



Town of Chatham

Office of the Selectmen
Town Manager
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Jill R. Goldsmith
TOWN MANAGER

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TO: Honorable Board of Selectman
FROM: Jill R. Goldsmith, Town Manager
DATE: February 22, 2012
SUBJECT: Town Manager's Report for the BOS meeting of February 21, 2012

I am pleased to enclose the Monthly Report of Department Heads for the month of January 2012.

COMMUNITY DEVELOPMENT DEPARTMENT: Submitted by Terence M. Whalen

On a daily basis the Chatham Community Development Department strives to provide courteous and responsive quality service to our valued customers by fostering a respectful and welcoming environment resulting in a positive experience for all by:

- Listening to your concerns and providing accurate answers and information by responding in a friendly and thoughtful manner*
- Being accountable for all we do, "not shutting the door and pulling down the blinds" recognizing that everyone's needs are important*
- Being the "helping hand" in making the permitting process easier and employing a collaborative approach to finding solutions on complex issues, enabling the successful completion of your projects*
- Maintaining a commitment to transparency by responding to requests for information to the full extent of Massachusetts public meeting and records law*

And when we do need to say no, to do so in a manner that is informative and educational, explaining the regulatory basis for such decisions

BUILDING DIVISION

<u>Permit Activity</u>	<u>Number</u>	<u>Construction Value</u>
New Dwellings	4	\$3,828,000
House Demolitions	1	-

Residential Additions/Renovations	43	\$2,589,312
Nonresidential Additions/Renovations	1	\$15,000
New Commercial Structures	-	-
New Public Structures	-	-
Public Structure Additions/Renovations	-	-
Totals	48	\$6,432,312

<u>Inspections</u>	<u>Number</u>
Building	54
Electrical	63
Gas & Plumbing	67
Total	184

The demand for permits continues to swing upwards. Historically, January is “catch up” month where filing, annual organizational activities, and the prior year’s archiving are easily accomplished as office activity is typically down. However in 2011 and again in 2012, the model is changing. When looking at both building applications submitted and building permits issued in January 2011 vs. 2012 there were 36% and 17% respective increases. The below table compares January activity in 2011 to 2012 within the Building Division:

	<u>Jan.</u> <u>2011</u>	<u>Jan.</u> <u>2012</u>	<u>% Change over</u> <u>Jan. 2011</u>
Building Applications Submitted	44	60	36%
Building Permits Issued	42	49	17%

REGULATORY BOARDS

Historic Business District Commission (HBDC) – There were **two** HBDC meetings in January 2012.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
COAs	5	4	-
Signs	2	2	-
Totals	7	6*	-

*One request for a COA was withdrawn

Historical Commission – There was **one** Historical Commission meeting in January 2012.

In January 2012, the CHC did not have any scheduled regulatory actions. They did have general discussions on the following topics: CPA applications, the Mitchell River Bridge, Preservation Awards and 2012 meeting schedule and goals.

Planning Board – There were a total of **six** Planning Board meetings in January 2012: **two** regular business meetings (1/10 & 1/24), **three** Zoning Bylaw Rewrite meetings / Department Head Monthly Report to the Town Manager – January 2012

Zoning Public Hearings (1/3, 1/17 and 1/31) and **one** Work Session on Comprehensive Plan Implementation Status (1/5).

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
ANR Plans	2	2	-
Preliminary Subdivisions	-	-	-
Definitive Subdivisions	-	-	-
Site Plans – Pre-Applications	4	4	-
Site Plans – Formal	1	1	-
Special Permits	2	-	1
Endorsement of Plans	-	-	-
Bond Reduction	3	3	-
ZBA Recommendation	4	3	1
Totals	16	13*	2

**One Special Permit hearing was continued to February*

Zoning Board of Appeals (ZBA) – There was **one** ZBA meeting in January 2012.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>	<u>Withdrawals</u>
Special Permits	8	7*	1	-	-

**Two of the total Special Permits were granted with conditions.*

PLANNING DIVISION

Department Project Activity

There was activity during the month of January 2012 on these projects by Community Development Department staff:

- Zoning Bylaw Rewrite
- Marconi Station Reuse RFP
- PD Annex Project Closeout

Inter-Departmental Projects/Other Support

Community Development Department staff was also involved in other town-wide projects in the month of January 2012 as follows:

- Capital Projects Review Committee - Fire Station Headquarters Project
- Water/Sewer Infrastructure attribute data planning and design (H&E, Weston & Sampson, GHD)
- Planning assistance to Affordable Housing Committee for CPA application submittal
- Data integration for Police Software (IMC) and Police dispatch mapping (MapsOnline)
- Data management assistance to Friends of Trees (PeopleForms)
- Local Master Address Table research and updates
- PeopleForms Permit Module Software Demonstration
- Comprehensive Dredging Permit update locus maps

- Update GIS layers for Pleasant Bay Costal Resource Atlas
- Data management/online permit planning for Town Clerk
- GIS data request USDA for Champlain Creek Wetlands Restoration Project

Other Public Meetings

During the month of January 2012 Community Development Department staff attended/participated in the following Public Meetings with other Town Boards and Committees beyond the Regulatory Boards to which the Department is the liaison with:

<u>Board / Committee</u>	<u># of Meetings</u>
Affordable Housing Committee (AHC)	1
Bikeways Committee	1
Board of Selectmen (BOS)	1
Capital Projects Review Committee (CPRC)	4
Committee for the Disabled	1
Cape GIS Users Group	1
MPO/Transportation	1
Total	10

FACILITIES DEPARTMENT: Submitted by Chip Whalen

To deliver thorough and timely service to citizens and staff in a courteous and professional manner. To maintain buildings in a clean, safe condition at all times.

FINANCE DEPARTMENT: Submitted by Alexandra H. Heilala

The Town of Chatham Finance Department will listen carefully and completely to our customers request for service and view their needs with importance and responsiveness while using the opportunity to foster positive relationships.

Accounting

January was a busy month for the department with the preparation of the town budget, payroll reporting for the previous calendar year and sending out W2s for all employees. The department prepared and mailed out 1099's as required by law. Reports were finalized for inclusion in the Town Report as required by MGL Ch. 41 §61, and submitted to the Town Manager's office.

The Fixed Assets report was updated for the audit report. The accounting department received the draft audit in January and prepared responses so the audit firm can appear before the Board for an exit interview in February or March.

Meetings Attended in January: The Finance Committee met four times, and the Finance Director also attended four meetings with Monomoy Regional School District as part of their finance team. The Community Preservation Committee met once to review applications for funding for FY13. The Finance Director attended the Mass Municipal Association meeting. The Accounting Department processed 732 invoices for payment in January.

Assessing

The assessors requested proposals for the implementation of a Fiscal 2013 Re-Certification Program and for Fiscal 2014 and 2015 Interim year revaluation updates. The Board of Assessor's met to review abatement requests.

Treasurer/Collector

Tax bills were due December 12, 2011, and the department continued to receive payments in January. The collection rate is at 97.5% with a dollar figure of \$12,663,155.17 for the first half tax bills. Water bills were sent out in January as well.

Information Technology Services

The department continued to assist the Town Clerk's office with the training sessions on the My Town Government agenda posting site with the targeted start date of February 6, 2012.

FIRE RESCUE/EMS/HARBORMASTER DEPARTMENT: Submitted by Chief Michael Ambriscoe

Answering the Call, Making a Difference, Protection and Service through EXCELLENCE!

The Fire Department responded to 176 emergency incidents in the month of January. The following are the fire department's statistics for the month of January.

Fire Suppression/Emergency Medical Service (Emergency Response Incidents)

Emergency Incidents:	176
Ambulance Transports:	79
Ambulance Receipts:	\$24,233.54
Firefighter Injury:	0
Civilian Injury:	0
Mutual Aid:	
Given – Harwich -	1
Received – Harwich -	1
Brewster -	1
Orleans -	1

Fire Prevention/Code Enforcement

Smoke Detector/CO Inspections:	12
Building Inspections:	3
Plan Review:	21
Oil Tank Removals:	0
Sprinkler Modifications/Disconnects:	2
Permits:	14
Revenue received:	\$935.00

Public Education

35 Chatham High School Students received training in CPR and the use of an AED from the department's firefighters. 12 Town of Chatham employees received training in CPR and the use of an AED. 5 Girl Scouts also received training in CPR and the use of an AED from the firefighters.

Chatham Elementary School students in grades K – 4 received 18 hours of fire safety instructions from the department's Public Education Officer.

Training

The department received a total of 300 hours of training in the month of January.

TYPE	HOURS	# FIREFIGHTERS	TOTAL TRAINING HOURS
Call Firefighter – Dispatch	4	1	4
Call Firefighter Basic Skills	9.5	2	19
Hydrogen Sulfide Incidents	2	14	28
Fire Officer - Leadership	2	5	10
Cold Water/Ice Rescue	3	22	66
Post Incident Analysis	2	13	26
EMT recertification	19	3	57
Paramedic Recertification	30	3	90
Total Monthly Hours			300 Hours

CHATHAM HARBORMASTER DEPARTMENT

PROFESSIONAL-COMPETENT-READY Committed to serving the maritime community in a fair and equitable manner to ensure the safe, environmentally friendly and lawful use of Chatham's maritime resources and facilities.

Operations

- Aids to Navigation:
 - Hauled North Cut Buoys (G, F, E, D, C)
 - Re-set CH Flag Buoy #3
- Set new mooring ball and tackle on Town mooring RC-B.
- 1/15/2012 – Recalled in support of local Coast Guard & Orleans Harbormaster to assist in search of plane crash victims that occurred in Brewster.
- Set up and deployed on the H-25 a Digital Bird Repeller (BB-Pro) system in an attempt to scare Eider Ducks away from mussel beds in Chatham Harbor.
- Servicing of Chatham Harbor buoys ongoing – remove, inspect, repair and/or replace as needed buoys & ground

Administration

- Private Mooring Renewals and Mooring Wait List Renewals - Processing & associated data entry of renewals and non-renewals ongoing. Over 160 courtesy letters were sent to mooring permit holders who did not submit renewal form by 31 Dec deadline. No renewals will be accepted after the final deadline of 29 February, 2012.
- Submitted 2011 Town Report for the Department.
- Drafted 2011 Patrol Boat Operations Report; included with Town Report.
- Prepared power point on department mooring management operations for Marine Trades Association presentation by Harbormaster.
- Rewrite of Waterway Regulations ongoing for future review by the Waterways Advisory Committee.
- Submitted quarterly report for Port Security Grant.
- Office Manager continued to log hundreds of phone calls and office visits relating to mooring permits and waiting lists, transient mooring requests, pump outs, boat haul-outs, regulation compliance issues.

Maintenance

- Mitchell River Bridge – replaced additional 16' long decking boards on the bridge.

- Replaced Municipal Fish Pier parking lot light pole fixtures with LED units.
- Shrink wrapped Police Dept ATV for winter storage.
- Shrink wrapped surplus CG 21' boat.
- Put asphalt shingles on ladder steps going down to the water on east end of Stage Harbor parking lot bulkhead.
- Hauled Carolina Skiff - changed engine oil and lower unit oil, changed fuse and fuse holder to fix GPS, and cleaned boat.
- Contracted and oversaw the replacement of 17 sprinkler heads on the Municipal Fish House facility.

Meetings

- Harbormaster attended CG Sector SE New England Maritime Security Sub-Committee meeting.
- Harbormaster delivered presentation on mooring management to MA Marine Trades Association in Yarmouth
- Mooring Officer attended Shellfish Advisory Committee meeting to discuss mooring by-law change in Stage Harbor.
- Harbormaster attended Cape & Islands Harbormaster Association meeting in Mattapoisett, MA.
- Harbormaster attended monthly South Coastal Harbor Management meeting to discuss mooring by-law change in Stage Harbor.
- Harbormaster presented department FY2013 budget proposal to Finance Committee.

Upcoming Projects:

- Removal, rebuild and reinstall of Barnhill and Stage Harbor floats.
- Recondition, including welding repairs and ground tackle/chain replacement, of all seasonal aids to navigation (ongoing).
- H-26 Patrol Boat:
 - removal of old radar and replacement with new
 - prep, prime, and paint hull
- Build lighted day marker for install on rock wall at the end of Holloway Street; marker will replace the Chatham Harbor buoy #5.
- Remove, repair and replace all bulkhead ladders in the north and south jogs at the Fish Pier.
- Replace electrical outlets, wiring and conduit in the south jog of the Fish Pier (after assessment by electrician).

