program Description:
Replace 2005 6-wheeler with Hook Lift system, 11' Power Reversible Plow, 10 Yard Sander and Dump Body



	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$248,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$248,000				

Project Justification:
Replace 13-year old 6-wheel Truck, plow and sander. Used in day to day operations as well as Snow & Ice Program. The consequence for not replacing this larger vehicle could lead to higher maintenance cost, more frequent breakdowns, lack of parts for trucks no longer being made and increase cost by others having to complete sand/plow routes originally assigned to maintain during an emergency storm related event.



**TOWN OF CHATHAM CAPITAL PROGRAM
FY2023**

Proposed Project/Asset Name: Utility Trailer **Project /Asset Year:** FY 2025

Department: DPW-P&R **Purchase Type:** Improve **Priority:** 1

Project Location: DPW-Garage **Asset Type:** Equipment **Funding Type:** One Time Project

<p>Program Description:</p> <p>Replace 1990 Penns utility trailer used to haul small mowing machines and other equipment. Used daily in operations</p>	<p>Image:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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	FY2023	FY2024	FY2025	FY2026	FY2027
Capital Costs	\$8,000				

Funding Source					
General Fund (Debit)	General Fund (Pay as you go)	Water Enterprise	Chapter 90	State/Federal Programs	Other Grants
	\$8,000				

Project Justification:

Replace a 30+ year old trailer with new. Trailer is used almost daily to haul smaller mowing machines and other equipment to various sites around Town. Used daily in Park Dept. operations.