HEALTH AND ENVIRONMENT: Submitted by Dr. Robert Duncanson

We are committed to maintaining the health and welfare of the citizens of Chatham while preserving, and enhancing where possible, Chatham's unique natural environment within the confines of state and town regulations, codes, and policies and will endeavor to administer these rules in a fair and impartial manner.

CONSERVATION DIVISION

Conservation Commission / Regulatory Responsibilities

The Conservation Commission held 4 meetings and 1 special on-site meeting. The Commission heard the following number of applications, either as new or continued hearings:

- Notices of Intent - 26
- Requests for Amendment – 0
- Requests for Determination of Applicability - 3
- Administrative Reviews - 12

The ConsCom issued with approval: 9 Orders of Conditions, 0 Amended Orders of Conditions, and signed 3 Certificates of Compliance. No application was denied.

New Applications received in January: 35

- Notices of Intent - 12
- Requests for Amended Orders – 4
- Requests for Determination of Applicability – 1
- Administrative Reviews – 18
- Extension Permit Requests - 0
- Duplicate Documents – 1
- TOTAL FILING RECEIPTS: \$ 2,960.00

Violations – There were 3 violations that the Commission continued to deal with this month.

Tickets Paid: \$300

One ticket was issued in January, totaling \$300

Tickets previously issued, totaling \$ 8,700 are yet to be paid.

One ticket issued in November has been appealed to Orleans District Court.

A criminal complaint has been filed for the unpaid tickets.

Regulations – A subcommittee of the Commission on regulations met once. The first discussion centered on the Inland bank regulations and Terry Eldredge of Eldredge Surveying & Engineering was a contributor to the discussion. These meetings will continue most Fridays, as posted, to continue to work on regulation revisions. Staff continues to research supporting documentation and has compiled regulations from other towns for review.

Field Work and Administrative Work - Staff made numerous site visits to review proposed projects; inspected projects for compliance; conducted numerous site visits prior to work start or to review projects in progress; conducted inspections for Certificates of Compliance; followed up on violation matters; and met with applicants, contractors and representatives; reviewed all building permits prior to their issuance; issued comments to the Zoning Board of Appeals and to the Planning Board.

Staff has begun to work with PeopleForms to track & convert various records/data so that the information can be linked to parcels and be more readily available to others.

Outreach – Commission Chair DeeDee Holt writes a biweekly column for the *Cape Cod Chronicle*. Staff is in process of arranging to have experts meet with the Commission in the upcoming months to provide technical information on various topics such as habitat restoration, invasive species control, tree care, coastal processes, etc.

Land Bank Open Space Committee

LBOSC met once this month on the 12th. The LBOSC Chair & Vice Chair were asked to appear before the Selectmen to discuss the committee's process in bringing forth prospective land purchases to the Town Meeting. As reported to the Selectmen, the Conservation Foundation purchased 2175 Main St, thereby serving as a place holder so that the Town might have an opportunity to acquire it as green space along a Route 28. Final determination will be made by a 2/3rds vote at the May Annual Town Meeting as to whether the Town will purchase the property.

Other Meetings - Staff attended the following meetings:

Pleasant Bay Alliance Shoreline Workgroup
Pleasant Bay Alliance Wetlands Workgroup
MEPA & DEP Onsite

Conservation Land Management

Rolf E. Sylvan Gardens - planning process continues with consulting team, volunteer workgroup of 9, and staff. Staff has been working on lining up interested persons to organize and serve on the board of directors of a Friends of Sylvan Gardens that will work with the Town on improvements to the property. A date has not yet been set for the last public meeting with the Consultants.

Stewardship Program – staff continues to work on stewardship program to enlist volunteers from the public to help with conservation land monitoring and management projects. With the help of our AmeriCorps volunteer, Nichole, a draft stewardship manual for Chatham conservation properties has been created with the anticipation of training volunteers in the months to come. The Stewardship Program will make use of PeopleForms, a web-based program in the town's tool box by which volunteers may submit monitoring reports online. These digital reports can be combined with our GIS mapping which in turn will facilitate managing the town's conservation lands. Though still under development a sign up form and reporting form currently appear on the Conservation Division webpage.

Website

Staff continues to work with Community Development on providing an interactive map for the website with information on town-owned conservation properties. Our AmeriCorps volunteer who serves the Town one day per week is assisting with this project. Some trail maps are available online, others to come.

Staff continues to update the conservation webpage as necessary and as time allows.

Staff was trained on the new software that will allow posting of meetings and agendas directly to the website.

ChathamRecycles

A meeting was held this month on the 12th. The topic of discussion was setting up the 3rd annual Book & Media Swap. It was decided it will be held at the Town Annex, two days this year, March 9th & 10th.

The group is encouraged by the progress in establishing a formal committee to review the town's issue of solid waste disposal.

Volunteer Paulette Fehlig continues to provide the biweekly ChathamRecycles column in the *Cape Cod Chronicle* and manage the website – www.ChathamRecycles.org

HEALTH DIVISION

There was activity during the month of JANUARY 2012 in these areas by Health Department staff:

- Health Agents Coalition Meeting/ Health Agent
- Steering Committee Meeting: Medical Reserve Corps
- Mass. Environmental Health Association; Wastewater Seminar/ Health Agent/Health Inspector
- Tobacco permit enforcement/Health Inspector
- CPR/AED training/Health Inspector
- Review of Swimming pool accessibility regulations/ Health Inspector/Building Inspector
- Common Victualers licenses: reviewed policies and establishments/Health Agent/Health Inspector
- ChathamRecycles: Planning meeting/ Health Agent
- Review LCP for Selectmen's update/Health Agent
- Board of Health Hearing, staff review, comments /Health Agent

BOARD OF HEALTH:

- Meetings : January 9, January 23
- Hearings: 5
- Variance reviews: 2
- Site Visits: 1 with Health Agent
- Emergency Preparedness; Public Health: update with Captain Cauble and County Nurse, Deirdre Arvidson. Board of Health

PERMITS/LICENSES ISSUED:

- Disposal Works Construction: 7
- Food Handlers: 24
- Motel/Cottage: 1
- Septic Installers: 2
- Septage Haulers: 3
- Test Holes: 4
- Real Estate Inspection Reports: 12
- BOH variance reviews: 2

• Tobacco Permits:	2	
• Room Inspection Permits:	2	
• Swimming Pool/Hot Tub Permits:		6
• Stable Permits:	1	
Housing/Nuisance:	1	
Room Inspections:	6	
Food Service Inspections:	1	
Zoning Board of Appeals Comments:	6	
Tobacco Permit Inspections:	6	
Building Department Permit Reviews:		15

COASTAL RESOURCES

Project Planning/Coordination

- Old Mill Boat Yard Pier Reconfiguration- Met on-site with engineer and marine contractor to review potential construction methodologies. Begin preparation of Seaport Bond grant application.
- Town-Wide Dredge permit- Further progress on revising plans as per DEP.
- Water Street Landing- Invasive Vegetation Removal- Attended ConsCom hearing and received approval for construction. Evaluated RFP submittals and selected contractor.
- Cotchpicut and Cow Yard Landings Hazard Mitigation Grants- Responded to comments from DEP regarding their formal appeal of Town's Order of Conditions due to designs of both projects. Attended MEPA on site for Cow Yard as well as DEP on-site to resolve DEP comments. Worked with the engineer to re-design projects to address DEP concerns.
- Ryder's Cove/Marconi Park- Attended staff level meeting with Town Manager to review chronology and issues associated with current and past proposals for re-use of the "upper triangle."
- South side beach nourishment: Finalized coordination for beach nourishment at Cockle Cove, Forest Beach and Pleasant Street Beach using stockpiled sand derived from construction of the wastewater facility. Work to commence in first part of February.
- Mitchell River Bridge: Attended consulting party conference call for the Sect 106 process.

Ongoing Administrative Activities

- ORV permits (1)
- Received and internally coordinated special use permit application. Forwarded to the BOS.
- Provide summary of departmental activities for 2011 Annual report.

Departmental Coordination

- Continuing to provide technical comment, review and on site comment for the ConsCom regarding large shore protection project for Eastward Ho.

- Coordinated with shellfish warden regarding proposed changes to shellfish regulations on hydraulic pumping in the Monomoy Refuge. Attended Shellfish Advisory Committee meeting on same.
- Attended training session on open government meeting posting

Other Meetings

- Monthly Committee Meetings- Attended regular Waterways Advisory Committee, North Beach advisory Committee and South Coastal Harbor Plan Committee meetings as staff liaison.
- Attended Cape Cod Commission hearing on proposed regulations regarding “Sand Mining.”
- Attended presentation on “Sea Level Rise. “
- Participated in “webinar” on incorporating additional freeboard in building design.

SHELLFISH

Another month of exceptional weather kept shell fishermen out along the shores and flats throughout the Town. Most of the commercial effort was directed toward soft-shelled clams in North Chatham. Estimated wholesale values for soft-shelled clams in the month of January exceeded \$95,000. A small but consistent group of shell fishermen targeting quahogs landed approximately 75,000 pieces with an estimated wholesale value of \$11,925. A few bushels of mussels and scallops were also landed during the month, bringing the estimated total wholesale value of landed shellfish well over \$105,000. The presence of recreational fishermen dropped off considerably after the New Year, though 1 or 2 family permit holders were seen and checked daily, with greater numbers on the weekends.

Patrols were conducted seven days a week, with multiple visits to Muddy Creek daily prior to opening day on the 10th to ensure compliance with our management closure. The Chatham/Harwich line falls through Muddy Creek and beginning mid-December, Mashpee Wampanoag Tribal members traditionally harvest soft-shell clams in the Creek beginning in Harwich. They were respectful of the line when enforcement was visible.

The Shellfish Department also:

- Reviewed applicants for the Assistant Constable/ Propagation Specialist.
- Removed signs and buoys for area openings.
- Repaired/replaced damaged buoys, maintained department vehicles and equipment.
- Placed partial seed order for propagation program.
- Created excel templates to better assess commercial shellfish landings and wholesale values
- Manned the “blue flag” signifying no shellfishing in compliance with Section 307. Temperature Regulations of Chatham’s Shellfish Regulations (only) 5 mornings beginning at 5:45am.
- Attended training for my-town-government website.

- Attended court arraignment on non-criminal disposition for non-payment of violation penalty for Shellfishing without Permit (Sec. 301, Par. A). Hearing scheduled for February 9, 2012.
- Meetings with staff, Selectman Tim Roper and FWS Dave Brownlie concerning hydraulic pumping in the Powder Hole.
- Cleaned grow-out nets in Stetson's Cove.

As staff liaison to the Shellfish Advisory Committee, the Shellfish Department acted on the following directives:

- Met with other Town department staff to examine possible use of chase boats to deter eider duck predation on mussel beds.
- Requested the opening of commercial harvesting of scallops on Sundays before the BOS.
- Collaborated with the Harbormaster's Office to test Ultra Sonic Bird X Repeller to determine if effective in dispersing Eider Duck flocks.

WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building

STICKER (PERMT) OFFICE

The Sticker Office is closed for the season with Beach, Transfer Station, and Recycle Stickers and Shellfish Licenses available in the Health & Environment Dept., placing additional responsibilities on existing H&E staff. Stickers and licenses are available Monday to Friday from 9 AM to Noon.

During January the following stickers/licenses were sold:

- New Recycle Sticker – 8
- New Transfer Station Sticker – 10
- New Combo Sticker – 0
- New Shellfish - 4
- Replacement Recycle – 1
- Replacement Transfer Station – 12
- Replacement Combo – 10
- Replacement Shellfish - 1

WASTEWATER PROJECT

- Bi-Weekly Wastewater Treatment Plant construction progress meetings
- Weekly Wastewater Treatment Plant startup meetings
- Sewer construction progress/coordination meetings
- Wastewater pump station progress/coordination meetings
- Multiple site visits to wastewater treatment plant construction site and pump station construction sites
- Meeting with Engineer, Operations Personnel and town GIS Coordinator to review preparation of Record Drawings and integration into towns GIS system

- Provided tour of wastewater treatment plant construction site for Orleans Board of Selectmen and Town Administrator
- Meeting with Engineer to review budget and SRF loan status
- Accepted spare parts turnover from pump station Contractor
- Walk-through of new wastewater treatment plant with Building Commissioner and Engineer in advance of Contractor requesting temporary Certificate of Occupancy
- Meeting with Engineer and Town Manager to discuss sewer construction contract issue
- Filed U.S. Department of Commerce, U.S. Census Bureau, Construction Project Report
- Meeting with Town Manager and Weston & Sampson Operations representatives on staffing levels for sewer operations
- Processed multiple contractor payment requisitions, Change Orders, and Work Change Directives
- Ongoing dissemination of information on the Barnstable County Community Septic Management Loan Program, this program provides low interest loans for septic system replacement/upgrade and sewer connections. Information is available at: <http://www.barnstablecountysepticloan.org/>

TOWN/OTHER PROJECTS

H&E staff participation took place in the following areas during November:

- Weekly Department Head meetings
- Bi-weekly Department Head/Town Manager meetings
- Participated in conference call with FWHA, MassDOT and Consulting Parties on the Mitchell River Bridge Project
- Meeting with FWS representative from Monomoy Refuge regarding shellfishing in the "Powder Hole"
- Training on new on-line meeting posting software
- Water & Sewer Advisory Committee meeting
- Shellfish Advisory Committee meeting
- Prepared Department 2011 Annual Report
- Prepared monthly Department activities report
- Meeting with Channel 18 staff and Conservation Agent to discuss taping and archiving of meetings
- Cape Cod Water Protection Collaborative meeting
- Participated in staff level discussion of Eider Duck management techniques
- Presented Department FY13 budget to the Finance Committee
- Evaluated resumes and met with review group to discuss for the open position of Shellfish Propagation Specialist/Assistant Shellfish Constable
- Attended New England Water Environment Association 2012 Annual Conference & Exhibit; co-presented paper entitled "*Implementing a 30-Year Non-Point Source Nitrogen Management Plan Through Adaptive Management, Chatham MA Case Study*"
- Multiple Board of Selectmen meetings

HUMAN RESOURCES DEPARTMENT: Submitted by Gerry Panuczak

Assimilate best practices to balance management, employees, and taxpayers points of view in the creation of that environment.

HUMAN RESOURCES

Meetings continued with different employee groups to provide information about the possible health care plan changes for fiscal 2013 throughout the month. I attended several meetings of the Cape Cod Municipal Health Group Steering Committee and Board of Directors where the plan changes were approved to move to Group Insurance Commission type plans, and the fiscal 2013 rates for those plans were approved. The group was able to earmark significant funds to reduce premiums an average of 9.3% for fiscal 2013. With the setting of rates, the Insurance Advisory Committee (IAC) met and reviewed the proposed plan changes, cost savings analysis, and proposed mitigation plan. The IAC passed this information along to the Public Employee Committee (PEC) in order to begin the 30 day special bargaining period regarding the proposed mitigation plan. Contract negotiations continued with the Chatham Municipal Employees Association (CMEA), and were started with the Chatham Sergeants and Patrol Officers Union. Discussions continued regarding the proposed reorganization that was submitted with the fiscal 2013 budget. Recruiting activities continued for the Council on Aging Director and Shellfish Propagation Specialist/Assistant Shellfish Constable. There were no significant employee relations issues during the month of January.

CHANNEL 18

The Channel 18 staff have begun to capture footage from events that commemorate the 300th anniversary of the Town of Chatham. These events are scheduled throughout the year. Additional changes were made to the small meeting room at the Town Hall Annex in order to make the self-service more user friendly, and ensure timely archiving of each meeting conducted in that facility. Monomoy Regional School Committee and the Chatham School Committee both held meetings utilizing Town of Chatham studio locations.

COUNCIL ON AGING

There were several changes to the monthly newsletter (Flash) this month. The calendar was modified to include all of the monthly programming on one page, and the COA Board of Directors President included a report. The search committee to replace the Council on Aging Director interviewed selected applicants. The monthly birthday parties continued, as well as all normal program offerings scheduled for January.

HUMAN SERVICES COMMITTEE

The committee confirmed that the Pollock Scholarship for child care will not be available through Monomoy Community Services for fiscal 2013. With this, the committee has agreed to level fund all supported agencies with the exception of the Chatham Community Child Care Scholarship Program. The committee is requesting a \$2500 increase for this line item to help mitigate some of the loss of the Pollock Scholarship.

CABLE ADVISORY COMMITTEE

No reportable activity in January.

PARKS & RECREATION: Submitted by Dan Tobin

Creating lasting memories and community through people, programs, parks and beaches with integrity and excellence.

January 2012 began with cleanup following the very busy First Night Chatham events that took place at the Community Center and other Town sites. All the holiday decorations were removed, serviced and stored for the year.

Annual repair of all the park grounds maintenance equipment is in full swing. All small grounds power equipment from mowers, trimmers, saws, infield grooming tractors, etc., is completely gone through. All equipment is cleaned and any worn pulleys, bearings and belts or other parts are replaced. Some equipment required welding to repair cracks from wear and sand abrasion that occurs from use in season. This is all in an effort to minimize any down time with equipment in season.

The use at the Community Center was; Gym 79%, Large Meeting Room 16%, Club Room 26%, West Side Serving Room 27%, Aerobics Room 32%, Conference Room 21%, Downstairs Rooms, 65%.

Youth Basketball games began for grades 3-6. Kindergarten and Grade 1 & 2 basketball also began. Our enrollment numbers are K=14, 1 & 2 = 34.

Programs started up at the end of January. Currently we are offering the following programs:

- Preschool Tap & Ballet = 7 kids
- Tumbling ages 3-5 = 10 kids
- Tumbling ages 6-8 = 9 kids
- PTUSA Little Kickers ages 3 & 4 = 8 kids
- PTUSA Little Kickers grades K-1 = 9 kids
- Make Art for ages 3-5 = 4 kids
- Make Art for grades K-2 = 6 kids
- Cooking Class for grade 3 & 4 = 7 kids

We will no longer be offering Baseball for grades 3-6. The Parks and Recreation Commission met with the Harwich Little League and voted to disband from the Lower Cape Recreation League due to the other towns not having enough boys to field teams. Flyers went out to the Chatham Schools explaining the situation. We will be still be offering K, 1 & 2 baseball as well as our 3-6 grade softball programs through the department.

Our Youth Services was active with trips in January. We had a ski trip to Sunapee Mt. on January 28th, 50 people attended; 10 of which were adult chaperones. On January 12, we went to Boston College for the men's basketball game vs. Clemson. On January 29, we went to Boston College for a women's basketball game

vs. Miami. We started a high school fitness class doing Pilates with 4-5 girls in attendance at each class. We had a 7th and 8th grade pajama party themed dance; with over 60 students in attendance.

We also ran youth programs including; Mural project, Creative Kids Knitting, and Cooking were classes offered that took off. Other programs that were offered; sewing and fashion design and A Beautiful Mess did not attract any students.

2012 also began with a new Adult Program Guide offering a number of new classes for adults across a range of interests and hobbies which were mostly scheduled to begin in February. These offerings included thirteen entirely new classes out of a total offering of twenty-eight winter class options in the areas of garden lectures, fine art classes, arts & crafts classes, enrichment classes and new fitness & recreation classes. A lot of time has been devoted to advertising and promoting these classes in an effort to get the word out that the Community Center offers adult enrichment classes as well as fitness and recreation programs, which is still not well known throughout the community. While it is hoped some of these new classes will get off the ground, it is also expected that some will not. Chatham's adult population continues to be an interesting demographic to work with especially during the winter months when many individuals/couples travel to warmer locales for all or part of this time period. However, just as a general awareness of the Community Center has grown along with the use of the building over the past four years, certain types of classes should establish themselves over time.

POLICE DEPARTMENT: Submitted by Chief Mark Pawlina

Providing Excellence in law enforcement and community policing services to our citizens through dedication, fairness and professionalism

The Chatham Police Citizen's Police Academy began this month with 17 student/citizens. The purpose of the citizen's police academy is to foster the learning and awareness of the police department's role in our community and to further strengthen the partnership between Chatham citizens and the police. The program is eight weeks and should be completed on or about the week of March 13, 2012. A review of crime statistics for the month showed no significant trend or pattern. Call for service was typical for this time of year.

The department command staff worked on connecting up the remaining features of the new technology and information systems that we have since our move into the new police facility. Some non-functioning features and bugs in the software were addressed, and will continue to be addressed until we are provided with the full utilization of the new technology.

In-service training requirements continue to be scheduled to meet the legal updates and other training standards for police officers. The in-service training sessions should be completed by the end of May. We are still awaiting a new schedule from MPTC, the state training entity, for a police academy training class. The department currently has two police officer vacancies, but we cannot fill them until we have a police academy class to send them to.

The Chatham Police and Chatham High School continue to work in partnership with each other through the student internship program. Our annual internship meeting was held at the high school and the Chatham Police Department will take on one Chatham intern student this year to expose the student to the various aspects of police work.

CPD Crime Statistics – Month of January 2012	
0	Forcible Rape
0	Forcible Fondling
0	Aggravated Assault
1	Simple Assault
1	Intimidation
2	Burglary – B&E
3	Shoplifting
2	Theft from Building
6	Other Larceny, Swindle, Stolen Property
1	Credit Card/Automatic Teller Theft
0	Statutory Rape
0	Motor Vehicle Theft
0	Counterfeiting/Forgery
2	Destruction/Vandalism
0	Disorderly Conduct
2	Driving Under the Influence
1	Drug/Narcotic Violations
0	Bad Checks
0	Liquor Law Violations
1	Trespass Offense
1	Drunkenness
1	All Other Offenses
10	Town By-Law, Traffic Arrests
34	Total Crimes

DEPARTMENT OF PUBLIC WORKS: Submitted by William G. Redfield

Our focused effort is to provide rapid and friendly service responses that are inviting, helpful, and courteous to all who contact any employee of the DPW.

Sewer Bank

No sewer flow increase applications were approved during the month of December.

Water Mains and Service Replacements

Water services that were installed using pipes made from lead, steel or copper, are continued to be replaced to improve the quality of water to the customers who have these types of old pipes delivering water to them. When the customer replaces the private side of their water service the Water Department replaces the public side or

street side of their water service. Replacing these pipes will conserve water by preventing the waste of water through possible leaks from the old pipes.

DPW's Division Operations

Attached are Weston and Sampson's December, 2011, reports on the water system's operations from Lynn Carr and sewer system's operations from Michael B. Keller. Also attached is a report on the Highway Division's monthly activities from Paul L. White, and Solid Waste Disposal Division's activities from Jeff Bremner.

Water Revenues

The amount of water consumed and dollar amount billed are above FY 2011's amounts (July 1, 2011, through December 31, 2011) by 3,794,690 cu.ft. and \$215,549.32. The cash receipts are below last years by \$229,784.83 for the same period, however the Water Department should still meet its revenue commitment since FY 2011 had a surplus of \$487, 196.

New Well Site

The Commonwealth of Massachusetts Department of Environmental Protection (DEP) approved the two production wells that were installed at the Mill Pond Well site as public water supplies. The shallow aquifer 150 feet from the pond required two wells in order to achieve the 700 gallons per minute (gpm) or one million gallons per day needed from this site. A pre-design meeting with AECOM was held on September 1, 2011, to inform them of the Town's requirement for the design of the two Mill Pond wells' pump houses, support facility building, and site layout. Based on AECOM's estimate the additional cost for installing two wells instead of one at this site is \$650,000.00. One of the Water Department's Capital Budget requests for FY2013 will request \$650,000 for the additional funds to complete the development of this water supply site.

Water Storage Tanks' Water Mixing

The Town signed an agreement with AECOM for the design of a system for mixing the water in the standpipes. Bids were opened on June 30, 2011, and Utility Services Company Inc. was awarded the contract for the mixers' installations at their low bid price of \$91,960.00. Utility Services has ordered the mixers and as soon as they receive the mixers they will schedule their work at the site.

South Chatham Impervious Clay Cover and Removal of the Old Chemical Feed Building

A meeting with Weston & Sampson was held on September 9, 2011, to start the design of for the removal of the old South Chatham Wells' chemical feed building and the installation of an impervious clay cover around the South Chatham wells.

Sewer Department's Replacement Truck

Liberty Chevrolet delivered a new 2012 model year, 8800 gvw standard size, four wheel drive pickup truck to the Sewer Department. Liberty Chevrolet had the low bid of \$37,915.00 plus two trade-ins.



Town of Chatham

**Department of Public Works
Water and Sewer Departments**
221 Crowell Road
Chatham, Massachusetts 02633
Tel: 508-945-5150 · Fax: 508-945-5152

January 19, 2012

Gary Moran, Regional Director
Department of Environmental Protection
Southeast Regional Office
20 Riverside Drive
Lakeville, MA 02347

Re: Chatham-Administrative Consent Order
No. ACO-SE98-1002, Sewer Bank Annual Report

Dear Mr. Moran:

In accordance with 314 CMR 12.07 Seven (7), the Town of Chatham is hereby providing its 2011 Annual Report on the status of all new sewer connections, sewer bank allocations, and sewer flow transfers.

In calendar year 2011 the attached three affidavit releasing a property's unused sewage flow to the Town's sewer bank and five (5) sewer bank applications that were approved during the calendar year leaves each of the following set aside balances as stated below:

Returned Unused Flow Deposits and Economic Development

Returned Unused Flow:

443 Main Street, 1710 gpd

Chatham Village Market & CVS 12 Old Queen Anne Road, 18,067 gpd

98 Library Lane, 24, & 26 Seaview Street, 3,070 gpd

Total = 22,847 gpd

Economic Development issued the returned unused flow:

513 Main Street added 39 restaurant seats with a flow of 1365 gpd, and

756 Main Street added 26 laundry machines, with a total flow of 10,400 gpd

The Sewer Bank Committee approved transferring 432 gallons per day from the returned unused flow to the Residential Expansion set a side on November 7, 2011.

Calculating the above additions and deductions, the balance in the Returned Unused Flow Deposit is 10,650 gpd at the end of 2011.

Residential Expansion

On November 7, 2011, 432 gpd were transferred from Returned Unused Flow to the Residential Expansion set a side.

The following property was issued an increase sewage flow for an additional bedroom with 110 gallons per day (gpd) per bedroom from the Residential Expansion set a side:

39 Blackberry Lane

Calculating the above addition and deduction from last year's remain set a side balance leaves 330 gpd in the Residential Expansion set a side at the end of 2011.

Commercial Expansion

No commercial sewer flow increases were approved in 2011 keeping last years zero (0) balance at the end of 2011 in the Commercial Expansion set a side.

Environmental or Public Health Emergency

The following two Environmental or Public Health Emergency applications were approved in 2011.

15 Kendrick Harvest Way with three bedrooms discharging 330 gpd and
163 Cross Street with four bedrooms discharging 440 gpd

Subtracting the two above referenced flows from the balances remaining at the end of calendar year 2010 leaves the following Health and Environment set a side balances at the end of 2011:

- * Health and Environment After = 386 gpd
the Treatment Facility's
Discharge Exceeds 135,000 gpd
- * Health and Environment Before = 0 gpd
the Treatment Facility's
Discharge Exceeds 135,000 gpd

Public Facilities

No Public Facilities flow increases were approved in 2011 keeping last year's zero (0) balance at the end of calendar year 2011.

Sewage Flow Transfers

No sewage flow transfers from one property to another property were approved during calendar year 2011.

Reserve Flow

The Town's Sewer Bank Policy has a 5,000 gpd reserve. This reserved flow is to ensure the Town does not exceed the 150, 000 gpd limit imposed on the treatment facility's discharge. The Sewer Bank will not use the reserve by not allowing new sewer connections, extension or sewage flow increases when the treatment facility's flow equals or exceeds 145,000 gpd annual average. Since the treatment facility's annual average flow is only 103,600 gpd this moratorium has not been implemented.

If you have any questions, please feel free to contact me.

Sincerely,

William G. Redfield, P.E.
Director

Cc: Board of Selectmen
Jill Goldsmith, Town Manager
Water and Sewer Advisory Committee
Kevin S. McDonald, Dir. Comm. Development
Judith Georgio, Health Agent
Robert Duncanson, Health and Environment
Paula Liska, Central Permitting Coordinator

February 9, 2012

Mr. William G. Redfield P.E.
Interim DPW Director
221 Crowell Road
Chatham, Massachusetts 02633

SUBJECT: Monthly Water Operating Report – January 2012

Dear Mr. Redfield:

Attached for your files is a copy of the Water Operation Report for the month of January 2012.

This report is comprised of daily, weekly and monthly activities which have been performed by my staff and are in conformance with both the Commonwealth of Massachusetts' Department of Environmental Protection's regulations and the May 1, 2009 Operations & Maintenance contract between the Town of Chatham and Weston & Sampson Services. Furthermore, this month's operations remained in full compliance with its permit.

I am also pleased to report that there were no personal injuries or vehicle accidents experienced by any of my staff during this past reporting month.

Should you require additional information, please feel free to contact me at any time.

Sincerely yours,
Weston & Sampson Services

Richard V. Peter
Project Manager

RVP/1c
Enclosures

To: Richard V. Peter, Project Manager

From: Lynn Carr, Chief Water Facility Operator

Copy To: William Redfield, Interim DPW Director

Date: February 7, 2012

Monthly Managers Report-Chatham Water System –January, 2012

Listed below is an overview of the daily and monthly activities for January, 2012.

January Water Pumpage:

Monthly Total	Maximum Day	Minimum Day	Average Day	Estimated Other Use	Previous Month
16,846,300 Gallons	874,500 Gallons	375,600 Gallons	543,429 Gallons	1,701,565 Gallons	18,195,400 Gallons

The variance between January 2012 and January 2011's pumpage shows a decrease of 1.7%, which equates to 285,200 gallons.

Process Control	Flushing and Blowoffs	WWTP Usage	Municipal Usage	Chatham Fire Dept.	New Mains	Fire Flow Tests
542,989 Gallons	263,050 Gallons	183,276 Gallons	39,750 Gallons	42,500 Gallons	624,000 Gallons	0 Gallons

Total other uses 1,701,565 gallons.

For more specific breakdown of other water use, please see Pumpage Report.

Water Sampling

- 10 bacteria samples were taken for the month of January. All were free of bacteria.
- First quarter samples for Secondary Contaminants, Nitrates, Total Trihalomethanes, Haloacetic Acids, Gross Alpha Particle Activity, Radium 226 and Radium 228 were taken and are being analyzed. The Chatham Water Department received a revised 2011 – 2019 sampling schedule from the Department of Environmental Protection.

Station Maintenance

- Routine and annual maintenance and housekeeping was performed at all stations.
- Static and dynamic (drawdowns) water level readings were recorded for each well.
- All standby engines were run and recorded.

System Maintenance

- Leak detection is on-going.
- DEP has approved the change in polyphosphates from CES Corr Free 39 to SLI-K200.
- Robert Our installed a new water main on Betty's Path.

Compliance

The Tier 2 report of hazardous chemicals for 2011 was sent to the State Emergency Response Center, Barnstable County Emergency Response Center and a copy was delivered to the Chatham Fire Department.

Meter Activities

Dig Safes	New	Final	Turn on/off	Repair	Replace	Inspections
101	2	14	56	3	5	9

Meter Reading

- Water meter readings were completed for the month of January.

Attachments:

January 2012 South Chatham Well Field Individual Flows
January 2012 Pumping Data
January 2012 vs. December 2011 Comparison Graph
January 2012 Pumping Report
January 2012 Pumping Report
Annual 2012 Unmetered Water Usage

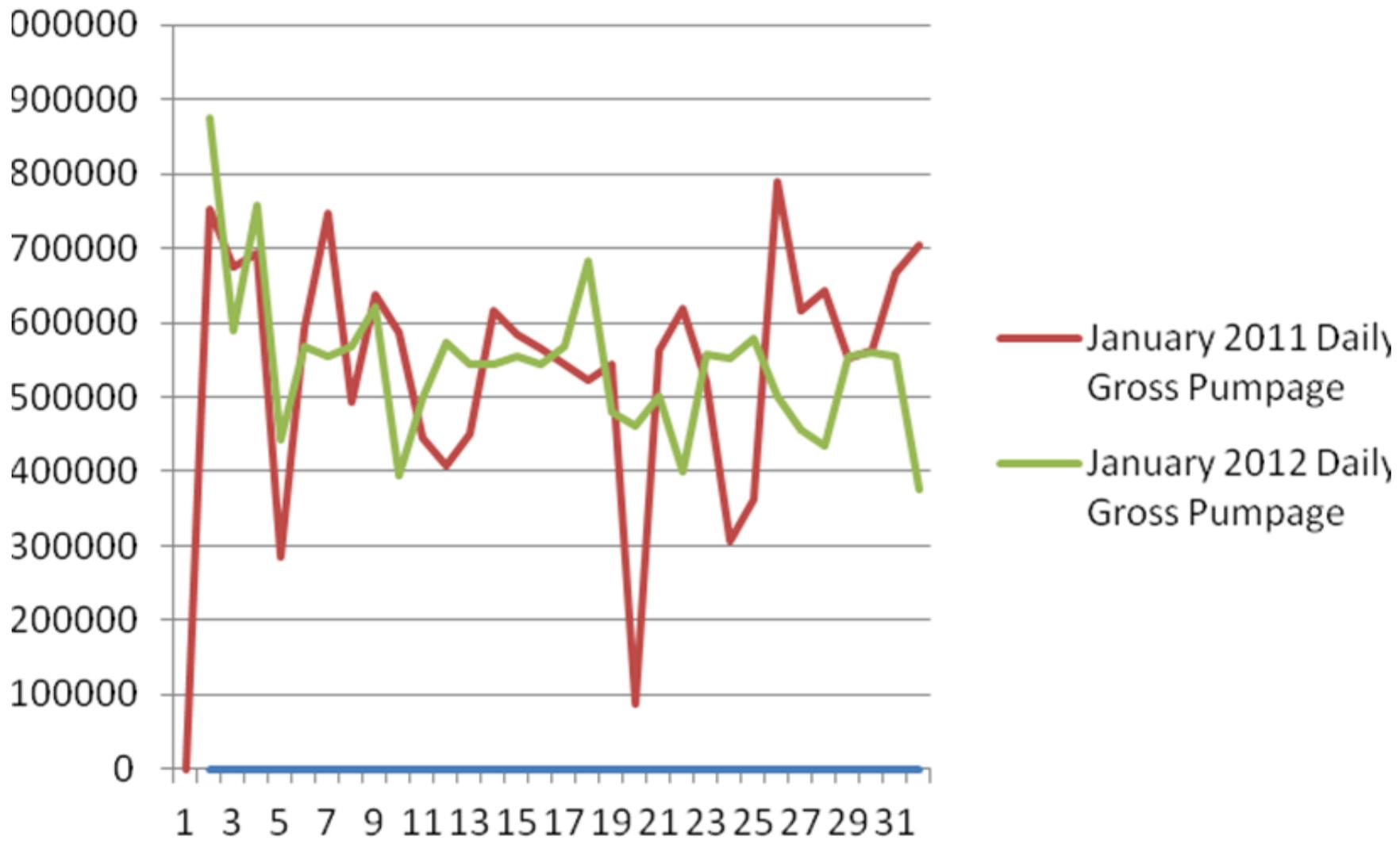
**Month
Year**

**Jan.
2012**

**Daily Well Station Flows
South Chatham- Wells # 1, # 2 & #3**

DATE	TIME	OPERATOR	WELL # 1 TOTAL	WELL # 2 TOTAL	WELL # 3 TOTAL
1	10:15 AM	EB	83,600	0	212,000
2	10:30 AM	EB	81,500	0	206,600
3	10:10 AM	LC	82,100	0	206,200
4	9:20 AM	TB	67,500	0	173,500
5	8:40 AM	LC	55,500	0	139,900
6	8:40 AM	LC	54,100	0	137,100
7	9:10 AM	DL	55,400	0	139,600
8	8:45 AM	DL	52,000	0	131,000
9	8:50 AM	TB	29,500	0	75,400
10	9:20 AM	LC	57,700	0	145,600
11	10:10 AM	LC	61,500	0	154,400
12	9:50 AM	LC	53,000	0	134,300
13	9:45 AM	LC	52,900	0	134,200
14	9:35 AM	LC	53,900	0	136,600
15	9:35 AM	LC	53,000	0	134,800
16	9:00 AM	LC	52,800	0	134,600
17	9:30 AM	LC	49,000	0	122,900
18	9:40 AM	LC	41,800	0	106,600
19	9:15 AM	LC	38,400	0	98,200
20	8:45 AM	TB	49,200	0	125,700
21	9:55 AM	EB	59,700	0	153,800
22	10:40 AM	EB	54,400	0	138,100
23	9:05 AM	LC	52,400	0	132,800
24	8:40 AM	LC	51,900	0	132,400
25	9:05 AM	LC	45,100	0	114,800

DATE	January 2011 Daily Gross Pumpage	January 2012 Daily Gross Pumpage	January 2011 vs. January 2012 Increase / Decrease (Gallons)	January 2011 vs January 2012 Increase / Decrease (Percent)
1	751,100	874,500	123,400	16%
2	673,900	589,500	(84,400)	-13%
3	692,200	756,200	64,000	9%
4	284,400	441,800	157,400	55%
5	591,900	568,200	(23,700)	-4%
6	747,000	555,000	(192,000)	-26%
7	494,100	567,300	73,200	15%
8	636,800	620,500	(16,300)	-3%
9	586,600	394,900	(191,700)	-33%
10	446,000	497,600	51,600	12%
11	408,800	573,400	164,600	40%
12	450,700	544,100	93,400	21%
13	614,700	544,600	(70,600)	-11%
14	585,100	555,300	(40,500)	-7%
15	564,200	545,200	(8,900)	-2%
16	543,700	568,400	1,500	0%
17	522,000	683,600	46,400	9%
18	542,800	478,800	140,800	26%
19	86,900	462,100	391,900	451%
20	562,900	500,100	(100,800)	-18%
21	619,400	400,700	(119,300)	-19%
22	519,500	556,500	37,000	7%
23	307,100	550,800	243,700	79%
24	363,600	579,600	216,000	59%
25	789,900	501,600	(288,300)	-36%
26	616,300	456,900	(159,400)	-26%
27	641,900	435,600	(206,300)	-32%
28	553,100	553,500	400	0%
29	563,200	560,400	(2,800)	0%
30	667,000	554,000	(113,000)	-17%
31	704,700	375,600	(329,100)	-47%
Total	17,131,500	16,846,300	(285,200)	-1.7%



Chatham Water Department MONTHLY PUMPAGE REPORT								Jan. 2012		
DATE	DAY	South Chatham Well #1, 2 & 3	Indian Hill Road Well#4	Training Field Rd Well #5	Tirrell's Way Well #6	Eben's Way Well #7	Training Field Rd Well #8	South Chatham Well #9	Daily Gross Pumpage	7 Day Pumpage Totals
1		295,600		163,200			188,000	227,700	874,500	874,500
2		288,100		87,900			94,800	118,700	589,500	1,464,000
3		288,300		148,600	44,200		155,700	119,400	756,200	2,220,200
4		241,000		41,000	53,700	60,000	46,100		441,800	2,662,000
5		195,400		108,700			122,400	141,700	568,200	3,230,200
6		191,200		106,300			119,400	138,100	555,000	3,785,200
7		195,000		108,600			122,200	141,500	567,300	4,352,500
8		183,000		121,400			140,200	175,900	620,500	4,098,500
9		104,900		73,900			82,900	133,200	394,900	3,903,900
10		203,300		94,600			108,500	91,200	497,600	3,645,300
11		215,900		107,500			111,900	138,100	573,400	3,776,900
12		187,300		104,100			117,300	135,400	544,100	3,752,800
13		187,100		104,300			117,200	136,000	544,600	3,742,400
14		190,500		106,200			119,800	138,800	555,300	3,730,400
15		187,800		104,300			117,300	135,800	545,200	3,655,100
16		187,400		108,300			130,700	142,000	568,400	3,828,600
17		171,900		111,100	62,000	92,900	115,900	129,800	683,600	4,014,600
18		148,400		97,600			109,400	123,400	478,800	3,920,000
19		136,600		95,100			107,000	123,400	462,100	3,838,000
20		174,900		95,400			107,000	122,800	500,100	3,793,500
21		213,500		55,100			61,500	70,600	400,700	3,638,900
22		192,500		106,500			119,500	138,000	556,500	3,650,200
23		185,200		106,500			119,700	139,400	550,800	3,632,600
24		184,300		124,600		5,100	131,500	134,100	579,600	3,528,600
25		159,900		99,700			111,900	130,100	501,600	3,551,400
26		126,500		94,100			109,600	126,700	456,900	3,546,200
27		110,100		95,100			106,900	123,500	435,600	3,481,700
28		221,800		95,000			109,500	127,200	553,500	3,634,500
29		210,100		102,100			114,800	133,400	560,400	3,638,400
30		242,500		86,200			104,400	120,900	554,000	3,641,600
31		97,200		78,600	31,900	19,700	79,300	68,900	375,600	3,437,600
Total		5,917,200		3,131,600	191,800	177,700	3,502,300	3,925,700	16,846,300	16,846,300

Chatham, MA Water System - Annual Pumping Data

2012

	Wells #1,2,&3	Well #4	Well #5	Well #6	Well #7	Well #8	Well #9	Monthly Total	Last Year's Pumping	Variance
January	5,917,200	0	3,131,600	191,800	177,700	3,502,300	3,925,700	16,846,300	17,131,500	-285,200
February								0		0
March								0		0
April								0		0
May								0		0
June								0		0
July								0		0
August								0		0
September								0		0
October								0		0
November								0		0
December								0		0
Totals	5,917,200	0	3,131,600	191,800	177,700	3,502,300	3,925,700	16,846,300	17,131,500	-285,200

Monthly Unmetered or (Unbilled) Water Usage						2012
Type of use	January	February	March	April	May	June
Well Treatment Operations	542,989					
Flushing & Blowoffs	263,050					
New Main Activations	624,000					
Fire Flow Testing	0					
Fire Dept Usage	42,500					
Hydrant Maintenance	6,000					
Highway & Landfill Use	39,750					
WWTP / Jetting	183,276					
Other known use						
Total	1,701,565	0	0	0	0	0
Type of use	July	August	September	October	November	December
Well Treatment Operations						
Flushing & Blowoffs						
New Main Activations						
Fire Flow Testing						
Fire Dept Usage						
Hydrant Maintenance						
Highway & Landfill Use						
WWTP / Jetting						
Other known use						
Total	0	0	0	0	0	0
Year To Date Usage	1,701,565					

February 9, 2012

Mr. William G. Redfield P.E.
Interim DPW Director
221 Crowell Road
Chatham, Massachusetts 02633

SUBJECT: Monthly Sewer Operating Report – January 2012

Dear Mr. Redfield:

Attached for your files is a copy of the Sewer Operation Report for the month of January 2012.

This report is comprised of daily, weekly and monthly activities which have been performed by my staff and are in conformance with both the Commonwealth of Massachusetts' Department of Environmental Protection's regulations and the May 1, 2009 Operations & Maintenance contract between the Town of Chatham and Weston & Sampson Services. Furthermore, this operation remained in full compliance with its permit.

I am also pleased to report that there were no personal injuries or vehicle accidents experienced by any of my staff during this past reporting month.

Finally, construction of the Water Pollution Control Facility continued throughout the month. Progress meetings between representatives of GDH, JL Marshall, MECO, Robert B. Our and myself occurred throughout various times of the month.

Should you require additional information, please feel free to contact me at any time.

Sincerely yours,
Weston & Sampson Services

Richard V. Peter
Project Manager

RVP/1c
Enclosures

MONTHLY REPORT
For
TOWN OF CHATHAM WATER POLLUTION CONTROL FACILITY

JANUARY 2012

Mr. William G. Redfield
Interim DPW Director
Town of Chatham
221 Crowell Road
Chatham, Massachusetts 02633

Dear Mr. Redfield:

Enclosed please find the following reports for the Chatham Water Pollution Control Facility for the month of January 2012.

1. Monthly Activities Report
2. Monthly Monitoring Report
3. Monthly Septage Receiving Report
4. Monthly Monitoring Well Sampling Report

If you should have any questions regarding the enclosed information, please do not hesitate to contact me at 1-508-945-5153.

Very truly yours,

Michael B. Keller
Chief Wastewater Operator, Chatham W.P.C.F. Weston & Sampson

Enclosures

cc: Mr. Richard V. Peter, Project Manager, Weston & Sampson

CHATHAM WATER POLLUTION CONTROL FACILITY
MONTHLY ACTIVITIES REPORT

JANUARY 2012

MAIN FACILITY

- Daily, weekly and monthly laboratory testing was performed.
- Bi-weekly and monthly samples were collected and sent to Alpha Analytical Laboratory for analysis.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- We performed weekly exercising of the facility's emergency generator.
- All portable emergency pumps, generators, blowers and compressors have been tested and exercised.
- We performed the original permit monthly monitoring well sample collection for January and sent the samples to Alpha Analytical for testing.
- Septage and Grease receiving was suspended through the month due to construction activities and receiving tank modifications.
- With the assistance of Truax Co., J.W. Dubis and Robert B. Our's vacuum trucks, aeration tank 2 was dewatered and sludge was removed.
- Baxter Crane Co. was contracted to lower both the bobcat and sludge hopper into tank 2 and we removed the accumulated grit.
- The mixer in anoxic tank 3 failed. We will be delivering it to Flygt's Woburn MA service department for repairs.
- All staff received our annual Material Safety Data "Right to Know" training.
- All staff received our annual "Emergency Response Plan" training.
- With the assistance of Baxter Crane and Robert B. Our Company, tanks 3 (Anoxic) and 5 were cleaned out. All grit was disposed of offsite (Yarmouth).

SLUDGE DEWATERING BUILDING

- Performed sludge dewatering as needed.
- We disposed of the sludge cake at the Yarmouth W.W.T.F.

STAGE HARBOR ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- We performed weekly exercising of the emergency generator.
- Whiteley's Plumbing investigated a possible natural gas leak at the station. No leak was identified.

QUEEN ANNE ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing

computerized maintenance program work orders.

- We performed weekly exercising of the emergency generator.
- Replaced the stations SCADA system battery backup with a new unit. The previous unit had been sending low voltage alarms.

MILL POND ROAD EJECTOR STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

C.H.O.P.S. PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- Tom DeCosta from NSC was on-site to repair CHOP's pump 2's electrical contractor. The contactor had failed and has been replaced. He pump is now operating properly.

COLLECTION SYSTEM AND FORCEMAIN

- Grease trap inspections for the month of January were performed and completed.
- Dig safe mark outs are up to date.
- In response to a damaged six inch (6") force main, we switched over to the eight inch (8") force main. The DEP hot line was called.

**CHATHAM WATER POLLUTION CONTROL FACILITY
MONTHLY REPORT
December-2011**

INFLUENT

<i>Total Influent received for the month</i>	2,580,847	Gallons
<i>Total Septage received for the month</i>	0	Gallons
<i>Total Grease received for the month</i>	0	Gallons
<i>Combined flow received for the month*</i>	2,580,847	Gallons

LOADING**

<i>Pounds of BOD received per day</i>	312.4
<i>Pounds of BOD removed per day</i>	307.7
<i>Pounds of TSS received per day</i>	236.8
<i>Pounds of TSS removed per day</i>	232.3

FINAL EFFLUENT QUALITY**

<i>Total Suspended Solids</i>	6.5	Permit 30 mg/l	98.5%	Removal
<i>Biochemical Oxygen Demand</i>	6.8	Permit 30 mg/l	98.4%	Removal
<i>Nitrate Nitrogen</i>	3.1	Permit 10 mg/l		
<i>Total Nitrogen</i>	4.9	Permit 10 mg/l		

Prepared by Michael B. Keller - Chief Wastewater Operator
 * This includes Septage and Grease flows
 ** These numbers are monthly averages
 BRL = Below Reporting Limit

February 6, 2012

Mr. Brian Dudley
Massachusetts Department of Environmental Protection
20 Riverside Drive
Lakeville, Massachusetts 02347

SUBJECT: Monthly Report for the Town of Chatham Water Pollution Control Facility

Dear Mr. Dudley:

Enclosed is a copy of the January 2012 Monthly Report for the Town of Chatham's Water Pollution Control Facility. This report is being sent to you in conformance with the requirements of reporting and monitoring as set forth in Groundwater Discharge Permit 44-1.

If you should have any questions regarding the enclosed information, please do not hesitate to contact me at this office.

Very truly yours,

Michael B. Keller
Chief Wastewater Operator, Chatham W.P.C.F. Weston & Sampson

cc: Mr. William G. Redfield, Interim DPW Director
Mr. Richard V. Peter, Project Manager, Weston & Sampson

Date January 2012	<u>Flow</u>	<u>SS</u>	<u>pH</u>	<u>Total Suspended Solids</u>			<u>Total Solids</u>	
	Influent Flow (GPD)	SS Effluent (ml/l)	pH Effluent (s.u.)	TSS* Influent (mg/l)	TSS* Effluent (mg/l)	TSS % Removal	TS* Influent (mg/l)	TS* Effluent (mg/l)
1	114,926		6.9					
2	93,442	<0.1	6.6					
3	85,454	<0.1	7.0	341.0	5.0	98.5	667	357
4	81,476	<0.1	7.2					
5	89,021	<0.1	6.8		5.8			110
6	83,180	<0.1	6.9					
7	80,656		6.8					
8	75,355		7.0					
9	79,422	<0.1	6.8					
10	73,695	<0.1	7.0		6.9			140
11	74,602	<0.1	6.7					
12	87,683	<0.1	6.8		7.3			304
13	80,566	<0.1	6.7					
14	76,637		7.0					
15	77,461		6.8					
16	81,098	<0.1	6.7					
17	77,230	<0.1	7.0		6.3			314
18	74,781	<0.1	7.0					
19	78,238	<0.1	6.8		6.5			309
20	78,906	<0.1	6.7					
21	79,169		6.9					
22	77,169		7.1					
23	83,350	<0.1	7.0					
24	87,523	<0.1	7.0		7.6			393
25	79,703	<0.1	7.0					
26	98,583	<0.1	6.9		6.6			370
27	119,036	<0.1	7.0					
28	81,304		6.8					
29	77,832		7.1					
30	79,121	<0.1	7.1					
31	74,228	<0.1	7.0					
Average	83,253		6.9	341.0	6.5	98.5	667.0	287.1
Maximum	119,036	0	7.2	341.0	7.6	98.5	667	393
Minimum	73,695	0	6.6	341.0	5.0	98.5	667	110
Total	2,580,847							

Date	<u>Biochemical Oxygen Demand</u>			<u>D.O.</u>	<u>O&G</u>	<u>Ammonia-N</u>		TKN* Influent
	BOD5* Influent	BOD5* Effluent	BOD5* % Removal	D.O. Effluent	O&G Effluent	Ammonia-N* Influent	Ammonia-N* Effluent	
2012	(mg/l)	(mg/l)		(mg/l)	(mg/l)	(mg/l)	(mg/l)	(mg/l)
1				3.3				
2				4.1				
3	450	7.2	98.4	4.7		35.4	0.1	50.0
4				5.8	ND			
5		8.2		6.5				48.0
6				4.4				
7				4.4				
8				5.1				
9				5.0				
10		6.6		3.3				42.0
11				4.9				
12		8.3		4.2				38.0
13				3.8				
14				5.9				
15				6.9				
16				6.0				
17		5.1		4.9				38.0
18				5.1				
19		6.6		5.5				39.0
20				4.8				
21				3.8				
22				5.2				
23				5.7				
24		4		3.5				40.0
25				4.9				
26		8.3		5.1				46.0
27				4.3				
28				3.0				
29				4.3				
30				3.8				
31				4.6				
Average	450.0	6.8	98.4	4.7	<4.0	35.4	0.1	42.6
Maximum	450	8.3	98.4	6.9	0.0	35.4	0.1	50.0
Minimum	450	4	98.4	3.0	0.0	35.4	0.1	38.0

Date January 2012	Total Nitrogen* Influent (mg/l)	<u>Nitrate</u>		Total Nitrogen* Effluent (mg/l)
		Nitrate-N* Effluent (mg/l)	TKN* Effluent (mg/l)	
1				
2				
3	50.0	2.1	2.0	4.1
4				
5	48.0	3.6	2.4	6.1
6				
7				
8				
9				
10	42.0	3.0	1.9	4.9
11				
12	38.0	3.0	1.9	4.9
13				
14				
15				
16				
17	38.0	3.0	1.8	4.8
18				
19	39.0	3.9	1.3	5.2
20				
21				
22				
23				
24	40.0	2.7	1.8	4.5
25				
26	46.0	3.3	1.7	5
27				
28				
29				
30				
31				
Average	42.6	3.1	1.9	4.9
Maximum	50.0	3.9	2.4	6.1
Minimum	38.0	2.1	1.3	4.1
Total Nitrogen Mass Load (Pounds) (9,132 pounds per year)				106.3

**CHATHAM WATER POLLUTION CONTROL FACILITY
MONTHLY SEPTAGE RECEIVING REPORT**

Date January 2012	Loads	Septage Gallons	Septage Loads	Grease Gallons
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0
21	0	0	0	0
22	0	0	0	0
23	0	0	0	0
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	0	0	0	0
29	0	0	0	0
30	0	0	0	0
31	0	0	0	0
	*Septage & Grease receiving suspended this month due to construction			
Average		0		0
Maximum	0	0	0	0
Minimum	0	0	0	0
Total	0	0	0	0

MONITORING WELL SAMPLING REPORT

Date	OW-5S Nitrite-N (mg/l)	OW-5S Nitrate-N (mg/l)	OW-5S TKN (mg/l)	OW-5S Total N (mg/l)	OW-5D Nitrite-N (mg/l)	OW-5D Nitrate-N (mg/l)	OW-5D TKN (mg/l)	OW-5D Total N (mg/l)
January 2012								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10	ND	3.4	0.4	3.8	ND	5.6	ND	5.6
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Average	<0.05	3.4	0.4	3.8	<0.05	5.6	<0.3	5.6
Maximum	0.00	3.4	0.4	3.8	0.00	5.6	0.0	5.6
Minimum	0.00	3.4	0.4	3.8	0.00	5.6	0.0	5.6

MONITORING WELL SAMPLING REPORT

Date	OW-7 Nitrite- N (mg/l)	OW-7 Nitrate- N (mg/l)	OW-7 TKN (mg/l)	OW-7 Total N (mg/l)	OW-10 Nitrite- N (mg/l)	OW-10 Nitrate- N (mg/l)	OW-10 TKN (mg/l)	OW-10 Total N (mg/l)
January 2012								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10	ND	ND	0.6	0.6	ND	ND	ND	ND
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Average	<0.05	<0.1	0.6	0.6	<0.05	<0.1	<0.3	<0.3
Maximum	0.00	0.0	0.6	0.6	0.00	0.00	0.0	0.0
Minimum	0.00	0.0	0.6	0.6	0.00	0.00	0.0	0.0

MONITORING WELL SAMPLING REPORT

Date	MW-3S	MW-3S	MW-3S	MW-3S	MW-3D	MW-3D	MW-3D	MW-3D
January 2012	Nitrite-N (mg/l)	Nitrate-N (mg/l)	TKN (mg/l)	Total-N (mg/l)	Nitrite-N (mg/l)	Nitrate-N (mg/l)	TKN (mg/l)	Total-N (mg/l)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10	ND	ND	2.1	2.1	ND	0.6	ND	0.6
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Avg.	<0.05	<0.1	2.1	2.1	<0.5	0.6	<0.3	0.6
Max	0.00	0.0	2.1	2.1	0.00	0.6	0.0	0.6
Min.	0.00	0.0	2.1	2.1	0.00	0.6	0.0	0.6



Permit Number: 44-1
 Facility: CHATHAM WPCF
 Sampling Date: Jan-12

Daily Readings/Analysis Information

Date	Effluent Flow GPD	Reuse Flow GPD	Irrigation Flow GPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intensity (%)
1	114,926					6.9		
2	93,442					6.6		
3	85,454					7.0		
4	81,476					7.2		
5	89,021					6.8		
6	83,180					6.9		
7	80,656					6.8		
8	75,355					7.0		
9	79,422					6.8		
10	73,695					7.0		
11	74,602					6.7		
12	87,683					6.8		
13	80,566					6.7		
14	76,637					7.0		
15	77,461					6.8		
16	81,098					6.7		
17	77,230					7.0		
18	74,781					7.0		
19	78,238					6.8		
20	78,906					6.7		
21	79,169					6.9		
22	77,169					7.1		
23	83,350					7.0		
24	87,523					7.0		
25	79,703					7.0		
26	98,583					6.9		
27	119,036					7.0		
28	81,304					6.8		
29	77,832					7.1		
30	79,121					7.1		
31	74,228					7.0		



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/03/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method
			Detection Limit
BOD	mg/l	7.2	2.0
Nitrate-N	mg/l	2.1	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	4.1	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/05/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method
			Detection Limit
BOD	mg/l	8.2	2.0
Nitrate-N	mg/l	3.6	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	6.1	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/10/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	6.6	2.0
Nitrate-N	mg/l	3.0	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	4.9	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/12/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	8.3	2.0
Nitrate-N	mg/l	4.0	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	3.9	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF
Frequency: Bi-Weekly
Sampling Date: 01/17/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"
 * TNTC = Too numerous to count
 * NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	5.1	2.0
Nitrate-N	mg/l	3.0	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	4.8	0.3



Permit Number: 44-1

Facility: CHATHAM WPCF
Frequency: Bi-Weekly
Sampling Date: 01/19/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"
 * TNTC = Too numerous to count
 * NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	6.6	2.0
Nitrate-N	mg/l	3.9	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	5.2	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/24/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	4.0	2.0
Nitrate-N	mg/l	2.7	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	4.5	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 01/26/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	8.3	2.0
Nitrate-N	mg/l	3.3	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	5.0	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Bi-Weekly

Sampling Date: 12/29/11

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
BOD	mg/l	8.7	2.0
Nitrate-N	mg/l	3.1	0.1
Total Nitrogen (NO3+NO2+TKN)	mg/l	2.4	0.3



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Weekly

Sampling Date: 01/05/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
TSS	mg/l	5.8	1.0



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Weekly

Sampling Date: 01/12/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

- * For "0" below detection limit, or not detected, enter "ND"
- * TNTC = Too numerous to count
- * NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
TSS	mg/l	7.3	1.0



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Weekly

Sampling Date: 01/19/12

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

- * For "0" below detection limit, or not detected, enter "ND"
- * TNTC = Too numerous to count
- * NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
TSS	mg/l	6.5	1.0



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Weekly

Sampling Date:

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
TSS	mg/l	<input type="text" value="6.6"/>	<input type="text" value="1.0"/>



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Weekly

Sampling Date:

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
TSS	mg/l	<input type="text"/>	<input type="text" value="1.0"/>



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Monthly

January-12

Sampling Date:

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Influent	Effluent	Effluent Method Detection Limit
BOD	mg/l	450.0		
TSS	mg/l	341.0		
Total Solids	mg/l	667		
Ammonia-N	mg/l	35.4		
Oil & Grease	mg/l		ND	4.0



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

DISCHARGE MONITORING REPORT

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

Parameter / Containment	Units	Effluent	Effluent Method Detection Limit
Total Phosphorus	mg/l		0.20
Ortho Phosphate	mg/l		0.25



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

MONITORING WELL DATA REPORT

**Daily Readings/Analysis Information
Contaminant Analysis Information**

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

* DRY = Not enough water in well to sample

Parameter / Containment	Units	MW-13D	MW-13S	MW-17D	MW-17S	MW-3D	MW-3S
pH	s.u.						
Nitrate-N	mg/l						
Total Nitrogen (NO3+NO2+TKN)	mg/l						
Total Phosphorus as P	mg/l						
Ortho Phosphate	mg/l						
Static Water Level	Feet						
Specific Conductance	umhos/c						

Parameter / Containment	Units	OW-5D	OW-5S	SW-11	Casing Elevation	Depth 12/13/2011
pH	s.u.				MW-13D	41.4
Nitrate-N	mg/l				MW-13S	40.5
Total Nitrogen (NO3+NO2+TKN)	mg/l				MW-17D	9.9
Total Phosphorus as P	mg/l				MW-17S	5
Ortho Phosphate	mg/l				MW-3D	10.9
Static Water Level	Feet				MW-3S	11.8
Specific Conductance	umhos/c				OW-5D	46.8
					OW-5S	48.8
					SW-11	13.1



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

MONITORING WELL DATA REPORT

VOC/Analysis Information
Contaminant Analysis Information

- * For "0" below detection limit, or not detected, enter "ND"
- * TNTC = Too numerous to count
- * NS = Not Sampled
- * DRY = Not enough water in well to sample

Parameter / Containment	Units	MW-13D	MW-13S	MW-17D	MW-17S	MW-3D	MW-3S
Methylene chloride	ug/l						
1,1-Dichloroethane	ug/l						
Chloroform	ug/l						
Carbon tetrachloride	ug/l						
1,2-Dichloropropane ¹	ug/l						
Dibromochloromethane	ug/l						
1,1,2-Trichloroethane	ug/l						
2-Chloroethylvinyl ether	ug/l						
Tetrachloroethene	ug/l						
Chlorobenzene	ug/l						
Trichlorofluoromethane	ug/l						
1,2-Dichloroethane	ug/l						
1,1,1-Trichloroethane	ug/l						
Bromodichloromethane	ug/l						
trans-1,3-Dichloropropene	ug/l						
cis-1,3-Dichloropropene	ug/l						
Bromoform	ug/l						
1,1,2,2-Tetrachloroethane	ug/l						
Benzene	ug/l						
Toluene	ug/l						
Ethylbenzene	ug/l						
Chloromethane	ug/l						
Bromomethane	ug/l						
Vinyl chloride	ug/l						
Chloroethane	ug/l						
1,1-Dichloroethene	ug/l						
trans-1,2-Dichloroethene	ug/l						
cis-1,2-Dichloroethene ¹	ug/l						
Trichloroethene	ug/l						
1,2-Dichlorobenzene	ug/l						



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

MONITORING WELL DATA REPORT

**VOC/Analysis Information
(Continued)**

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

* DRY = Not enough water in well to sample

Parameter / Containment	Units	MW-13D	MW-13S	MW-17D	MW-17S	MW-3D	MW-3S
1,3-Dichlorobenzene	ug/l						
1,4-Dichlorobenzene	ug/l						
p/m-Xylene ¹	ug/l						
o-xylene ¹	ug/l						
Xylene (Total) ¹	ug/l						
Styrene ¹	ug/l						
Acetone ¹	ug/l						
Carbon disulfide ¹	ug/l						
2-Butanone ¹	ug/l						
Vinyl acetate ¹	ug/l						
4-Methyl-2-pentanone ¹	ug/l						
2-Hexanone ¹	ug/l						
Acrolein ¹	ug/l						
Acrylonitrile ¹	ug/l						
Dibromomethane ¹	ug/l						



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

MONITORING WELL DATA REPORT

VOC/Analysis Information

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

* TNTC = Too numerous to count

* NS = Not Sampled

* DRY = Not enough water in well to sample

Parameter / Containment	Units	OW-5D	OW-5S	SW-11
Methylene chloride	ug/l			
1,1-Dichloroethane	ug/l			
Chloroform	ug/l			
Carbon tetrachloride	ug/l			
1,2-Dichloropropane ¹	ug/l			
Dibromochloromethane	ug/l			
1,1,2-Trichloroethane	ug/l			
2-Chloroethylvinyl ether	ug/l			
Tetrachloroethene	ug/l			
Chlorobenzene	ug/l			
Trichlorofluoromethane	ug/l			
1,2-Dichloroethane	ug/l			
1,1,1-Trichloroethane	ug/l			
Bromodichloromethane	ug/l			
trans-1,3-Dichloropropene	ug/l			
cis-1,3-Dichloropropene	ug/l			
Bromoform	ug/l			
1,1,2,2-Tetrachloroethane	ug/l			
Benzene	ug/l			
Toluene	ug/l			
Ethylbenzene	ug/l			
Chloromethane	ug/l			
Bromomethane	ug/l			
Vinyl chloride	ug/l			
Chloroethane	ug/l			
1,1-Dichloroethene	ug/l			
trans-1,2-Dichloroethene	ug/l			
cis-1,2-Dichloroethene ¹	ug/l			
Trichloroethene	ug/l			
1,2-Dichlorobenzene	ug/l			



Groundwater Permit

Permit Number: 44-1

Facility: CHATHAM WPCF

Frequency: Quarterly

Sampling Date:

MONITORING WELL DATA REPORT

**VOC/Analysis Information
(Continued)**

Contaminant Analysis Information

* For "0" below detection limit, or not detected, enter "ND"

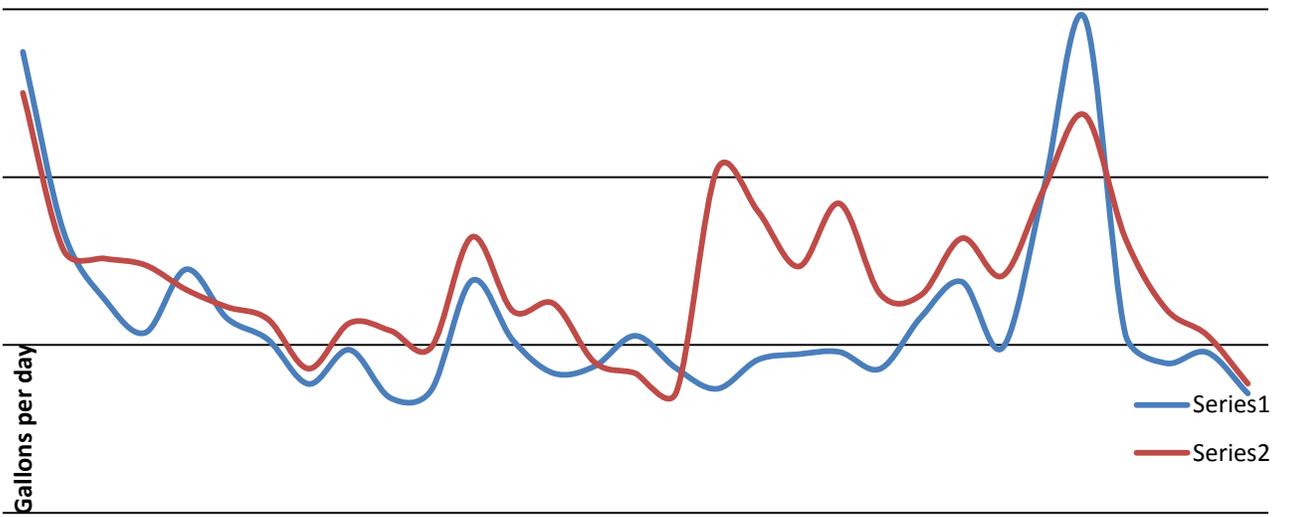
* TNTC = Too numerous to count

* NS = Not Sampled

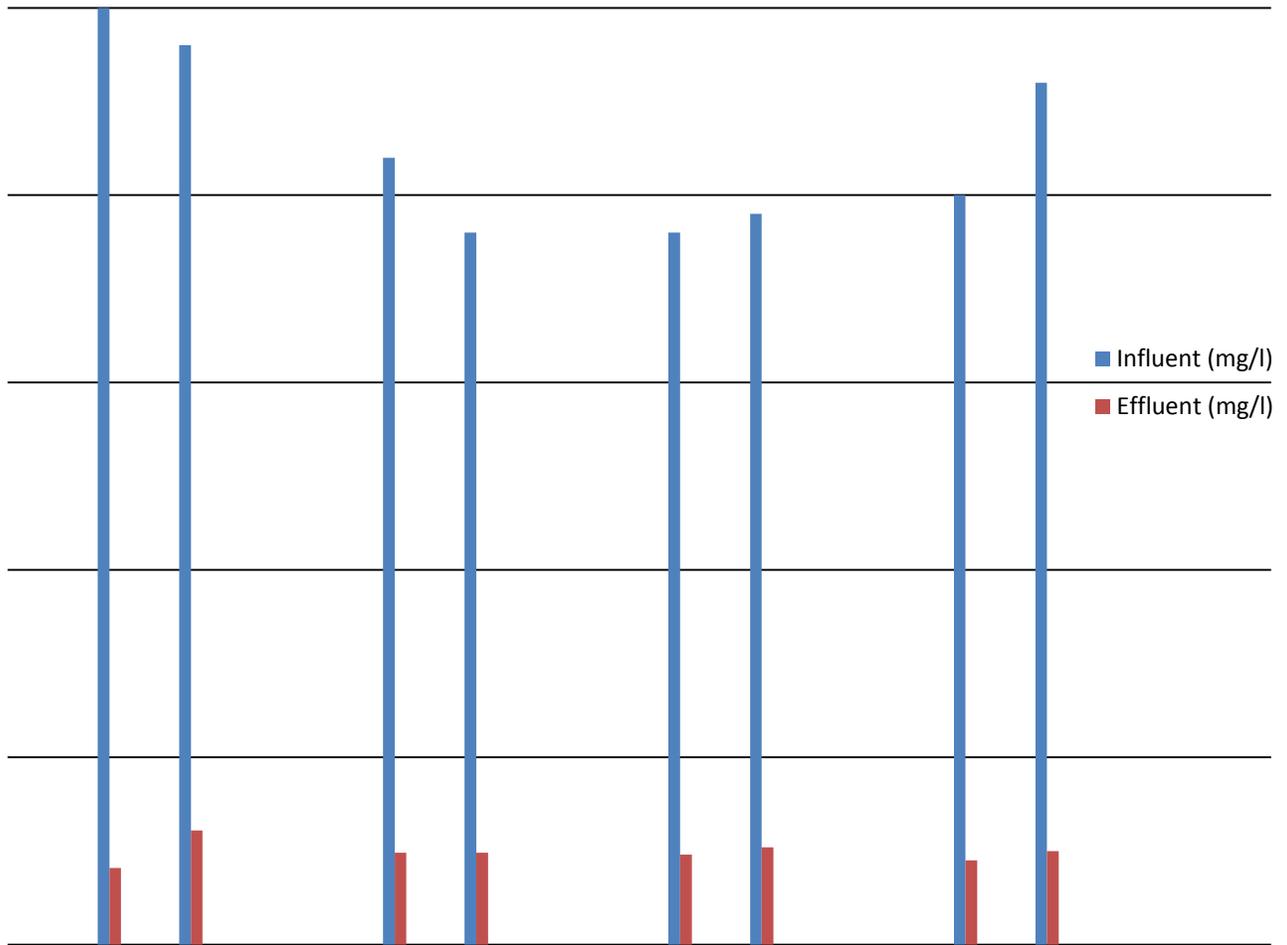
* DRY = Not enough water in well to sample

Parameter / Containment	Units	OW-5D	OW-5S	SW-11
1,3-Dichlorobenzene	ug/l			
1,4-Dichlorobenzene	ug/l			
p/m-Xylene ¹	ug/l			
o-xylene ¹	ug/l			
Xylene (Total) ¹	ug/l			
Styrene ¹	ug/l			
Acetone ¹	ug/l			
Carbon disulfide ¹	ug/l			
2-Butanone ¹	ug/l			
Vinyl acetate ¹	ug/l			
4-Methyl-2-pentanone ¹	ug/l			
2-Hexanone ¹	ug/l			
Acrolein ¹	ug/l			
Acrylonitrile ¹	ug/l			
Dibromomethane ¹				

Influent Flow
January
2012 vs. 2011



January 2012
Total Nitrogen



Town of Chatham
Department of Public Works
Highway Division

- Trucked 600 yards of road sweeping from Transfer Station to low area between Transfer Station and Treatment Plant and spread over low area, and re-graded the road leading into the pit.
- Built 6 new road barricades and primed and painted.
- Went out twice and sanded the main, secondary roads, parking lots, and we plowed once Main roads, secondary roads, some dirt roads, parking lots and sidewalks. We also plowed the runway at Chatham Airport. Checked out all sanders and trucks after sanding and plowing. Made some repairs to both sanders and snowplows.
- We continued to clean out catch basins with catch basin digger. Repaired three catch basin frames were settling, bricks or blocks were broken and missing.
- We picked trash along the side of roads, parking lots, town landings and in wooded areas where there is illegal dumping of furniture, rugs, washing machines.
- Assisted with the parking lot lights (behind the former CVS) planning for the conduit installation.

**CHATHAM TRANSFER STATION
MONTHLY RECYCLING REPORT – JANUARY 2012**

COMMODITY	MARKET	TONNAGE	HAULER REVENUE
TIN		0	
ANTIFREEZE		0	
OIL FILTERS		0	
BATTERIES		0	
PAINT		0	
TIRES	BOBS	5 pc	
WASTE OIL	CYN	0	
CLEAR GLASS	CRA	18.44	
MIXED GLASS	CRA	17.86	
UNIVERSAL WASTE	CRS	0	
#1 CLEAR PLASTIC		0	
#2 MIXED PLASTIC		0	
#1-7 MIXED PLASTIC	AAA	3.34	
CARDBOARD	AAA	13.98	
JUNK MAIL	AAA	6.07	
NEWS PRINT	AAA	0	
MAGAZINES	AAA	0	
METAL PILE	EXCEL	11.53	
WHITE GOODS	EXCEL	1.7	
PROPANE TANKS	RINDGE	0	
GOT BOOKS	GB	0	
RED CROSS	RC	1.1	
SALVATION ARMY	SA	0.77	
PLANET AID	PA	1.14	
DEMOLITION	DANIELS	40.50 in--49.95 out	
CHAMP HOMES	CH	2.58	
MATTRESSES		0	
COMPOST	TP	0	
WOOD CHIPS	TP	0	
BRUSH	TW NICKERSON	8.25	
BOY SCOUTS	BS	0.34	
C R T'S	EXCEL	2.68	
NI CAD BATTERIES		1 box	
MERCURY		0	
semass	15 loads	317.72ton	21. ton avg
recycle rolloff loads	13 loads		

We are working on container repair and painting, recycling area modifications, and Jack Martin the gate attendant will be out on sick leave for a couple weeks.

CONSUMPTION REVENUE FY2011

BILL DATE	COMMIT DATE	RTE	RATE	BILLED	CONSUMPTION	RECEIPTS
JUNE, 2010	July 9, 2010	2	S	\$ 207,676.75	3,964,100	
JULY	August 9, 2010	3	S	\$ 353,147.00	7,475,300	\$ 144,688.45
AUGUST	September 1, 2010	4	S	\$ 377,765.50	8,154,700	\$ 280,841.95
SEPTEMBER	October 2, 2010	2	S	\$ 412,652.25	8,798,900	\$ 437,884.81
OCTOBER	November 3, 2010	3	S	\$ 382,144.25	8,260,700	\$ 267,628.30
NOVEMBER	December 6, 2010	4	S	\$ 222,484.40	4,691,300	\$ 426,929.44
DECEMBER	January 6, 2011	2	W	\$ 108,443.15	3,012,300	\$ 241,082.35
JANUARY	February 1, 2011	3	W	\$ 94,646.65	2,244,000	\$ 154,542.82
FEBRUARY	March 1, 2011	4	W	\$ 77,868.15	1,582,800	\$ 118,713.37
MARCH	April 4, 2011	2	W	\$ 80,915.95	1,659,700	\$ 101,520.25
APRIL	May 4, 2011	3	W	\$ 88,435.10	1,758,700	\$ 72,549.46
MAY	June 1, 2011	4	W	\$ 78,846.95	1,634,000	\$ 98,165.61
JUNE,						\$ 86,281.76
FY2011 JULY TO DATE TOTALS				\$ 1,746,307.70	37,802,400	\$ 1,953,598.17
FY2011 ABATEMENT TO DATE				\$48,756.17	665,990	
FY2011 ADJUSTED COMMITMENTS				\$ 1,697,551.53	37,136,410	\$ 1,953,598.17
FY2011 ANNUAL TOTAL ADJUSTED COMMITMENTS				\$ 2,435,660.28	52,496,800	\$ 2,430,828.62

CONSUMPTION REVENUE FY2012

BILL DATE	COMMIT DATE	RTE	RATE	BILLED	CONSUMPTION	RECEIPTS
JUNE, 2011	July 1, 2011	2	S	\$ 175,745.10	3,200,000	
JULY	August 8, 2011	3	S	\$ 273,200.20	5,714,500	\$ 157,584.50
AUGUST	September 15, 2011	4	S	\$ 314,282.85	6,801,700	\$ 214,605.96
SEPTEMBER	October 11, 2011	2	S	\$ 361,393.55	7,697,300	\$ 204,964.97
OCTOBER	November 2, 2011	3	S	\$ 364,415.35	7,827,900	\$ 335,740.51
NOVEMBER	December 5, 2011	4	S	\$ 251,132.75	5,122,200	\$ 414,623.44
DECEMBER	January 10, 2012	2	W	\$ 100,356.70	2,730,800	\$ 248,781.14
JANUARY	February 10, 2012	3	W	\$ 103,545.15	2,766,900	\$ 126,746.28
FEBRUARY	March	4	W			
MARCH	April	2	W			
APRIL	May	3	W			
MAY	June	4	W			
JUNE,						
FY2012 JULY TO DATE TOTALS				\$ 1,944,071.65	41,861,300	\$ 1,696,046.80
FY2012 ABATEMENT TO DATE				\$59,553.80	1,201,200	
FY2012 ADJUSTED COMMITMENTS				\$ 1,884,517.85	40,660,100	\$ 1,696,046.80
FY2011 JULY TO DATE ADJUSTED COMMITMENTS				\$ 1,603,588.13	34,903,510	\$ 1,953,598.17
FY2012'S BILLINGS, CONSUMPTION, AND REVENUE DECREASE/INCREASE				\$ 280,929.72	5,756,590	\$ (257,551.37)

REVCON.XLS

TOWN CLERK: Submitted by Julie Smith

Neutrality - Impartiality - Trust: The Town Clerk's Office upholds the integrity of the town's democratic process by ensuring the town voters can rely upon impartiality and neutrality at our town meetings and elections. We strive for a well-informed public by maintaining and preserving the official town records consistent with the Town Charter, local, state, and federal laws, by providing equal and professional service to all.

PREPARATION FOR MARCH 6th PRESIDENTIAL PRIMARY ELECTION:

Reminder: Chatham is now 1 Precinct and all votes are cast at the Chatham Community Center (702 Main Street). All polls (statewide) are open from 7:00 a.m. until 8:00 p.m. At Primary elections, voters enrolled in a party (Democrat, Republican or Green-Rainbow) may only receive a ballot for the party in which they are enrolled. Unenrolled voters have their choice of ballot and will automatically be returned to Unenrolled status once their vote has been cast.

The deadline to register to vote or change your party affiliation was Wednesday, February 15th (the Town Clerk's Office was open until 8:00 pm for that purpose).

Presidential Primary absentee ballots are available. The deadline to apply for an absentee ballot is before noon on Monday March 5, 2012. We processed 70 absentee ballots the first week they were available.

ANNUAL TOWN CENSUS:

The 2012 annual town census has been delivered. We have had a fairly good response, but 151 census envelopes were returned to us as undeliverable. If you have not received your census, please contact the Town Clerk, as we may have an incorrect mailing address. If you have received your census but have not yet returned it, please do so. Otherwise, you may encounter a delay at the polls.

DOG & CAT LICENSES:

Dog and Cat licenses are currently available. The cost is \$10.00 (non-neutered) or \$6.00 (neutered). In the month of January we licensed 234 dogs and 34 cats.

VITAL RECORDS:

We recorded the following number of Vital Records during the Month of January:

Birth Certificates	1
Intentions of Marriage	3
Marriage Certificates	3
Death Certificates	8

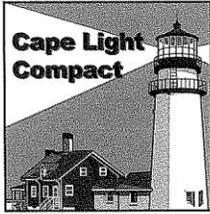
VOTER REGISTRATION:

We processed 31 new voter registrations and removed 26 voters due to death or change of residence. The total number of registered voters at the close of January was: 5,383. Our total number of residents was: 6,105.

CASH RECEIPTS:

We receive payments for birth, marriage and death certificates, marriage intentions, non-criminal violations, dog and cat licenses, street lists of residents, d/b/a certificates, among other things. Our total amount collected and submitted to the Treasurer's Office for the month of January was \$3,413.00.

k- monthly report.



Cape Light Compact

Tel: (508) 375-6644 • Fax: (508) 362-4136
www.capelightcompact.org

POST OFFICE BOX 427 • BARNSTABLE SUPERIOR COURT HOUSE • BARNSTABLE, MASSACHUSETTS 02630

January 31, 2012



Ms. Jill R. Goldsmith
Town Manager
549 Main Street
Chatham, MA 02633

Dear Ms. Goldsmith,

Attached for your information and dissemination to your Board of Selectmen/Town Council is the Cape Light Compact's monthly Energy Efficiency Report. The Report reflects the program activity for all of Cape Cod & Martha's Vineyard and breaks out the detail on a town-by-town basis.

Below is a summary of the activity in your town for the month of December, 2011. To view each of your monthly reports, please visit our website at www.capelightcompact.org and click on Reports.

- . 48 residents and/or businesses in Chatham participated in the program.
- . \$45,401.79 in incentive dollars were distributed to the 48 participants.
- . 122,870 kWh were saved through implementation of these energy efficiency measures.
- . Through December, 2011 your town has spent 54.9% of its town allocated annual budget.

If you have any questions on the attached report, please contact Kevin Galligan, Energy Efficiency Program Manager, at 508-375-6828.

Sincerely,

Margaret T. Downey
Assistant County Administrator

Enclosure

cc: Peter Cocolis

AQUINNAH • BARNSTABLE • BARNSTABLE COUNTY • BOURNE • BREWSTER • CHATHAM • CHILMARK • DENNIS • DUKES COUNTY • EASTHAM • EDGARTOWN
FALMOUTH • HARWICH • MASHPEE • OAK BLUFFS • ORLEANS • PROVINCETOWN • SANDWICH • TISBURY • TRURO • WELFLEET • WEST TISBURY • YARMOUTH

Program Activity by Town
http://www.capelightcompact.org/TownReports.htm

Town Name: Chatham
 Program Name: CLC Energy Efficiency Program
 Program Period: 2011
 Current Dates: 12/01/11 - 12/31/11
 Cumulative Dates: 01/01/11 - 12/31/11

Program	Current Period			Cumulative for Reporting Period			Actual % of Budget
	Annual kWh Savings	Annual Expenditures	Unique Customer Accounts	Annual kWh Savings	Annual Expenditures	Unique Customer Accounts	
Low-Income Single-Family	958	572.00	1	11,763	20,107.11	11	67,941.46
Low-Income Multi-Family	0	0.00	0	0	0.00	0	0.00
LI Subtotal	958	572.00	1	11,763	20,107.11	11	67,941.46
LI % of Total	0.8%	1.3%	2.1%	1.2%	4.8%	2.8%	14.3%
Residential New Construction	0	0.00	0	0	0.00	0	9,259.11
Residential Major Renovation	0	0.00	0	0	0.00	0	0.00
Residential Conservation Service	22,243	29,099.23	36	120,525	165,795.42	138	247,565.33
Residential Deep Retrofit	0	0.00	0	0	0.00	0	0.00
Residential Multi-Family Retrofit	0	0.00	0	0	0.00	0	0.00
Energy Star Lighting	0	0.00	0	413,998	26,831.00	3	0.00
Energy Star Appliance	913	100.00	2	29,400	8,750.00	177	0.00
Energy Star HVAC	0	0.00	0	31,634	28,105.20	60	0.00
Res Subtotal	23,156	29,199.23	38	595,557	229,481.62	378	256,824.44
Res % of Total	18.8%	64.3%	79.2%	63.2%	54.4%	89.2%	54.1%
C&I New Construction	37,401	2,335.00	2	51,172	20,685.77	3	0.00
C&I Large Retrofit	0	0.00	0	0	0.00	0	0.00
C&I Small Retrofit	23,638	9,573.06	4	141,233	74,742.42	25	149,929.63
C&I Govt Small	0	0.00	0	13,651	11,704.60	3	0.00
C&I Govt Large	0	0.00	0	0	0.00	0	0.00
C&I Govt New Construction	0	747.50	2	90,240	61,796.20	2	0.00
C&I Products & Services	37,717	2,575.00	1	39,151	3,585.33	2	0.00
C&I Subtotal	98,756	15,630.56	9	335,447	172,494.32	35	149,929.63
C&I % of Total	80.4%	34.4%	18.8%	35.6%	40.9%	8.3%	31.6%
Report Total	122,870	45,401.79	48	942,767	422,083.05	424	474,695.53
Budget Comparison					260,644.95		474,695.53
							54.9%

* * * * *

Should you have any questions regarding the forgoing, please contact Jill Goldsmith, Town Manager at 508.945.5105 or jgoldsmith@chatham-ma.gov.

Please visit the Town's website for more up to date information – www.chatham-ma.gov